

**NATIONAL CALL FOR TENDER ACTED Iraq
Instructions to Bidders**

Date: **05/09/2024**

Tender N°: **T/10MULTI/MULTI/ERBIL/ 05/09/2024/001**

Through this tender ACTED is requesting companies to provide detailed written offers for the provision of the following services:

PRODUCT SPECIFICATIONS:

1. Description: Money transfer services to Acted's Suppliers, staff, Drivers, Daily Workers, and Beneficiaries
2. Product class / category: Services
3. Quantity/unit: As per the attached Offer Form

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

RESPONSIBILITIES OF THE SUPPLIER:

1. Places of delivery: Several locations in Kurdistan region of Iraq and Federal Iraq
2. INCOTERM (delivery conditions): DDP (ACTED offices: mentioned below)
3. Maximum date of delivery: Delivery within 3 Days from the Purchase Order reception
4. Minimum offer validity period required: 6 months recommended

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

1	The present Instructions to Bidders (PRO-05) signed & stamped by the Bidder
2	An original Offer Form (PRO-06) dated, filled, signed & stamped by the Bidder (<i>detailed as per the requested currency</i>)
3	The Supplier Questionnaire Form (PRO-06.1) dated, filled, signed & stamped by the Bidder
4	ACTED Ethical Declaration (PRO-06.2) dated, filled, signed & stamped by the Bidder
5	The Bidder's official registration documents
6	A copy of the Bidder's legal representative ID or passport
7	ACTED's General Conditions for Purchase signed & stamped by the Bidder
8	The Bidder Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) are provided
9	The Bidder Technical Offer filled, signed and stamped
10	The Bidder Registration with Central Bank of Iraq
11	The Bidder Verified bank account information
12	The Bidder Registration with Chamber of Commerce KRG
13	The Bidder's Checklist (PRO-06.3) dated, filled, signed & stamped by the Bidder
14	Any other compulsory item specified in the Bidder's Checklist (PRO-06.3)

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 in English.

GENERAL CONDITIONS:

1. The **closing date** of this tender is **17/09/2024 at 4:00 PM** Iraq Time in ACTED offices at the following address:
ACTED Erbil office: 4 Towers, Building B, Floor 5, Ankawa





2. The submission of an offer by a bidder to this call for tender may not result in the award of a contract.
3. The offer must be submitted to ACTED Logistics department through email to Iraq.tender@acted.org or by hand in a sealed envelope marked "Not to be opened before **17/09/2024** and the Tender reference number above.
4. Unsealed 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.
7. **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.**



8. ACTED's Special Conditions for Purchase for this tender are attached for the call for tender, Bidders acknowledge their agreement with these terms & conditions.

information of Bidders. When sending their offers to the present

Special conditions:

1. If the tender 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.
2. If the Bidder is awarded more than one lot, a single contract may be concluded including all lots.
3. Bidders' selection criteria will be evaluated as described below:

#	Criteria	Sub-criteria	FAIL (fail if information is not provided)	PASS
1	Experience	Similar past contracts	The bidder has provided no past contracts similar to the contract to award	The bidder has provided at least one past contract similar to the contract to award
		Number of past contracts	No similar past contract provided	The number of similar past contracts provided is 1 or more
		Positive past experience with ACTED	The bidder proved weaknesses in executing past contracts awarded by ACTED as per supplier database	The bidder has a positive record as per ACTED supplier database
		Number of years in business	The bidder has been working in this business for less than 5 years	The bidder has been working in this business for 5 years or more than 5 years
		Positive reference checks	The bidder has a negative record as per contacted NGOs / private companies	The bidder has a positive record as per contacted NGOs / private companies

4. Bids award criteria will be assessed through a:

Pass/fail method



OR

Scoring method



Note:

- The pass/fail method consists in evaluating the technical component of offers from the lowest price.



	Criteria	Sub-criteria	Pass	Fail	Requirement
1	Price	N/A	The bidders are ranked from the cheapest price to the highest price.		
2	Quality	exchanging money	Supplier is able to exchange money (IQD and USD)	Requirement not met	Money Exchange: Yes <input type="checkbox"/> No: <input type="checkbox"/>
		Available days	Available from Sunday to Thursday	Requirement not met	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
5	Availability	Delivery deadline	Delivery minimum 1 day & maximum 3 days.	Requirement not met	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
		Payment	The payment to the supplier will be made no sooner than 14 working days after the delivery.	Requirement not met	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
		Delivery area	Availability of delivery points/agents/network in these areas (Erbil , thiQar , Ninawa , Dohuk , Sulaymaniyah , Telafar , Anbar , Diyala , wasit)	Requirement not met	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
		Availability of cash	The supplier can provide pre-financing for the transfer	Requirement not met	Yes: <input type="checkbox"/> No: <input type="checkbox"/>



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

Company Name: _____

Authorized Representative Name: _____

Signature: _____

Stamp: _____



OFFER FORM ACTED Iraq

Tender N°: T/10MULTI/MULTI/ERBIL/ 05/09/2024/001

Order ID: OF/10MULTI/MULTI/ERBIL/ 01/09/2024/001

Date (filled in by Bidders):

To be Filled by Bidder (COMPULSORY)

Company's Name (as per registration documents)	
Company Authorized Representative's Name (as per registration documents or duly signed Power of Attorney)	
Company Registration Number	
Registration body	
Company's mailing address Shop/Office/Building No Street name City Governorate/province/district Country	
Commercial representative for the bid (if different from authorized representative)	
Phone contact number Landline Mobile No	
Email address	



