



ACTED

Agency for technical cooperation and development.

Form PRO-05 Version 1.3

NATIONAL CALL FOR TENDER ACTED LEBANON

Date: 15-03-2017

Tender N°: T/11/FWA/BRT/15-03-2017/Car rental, Stationary, General Visibility, Kitchen and Cleaning supplies/001

ACTED is requesting through this tender a company to provide detailed written quotations for the supply of the following products :

PRODUCT SPECIFICATIONS:

1. Description:
 - a. One year framework contract for Kitchen and Cleaning Supplies (Lot 1)
 - b. One year framework contract for Stationary supplies (Lot 2)
 - c. One year framework contract for General Visibility (Lot 3)
 - d. One year framework contract for Car Rental (Lot 4)
2. Product class/Category: Visibility Products/ Stationery Supplies/ Cleaning and Kitchen/Car Rental Services
3. Made in (product origin): Various
4. Product stage: Finished products
5. INCOTERM (delivery conditions): DDP ACTED Office in Beirut, Lebanon - Warehouse in Beirut (Bechara El Houry, Echmoun Building)
6. Please see ANNEX 1 for details of products

RESPONSIBILITIES OF THE CONTRACTOR:

1. Terms of delivery: DDP ACTED Office in Beirut/ACTED Warehouse in Beirut (Bechara El Khoury, Echmoun Building)
2. Date of delivery for:
 - Within 2 days of receiving purchase order for stationary supplies
 - Within 10 days of receiving purchase order for all items included in Business/ID Cards and General visibility - recommended shorter
 - Within 1 week of receiving purchase order for Kitchen and Cleaning Supplies
 - Within 24 hours of receiving request for Car rental
3. Validity of the offer: 90 days

The answers to this tender should include the following elements:

- A written quotation including all the product specifications, the price per unit, quantity proposed and unit, and total price;
- A catalogue or sample of the product or if there are different options, a sample or catalogue of each option needs to be submitted;
- A certificate of origin;
- An ID of the legal representative.

GENERAL CONDITIONS:

1. The **closing date** of this tender is **29/03/2017 (29th of March 2017) – 5PM Local Lebanon time** in ACTED office at the following address :
8th floor, Eshmoun Bldg, Damascus Road, Sodeco, Ashrafieh, Beirut
Tel: +961 01 324331
Or by email to: lebanon.tender@acted.org, Cc: tender@acted.org
2. 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.
5. **For all the lots above, ACTED Lebanon needs to know the bidder allowance and capacity to sign a framework agreement. Bidders can bid for one lot or more - If the supplier answers only one or several lots, these tenders will be considered as eligible for tender.**
6. The offer must be submitted to ACTED Logistics department in a sealed envelope with the mention "*T/11/FWA/BRT/15-03-2017/Car rental, Stationary, General Visibility, Kitchen and Cleaning supplies/001- not to be opened before 28-03-2017*"
7. Unsealed envelope and late offers will not be considered.

ANNEX 1:**LOT 1: Kitchen and cleaning Supplies (Framework agreement)**

Item N°	Description	Quantity	Unit	Preferred brand or similar	Unit price USD excluding VAT	Unit price USD including VAT	Supplier's specification (if different)
1	Big garbage baskets	1	PCE				
2	Small garbage baskets	1	PCE				
3	Garbage bags (Medium)	1	Roll of 30 bags	Sanita			
4	Garbage bags (Large)	1	Roll of 12 bags				
5	Laundry basket	1	Basket				
6	Laundry Clips	1	pack 20 pieces				
7	Laundry hanger	1	PCE				
8	Toilet brush	1	brush				
9	Small Cleaning Pail	1	pail				
10	Big Cleaning Pail	1	pail				
11	Dustpan	1	PCE				
12	Broom	1	PCE	Vileda			
13	Sponge Cloth	1	pack of 2 PCE	Vileda			
14	Feather Cleaner	1	PCE				
15	Loofah	1	PCE	Vileda			
16	Squeegee	1	PCE	Vileda			
17	Gloves	1	pack 1 pair	Vileda			
18	Mops	1	PCE	Vileda			
19	Hand Towels	1	towel				
20	Towels for wiping dishes	1	towel				
21	Soft cleaning cloth	1	pack of 3				
22	Laundry detergent	1	4 kg	Persil			

23	Antiseptic liquid -4 L	1	PCE	Detol		
24	Bleach 1 L	1	bottle	La Croix		
25	Flash 1000 MI	1	bottle	Ajax		
26	Toilet cleaner 1 Liter	1	bottle	WC net/ Ajax		
27	Toilet cleaner 750 ML	1	bottle	WC net		
28	Liquid hand soap in a dispenser	1	3L	Sanita		
29	Disinfectant Hand gel hygiene (50 ML)	1	bottle	Detol		
30	Dishwashing liquid 700ML	1	bottle	Pril		
31	Glass Cleaner 500ML	1	bottle	Detol		
32	Facial tissues	1	bag of 20 packs(200 sheet per pack)	Sanita Gypsy		
33	Toilet paper	1	20 rolls per package	Sanita Gypsy		
34	Wet wipes	1	pack of 100	Fresh n soft		
35	Wet wipes	1	pack of 10	Fresh n soft		
36	Spoon big stainless steel	1	set of 12			
37	Forks big stainless steel	1	set of 12			
38	Knifes stainless steel	1	set of 12			
39	Spoon small stainless steel	1	set of 12			
40	Forks small stainless steel	1	set of 12			
41	Disposable plastic cups cold	1	bags of 100			
42	Disposable plastic cups hot	1	bags of 100			
43	Plastic plates	1	set of 90 plates			
44	Plastic spoons	1	set of 100 spoon			
45	Plastic forks	1	set of 100 forks			
46	Glass Plates	1	set 12			
47	Air refresher (300 ML)	1	PCE	Glade		
48	Sponge	1	pack of 3			
49	Milk 400 g	1	PCE	Dano		
50	Sugar	1	1 kg			

51	Salt	1	1 kg	Nescafe			
52	Instant coffee Classic 200g	1	PCE	Nescafe Red Mug			
53	Instant coffee Classic 500g	1	PCE	Nescafe Red Mug			
54	Instant coffee Gold 200 g	1	PCE	Nescafe Gold			
55	Instant coffee 3 in 1	1	pack of 30 sashe	Nescafe 3 in 1			
56	Tea	1	pack of 100 PCE	Lipton			
57	Green Tea	1	pack of 100 PCE	Lipton			
58	Creamer 450g	1	pack	Nestle Coffeemate			
59	English cake	1	pce				
60	Biscuit	1	pack of 24 piece	Unica			
61	Biscuit	1	pack of 48 piece	Dabke			
62	Big Juice bottles (maccaw)	1	pack of 6 bottles	Maccaw			
63	Small Juice bottles (maccaw)	1	pack of 24 bottles	Maccaw			
64	Glass squeegee	1	PCE				
65	Small water bottle (0.5L)	1	Pack of 12 bottles	Tannourine			
66	Big water bottle (1.5 L)	1	Pack 6 bottles	Tannourine			
67	Female pads	1	pack of 8 pads	Always Ultra or similar			
68	Hand sanitizer for kids with handle bag 50ML	1	PCE	Hygeen			
69	Toothbrushes	1	PCE	colgate or similar			
70	Toothpaste	1	PCE	crest or similar			
71	Individual soaps	1	PCE	Detol			
72	Mug	1	PCE				
73	Pocket napkins	1	pack of 10 tissues				

74	Plastic tray	1	PCE			
75	Tuna 160 gr	1	Can	Rio mare or similar		
76	Red Beans (40gr)	1	Can			
77	Luncheon meat(can) 340 gr	1	Can			
78	Sweet Corn 340 gr	1	Can			
79	Jam 370g	1	jar			
80	Toast 330 g	1	pack 42 biscuit	Maxims		
81	Matchbox units	1	(pack of 15)			
82	Candle Units	1	(pack of 15)			
83	Small Gas Canister 190 g	1	PCE			
84	95% spiritanol 500ml	1	PCE	ELSADA or similar		

Additional Cost for delivery (DDP ACTED Office in Beirut, Lebanon) in USD	
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BIDDER'S COMMENTS/REMARKS:

DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:

..... Days for 50% of the items
..... Days for 100% of the items

BIDDER'S TERMS AND CONDITIONS:

1. Validity of the offer: _____ (recommended: 6 months or more)
2. Terms of delivery: _____
3. Terms of payment: _____

LOT 2: Stationary supplies (Framework agreement)

Item N°	Description	Unit	Preferred brand or similar	Unit Price USD excluding VAT	Unit Price USD including VAT
1	Pen stand	PCE			
2	Pen cubs	PCE			
3	Uni ball pen	PCE			
4	White Correction Pen	PCE	Tip Ex		
5	4 cm Erasers	PCE	Faber Castell		
6	Pen	box of 50	BIC		
7	Highlighters	box of 10	Faber Castell		
8	Pencil	box of 50			
9	Pencil sharpener	box of 10			
10	Thick Permanent markers	box of 10	Faber Castell		
11	Thin Permanent markers	box of 10	Faber Castell		
12	Pens Holder	PCE			
13	Puncher machine	PCE			
14	Puncher	PCE			
15	2 cm Binder Clips	pack of 12			
16	3 cm Binder Clips	pack of 12			
17	4 cm Binder clips	pack of 12			
18	Hanging File	box of 20			
19	Paper clip removers	PCE			
20	3 cm Paper Clips	pack of 200			
21	5 cm Paper Clips	pack of 200			
22	A4 Paper cutter	PCE			
23	A3 Paper cutter	PCE			
24	A4 Dividers for files	pack of 20			

25	A3 Envelops	pack of 100			
26	A4 Envelops	pack of 100			
27	A4 Notebook	box of 10			
28	A5 Notebook	box of 10			
29	A4 Plastic sleeves (paper protectors)	pack of 100			
30	A4 Box Files	box of 10			
31	A3 Photocopier Paper 80GSM	Box of 5 packs			
32	A4 Photocopier Paper 80GSM	Box of 5 packs			
33	A4 Colored Paper	Box of 5 packs			
34	Binding A3	PCE			
35	A4 Thick papers	pack			
36	A4 Sticky letter address labels (70 x 25.4)	Pack of 20			
37	Paper trays (3 trays)	Pack			
38	Manilla file folders	pack			
39	HR Files Eagle	pack			
40	Push pins	box of 100			
41	Magnetic Whiteboard erasers	PCE			
42	Small white boards	PCE			
43	Clip board (wood)	PCE			
44	Kork board	PCE			
45	Big white boards	PCE			
46	White board markers	pack of 10			
47	White out Correctors	box of 10			
48	Glue	50 ml			
49	Plasti-tac	PCE	Patafix		
50	Key Lock	PCE			
51	Agenda with 2 printed logos	PCE			
52	Waste basket	PCE			

