



ACTED

T/11/FWC/BRT/26-06-2018/Stationary/001
Form PRO-05 Version 1.3

NATIONAL CALL FOR TENDER **ACTED LEBANON**

Date: 26/6/2018

Tender N°: T/11/FWC/BRT/26-06-2018/Stationary/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 Stationary supplies
2. Product class/Category: Stationary Supplies
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 Khoury, Echmoun Building)

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
3. Validity of the offer: 90 days minimum

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.



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GENERAL CONDITIONS:

1. The **closing date** of this tender is **10/07/2018 (10th of July 2018) – 5.00PM 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.**
6. The offer must be submitted to ACTED Logistics department in a sealed envelope with the mention "*T/11/FWC/BRT/26-06-2018/Stationary/001- not to be opened before 11-07-2018*"
7. A tender opening session will take place on 11th July 2018 in the ACTED representative office 8th floor, Eshmoun Bldg, Damascus Road, Sodeco, Ashrafieh, Beirut. The presence of bidders' representative is allowed. For all inquiries regarding this tender, please contact the ACTED representative office in Lebanon not later than July 6th 2018 at 17:00 (local Lebanese time) by E-mail at lebanon.tender@acted.org, Cc tender@acted.org
8. Unsealed envelope and late offers will not be considered.
9. **ALL THE PAGES OF TENDER DOCUMENTS** (instructions to bidders, offer form, Questionnaire, Ethical declaration and bidders checklist) have to be signed stamped by the bidder.
10. To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors' compliance requirements, all contract 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, contractors' data shall be automatically processed.

If you witness or suspect unethical business practices during the tendering process, please send an e-mail to transparency@acted.org.

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____



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OFFER FORM ACTED Lebanon

Date:

Tender N°: T/11/FWA/BRT/26-06-2018/Stationary/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.



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Stationary supplies (Framework agreement)

Prices below should include transportation cost to ACTED office in Beirut

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 or similar		
5	4 cm Erasers	PCE	Faber Castell or similar		
6	Pen	box of 50	BIC or similar		
7	Highlighters	box of 10	Faber Castell or similar		
8	Pencil	box of 50			
9	Pencil sharpener	box of 10			
10	Thick Permanent markers	box of 10	Faber Castell or similar		
11	Thin Permanent markers	box of 10	Faber Castell or similar		
12	Pens Holder	PCE			
13	Puncher machine	PCE			
14	Puncher	PCE			
15	2 cm Binder Clips	pack of 12			



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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			



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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	Flipchart tripod Dimensions: 118 x 75.5 x 9.5 cm	PCE			
47	Flipchart Paper Pads, plain 20sheets per pad	pad			
48	White board markers	pack of 10			
49	White out Correctors	box of 10			
50	Glue	50 ml			
51	Plastic-tac	PCE	Patafix or similar		
52	Key Lock	PCE			
53	Agenda with 2 printed logos	PCE			
54	Sticky Note	pack of 20			
55	Desk organizers	PCE			
56	Phone Book	PCE			
57	Power extension	Pack of 5			
58	Comment & Ballot Boxes (15 cm *15cm)	PCE			
59	Recordable CDs	box of 100			



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60	Recordable DVDs	box of 100			
61	Retractable blades for cutting paper	box of 10			
62	rubber bands (Thick type)	bag of 200			
63	30 cm Ruler	PCE			
64	20 cm Scissors	PCE			
65	B5 Stapler	PCE			
66	45/3 Stapler	PCE			
67	24/6 Staples	pack of 1000			
68	23/10 Staples	pack of 1000			
69	Double tape	pack of 10			
70	Small Tape - for office use	pack of 10			
71	Large Tape - for packing	pack of 10			
72	Tape dispenser - for scotch tape	PCE			
73	Neon light bulbs	pack			
74	Calculator	PCE			
75	Ink pad	PCE			
76	Dymol (Letra tag)	PCE			
77	Smartphone Adapter	PCE	For Samsung phones		
78	Adapters for laptops	PCE	HP		
79	Toner 131A Black	PCE	HP		
80	Toner 131A Cyan	PCE	HP		
81	Toner 131A Magenta	PCE	HP		