I undersigned (to be filled in by Bidders) _____ 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 TABLE:

LOT1: Money cash transfer services Pre-Financed by Acted

Item N°	Location	Cash Delivery to acted's office (%)		Payment Of acted's suppliers (%)		Payment to acted's staff (%)		Payment to acted's Drivers (%)		Payment to acted's Daily Workers (%)		Cash Distribution to acted's Beneficiaries (%)	
		USD	IQD	USD	IQD	USD	IQD	USD	IQD	USD	IQD	USD	IQD
1.1	Baghdad Several locations												
1.2	Dohuk Several locations												
1.3	KUT Several locations												
1.4	Sulaymaniyah Several locations												
1.5	Ninewa Several locations												
1.6	Mosul Several locations												
1.7	Telafar Alwahda Neighborhood												
1.8	Anbar Faluja + Ramadi												
1.9	Kirkuk Several locations												
1.10	Erbil												



	Several locations												
1.11	Nasiriyah (Di Qar) Several locations												
1.12	Diyala Several Locations												
1.13	Wasit (Kut) Several Locations												

Lot 2: Cash transfer services to be pre-financed by the MTA

Item N°	Location	Cash Delivery to acted's office		Payment to acted's suppliers		Payment to acted's staff		Payment to acted's Drivers		Payment to acted's Daily Workers		Cash Distribution to acted's Beneficiaries	
		USD	IQD	USD	IQD	USD	IQD	USD	IQD	USD	IQD	USD	IQD
2.1	Baghdad, Several locations												
2.2	Dohuk Several locations												
2.3	Kalar Several locations												
2.4	Sulaymaniyah Several locations												
2.5	Ninewa / Salamiyah Several locations												
2.6	West Mosul Several locations												
2.7	Northern Mosul Several locations												
2.8	Telafar Alwahda Neighborhood												



2.9	Anbar Faluja + Ramadi												
2.10	Kirkuk Several locations												
2.11	Erbil Several locations												
2.12	Nasiriyah (Di Qar) Several locations												
2.13	Diyala Several Locations												
2.14	Wasit (Kut) Several Locations												

LOT 3 E transfer (E-wallet) service in USD and IQD

Item N°	Description	Payment to acted's suppliers		Payment to acted's staff		Payment to acted's Drivers		Payment to acted's Daily Workers		Cash Distribution to acted's Beneficiaries	
		USD	IQD	USD	IQD	USD	IQD	USD	IQD	USD	IQD
3.1	E-Wallet Transfers										

Please indicate the companies the bidder has E transfer service with:



DELIVERY CONDITIONS:

	DELIVERY CONDITIONS REQUESTED BY ACTED	DELIVERY CONDITIONS OFFERED BY THE BIDDER (if different)
DELIVERY DATE (either X days/months from contract signature or fixed date DD/MM/YYYY)	<u>ONE TO THREE DAYS FROM PAYMENT ORDER SIGNATURE</u>	
TRANSPORTATION MEAN (if travelling to field location is required) Point of departure Expected travel distance (km/miles) Mode (road/air/sea) Vehicle brand, model & year or flight number	<u>DDP LOCATIONS LISTED ABOVE</u>	

BIDDER'S CONDITIONS:

	GENERAL CONDITIONS RECOMMENDED BY ACTED	GENERAL CONDITIONS OFFERED BY THE BIDDER (if different)
VALIDITY OF THE OFFER	3 months min; ideally 6 months	
TERMS OF PAYMENT	For LOT 2 & 3: The contractor will have to advance the money for the transfer and will be reimbursed by cheque within 14 calendar days maximum. A picture of the cheque will be shared before the transaction.	

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____



Date: _____





BIDDER'S CHECK LIST ACTED Iraq

Date: 05/09/2024

Tender N°: T/10MULTI/MULTI/ERBIL/05/09//2024/001

BEFORE SENDING YOUR BIDDING DOCUMENTS, PLEASE CHECK THAT EACH OF THE FOLLOWING ITEMS ARE COMPLETE AND RESPECTS THE INSTRUCTIONS TO BIDDERS CONDITIONS:

#	Description	To be filled in by Bidder		For ACTED use only (to be filled in by Purchase Committee)		
		Included		Present		Comments
		Yes	No	Yes	No	
1	Instructions to Bidders (PRO-05) signed & stamped by the Bidder					
2	Original Offer Form (PRO-06) dated, filled, signed & stamped by the Bidder (detailed as per the requested currency)					
3	Supplier Questionnaire (PRO-06.1) dated, filled, signed & stamped by the Bidder					
4	ACTED Ethical Declaration (PRO-06.2) dated, filled, signed & stamped by the Bidder					
5	Bidder's official registration documents					
6	Bidder's legal representative national ID or passport					
7	ACTED General Conditions of Purchase signed & stamped by the Bidder					
8	Bidder's Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) are provided					
9	Bidder's Bidder Technical Offer filled, signed and stamped					
10	Bidder Registration with Central Bank of Iraq					
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12	Bidder's Registration with Chamber of Commerce KRG					
13	Bidder's Checklist (PRO-06.3) dated, filled, signed & stamped by the Bidder					

First & Last Name of Bidder's authorized representative: _____

Position of Bidder's authorized representative: _____

Authorized signature: _____

