

NATIONAL CALL FOR TENDER ACTED *Libya*

Instructions to bidders

Date: 16/03/2020

Tender N°: T/FA/1499/CROSSPROJECTS/ACCOMMODATION-Libya/TUNIS/16/03/2020

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

PRODUCT SPECIFICATIONS:

1. **Description:** One-year framework agreement for accommodation and land transportation in Tripoli area (Libya).
2. **Category:** Services
3. **Duration:** one (1) - year contract

*Lot #	Description of services	Locations	Details of services
1	Accommodations	Libya – Tripoli-Benghazi-Misrata	Cities and accommodations as per Offer Form (PRO-06)
2	Venue / Conference Room	Libya – Tripoli-Benghazi	As per Offer Form (PRO-06)

***Bidders can choose to answer to one or several lots, depending on provider's availabilities.**

RESPONSIBILITIES OF THE CONTRACTOR:

1. Terms of delivery: Tunis Office / Tripoli Office
2. Expected date of Signature: May- 2020
3. Validity of the offer: 6 months recommended (*Validity of the offer : 6 months (the offer must be valid for 6 months till the selection is done and at the date of the contract's signature. Hereby, the bidder is informed the prices indicated in the offer will be valid for 12 months since the date of the contract signature)*)

The answers to this tender should include the following elements:

- A written quotation including all the product specifications, the price per unit (**Compulsory**)
- Copy of Legal representative ID ; (**Compulsory**)
- Copy of licence company; (**Compulsory**)
- Quotes should be in English and in LYD or TND or USD and exclusive and inclusive of detailed VAT; (**Compulsory**)
- Location of the hotel should be mentioned (**Compulsory**)
- Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) (**Compulsory**)
- Color pictures (or catalogue) of cars and hotel rooms with services are included (**compulsory**)
- For lot 1: Do not issue the booking for room accommodation – ACTED will not cover any expense incurred in the application of the tender. Include also details of transfer fees, cancellation fees, no show fee, administration fees and any other fees should be made clear as well as the detail of the components of the price of the booking.
- For lot # 2: Do not issue the booking for conference rooms – ACTED will not cover any expense incurred in the application of the tender. Include also details of transfer fees, cancellation fees, no show fee, administration fees and any other fees should be made clear as well as the detail of the components of the price of the booking.

GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed **on 06/04/2020 at 12:00AM** Libya Local Time in ACTED office at the following address :

Immeuble Nour, Rue du Corail – Office A1-1, 1st floor, Les berges du Lac 2 –Tunis

2. The Bidding Documents (in **English**) may be collected free of charge by all interested bidders at the following address(es):

ACTED Capital Office: Immeuble Nour, Rue du Corail – Office A1-1, 1st floor ,1053- Les berges du Lac 2 –
Tunis

&

ACTED Area office in Tripoli: Wessayat Al Baderi Ansar Street Tripoli Libya

&

ACTED Benghazi Office : JAMAL ABDULNASSER ST, AL ZAYTOUN, BENGHAZI, LIBYA

Or can be downloaded from the Libyan investment website at <https://www.libyaninvestment.com/> under the section tenders or from Jamaity website :<https://jamaity.org/>

3. Tenderers who will present their offer at ACTED bases other than **Tunis office** must take into consideration the transport time from the local base to Tunis Office.
4. Tenderers will fill, sign, stamp and return the Offer form according to ACTED's format.
5. Tenderers will fill, sign, stamp and return all the other documentations attached to the call for tender at ACTED's format.
6. Tenderers will sign and return all pages of the Services Specifications for which they apply.
7. **The offer to the call for tender will not result in the award of a contract.**
8. A tender opening session will take place the **08/04/2020 at 4 PM Libya Local time** in the ACTED representative office in **Tunisia**. The presence of bidders' representative is allowed. For all inquiries regarding this tender, please contact the ACTED representative office in **Tunisia** not later than **25/03/2020 at 12:00 AM** by E-mail at libya.tender@acted.org, Cc tender@acted.org
9. The offer must be submitted to ACTED purchase department in a sealed envelope with the mention "not to be opened before the **08/04/2020 At 4 PM**" and the purpose of the offer: **T/FA/1499/CROSSPROJECTS/ACCOMMODATION-Libya/TUNIS/16/03/2020** or via email at libya.tender@acted.org and Cc tender@acted.org.
10. Unsealed envelope and late offers will not be considered.
11. 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.

SPECIFIC CONDITIONS:

The financial and technical evaluation will be based on the following criteria:

- Location and security
- Price
- Experience

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:
