

**OFFER FORM ACTED Tunisia/Libya**

Date: \_\_\_\_\_ (to be indicated by the bidder)

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

**To be Filled by Bidder (COMPULSORY)****Details of Bidding Company:**

1. Company Name: \_\_\_\_\_

2. Company Authorized Representative Name: \_\_\_\_\_

3. Company Registration No: \_\_\_\_\_

No/Country/ Ministry

4. Company Specialization: \_\_\_\_\_

5. Mailing Address: \_\_\_\_\_

Country/Governorate./City/St name/Shop-Office No

a. Contact Numbers: \_\_\_\_\_ (Land Line: \_\_\_\_\_ / Mobile No: \_\_\_\_\_)

b. E-mail Address: \_\_\_\_\_

I undersigned \_\_\_\_\_, agree to provide ACTED, non-profit NGO, with items answering the following specifications, according to the general conditions and responsibilities that I engage myself to follow.

PLEASE FILL IN THE FOLLOWING TABLES, ONE FOR EACH BATCH, EACH BATCH CORRESPONDING TO :

**Note - Bidders can choose to answer to one or several lots, depending on provider's availabilities.  
Quantities are indicative and are subject to change.**

**BATCH 1:** *Hotel Accommodation Services in Tripoli area*

- 3\* Hotel: ..... (To be filled by the bidder)

No.	Description	Unit	Quantity	Unit Price in TND/LYD/USD (VAT Exlu)	Unit Price in TND/LYD/USD (VAT Inclu)
1	Single Room with Breakfast only	Room/Night	1		
2	Double Room with Breakfast only	Room/Night	1		
3	Extra Lunch	Meal/Person	1		
4	Extra Dinner	Meal/Person	1		
TOTAL				.....	.....

- 4\* Hotel: ..... (To be filled by the bidder)

No.	Description	Unit	Quantity	Unit Price in TND/LYD/USD (VAT Exlu)	Unit Price in TND/LYD/USD (VAT Inclu)
1	Single Room with Breakfast only	Room/Night	1		
2	Double Room with Breakfast only	Room/Night	1		
3	Extra Lunch	Meal/Person	1		
4	Extra Dinner	Meal/Person	1		
TOTAL				.....	.....

- 5\* Hotel: ..... (To be filled by the bidder)

No.	Description	Unit	Quantity	Unit Price in TND/LYD/USD (VAT Exlu)	Unit Price in TND/LYD/USD (VAT Inclu)
1	Single Room with Breakfast only	Room/Night	1		
2	Double Room with Breakfast only	Room/Night	1		
3	Extra Lunch	Meal/Person	1		
4	Extra Dinner	Meal/Person	1		
TOTAL				.....	.....

**\*\* ACTED Libya/Tunisia gives these details to build a referential for a bid competition - Quotation for the cheapest available quotation, inclusive of all applicable charges and taxes for this booking date. Bidders are invited to provide quotations as per above details (details are just an example of the ACTED Libya/Tunisia usual request). Do not issue the booking for room accomodation – ACTED will not cover any expense incurred in the application of the tender. The offers provided with unit price will be fixed for one year framework agreement and those quantites may change**

Additionally answers for this tender should also include the following elements:

➤ **cancellation fees, administration fees and any other fees should be made clear in the section bellow**

**BIDDER'S COMMENTS/REMARKS:**

1. \_\_\_\_\_
2. \_\_\_\_\_

**DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:**

(YES/NO)..... under 24H for non-urgent demands

(YES/NO)..... under 1h for urgent demands

**BIDDER'S TERMS AND CONDITIONS:**

1. Expected date of the signature : \_\_\_\_\_

2. Valid of the offer: \_\_\_\_\_ (6 months recommended (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)

3. Terms of payment: \_\_\_\_\_ On monthly bases after 30-45 working days of approving invoice (cash/cheque/wire transfer)

Name of Bidder's Authorized Representative: \_\_\_\_\_

Authorized signature and stamp: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*\*\*\*END OF BATCH 1 \*\*\*\*\***

**BATCH 2:** *Hotel Accommodation Services in Benghazi area*

- 3\* Hotel: ..... (To be filled by the bidder)

No.	Description	Unit	Quantity	Unit Price in TND/LYD/USD (VAT Exlu)	Unit Price in TND/LYD/USD (VAT Inclu)
1	Single Room with Breakfast only	Room/Night	1		
2	Double Room with Breakfast only	Room/Night	1		
3	Extra Lunch	Meal/Person	1		
4	Extra Dinner	Meal/Person	1		
<b>TOTAL</b>				.....	.....