53	Sticky Note	pack of 20		
54	Desk organizers	PCE		
55	Phone Book	PCE		
56	Power extension	Pack of 5		
57	Comment & Ballot Boxes (15 cm *15cm)	PCE		
58	Recordable CDs	box of 100		
59	Recordable DVDs	box of 100		
60	Retractable blades for cutting paper	box of 10		
61	rubber bands (Thick type)	bag of 200		
62	30 cm Ruler	PCE		
63	20 cm Scissors	PCE		
64	B5 Stapler	PCE		
65	45/3 Stapler	PCE		
66	24/6 Staples	pack of 1000		
67	23/10 Staples	pack of 1000		
68	Double tape	pack of 10		
69	Small Tape - for office use	pack of 10		
70	Large Tape - for packing	pack of 10		
71	Tape dispenser - for scotch tape	PCE		
72	Neon light bulbs	pack		
73	Calculator	PCE		
74	Ink pad	PCE		
75	Dymol (Letra tag)	PCE		
76	Adapters	PCE	For Samsung	
77	Adapters for laptops	PCE	HP	
78	Toner 131A Black	PCE	HP	
79	Toner 131A Cyan	PCE	HP	

80	Toner 131A Magenta	PCE	HP		
81	Toner 131A Yellow	PCE	HP		
82	Toner 12A Black	PCE	HP		
83	Toner 124A Black	PCE	HP		
84	Toner 124A Cyan	PCE	HP		
85	Toner 124A Magenta	PCE	HP		
86	Toner 124A Yellow	PCE	HP		
87	Toner black	PCE	Konika Minolta (135 bizhub)		
88	Toner 727 Yellow	PCE	Hp		
89	Toner 727 Cyan	PCE	Hp		
90	Toner 727 Magenta	PCE	Hp		
91	Toner 727 Metal Black	PCE	Hp		
92	Toner 727 Grey	PCE	Hp		
93	Toner 727 Black	PCE	Hp		
94	Toner CP 5225	PCE	Hp		
95	Toner MFP M176N black	PCE	color laser jet pro		
96	Toner MFP M176N yellow	PCE	color laser jet pro		
97	Toner MFP M176N blue	PCE	color laser jet pro		
98	Toner color laser jet pro MFP M176N pink	PCE	color laser jet pro		
99	Toner color ref : scx - 3400)	PCE	Samsung		
100	Toner 725	PCE	Nachuatic		
101	Toner (235 bizhub)	PCE	Konika Minolta		
102	Batteries - AA	4 batteries pack	Energizer		
103	Batteries - AAA	4 batteries pack	Energizer		
104	Business card holders	PCE			
105	USB 8GB	PCE			
106	Silicone Gun	PCE			

107	Pouches with 2 Logos printed for kids	PCE			
108	Pouches with 2 Logos printed for ladies	PCE			
109	Balloon ribbons	roll			
110	Chenille stems	pack			
111	Foam Board	PCE			
112	A1 plotter roll Matte	1 roll			
113	A1 plotter roll glossy	1 roll			
114	Coloring books for kids with HP related draws	piece			
115	table covers rectangular	piece			
116	table covers Square	piece			
117	small wooden sticks	pack			
118	Balloons	pack 6			
119	Balloons sticks	pack			
120	crepons papers	pack			
121	face painting kits	kit			
122	puzzle carpet for kids	carpet			
123	Brushes for coloring	pce			
124	Gouache Colors	pack of 12 piece			
125	backpack with with 2 logos printed	pce			
126	Cooler bags for picnic 5 L	pce			
127	Classic coloring pencils	pack of 24 pencil	Faber Castell		
128	Film index tab	pack of 5 colors			
129	Report Files	Piece			
130	Labeling Machine	Piece			
131	LCD projector Ceiling screen	Piece			
132	Plastic name badge with badge holder	Piece			

133	plastic badge holder with printed logos on it	Piece			
134	Pen with 2 printed logos	Piece			
135	Wireless mouse	Piece	Logitech		
136	Office Desk Chair	Piece			
137	HDMI cable	Piece			

Additional Cost for delivery (DDP ACTED Office in Beirut, Lebanon) in USD	
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BIDDER'S COMMENTS/REMARKS:

DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:

..... Days for 50% of the items
 Days for 100% of the items

BIDDER'S TERMS AND CONDITIONS:

1. Validity of the offer: _____ (recommended: 6 months or more)
2. Terms of delivery: _____
3. Terms of payment: _____

LOT 3: General Visibility (Framework agreement)

Item N°	Description	Unit	Delivery timeline	Unit price USD excluding VAT	Unit price USD including VAT
1	Stainless steel plaques A4	PCE			
2	Stainless steel plaques A3	PCE			
3	Stainless steel plaques A2	PCE			
4	Stainless steel plaques A1	PCE			
5	Stainless steel plaques A0	PCE			
6	Stencils (design & production)	PCE			
7	Stencils (design & production)	PCE			
8	Stickers A4	PCE			
9	Stickers A5	PCE			
10	Stickers A3	PCE			
11	Banners with eyelets	PCE			
12	Roll-up banner	PCE			
13	Flags	PCE			
14	Magnets for car A4	PCE			
15	Envelope Standard DL	pack			
16	Envelope Standard C4	pack			
17	Design of new books with carbon copies A4 book (1 Copy)	Design			
18	Design of new books with carbon copies (A4 book) (2 Copy)	Design			
19	Design of new books with carbon copies (A4 book) (3 Copy)	Design			
20	Design of new books with carbon copies (A3 book)(1 Copy)	Design			
21	Design of new books with carbon copies (A3 book) (2 Copy)	Design			
22	Design of new books with carbon copies (A3 book) (3 Copy)	Design			
23	Design of new books with carbon copies (A5 book) (1 Copy)	Design			

