

CALL FOR TENDER – INSTRUCTIONS TO BIDDERS

ACTED Tunisia

Date: 24/01/2020

Tender N°: T/14DHP/X98/INE/TUN/24/01/2020

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

PRODUCT SPECIFICATIONS:

- | | |
|-----------------|---|
| 1. Description: | Provision of Advanced Safety and Security Management Workshop |
| 2. Quantity: | One training |
| 3. Duration: | Two days (two days of training) |
| 4. Location: | Tunisia (Tunis) |

RESPONSIBILITIES OF THE CONTRACTOR:

- | | |
|---------------------------|-------------------------|
| 1. Terms of delivery: | Tunis |
| 2. Date of delivery: | 27/02/2020 – 28/02/2020 |
| 3. Validity of the offer: | Minimum one month |

The answers to this tender should include the following elements:

- A written offer including all the consultancy specifications, the deliverable and price per deliverable,
- A copy of Professional CVs,
- Professional References (minimum 4)
- Quotes should be inclusive of detailed VAT
- Proofs of past trainings (including example contracts or other evidence of performance) in a similar field of activity (minimum 6 evidences)
- Description of a humanitarian aid work-oriented training
- Any relevant certifications
- The TORs signed
- Documents or certificate detailing the arrangement regarding insurance of participants / trainers

GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed on **14/02/2020 at 5:00PM** (Tunisian local time) in ACTED office at the following address : Tunis: Immeuble Nour, rue du Corail – 1st floor, office A 1.1., Les berges du lac 2, 1053 Tunis
2. Tenderers will fill, sign, stamp and return the Offer form according to ACTED's format.
3. Tenderers will sign and return all pages of the Product Specifications for which they apply.
4. The offer to the call for tender will not result in the award of a contract.
5. The offer must be submitted to ACTED Logistics department in a sealed envelope stamped and signed by the company and indicating the tender title, date, and time of submission. The envelope must bear the mention "T/14DHP/X98/INE/TUN/24-01-2020" not to be opened before 17/02/2020 and the purpose of the offer – " Provision of Advanced Safety and Security Management Workshop"
6. The offers must be submitted in English and prices must be expressed in **USD or TND including taxes**.



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ALL THE PAGES OF TENDER DOCUMENTS (instructions to bidders, offer form, Questionnaire, ToRs, Ethical declaration and bidders checklist) have to be signed stamped by the bidder.

7. Unsealed envelope and late offers will not be considered.
8. To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors' compliance requirements, all contract 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 contractor, its board members, staff, volunteers, consultants, financial service providers and sub-contractor."

NOTE: 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 has set up a Transparency focal point (Transparency Team supervised by the Director of Audit and Transparency) via a specific e-mail address. As such, if you witness or suspect any unlawful, improper or unethical act or business practices (such as soliciting, accepting or attempting to provide or accept any kickback) during the tendering process, please send an e-mail to transparency@acted.org.

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____