- 4\* Hotel: ..... (To be filled by the bidder)

No.	Description	Unit	Quantity	Unit Price in TND/LYD/USD (VAT Exlu)	Unit Price in TND/LYD/USD (VAT Inclu)
1	Single Room with Breakfast only	Room/Night	1		
2	Double Room with Breakfast only	Room/Night	1		
3	Extra Lunch	Meal/Person	1		
4	Extra Dinner	Meal/Person	1		
TOTAL				.....	.....

- 5\* Hotel : Hotel Name : ..... (To be filled by the bidder)

No.	Description	Unit	Quantity	Unit Price in TND/LYD/USD (VAT Exlu)	Unit Price in TND/LYD/USD (VAT Inclu)
1	Single Room with Breakfast only	Room/Night	1		
2	Double Room with Breakfast only	Room/Night	1		
3	Extra Lunch	Meal/Person	1		
4	Extra Dinner	Meal/Person	1		
TOTAL				.....	.....

**\*\* ACTED Libya/Tunisia gives these details to build a referential for a bid competition - Quotation for the cheapest available quotation, inclusive of all applicable charges and taxes for this booking date. Bidders are invited to provide quotations as per above details (details are just an example of the ACTED Libya/Tunisia usual request). Do not issue the booking for room accomodation – ACTED will not cover any expense incurred in the application of the tender. The offers provided with unit price will be fixed for one year framework agreement and those quantites may changed**

Additionally answers for this tender should also include the following elements:

- **cancellation fees, administration fees and any other fees should be made clear in the section bellow**

**BIDDER'S COMMENTS/REMARKS:**

3. \_\_\_\_\_
4. \_\_\_\_\_

**DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:**

(YES/NO)..... under 24H for non-urgent demands

(YES/NO)..... under 1h for urgent demands

**BIDDER'S TERMS AND CONDITIONS:**

4. Expected date of the signature: \_\_\_\_\_
5. Valid of the offer: \_\_\_\_\_ (6 months recommended (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)
6. Terms of payment: \_\_\_\_\_ On monthly bases after 30-45 working days of approving invoice (cash/cheque/wire transfer)

Name of Bidder's Authorized Representative: \_\_\_\_\_

Authorized signature and stamp: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*END OF BATCH 2 \*\*\*\*\*

**BATCH 3:** *Hotel Accommodation Services in Misrata area*

- 3\* Hotel: ..... (To be filled by the bidder)

No.	Description	Unit	Quantity	Unit Price in TND/LYD/USD (VAT Exlu)	Unit Price in TND/LYD/USD (VAT Inclu)
1	Single Room with Breakfast only	Room/Night	1		

2	Double Room with Breakfast only	Room/Night	1		
3	Extra Lunch	Meal/Person	1		
4	Extra Dinner	Meal/Person	1		
<b>TOTAL</b>				.....	.....

- 4\* Hotel: ..... (To be filled by the bidder)

No.	Description	Unit	Quantity	Unit Price in TND/LYD/USD (VAT Exlu)	Unit Price in TND/LYD/USD (VAT Inclu)
1	Single Room with Breakfast only	Room/Night	1		
2	Double Room with Breakfast only	Room/Night	1		
3	Extra Lunch	Meal/Person	1		
4	Extra Dinner	Meal/Person	1		
<b>TOTAL</b>				.....	.....

- 5\* Hotel: ..... (To be filled by the bidder)

No.	Description	Unit	Quantity	Unit Price in TND/LYD/USD (VAT Exlu)	Unit Price in TND/LYD/USD (VAT Inclu)
1	Single Room with Breakfast only	Room/Night	1		
2	Double Room with Breakfast only	Room/Night	1		
3	Extra Lunch	Meal/Person	1		
4	Extra Dinner	Meal/Person	1		

	<b>TOTAL</b>	.....	.....
--	--------------	-------	-------

**\*\* ACTED Libya/Tunisia gives these details to build a referential for a bid competition - Quotation for the cheapest available quotation, inclusive of all applicable charges and taxes for this booking date. Bidders are invited to provide quotations as per above details (details are just an example of the ACTED Libya/Tunisia usual request). Do not issue the booking for room accomodation – ACTED will not cover any expense incurred in the application of the tender. The offers provided with unit price will be fixed for one year framework agreement and those quantites may changed**

Additionally answers for this tender should also include the following elements:

➤ **cancellation fees, administration fees and any other fees should be made clear in the section bellow**

**BIDDER'S COMMENTS/REMARKS:**

5. \_\_\_\_\_
6. \_\_\_\_\_

**DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:**

(YES/NO)..... under 24H for non-urgent demands  
(YES/NO)..... under 1h for urgent demands