24	Design of new books with carbon copies (A5 book) (2 Copy)	Design			
25	Design of new books with carbon copies (A5 book) (3 Copy)	Design			
26	ACTED booklet printing 10 pages each, A5 size, thicker covers glossy papers	booklet			
27	ACTED booklet printing 10 pages each, A4 size, thicker covers glossy papers	booklet			
28	ACTED booklet printing 10 pages each, A4 size regular paper	booklet			
29	ACTED booklet printing 10 pages each, A5 size regular paper	booklet			
30	Additional page ACTED booklet A4 glossy paper	page			
31	Additional page ACTED booklet A5 glossy paper	page			
32	Additional page ACTED booklet A4 regular paper	page			
33	Additional page ACTED booklet A5 regular paper	page			
34	ACTED Brochure/flyers printing 10 pages each, A5 size, glossy paper	Brochure			
35	ACTED Brochure/flyers printing 10 pages each, A4 size, glossy paper	Brochure			
36	ACTED Brochure/flyers printing 10 pages each A5 regular paper	Brochure			
37	ACTED Brochure/flyers printing 10 pages each A4, regular paper	Brochure			
38	BUSINESS CARDS	pack of 100 piece			
39	ID CARDS	PCE			
40	BUSINESS CARDS (rounded)	pack of 100 piece			
41	Stamp replacement pads 4cm x 5cm	PCE			
42	Stamp replacement pads 4.5cm x 6.5cm	PCE			
43	Stamps - ACTED logo 4.5cm x 6.5cm	PCE			
44	Printing flyers size A4 glossy paper (1-500 pcs)	PCE			
45	Printing flyers size A4 glossy paper (500-1000 pcs)	PCE			

46	Printing flyers size A4 glossy paper (1000 – 2000pcs)	PCE			
47	Printing flyers size A5 glossy paper (1-500 pcs)	PCE			
48	Printing flyers size A5 glossy paper (500 -1000 pcs)	PCE			
49	Printing flyers size A5 glossy paper (1000-2000 pcs)	PCE			
50	Printing flyers size A4 glossy paper (Double sided) (1-500 pcs)	PCE			
51	Printing flyers size A4 glossy paper (Double sided) (500 – 1000 pcs)	PCE			
52	Printing flyers size A4 glossy paper (Double sided) (1000-2000 pcs)	PCE			
53	Printing flyers size A5 glossy paper (Double sided) (1-500 pcs)	PCE			
54	Printing flyers size A5 glossy paper (Double sided) (500-1000 pcs)	PCE			
55	Printing flyers size A5 glossy paper (Double sided) (1000-2000 pcs)	PCE			
56	Printing invitation cards size A4 (1-50 pcs)	PCE			
57	Printing invitation cards size A4 (50-100 pcs)	PCE			
58	Printing invitation cards size A5 (1-50 pcs)	PCE			
59	Printing invitation cards size A5 (50-100 pcs)	PCE			
60	Lamination paper (box of 100)	box			
61	Metal Barcode (1-50 pcs)	PCE			
62	Metal Barcode (50-100 pcs)	PCE			
63	Metal Barcode (100-500 pcs)	PCE			
64	Metal Barcode (500-1000 pcs)	PCE			
65	Metal Barcode (1000-1500 pcs)	PCE			
66	Metal Barcode (1500-3000 pcs)	PCE			
67	Metal Barcode (3000- 5000 pcs)	PCE			
68	A4 Voucher Coupons with hologram	PCE			
69	Printing Certificates	PCE			
70	A3 Magnets for car	PCE			

71	A4 Chemise folder	PCE			
72	Design of Brochures / flyers (communication materials for knowledge dissemination)	Design			
73	Design of Information sheet	Design			
74	Design of Banners	Design			
75	Design of Posters	Design			
76	Design of Stickers	Design			
77	Design of Invitations to official events	Design			
78	Design of Systems flowcharts	Design			
79	Design of Booklets outlining ACTED programming	Design			
80	Design of Commemorative plaques	Design			
81	Notebooks with printed logos outside and inside	PCE			
82	See through stickers for glass doors (2.90cm*1.50)	PCE			
83	Certificate holder with 2 logos printed on it	PCE			

Additional Cost for delivery (DDP ACTED Office in Beirut, Lebanon) in USD	
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BIDDER'S COMMENTS/REMARKS:

1. _____
2. _____

DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:

..... Days for 50% of the items
 Days for 100% of the items

BIDDER'S TERMS AND CONDITIONS:

3. Validity of the offer: _____ (recommended: 6 months or more)
4. Terms of delivery: _____
5. Terms of payment: _____

LOT 4: Car Rental (Framework agreement)

Item N°	Product description	Preferred brand or similar	Notes	If preferred brand not available, insert suggested alternative	Unit Price USD Excluding VAT (monthly)	Unit Price USD Including VAT (monthly)
1	2x4 1600 cc, 5 seats car Model 2016 → Automatic Medium car	Nissan Sunny, Hyundai elantra , kia Cerato	Fully fuelled, licenced & insured			
2	Estate car, 5 seats Model 2016 → Automatic Estate car	Toyota Avanza , Kia Carens	Fully fuelled, licenced & insured			
3	4x4 , 5 seats Model 2016 → 2016– Automatic	Kia Sportage , Hyundai Tucson, Nissan X-trail	Fully fuelled, licenced & insured			
4	Small cars Model 2016 → Automatic	Chevrolet spark, Hyundai i10 , Kia Picanto, Nissan Micra	Fully fuelled, licenced & insured			

Note that the number of cars per category will vary each month, with maximum 1 week prior notice before the start of each month for additional cars required, or car returns, and no minimum or maximum number of cars, unless specified by the supplier (in comments below).

