

CALL FOR TENDER ACTED OPT Instructions to Bidders

Date: 26/08/2026

Tender N°: T/12MULTI/Data-Collection/GAZA-RML/26-08-2026/001

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

PRODUCT SPECIFICATIONS:

- | | |
|------------------------------|--|
| 1. Description: | Data Collection Face to face and remote modality |
| 2. Product class / category: | Services |
| 3. Type of contract: | 2 years Framework Agreement |

RESPONSIBILITIES OF THE SUPPLIER:

- | | |
|--|-----------------------------------|
| 1. Place of delivery: | Gaza, West Bank, Remote |
| 2. Minimum offer validity period required: | 3months minimum, ideally 6 months |

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 Supplier Questionnaire Form (PRO-06.1) dated, filled, signed & stamped by the Bidder
4	Acted Ethical Declaration (PRO-06.2) dated, filled, signed & stamped by the Bidder
5	Acted's General Conditions for Purchase signed & stamped by the Bidder
6	The Bidder's official registration documents
7	A copy of the Bidder's legal representative ID or passport
8	The Bidder's Checklist (PRO-06.3) dated, filled, signed & stamped by the Bidder
9	BONUS – Proof of past experience
10	BONUS – List of governorates/areas with an established network of enumerators and/or supervisors
11	BONUS – List of available enumerators and field supervisors
12	BONUS – Information on the Data collection platform used
13	BONUS – Quality assurance procedure for field data collection
14	BONUS – Methodology for monitoring fieldwork progress and data quality
15	BONUS – Data Protection Policies
16	BONUS – Safety and Security Policies
17	BONUS – Communication Policies during face-to-face data collection



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 English.

GENERAL CONDITIONS:

1. The **closing date** of this tender is **17/09/2026** by email to opt.tender@acted.org cc tender@acted.org.
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 by email to opt.tender@acted.org cc tender@acted.org with the following subject "*Data Collection Tender | Name of the company*"
4. 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.
5. Collusive practices are prohibited and will lead to offers rejection.
6. **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:

7. Lots:
 - The Bidder may bid for one or 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.
8. Eligible or prohibited origin of goods and/or exclusions (if applicable): N/A
9. Bidders selection criteria will be evaluated as described below:



Criteria	Sub-criteria	FAIL	PASS
Experience	Similar past contracts in the last 3 years	The bidder has provided no past contract similar to the contract to award	The bidder has provided at least one past contract similar to the contract to award
	Number of years in business	The bidder has been working in this business for less than 5 years	The bidder has been working in this business for 5 years or more than 5 years
	Positive reference checks	The bidder has a negative record as per contacted NGOs / private companies	The bidder has a positive record as per contacted NGOs / private companies
Geographical & Operational Capacity	Gaza coverage	The bidder cannot provide a list of governorates/areas in Gaza where it has an established network of enumerators and/or supervisors and cannot demonstrate the capacity to deploy field teams across the areas required under the contract.	The bidder provides a list of governorates/areas in Gaza where it has an established network of enumerators and/or supervisors and can demonstrate capacity to deploy field teams across the areas required under the contract.
	West Bank coverage	The bidder cannot provide a list of governorates/areas in the West Bank where it has an established network of enumerators and/or supervisors and cannot demonstrate capacity to deploy field teams across the areas required.	The bidder provides a list of governorates/areas in the West Bank where it has an established network of enumerators and/or supervisors and can demonstrate capacity to deploy field teams across the areas required.
	Field network capacity	The bidder cannot provide a list/profile of at least 40 available enumerators and 4 field supervisors, with their areas of operation, who can be mobilised for the contract.	The bidder provides a list/profile of at least 40 available enumerators and 4 field supervisors, with their areas of operation, who can be mobilised for the contract.
Data Collection & Technical Capacity	Digital data collection	The bidder has no demonstrated experience using digital data collection platforms	The bidder demonstrates experience using KoboToolbox, ODK, SurveyCTO or an equivalent platform
	Quantitative and qualitative data collection implementation	The bidder cannot provide evidence of having implemented at least one quantitative and one qualitative data collection exercise using structured, semi-structured and/or unstructured tools.	The bidder provides evidence of having implemented at least one quantitative and one qualitative data collection exercise, including experience with structured, semi-structured and/or unstructured tools.
Quality Assurance & Control	Field-level QA	The bidder has no documented quality assurance procedures for field data collection	The bidder has documented quality assurance procedures for field data collection
	Daily monitoring and reporting	The bidder has no mechanism for monitoring fieldwork progress and data quality during data collection	The bidder has a mechanism for daily monitoring of fieldwork progress and data quality
Data Protection & Safeguarding	Data confidentiality	The bidder does not have documented procedures for data confidentiality, secure data storage and transmission, access control, and protection of respondent information, or a data protection policy in place.	The bidder has documented procedures for data confidentiality, secure data storage and transmission, access control, and protection of respondent information, a data protection policy in place.



	Enumerator code of conduct	The bidder has no code of conduct or equivalent requirements applicable to field staff	The bidder has a code of conduct or equivalent requirements applicable to field staff
Staff Security & Duty of Care	Security risk management	The bidder does not have documented procedures for identifying, assessing and managing security risks affecting field staff	The bidder has documented procedures for identifying, assessing and managing security risks affecting field staff
	Staff safety procedures	The bidder does not have established procedures to ensure the safety of enumerators and supervisors during fieldwork	The bidder has established procedures to ensure the safety of enumerators and supervisors during fieldwork
	Communication and check-in system	The bidder does not have a reliable system for maintaining communication with field teams and monitoring their safety during data collection	The bidder has a reliable communication and check-in system for monitoring field teams during data collection
	Incident and emergency procedures	The bidder does not have procedures for responding to security incidents, emergencies or sudden changes in the operating environment	The bidder has documented procedures for responding to security incidents, emergencies and sudden changes in the operating environment
	Suspension/relocation of fieldwork	The bidder does not have a mechanism for suspending or adapting fieldwork when security conditions deteriorate	The bidder has a mechanism for suspending, relocating or adapting fieldwork when se

10. Bids award criteria will be assessed through a **Pass/Fail method**. The pass/fail method consists in evaluating the technical component of offers from the lowest price.

11. Acted's Special 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: _____

Date: _____

Signature and stamp: _____