**BIDDER'S TERMS AND CONDITIONS:**

7. Expected date of the signature : \_\_\_\_\_
8. Valid of the offer: \_\_\_\_\_ (6 months recommended (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)
9. Terms of payment: \_\_\_\_\_ On monthly bases after 30-45 working days of approving invoice (cash/cheque/wire transfer)

Name of Bidder's Authorized Representative: \_\_\_\_\_

Authorized signature and stamp: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*\*\*\*END OF BATCH 3 \*\*\*\*\***



**BATCH 4:** *Conference Room in Tripoli Area*

No.	Description	Conference room name & location (To be filled by the bidder)	Unit	Quantity	Unit Price in TND/LYD/USD (VAT Exlu)	Unit Price in TND/LYD/USD (VAT Inclu)
1	Equipped Conference Room (capacity 20 to 40 Persons)		Room/Day	1		
2	Equipped Conference Room (capacity 40 to 60 Persons)		Room/Day	1		
3	Equipped Conference Room (capacity 60 to 80 Persons)		Room/Day	1		
4	Equipped Conference Room (capacity 80 to 100 Persons and more)		Room/Day	1		
5	Coffee-break		Person	1		
6	Water Bottle		Botte	1		
7	Extra meal		Meal/Person	1		
TOTAL					.....	.....

**\*\* ACTED Libya/Tunisia gives these details to build a referential for a bid competition - Quotation for the cheapest available quotation, inclusive of all applicable charges and taxes for this booking date. Bidders are invited to provide quotations as per above details (details are just an example of the ACTED Libya/Tunisia usual request). Do not issue the booking for conference room – ACTED will not cover any expense incurred in the application of the tender. The offers provided with unit price will be fixed for one year framework agreement and those quantites may changed**

Additionally answers for this tender should also include the following elements:

- **cancellation fees, administration fees and any other fees should be made clear in the section below**

**BIDDER'S COMMENTS/REMARKS:**

7. \_\_\_\_\_
8. \_\_\_\_\_

**DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:**

(YES/NO)..... under 24H for non-urgent demands

(YES/NO)..... under 1h for urgent demands

**BIDDER'S TERMS AND CONDITIONS:**

10. Expected date of the signature : \_\_\_\_\_
11. Valid of the offer: \_\_\_\_\_ (6 months recommended (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)
12. Terms of payment: \_\_\_\_\_ On monthly bases after 30-45 working days of approving invoice (cash/cheque/wire transfer)

Name of Bidder's Authorized Representative: \_\_\_\_\_

Authorized signature and stamp: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*END OF BATCH 4 \*\*\*\*\*

**BATCH 4: Conference Room in Benghazi Area**

No.	Description	Conference room name & location (To be filled by the bidder)	Unit	Quantity	Unit Price in TND/LYD/USD (VAT Exlu)	Unit Price in TND/LYD/USD (VAT Inclu)
1	Equipped Conference Room (capacity 20 to 40 Persons)		Room/Day	1		
2	Equipped Conference Room (capacity 40 to 60 Persons)		Room/Day	1		
3	Equipped Conference Room (capacity 60		Room/Day	1		

	to 80 Persons)					
4	Equipped Conference Room (capacity 80 to 100 Persons and more)		Room/Day	1		
5	Coffee-break		Person	1		
6	Water Bottle		Botte	1		
7	Extra meal		Meal/Person	1		
TOTAL					.....	.....

**\*\* ACTED Libya/Tunisia gives these details to build a referential for a bid competition - Quotation for the cheapest available quotation, inclusive of all applicable charges and taxes for this booking date. Bidders are invited to provide quotations as per above details (details are just an example of the ACTED Libya/Tunisia usual request). Do not issue the booking for conference room – ACTED will not cover any expense incurred in the application of the tender. The offers provided with unit price will be fixed for one year framework agreement and those quantites may changed**

Additionally answers for this tender should also include the following elements:

- **cancellation fees, administration fees and any other fees should be made clear in the section below**

**BIDDER'S COMMENTS/REMARKS:**

9. \_\_\_\_\_
10. \_\_\_\_\_

**DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:**

(YES/NO)..... under 24H for non-urgent demands

(YES/NO)..... under 1h for urgent demands

**BIDDER'S TERMS AND CONDITIONS:**

13. Expected date of the signature: \_\_\_\_\_

14. Valid of the offer: \_\_\_\_\_ (6 months recommended (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)

15. Terms of payment: \_\_\_\_\_ On monthly bases after 30-45 working days of approving invoice (cash/cheque/wire transfer)

Name of Bidder's Authorized Representative: \_\_\_\_\_

Authorized signature and stamp: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*\*\*\*END OF BATCH 5 \*\*\*\*\***

*NB: in case of Request for Tender, please attach the service proposal to the present offer form*