BIDDER'S COMMENTS/REMARKS:

BIDDER'S TERMS AND CONDITIONS:

1. Validity of the offer: _____ (recommended: 6 months or more)
2. Terms of delivery: _____
3. Terms of payment: _____

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

OFFER FORM ACTED Lebanon

Date:

Tender N°: T/11/FWA/BRT/15-03-2017/Car rental, Stationary, General Visibility, Kitchen and Cleaning supplies/001

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

LOT 1: Kitchen and cleaning Supplies (Framework agreement)

Item N°	Description	Quantity	Unit	Preferred brand or similar	Unit price USD excluding VAT	Unit price USD including VAT	Supplier's specification (if different)
1	Big garbage baskets	1	PCE				
2	Small garbage baskets	1	PCE				
3	Garbage bags (Medium)	1	Roll of 30 bags	Sanita			
4	Garbage bags (Large)	1	Roll of 12 bags				
5	Laundry basket	1	Basket				
6	Laundry Clips	1	pack 20 pieces				
7	Laundry hanger	1	PCE				
8	Toilet brush	1	brush				
9	Small Cleaning Pail	1	pail				
10	Big Cleaning Pail	1	pail				
11	Dustpan	1	PCE				
12	Broom	1	PCE	Vileda			
13	Sponge Cloth	1	pack of 2 PCE	Vileda			
14	Feather Cleaner	1	PCE				
15	Loofah	1	PCE	Vileda			
16	Squeegee	1	PCE	Vileda			
17	Gloves	1	pack 1 pair	Vileda			
18	Mops	1	PCE	Vileda			
19	Hand Towels	1	towel				
20	Towels for wiping dishes	1	towel				
21	Soft cleaning cloth	1	pack of 3				
22	Laundry detergent	1	4 kg	Persil			

23	Antiseptic liquid -4 L	1	PCE	Detol		
24	Bleach 1 L	1	bottle	La Croix		
25	Flash 1000 MI	1	bottle	Ajax		
26	Toilet cleaner 1 Liter	1	bottle	WC net/ Ajax		
27	Toilet cleaner 750 ML	1	bottle	WC net		
28	Liquid hand soap in a dispenser	1	3L	Sanita		
29	Disinfectant Hand gel hygiene (50 ML)	1	bottle	Detol		
30	Dishwashing liquid 700ML	1	bottle	Pril		
31	Glass Cleaner 500ML	1	bottle	Detol		
32	Facial tissues	1	bag of 20 packs(200 sheet per pack)	Sanita Gypsy		
33	Toilet paper	1	20 rolls per package	Sanita Gypsy		
34	Wet wipes	1	pack of 100	Fresh n soft		
35	Wet wipes	1	pack of 10	Fresh n soft		
36	Spoon big stainless steel	1	set of 12			
37	Forks big stainless steel	1	set of 12			
38	Knives stainless steel	1	set of 12			
39	Spoon small stainless steel	1	set of 12			
40	Forks small stainless steel	1	set of 12			
41	Disposable plastic cups cold	1	bags of 100			
42	Disposable plastic cups hot	1	bags of 100			
43	Plastic plates	1	set of 90 plates			
44	Plastic spoons	1	set of 100 spoon			
45	Plastic forks	1	set of 100 forks			
46	Glass Plates	1	set 12			
47	Air refresher (300 ML)	1	PCE	Glade		
48	Sponge	1	pack of 3			
49	Milk 400 g	1	PCE	Dano		
50	Sugar	1	1 kg			

51	Salt	1	1 kg	Nescafe			
52	Instant coffee Classic 200g	1	PCE	Nescafe Red Mug			
53	Instant coffee Classic 500g	1	PCE	Nescafe Red Mug			
54	Instant coffee Gold 200 g	1	PCE	Nescafe Gold			
55	Instant coffee 3 in 1	1	pack of 30 sashe	Nescafe 3 in 1			
56	Tea	1	pack of 100 PCE	Lipton			
57	Green Tea	1	pack of 100 PCE	Lipton			
58	Creamer 450g	1	pack	Nestle Coffeemate			
59	English cake	1	pce				
60	Biscuit	1	pack of 24 piece	Unica			
61	Biscuit	1	pack of 48 piece	Dabke			
62	Big Juice bottles (maccaw)	1	pack of 6 bottles	Maccaw			
63	Small Juice bottles (maccaw)	1	pack of 24 bottles	Maccaw			
64	Glass squeegee	1	PCE				
65	Small water bottle (0.5L)	1	Pack of 12 bottles	Tannourine			
66	Big water bottle (1.5 L)	1	Pack 6 bottles	Tannourine			
67	Female pads	1	pack of 8 pads	Always Ultra or similar			
68	Hand sanitizer for kids with handle bag 50ML	1	PCE	Hygeen			
69	Toothbrushes	1	PCE	colgate or similar			
70	Toothpaste	1	PCE	crest or similar			
71	Individual soaps	1	PCE	Detol			
72	Mug	1	PCE				
73	Pocket napkins	1	pack of 10 tissues				
74	Plastic tray	1	PCE				
75	Tuna 160 gr	1	Can	Rio mare or			

				similar			
76	Red Beans (40gr)	1	Can				
77	Luncheon meat(can) 340 gr	1	Can				
78	Sweet Corn 340 gr	1	Can				
79	Jam 370g	1	jar				
80	Toast 330 g	1	pack 42 biscuit	Maxims			
81	Matchbox units	1	(pack of 15)				
82	Candle Units	1	(pack of 15)				
83	Small Gas Canister 190 g	1	PCE				
84	95% spiritanol 500ml	1	PCE	ELSADA or similar			
Grand TOTAL (USD)							

Additional Cost for delivery (DDP Incoterm) in USD	
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BIDDER'S COMMENTS/REMARKS:

DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:

..... Days for 50% of the items
 Days for 100% of the items

BIDDER'S TERMS AND CONDITIONS:

4. Validity of the offer: _____ (recommended: 6 months or more)
5. Terms of delivery: _____
6. Terms of payment: _____

LOT 2: Stationary supplies (Framework agreement)

