

CALL FOR TENDER - ACTED MOZAMBIQUE

Instructions to Bidders

Date: 22/06/2026

Tender N°: T/50MULTI/MULTI/MULTI/PEMBA/22-06-2026/1

Through this tender ACTED is requesting a company to provide detailed written offers for the supply of the following products:

PRODUCT SPECIFICATIONS:

1. Description: Voucher-based distributions
2. Product class / category:
 - LOT 1: Food items,
 - LOT 2: Non-food items,
 - LOT 3: Agricultural Tools,
 - LOT 4: Fishing tools.

A detailed list of requested products is provided in the attached Offer Form.

RESPONSIBILITIES OF THE SUPPLIER:

1. Place of delivery: Cabo Delgado (See 10.3)
2. INCOTERM (delivery conditions): DDP (See 10.4)
3. Maximum date of delivery: See 10.3
4. Minimum offer validity period required: 1 year

The responses to this call for tender shall include the following elements:

1	The present Instructions to Bidders (PRO-05) signed & stamped by the Bidder
2	An original Offer Form (PRO-06) dated, filled, signed & stamped by the Bidder
3	The Bidders Checklist (PRO 06.7) , filled, signed and stamped by the Bidder

Upon pre-selection of the supplier based on his economic proposal on the closing date of this tender, the following documents shall also be provided to ACTED:

4	The Supplier Questionnaire Form (PRO-03.2) dated, filled, signed & stamped by the Bidder
5	ACTED Ethical Declaration (PRO-06.2) dated, filled, signed & stamped by the Bidder
6	ACTED's General Conditions for Purchase (PRO-09) signed & stamped by the Bidder
7	The Bidder's official registration documents
8	A copy of the Bidder's legal representative ID or passport

Finally, ACTED should be allowed to conduct a **technical check** of the items offered **at the bidder's premises** prior to the award of any contract resulting from this tender.

It is important to note that all documents must be filled, dated, signed & stamped by the Bidders in order to be considered as eligible. ACTED only accepts bids that have been filled in in either Portuguese or English.



GENERAL CONDITIONS:

1. The **closing date** of this tender is **29/06/2026 at 17:00** in ACTED office at the following address: **Av. Marginal, Bairro Eduardo Mondlane, Quarteirão 1, casa 8856, Pemba**. Bidders who will submit their offer to another ACTED office than **Av. Marginal, Bairro Eduardo Mondlane, Quarteirão 1, casa 8856, Pemba** must take into consideration the transport time to **Av. Marginal, Bairro Eduardo Mondlane, Quarteirão 1, casa 8856, Pemba**
2. The submission of an offer by a bidder to this call for tender may not result in the award of a contract.
3. The offer must be submitted to ACTED Logistics department in a sealed envelope marked "Not to be opened before **30/06/2026**" and the Tender reference number above.
4. Unsealed envelope and late offers will not be considered.
5. To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors' compliance requirements, all offers are subject to the condition that contractors do not appear on anti-terrorism lists, in line with ACTED's anti-terrorism policy. To this end, ACTED reserves the right to carry out anti-terrorism checks on any contractor, its board members, staff, volunteers, consultants, financial service providers and sub-contractors.
6. Collusive practices are prohibited and will lead to offers rejection.
7. **ACTED adopts a zero tolerance approach towards corruption and is committed to respecting the highest standards in terms of efficiency, responsibility and transparency in its activities. In particular, ACTED has adopted a participatory approach to promote and ensure transparency within the organization and set up a Transparency unit (supervised by the Director of Audit & Transparency) that can be reached through a dedicated phone number and e-mail address. As such, if you witness or suspect any unlawful, improper or unethical act or business practice (such as soliciting, accepting or attempting to provide or accept any kickback) during the tendering process, please contact the following phone number +33 6 07 22 46 28 and/or send an e-mail to transparency@acted.org.**

SPECIAL CONDITIONS:

8. Lots:
 - The tender is divided into lots, the Bidder **may** bid for one or several lots. Each lot **may** be subject to a separate contract and the quantities indicated for the different lots cannot be divided.
 - If the Bidder is awarded more than one lot, a single contract may be concluded including all lots.
9. Bidders' selection criteria will be evaluated as described below:

	Criteria PASS/FAIL	Minimum required to pass
1	Price	Prices are coherent with the proposed products.
2	Experience	The bidder has proved to have at least one past contract similar to the contract to award AND a positive record with ACTED, other NGO or a public institution.
3	Physical stocks and market reach	The supplier has at least 1 warehouse in Cabo Delgado OR has proved to have means of transport to reach Cabo Delgado in less than 3 calendar days (e.g. own trucks or 1 transport service contract in place).
4	Quality	The supplier passes at least 80% of the quality checks done by ACTED at his premises prior to the signature of the Contract.
5	Availability	The supplier has proved to have at least 80% of the offered items in stock at his premises during the quality check (Physical or based on catalog).

10. Bidders should consider the following operational requirements to participate in this call for tender:



10.1 Variety of items per distribution.

The listed items represent the full basket, but only selected items may be required for each distribution. ACTED will confirm the needed items with the bidder before each distribution.

10.2 Quantities per distribution.

ACTED does not guarantee minimum purchase quantities and will only buy the amounts specified in official Purchase Orders. The supplier must ensure enough stock is available to cover all confirmed households for each distribution.

10.3 Dates and locations per distribution.

ACTED will confirm the dates and locations of each distribution prior to the distribution. The supplier will therefore need to mobilizable the goods within three (3) days after ACTED request.

10.4 Logistics costs and other hidden costs.

The bidder cannot charge beneficiaries any additional fees. All transport, logistics, and storage costs must be covered by the bidder.

10.5 Quality requirements and technical checks.

All products must match approved samples and meet required standards and ACTED may inspect them before and during distributions. If more than 2% of goods fail to meet requirements, ACTED may reject the lot, cancel the contract, or apply penalties.

10.6 Liability for loss or incidents.

The bidder is responsible for all risks such as theft or damage during distribution. ACTED will not compensate for any losses or unsold goods.

10.7 Payment terms and conditions.

Payment is based on the value of valid vouchers collected, and the bidder must verify their authenticity with proper training to prevent fraud. The bidder is responsible for securing vouchers, reporting any issues, and only valid vouchers in good condition will be accepted and paid after ACTED's daily verification.

11. Bids award criteria will be assessed through a:**Pass/fail method**

OR

Scoring method**Note:**

- The pass/fail method consists in evaluating the technical component of offers from the lowest price.
- The scoring method consists in assessing all eligible offers based on a pre-defined scoring scale for each selection and/or award criteria. The best rated offer will be selected at the end of this process. Price may not account for less than 50% of the final score, unless authorized otherwise and stated in the present Instructions to Bidders.

12. ACTED's General Conditions for Purchase for this tender are attached for the information of Bidders. When sending their offers to the present call for tender, Bidders acknowledge their agreement with these terms & conditions.

Company Name: _____

Authorized Representative Name: _____

Signature: _____

Stamp: _____