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82	Toner 131A Yellow	PCE	HP		
83	Toner 12A Black	PCE	HP		
84	Toner 124A Black	PCE	HP		
85	Toner 124A Cyan	PCE	HP		
86	Toner 124A Magenta	PCE	HP		
87	Toner 124A Yellow	PCE	HP		
88	Toner black for Konika Minolta (135 bizhub)	PCE			
89	Toner black for Konika Minolta (223)	PCE			
90	Toner black MP 2501S	PCE			
91	Toner 727 Yellow	PCE	HP		
92	Toner 727 Cyan	PCE	HP		
93	Toner 727 Magenta	PCE	HP		
94	Toner 727 Metal Black	PCE	HP		
95	Toner 727 Grey	PCE	HP		
96	Toner 727 Black	PCE	HP		
97	Toner CP 5225	PCE	HP		
98	Toner MFP M176N black	PCE	color laser jet pro		
99	Toner MFP M176N yellow	PCE	color laser jet pro		
100	Toner MFP M176N blue	PCE	color laser jet pro		
101	Toner color laser jet pro MFP M176N pink	PCE	color laser jet pro		
102	Toner color ref : scx - 3400)	PCE	Samsung		



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103	Toner for (Konika Minolta 235 Bizhub)	PCE			
104	Batteries - AA	4 batteries pack	Energizer or similar		
105	Batteries - AAA	4 batteries pack	Energizer or similar		
106	USB 8GB	PCE			
107	USB 16GB	PCE			
108	Silicone Gun	PCE			
109	Pouches with 2 Logos printed for kids	PCE			
110	Pouches with 2 Logos printed for ladies	PCE			
111	Balloon ribbons	roll			
112	Chenille stems	pack			
113	Foam Board	PCE			
114	A1 plotter roll Matte	1 roll			
115	A1 plotter roll glossy	1 roll			
116	Coloring books for kids with HP related draws	piece			
117	table covers rectangular	piece			
118	table covers Square	piece			
119	small wooden sticks	pack			
120	Balloons	pack 6			
121	Balloons sticks	pack			
122	Crepe papers	pack			
123	Face painting kits	kit			
124	Puzzle carpet for kids	carpet			



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125	Brushes for coloring	pce			
126	Gouache Colors	pack of 12 piece			
127	Backpack with 2 logos printed	pce			
128	Cooler bags for picnic 5 L	pce			
129	Classic coloring pencils	pack of 24 pencil	Faber Castell or similar		
130	Film index tab	pack of 5 colors			
131	Report Files	Piece			
132	Labeling Machine	Piece			
133	LCD projector Ceiling screen	Piece			
134	Plastic name badge with badge holder	Piece			
135	Plastic badge holder with printed logos on it	Piece			
136	Pen with 2 printed logos	Piece			
137	Wireless mouse	Piece	Logitech or similar		
138	Office Desk Chair	Piece			
139	HDMI cable	Piece			

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

1. _____

2. _____



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DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:

..... Days

BIDDER'S TERMS AND CONDITIONS:

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

Name _____

Position: _____

Signature & Stamp: _____

Date: _____



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BIDDER'S QUESTIONNAIRE ACTED Lebanon

Date:

Tender N°: T/11/FWA/BRT/26-06-2018/Stationary/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:



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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 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 2018:

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			



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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: _____



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Form PRO-06-03 Version1.3

BIDDER'S CHECK LIST ACTED Lebanon

Date:

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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					
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 English (compulsory)					
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					



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10. ANNEXES – Color pictures (or samples) of item(s) are included					
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Name & Position of Bidder's authorized representative _____

Authorized signature _____

Date _____