Item N°	Description	Unit	Preferred brand or similar	Unit Price USD excluding VAT	Unit Price USD including VAT
1	Pen stand	PCE			
2	Pen cubs	PCE			
3	Uni ball pen	PCE			
4	White Correction Pen	PCE	Tip Ex		
5	4 cm Erasers	PCE	Faber Castell		
6	Pen	box of 50	BIC		
7	Highlighters	box of 10	Faber Castell		
8	Pencil	box of 50			
9	Pencil sharpener	box of 10			
10	Thick Permanent markers	box of 10	Faber Castell		
11	Thin Permanent markers	box of 10	Faber Castell		
12	Pens Holder	PCE			
13	Puncher machine	PCE			
14	Puncher	PCE			
15	2 cm Binder Clips	pack of 12			
16	3 cm Binder Clips	pack of 12			
17	4 cm Binder clips	pack of 12			
18	Hanging File	box of 20			
19	Paper clip removers	PCE			
20	3 cm Paper Clips	pack of 200			
21	5 cm Paper Clips	pack of 200			
22	A4 Paper cutter	PCE			
23	A3 Paper cutter	PCE			

24	A4 Dividers for files	pack of 20		
25	A3 Envelops	pack of 100		
26	A4 Envelops	pack of 100		
27	A4 Notebook	box of 10		
28	A5 Notebook	box of 10		
29	A4 Plastic sleeves (paper protectors)	pack of 100		
30	A4 Box Files	box of 10		
31	A3 Photocopier Paper 80GSM	Box of 5 packs		
32	A4 Photocopier Paper 80GSM	Box of 5 packs		
33	A4 Colored Paper	Box of 5 packs		
34	Binding A3	PCE		
35	A4 Thick papers	pack		
36	A4 Sticky letter address labels (70 x 25.4)	Pack of 20		
37	Paper trays (3 trays)	Pack		
38	Manilla file folders	pack		
39	HR Files Eagle	pack		
40	Push pins	box of 100		
41	Magnetic Whiteboard erasers	PCE		
42	Small white boards	PCE		
43	Clip board (wood)	PCE		
44	Kork board	PCE		
45	Big white boards	PCE		
46	White board markers	pack of 10		
47	White out Correctors	box of 10		
48	Glue	50 ml		
49	Plastic-tac	PCE	Patafix	
50	Key Lock	PCE		
51	Agenda with 2 printed logos	PCE		
52	Waste basket	PCE		

53	Sticky Note	pack of 20		
54	Desk organizers	PCE		
55	Phone Book	PCE		
56	Power extension	Pack of 5		
57	Comment & Ballot Boxes (15 cm *15cm)	PCE		
58	Recordable CDs	box of 100		
59	Recordable DVDs	box of 100		
60	Retractable blades for cutting paper	box of 10		
61	rubber bands (Thick type)	bag of 200		
62	30 cm Ruler	PCE		
63	20 cm Scissors	PCE		
64	B5 Stapler	PCE		
65	45/3 Stapler	PCE		
66	24/6 Staples	pack of 1000		
67	23/10 Staples	pack of 1000		
68	Double tape	pack of 10		
69	Small Tape - for office use	pack of 10		
70	Large Tape - for packing	pack of 10		
71	Tape dispenser - for scotch tape	PCE		
72	Neon light bulbs	pack		
73	Calculator	PCE		
74	Ink pad	PCE		
75	Dymol (Letra tag)	PCE		
76	Adapters ()	PCE	For samsung	
77	Adapters for laptops	PCE	HP	
78	Toner 131A Black	PCE	HP	
79	Toner 131A Cyan	PCE	HP	
80	Toner 131A Magenta	PCE	HP	
81	Toner 131A Yellow	PCE	HP	

82	Toner 12A Black	PCE	HP		
83	Toner 124A Black	PCE	HP		
84	Toner 124A Cyan	PCE	HP		
85	Toner 124A Magenta	PCE	HP		
86	Toner 124A Yellow	PCE	HP		
87	Toner black	PCE	Konika Minolta (135 bizhub)		
88	Toner 727 Yellow	PCE	Hp		
89	Toner 727 Cyan	PCE	Hp		
90	Toner 727 Magenta	PCE	Hp		
91	Toner 727 Metal Black	PCE	Hp		
92	Toner 727 Grey	PCE	Hp		
93	Toner 727 Black	PCE	Hp		
94	Toner CP 5225	PCE	Hp		
95	Toner MFP M176N black	PCE	color laser jet pro		
96	Toner MFP M176N yellow	PCE	color laser jet pro		
97	Toner MFP M176N blue	PCE	color laser jet pro		
98	Toner color laser jet pro MFP M176N pink	PCE	color laser jet pro		
99	Toner color ref : scx - 3400)	PCE	Samsung		
100	Toner 725	PCE	Nachuatic		
101	Toner (235 bizhub)	PCE	Konika Minolta		
102	Batteries - AA	4 batteries pack	Energizer		
103	Batteries - AAA	4 batteries pack	Energizer		
104	Business card holders	PCE			
105	USB 8GB	PCE			
106	Silicone Gun	PCE			
107	Pouches with 2 Logos printed for kids	PCE			
108	Pouches with 2 Logos printed for ladies	PCE			
109	Balloon ribbons	roll			

