

CALL FOR AUCTION ACTED Iraq

Date: 14-02-2024

Auction N°: A/10AUCTION/ERBIL/BAGHDAD/ASSET_FURNITURE/14022024/01

ACTED is requesting through this auction a company to provide detailed written offers for the purchase of the following items:

PRODUCT SPECIFICATIONS:

- | | |
|--------------------------------------|--|
| 1. Description: | Call for Auction for the Assets & furniture in the ACTED Erbil and Baghdad offices |
| 2. Product class / category: | Assets & Furniture |
| 3. Made in (product origin): | Various |
| 4. Product stage: | Used |
| 5. INCOTERM (collection conditions): | EXW ACTED Erbil and Baghdad offices. |
| 6. Quantity/unit: | 2 Lots |
| 7. Packaging requested: | N/A |

RESPONSIBILITIES OF THE BUYER:

- | | |
|--|--|
| 1. Place of pickup/Leadtime: | ACTED Baghdad and Erbil offices / 1 Week |
| 2. INCOTERM (delivery conditions): | EXW Acted Erbil and Baghdad offices. |
| 3. Maximum date of Pickup: | Within 14 days from the date of signature of the contract. |
| 4. Minimum offer validity period required: | 3 Months. |

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	ACTED Ethical Declaration (PRO-06.2) dated, filled, signed & stamped by the Bidder
4	The Bidder's official registration documents (If applicable)
5	A copy of the Bidder's legal representative ID or passport
6	ACTED's General Conditions for Purchase signed & stamped by the Bidder
7	Any other compulsory item specified in the Bidder's Checklist (PRO-06.3)
8	The Bidder's Checklist (PRO-06.3) 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.

SPECIFIC CONDITIONS:

- The award will be made to the highest bidder for a whole lot, with payment to be made by cash in full upon signature of the contract or received by wire transfer BEFORE assets collection by the buyer.
- The items from one lot cannot be sold separately by Acted to several bidders.
- Acted reserves the right to withdraw one or several lots from the selling process at any time.
- The items shall be collected from Acted premise, and the item collection is at awarded bidder's expense.
- Original documents of the motorized and unmotorized assets will not be provided. Instead, copies of available documents will be given and a Selling Certificate will be issued.
- All buyers are invited to attend a pre-auction information session before submitting an offer.



ACTED

7. ACTED is not responsible for unregistered defects.
8. All buyers are invited to come to ACTED premises any time from Sunday to Thursday from 8am to 5pm and have a look at the items before the submitting an offer.

GENERAL CONDITIONS:

The **closing date** of this auction is fixed **on 25/02/2024 at 4:00 PM** in Acted office at the following address:

Acted – Erbil office: 4 Towers, Building B, Floor 5

1. Bidders will fill, sign, stamp and return the Offer form according to Acted's format. Bidders will submit their offers to the Acted representative office in **Erbil, 4 Towers, Building B floor 5, Ankawa or my email to:**
Or by email to: iraq.tender@acted.org CC: tender@acted.org
2. The offer to the call for auction will not result in the award of a contract.
3. The offer must be submitted to Acted purchase department in a sealed envelope with the mention "not to be opened before **25/02/2024** or must be submitted by email.
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.

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.

Company Name: _____

Authorized Representative Name: _____

Signature: _____

Stamp:

OFFER FORM ACTED [\[IRAQ\]](#)

Date: _____ (to be filled by the Bidder)

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To be Filled by Bidder (COMPULSORY)

Details of Bidding Company:

1. Company Name: _____
2. Company Authorized Representative Name: _____
3. Company Registration No: _____
4. Registration Body: _____

No/Country/ Ministry

5. Company Specialization: _____
6. Mailing Address: _____

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

- a. Contact Numbers: _____ (Land Line: _____ / Mobile No: _____)
- b. E-mail Address: _____

I undersigned _____, agreed to purchase from ACTED, non-profit NGO, 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 LOT.

