

OFFER FORM ACTED [LIBYA]¹

Tender N° (filled in by ACTED): *N/A*

Order ID (filled in by ACTED): *RFQ/14FQD/IEX/MEA/TUN/MEAL/22-07-2024*

Date (filled in by Bidders):

To be Filled by Bidder (COMPULSORY)

Company's Name (as per registration documents)	
Company Authorized Representative's Name (as per registration documents or duly signed Power of Attorney)	
Company Registration Number	
Registration body	
Company's mailing address Shop/Office/Building No Street name City Governorate/province/district Country	
Commercial representative for the bid (if different from authorized representative)	
Phone contact number Landline Mobile No	
Email address	

I undersigned (to be filled in by Bidders) _____
 agree to provide ACTED, non-profit NGO, with items answering the following specifications, according to the general conditions and responsibilities that I engage myself to follow.

¹ For tenders for service contracts, if the terms of reference include information that should remain confidential to ACTED, please ask Bidders to sign a non-disclosure agreement before sharing the terms of reference.



PLEASE FILL IN THE FOLLOWING TABLES, ONE FOR EACH LOT:

- If the request for quotation is divided into lots, the Bidder [must bid for all lots]. Each lot [may be subject to a separate contract and the quantities indicated for the different lots cannot be divided. [The Bidder must offer all items & quantities indicated for each lot. Bids for part of a lot only will not be considered].
- If the Bidder is awarded more than one lot, a single contract may be concluded including all lots.
- If the items have not been divided into lots, the Bidder [must submit offer for the entirety of the items and quantities] or [may submit an offer for part of the items and/or quantities] indicated in the call for tender.

UNIT AND TOTAL PRICES MUST BE INCLUSIVE OF ALL COSTS (ACCOMMODATION, TRAVEL, PER DIEM, APPLICABLE TAXES, ETC.).

PLEASE ATTACH ANY TECHNICAL PROPOSAL AS PER ATTACHED TERMS OF REFERENCE.

LOT 1: [Derna emergency response summative evaluation]

To be filled in by the Bidder									
N°	Deliverable	Unit ²	Quantity (1)	Proposed methodology (if applicable and different from the terms of reference)	Country of Residence (if travelling to field location is required)	Unit Price excluding taxes (USD) (2)	Unit Price including all costs & taxes (USD) (3)	Total Price excluding taxes (USD) (1) x (2)	Total Price including all costs & taxes (USD) (1) x (3)
1	Inception Report (see the TOR attached)	Service	1						
2	Draft Final Evaluation Report (see the TOR attached)	Service	1						
3	Final version of the Final Evaluation Report (see the TOR attached)	Service	1						

² Please note that ACTED service contracts are based on an obligation of result, and not based on time consumption. Therefore, ACTED will not consider offers based on man-days as a unit. Offers must be submitted all costs and taxes inclusive for each deliverable.



DELIVERY DEADLINES:

Evaluation activities	Suggested Schedule
Review of programme activities and data availability, based on available documentation	
Development of an Inception Report, outlining the methodology for data collection and analysis	
Data collection (conducted by Acted under consultant's leadership)	
Analysis of programme performance based on the above-listed DAC criteria and the corresponding research questions listed above	
Drafting of the Final Evaluation Report	
Finalization of the Final Evaluation Report, taking into account Acted comments on its quality and accuracy.	

DOCUMENTS REQUIRED:

- CV of the consultant.
- Sample from previous work (max. 10-20 pages) from at least 2 separate projects; description of similar or related past experience.
- Technical Proposal including a detailed methodology and work plan.
- ACTED Forms (attached)
- The offer form filled in, signed and stamped.
- ID of the legal representative
- Bank details
- Company registration (If the consultant is a company, a valid company registration document is required.)



DELIVERY CONDITION:

	DELIVERY CONDITIONS REQUESTED BY ACTED	DELIVERY CONDITIONS OFFERED BY THE BIDDER (if different)
DELIVERY DATE (either X days/months from contract signature or fixed date DD/MM/YYYY)	<u>30/09/2024</u>	
TRANSPORTATION MEAN (if travelling to field location is required) Point of departure Expected travel distance (km/miles) Mode (road/air/sea) Vehicle brand, model & year or flight number	<u>N/A</u>	

BIDDER'S CONDITIONS:

	GENERAL CONDITIONS RECOMMENDED BY ACTED	GENERAL CONDITIONS OFFERED BY THE BIDDER (if different)
VALIDITY OF THE OFFER	<i>2 months min; ideally 3 months</i>	
TERMS OF PAYMENT	<i>Bank transfer to a bank account</i>	

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