110	Chenille stems	pack		
111	Foam Board	PCE		
112	A1 plotter roll Matte	1 roll		
113	A1 plotter roll glossy	1 roll		
114	Coloring books for kids with HP related draws	piece		
115	table covers rectangular	piece		
116	table covers Square	piece		
117	small wooden sticks	pack		
118	Balloons	pack 6		
119	Balloons sticks	pack		
120	crepons papers	pack		
121	face painting kits	kit		
122	puzzle carpet for kids	carpet		
123	Brushes for coloring	pce		
124	Gouache Colors	pack of 12 piece		
125	backpack with with 2 logos printed	pce		
126	Cooler bags for picnic 5 L	pce		
127	Classic coloring pencils	pack of 24 pencil	Faber Castell	
128	Film index tab	pack of 5 colors		
129	Report Files	Piece		
130	Labeling Machine	Piece		
131	LCD projector Ceiling screen	Piece		
132	Plastic name badge with badge holder	Piece		
133	plastic badge holder with printed logos on it	Piece		
134	Pen with 2 printed logos	Piece		
135	Wireless mouse	Piece	Logitech	
136	Office Desk Chair	Piece		
137	HDMI cable	Piece		
GRAND TOTAL (USD)				

Additional Cost for delivery (DDP Incoterm) in USD	
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BIDDER'S COMMENTS/REMARKS:

- 1. _____

- 2. _____

DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:

..... Days for 50% of the items
..... Days for 100% of the items

BIDDER'S TERMS AND CONDITIONS:

- 7. Validity of the offer: _____ (recommended: 6 months or more)
- 8. Terms of delivery: _____
- 9. Terms of payment: _____

LOT 3: General Visibility (Framework agreement)

Item N°	Description	Unit	Delivery timeline	Unit price USD excluding VAT	Unit price USD including VAT
1	Stainless steel plaques A4	PCE			
2	Stainless steel plaques A3	PCE			
3	Stainless steel plaques A2	PCE			
4	Stainless steel plaques A1	PCE			
5	Stainless steel plaques A0	PCE			
6	Stencils (design & production)	PCE			
7	Stencils (design & production)	PCE			
8	Stickers A4	PCE			
9	Stickers A5	PCE			
10	Stickers A3	PCE			
11	Banners with eyelets	PCE			
12	Roll-up banner	PCE			
13	Flags	PCE			
14	Magnets for car A4	PCE			
15	Envelope Standard DL	pack			
16	Envelope Standard C4	pack			
17	Design of new books with carbon copies A4 book (1 Copy)	Design			
18	Design of new books with carbon copies (A4 book) (2 Copy)	Design			
19	Design of new books with carbon copies (A4 book) (3 Copy)	Design			
20	Design of new books with carbon copies (A3 book)(1 Copy)	Design			
21	Design of new books with carbon copies (A3 book) (2 Copy)	Design			
22	Design of new books with carbon copies (A3 book) (3 Copy)	Design			
23	Design of new books with carbon copies (A5 book) (1 Copy)	Design			

24	Design of new books with carbon copies (A5 book) (2 Copy)	Design			
25	Design of new books with carbon copies (A5 book) (3 Copy)	Design			
26	ACTED booklet printing 10 pages each, A5 size, thicker covers glossy papers	booklet			
27	ACTED booklet printing 10 pages each, A4 size, thicker covers glossy papers	booklet			
28	ACTED booklet printing 10 pages each, A4 size regular paper	booklet			
29	ACTED booklet printing 10 pages each, A5 size regular paper	booklet			
30	Additional page ACTED booklet A4 glossy paper	page			
31	Additional page ACTED booklet A5 glossy paper	page			
32	Additional page ACTED booklet A4 regular paper	page			
33	Additional page ACTED booklet A5 regular paper	page			
34	ACTED Brochure/flyers printing 10 pages each, A5 size, glossy paper	Brochure			
35	ACTED Brochure/flyers printing 10 pages each, A4 size, glossy paper	Brochure			
36	ACTED Brochure/flyers printing 10 pages each A5 regular paper	Brochure			
37	ACTED Brochure/flyers printing 10 pages each A4, regular paper	Brochure			
38	BUSINESS CARDS	pack of 100 piece			
39	ID CARDS	PCE			
40	BUSINESS CARDS (rounded)	pack of 100 piece			
41	Stamp replacement pads 4cm x 5cm	PCE			
42	Stamp replacement pads 4.5cm x 6.5cm	PCE			
43	Stamps - ACTED logo 4.5cm x 6.5cm	PCE			
44	Printing flyers size A4 glossy paper (1-500 pcs)	PCE			
45	Printing flyers size A4 glossy paper (500-1000 pcs)	PCE			

46	Printing flyers size A4 glossy paper (1000 – 2000pcs)	PCE			
47	Printing flyers size A5 glossy paper (1-500 pcs)	PCE			
48	Printing flyers size A5 glossy paper (500 -1000 pcs)	PCE			
49	Printing flyers size A5 glossy paper (1000-2000 pcs)	PCE			
50	Printing flyers size A4 glossy paper (Double sided) (1-500 pcs)	PCE			
51	Printing flyers size A4 glossy paper (Double sided) (500 – 1000 pcs)	PCE			
52	Printing flyers size A4 glossy paper (Double sided) (1000-2000 pcs)	PCE			
53	Printing flyers size A5 glossy paper (Double sided) (1-500 pcs)	PCE			
54	Printing flyers size A5 glossy paper (Double sided) (500-1000 pcs)	PCE			
55	Printing flyers size A5 glossy paper (Double sided) (1000- 2000 pcs)	PCE			
56	Printing invitation cards size A4 (1-50 pcs)	PCE			
57	Printing invitation cards size A4 (50-100 pcs)	PCE			
58	Printing invitation cards size A5 (1-50 pcs)	PCE			
59	Printing invitation cards size A5 (50-100 pcs)	PCE			
60	Lamination paper (box of 100)	box			
61	Metal Barcode (1-50 pcs)	PCE			
62	Metal Barcode (50-100 pcs)	PCE			
63	Metal Barcode (100-500 pcs)	PCE			
64	Metal Barcode (500-1000 pcs)	PCE			
65	Metal Barcode (1000-1500 pcs)	PCE			
66	Metal Barcode (1500-3000 pcs)	PCE			
67	Metal Barcode (3000- 5000 pcs)	PCE			
68	A4 Voucher Coupons with hologram	PCE			
69	Printing Certificates	PCE			
70	A3 Magnets for car	PCE			
71	A4 Chemise folder	PCE			

