

CALL FOR TENDER ACTED OPT
Instructions to Bidders

Date: 10/09/2026

Tender N°: T/12MULTI/MULTI/Program-FWA/RML/10-09-2026/001

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

PRODUCT SPECIFICATIONS:

- | | |
|-------------------|--------------------------|
| 1. Description: | Kits for program purpose |
| 2. Product stage: | Ready to use |

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

RESPONSIBILITIES OF THE SUPPLIER:

- | | |
|--|---------------------------------|
| 1. Place of delivery: | West Bank |
| 2. INCOTERM (delivery conditions): | DDP |
| 3. Maximum date of delivery: | 7 days after the PO's signature |
| 4. Minimum offer validity period required: | 3 months |

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

1	Instructions to Bidders (PRO-05) signed & stamped by the Bidder
2	Original Offer Form (PRO-06) dated, filled, signed & stamped by the Bidder (<i>detailed as per the requested currency</i>)
3	Supplier Questionnaire (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	Bidder's official registration documents
6	Bidder's legal representative national ID or passport
7	Acted General Conditions of Purchase signed & stamped by the Bidder
8	BONUS – Proofs of past performances (past deliveries of similar items)
9	Present Bidder's Checklist (PRO-06.3) dated, filled, signed & stamped by the Bidder

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 **03/10/2026 at 3:00pm** in Acted office at the following address: in office #604 on the 6th floor, Mikkawi Commercial Complex, Al Masayef, Ramallah or by email 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 in a sealed envelope marked "Not to be opened before 05/10/2026" and the Tender reference number above or by email to opt.tender@acted.org cc tender@acted.org with the following subject "FWA Program WB | Name of the company"
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:

- 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
1	Experience	Similar past contracts	The bidder has provided less than 2 past contracts similar to the contract to award	The bidder has provided at least two past contracts 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 / <i>private companies</i>
2	Quality		The quality of the items does not match with the minimum technical requirement	The quality of the items matches with the minimum technical requirement
3	Delivery	Timing	The delivery timeline exceeds 15 days after the signature of the PO	The delivery timeline is within 15 days after the signature of the PO
		Location	The bidder does not accept to deliver within the entire West Bank	The bidder accepts to deliver within the entire West Bank

- 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.

10. 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: _____

Signature: _____

Stamp: _____

