

CALL FOR TENDER – INSTRUCTIONS TO BIDDERS

ACTED **Tunisia**

Date: 16/03/2020

Tender N°: T/FWA/1499/1899/LOCATIONVHL/TUNIS/LOG/16/03/2020

Through this call for tenders, ACTED asks interested companies to provide competitive detailed written quotes for the signing of a one (1) year framework contract for the temporary rental of various types of vehicles / trucks as follows:

PRODUCT SPECIFICATIONS:

- | | |
|-----------------------------------|---|
| 1. Description: | Rental of a 5-door car for one (1) year |
| 2. Product class / category: | Transport of people (Service) |
| 3. Manufactured (product origin): | International |
| 4. State of the Product: | Very good state |
| 5. Pick-up locations: | Tunis and surroundings |
| 6. Quantity / unit: | 2 / Vehicles |

Lot 1 : LIGHT VEHICLE RENTAL IN TUNIS (TUNISIA)				
Article N°	Description	Quantity	Delivery	Beginning of the contract
1	Rental of a 5-door car for one (1) year	2	Tunis , les Berges du Lac 2	26/04/2020

RESPONSIBILITIES OF THE CONTRACTOR:

- | | |
|-------------------------|--|
| 1. Delivery conditions: | Vehicle in very good condition, with full fuel |
| 2. Contract start date: | 26/04/2020 |
| 3. Place of delivery: | ACTED Tunis |

SPECIAL CONDITIONS :

- ACTED Tunis reserves the right to review the quantities and quality of vehicles according to its needs and financial means and to award the contract to one or more tenderers;
- The rental is for a period of one (1) year from the date of signature of the contract. The routing day is not counted unless it is stipulated otherwise in his order form;
- The rental company delivers the vehicle to ACTED Tunis with a full tank of fuel on the first day of the rental. Fuel for the duration of the contract is the responsibility of ACTED Tunis.
- The rental company undertakes to ensure preventive maintenance of the vehicle and to take responsibility for any repair or maintenance related to the proper functioning of the vehicle.
- Round trip road toll tickets are the responsibility of the rental company (for delivery);
- A technical visit to the tenderer's fleet will be made during the selection;



GENERAL CONDITIONS:

1. The closing date for the invitation to tender is April 06, 2020 at 02:00 P.M. Tunisia local time.
2. Tenderers must submit their offers to the ACTED Tunis office, Apartment 1-1 Block A Nour Building rue de corail les Berges du Lac 2, Tunis. 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.
7. 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/FWA/1499/1899/LOCATIONVHL/TUNIS/LOG/16/03/2020](#)" not to open before 08/04/2020 and the purpose of the offer – Rental of a 5-door car for one (1) year.
5. The offers must be submitted in English (**Compulsory**) or French and prices must be expressed in **TND**.
6. **ALL THE PAGES OF TENDER DOCUMENTS** (instructions to bidders, offer form, Questionnaire, 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."

SPECIFIC CONDITIONS:

1. Tenderers must provide Tax certification/registration as required by local law.
2. Tenderers must provide a least 3 proofs of past performances in a similar field/activity (contracts or other evidence of performance)
3. Tenderers must provide color photos or sample of vehicles, a copy of their vehicles specifications and the environmental specifications of the vehicles.

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: _____