72	Design of Brochures / flyers (communication materials for knowledge dissemination)	Design			
73	Design of Information sheet	Design			
74	Design of Banners	Design			
75	Design of Posters	Design			
76	Design of Stickers	Design			
77	Design of Invitations to official events	Design			
78	Design of Systems flowcharts	Design			
79	Design of Booklets outlining ACTED programming	Design			
80	Design of Commemorative plaques	Design			
81	Notebooks with printed logos outside and inside	PCE			
82	See through stickers for glass doors (2.90cm*1.50)	PCE			
83	Certificate holder with 2 logos printed on it	PCE			
GRAND TOTAL (USD)					

Additional Cost for delivery (DDP Incoterm) in USD	
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BIDDER'S COMMENTS/REMARKS:

DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:

..... Days for 50% of the items
..... Days for 100% of the items

BIDDER'S TERMS AND CONDITIONS:

- 10. Validity of the offer: _____ (recommended: 6 months or more)
- 11. Terms of delivery: _____
- 12. Terms of payment: _____

LOT 4: Car Rental (Framework agreement)

Item N°	Product description	Prefered brand or similar	Notes	If prefered brand not available, insert suggested alternative	Unit Price USD Excluding VAT (monthly)	Unit Price USD Including VAT (monthly)
1	2x4 1600 cc, 5 seats car Model 2016 → Automatic Medium car	Nissan Sunny, Hyundai elantra , kia Cerato	Fully fuelled, licenced & insured			
2	Estate car, 5 seats Model 2016 → Automatic Estate car	Toyota Avanza , Kia Carens	Fully fuelled, licenced & insured			
3	4x4 , 5 seats Model 2016 → 2016- Automatic	Kia Sportage , Hyundai Tucson, Nissan X-trail	Fully fuelled, licenced & insured			
4	Small cars Model 2016 → Automatic	Chevrolet spark, Hyundai i10 , Kia Picanto, Nissan Micra	Fully fuelled, licenced & insured			
GRAND TOTAL (USD)						

Note that the number of cars per category will vary each month, with maximum 1 week prior notice before the start of each month for additional cars required, or car returns, and no minimum or maximum number of cars, unless specified by the supplier (in comments below).

BIDDER'S COMMENTS/REMARKS:

1. _____
2. _____

Name of Bidder's Authorized Representative: _____ Authorized signature and stamp: _____

Date: _____

BIDDER'S TERMS AND CONDITIONS:

4. Validity of the offer: _____ (recommended: 6 months or more)

5. Terms of payment: _____

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

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



BIDDER'S QUESTIONNAIRE ACTED Lebanon

Date:

Tender N°: T/11/FWA/BRT/15-03-2017/Car rental, Stationary, General Visibility, Kitchen and Cleaning supplies/001

A. Company Name:

B. Company Owner(s) / Partners full names:

- 1
- 2
- 3
- 4

C. Company Legal Authorized Representative for this Tender:

Complete Name: _____

Position in the Company: _____

Signature: _____

D. Additional Information about the Company:

1 Official Date of Registration: _____

2 Company Type / Profession as per Registration: _____

3 Full Name of the Three Company Representatives:

Name	Position	Location	Mobile Number

4 Total number of full time employees:

5 Company Telephone Number:

6 Company Fax Number:

7 Email Address:

8 Have you worked with NGOs before? If Yes, please list them with detailed information:

-
-
-

9 Have you worked on similar types of projects before? If Yes, please list them below with detailed information (if needed please provide separate list):

-
-
-

10 Bank Accounts:

(Please mention yes or no only)

In Lebanon	In Europe	Other

E. Past Performances:

1 Contract Award History

Please list the last supply contracts awarded by your company since 2009 up to now

No	Project Description	Location	Partner Name	Duration	Project Cost (USD)
1					
2					
3					
4					
5					

2 Company Assets as of January 1st 2014:

Please list your Company main assets (machine, equipment, premises & warehouses, trucks & heavy machines, production center, etc)

No	Description	Location/Address	Quantity
1			
2			
3			
4			
5			

I undersigned, certify that I am the designated legal representative of this Company, that the information provided above is correct and I am aware of the fact that I will be held responsible for providing false information.

I declare and certify that the information above is true and accurate to the best of my knowledge. I understand and accept any false or inaccurate information may result in the cancellation of any offer made by the Bidder, even if discovered later.

Name _____

Position: _____

Signature & Stamp: _____

Date: _____

BIDDER'S CHECK LIST ACTED Lebanon

Date:

Tender N°: T/11/FWA/BRT/15-03-2017/Car rental, Stationary, General Visibility, Kitchen and Cleaning supplies/001

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 (compulsory)						
2. PART 1 (form PRO-05) – Instructions to Bidders is attached, filled, signed and stamped by the supplier. (compulsory)						
3. PART 2 (form PRO-06) – Offer Form is attached, filled, signed and stamped by the supplier. (compulsory)						
4. The prices in the Offer Form are in USD (compulsory)						
5. PART 3 (form PRO-06-01)– Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier. (compulsory)						
6. PART 4 – (form PRO-06-02)– Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier. (compulsory)						
7. The Bidding documents are filled in French or English.						
8. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) are provided						
9. ANNEXES – A Copy of Company registration documents and license are included + An ID copy of the legal representative						
10. ANNEXES – Color pictures (or samples) of item(s) are included						

Name & Position of Bidder's authorized representative _____

Authorized signature _____