LOT 1: [Acted Erbil Assets and Furniture](#)

THE BIDDER MUST BID FOR ALL THE ITEMS IN A LOT1

No.	Item Specification & product stage	Specifications/ Brand Name & Model	INCOTERMS & Collection Point	Measuring Unit	Quantity	Unit Price IQD	Total Price IQD
1	Container Cabent (Used)	Dimensions Outside dimensions (LxWxH) 6058 x 2990 x 2591 mm Inside dimensions (LxWxH) 5800 x 2700 x 2376 mm	EXW ACTED Erbil Office	PCS	1		
2	Container Cabent (Used)	Dimensions Outside dimensions (LxWxH) 6058 x 2990 x 2591 mm Inside dimensions (LxWxH) 5800 x 2700 x 2376 mm		PCS	1		
3	Container Cabent (Used)	Dimensions Outside dimensions (LxWxH) 6058 x 2990 x 2591 mm Inside dimensions (LxWxH) 5800 x 2700 x 2376 mm		PCS	1		
4	Container Cabent (Used)	Dimensions Outside dimensions (LxWxH) 6058 x 2990 x 2591 mm Inside dimensions (LxWxH) 5800 x 2700 x 2376 mm		PCS	1		
Total Price (IQD)							

LOT 2: [Acted Baghdad Assets and Furniture](#)

THE BIDDER MUST BID FOR ALL THE ITEMS IN A LOT2

No.	Item Specification & product stage	Specifications/ Brand Name & Model	INCOTERMS & Collection Point	Measuring Unit	Quantity	Unit Price IQD	Total Price IQD
1	Kitchen Cabinet	Kitchen Cabinet Aluminum length 3 meter, width 60cm, Hight 2 meter-or Equivalent Dimensions	EXW ACTED Baghdad office	PCS	1		
2	Conference Table	(75cm*120cm*75cm) Wooden brown		PCS	1		
3	Shelf cabinet	Shelf cabinet		PCS	8		
4	Office chair	Black chair		PCS	25		
5	Air Conditioning media	1.5 Ton Inverter		PCS	2		
6	Air Conditioning changhong	1 Ton Inverter		PCS	1		
7	Air Conditioning Shkar General	1 Ton Inverter		PCS	1		
8	Air Conditioning Gree	1 Ton Inverter		PCS	5		
9	Small Kitchen Cabinet	White Small Kitchen Cabinet		PCS	1		
10	Air Conditioning	2 Ton		PCS	2		
11	Metal File Cabinet	Metal 2 door with Shelves		PCS	1		
12	Stand Fan	16 Stand fan		PCS	4		
13	Internet Antenna	Antenna		PCS	1		
14	CCTV Box	Security Box		PCS	1		
15	Cooker	White Cooker		PCS	1		
16	Wooden Cabinet	Two doors		PCS	4		
17	Plastic chair	Plastic chair		PCS	15		
18	Plastic Table	Plastic Table		PCS	2		
19	Internet dish antenna	Point to point brand Mikrotik Sextant		PCS	3		
20	Stand Fan	Stand Fan		PCS	4		
21	Small Wooden Cabinet	Small Wooden Cabinet		PCS	2		
22	safety cones	safety cones		PCS	25		
Total Price (IQD)							

BIDDER'S COMMENTS/REMARKS:

1. _____
2. _____

BIDDER'S TERMS AND CONDITIONS:

	<u>Acted recommendation</u>	<u>Bidder's proposal</u>
Validity of the offer	3 months or more	<u>Validity:</u>
<u>Terms of collection</u>	Bidder to come and collect the items at their own cost, less than 14 days after contract signature and after payment has been fully made and received by Acted	<input type="checkbox"/> Yes <input type="checkbox"/> No Proposition if no: _____
<u>Terms of payment</u>	By cash or by transfer wire before collection	<input type="checkbox"/> Yes <input type="checkbox"/> No Proposition if no: _____

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

BIDDER'S CHECK LIST ACTED Iraq

Date: _____ (to be filled by the Bidder)

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BEFORE SENDING YOUR BIDDING DOCUMENTS, PLEASE CHECK THAT EACH OF THE FOLLOWING ITEM IS COMPLETE AND RESPECTS THE FOLLOWING CRITERIA:

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. An original and one copy of the bid have been provided - when the bid is sent by post / One scan of the bid has been included – when the bid is sent by email						
2. PART 2 (form PRO-06) –Offer Form is attached, filled, signed and stamped by the buyer. (compulsory)						
3. The prices in the Offer Form are in IQD (compulsory)						
4. PART 4 – (form PRO-06-02)– Bidder's Ethical Declaration is attached, filled, signed and stamped by the buyer (compulsory)						
5. ACTED's General Conditions of Purchase						
6. The Bidding documents are filled in English.						
7. ANNEXES – A copy of the Bidder Representative' ID is included (compulsory)						
8. ANNEXES – A Copy of Company registration documents and license are included (if applicable)						

Name & Position of Bidder's authorized representative _____

Authorized signature _____