

**CALL FOR SALE ACTED IRAQ**  
**Instructions to Bidders**

Date: 12/10/2024

Sale N°: S/10SALE/AST/ERBIL/12/10/2024/01

Through this call for sale Acted is requesting a company to provide detailed written offers for the purchase of the following products:

**PRODUCT SPECIFICATIONS:**

- |                                 |   |
|---------------------------------|---|
| 1. Description:                 | Furniture, Electrical items and devices |
| 2. Product class / category:    | Assets & Furniture                      |
| 3. Made in (origin of product): | Multiple                                |
| 4. Product stage:               | Second-hand                             |
| 5. Quantity/unit:               | 3 lots                                  |

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

**RESPONSIBILITIES OF THE SUPPLIER:**

- |  |                                  |
|--|----------------------------------|
| 1. Place of Collecting items:                          | Erbil / Dohuk Acted Offices      |
| 2. INCOTERM (delivery conditions):                     | EXW/ Acted Offices               |
| 3. Maximum date of Collecting items:<br>signature date | within 1 week after the contract |
| 4. Minimum offer validity period required:             | 3 months                         |

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

1	The present <b>Instructions to Bidders (PRO-05)</b> signed & stamped by the Bidder
2	An original <b>Offer Form (PRO-06)</b> dated, filled, signed & stamped by the Bidder ( <i>detailed as per the requested currency</i> )
3	The <b>Bidder's Questionnaire Form (PRO-06.1)</b> dated, filled, signed & stamped by the Bidder
4	<b>ACTED Ethical Declaration (PRO-06.2)</b> dated, filled, signed & stamped by the Bidder
5	The <b>Bidder's official registration documents</b> (if applicable)
6	A copy of the <b>Bidder's legal representative ID or passport</b>
7	<b>ACTED's General Conditions for Purchase</b> signed & stamped by the Bidder
8	Any other compulsory item specified in the <b>Bidder's Checklist (PRO-06.3)</b>
9	The <b>Bidder's Checklist (PRO-06.3)</b> 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 English.**





## GENERAL CONDITIONS:

1. The **closing date** of this call for sale is **20 /10 /2024 at 4:00 PM** in Acted offices at the following address:

\* Acted representative office in Erbil – [Ankawa – 4 Tower – Building B – floor 5 – apartment 23](#)

\* Acted representative office in Dohuk – [Lower Malta Quarter, 3rd street from Malta Hill](#)

Bidders who will submit their offer to another Acted office than Erbil (Ankawa – 4 Tower – Building B – floor 5 – apartment 23), than the Acted representative office in Dohuk (Lower Malta Quarter, 3rd street from Malta Hill), must take into consideration the transportation time to Acted representative office in Erbil.

2. The submission of an offer by a bidder to this call for sale may not result in the award of a contract.

All bids must be submitted before on 20/10/2024 at 4:00 PM at the address(es) mentioned above in a sealed envelope or by E-mail to [Iraq.tender@acted.org](mailto:Iraq.tender@acted.org), Cc [tender@acted.org](mailto:tender@acted.org). Late Bids will be automatically rejected.

4. Unsealed and un-anonymous 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.

**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](mailto:transparency@acted.org).**

## SPECIAL CONDITIONS:

1. Lots<sup>1</sup>:

- If the call for sale is divided into lots, 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.

2. The award will be made to the highest offer, with payment to be made by cash in full upon signature of the contract so that the transfer of ownership of the items can start.

3. Acted is not responsible for unregistered defects of the items and does not provide any warranty on them.

4. All Bidders are invited to attend a tour of the items for their own evaluation before submitting an offer. Interested Bidders, please contact the Acted Representative Office in Erbil (+9647703060331) or in Dohuk (+964 750 412 3508) to inspect the items at the addresses given above.

5. ACTED's Special Conditions of Purchase for this call for sale is attached for the information of Bidders. When sending their offers to the present call for sale, Bidders acknowledge their agreement with these terms & conditions.

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<sup>1</sup>To be adjusted by the Purchase Committee before publication





**ACTED**

LOGISTICS  
PRO-05  
Version 01/2022

Company Name (if applicable):  
Authorized Representative Name:  
Signature:  
Stamp:

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