

**OFFER FORM ACTED *Lebanon***

Date (filled in by Bidders):

**To be Filled by Bidder (COMPULSORY)**

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

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.



**UNIT AND TOTAL PRICES MUST BE INCLUSIVE OF ALL COSTS (ACCOMMODATION, TRAVEL, PER DIEM, APPLICABLE TAXES, ETC.).  
 PLEASE ATTACH ANY TECHNICAL PROPOSAL AS PER ATTACHED TERMS OF REFERENCE.**

**LOT 1: MAINTENANCE SERVICE FOR PAD MACHINES IN SAIDA**

N°	To be filled in by ACTED			To be filled in by the Bidder			
	Deliverable	Unit <sup>1</sup>	Quantity (1)	Unit Price excluding taxes <i>USD</i>	Unit Price including all costs & taxes <i>USD</i>	Total Price excluding taxes <i>USD</i>	Total Price including all costs & taxes <i>USD</i>
1	1 periodic monthly visit including reporting	Visit	5				
2	Urgent visit including reporting (corrective or predictive maintenance needed)	Visit	1				
3	Emergency visit within 48 hours including reporting (machine suddenly stop)	Visit	1				

**LOT 2: MAINTENANCE SERVICE FOR PAD MACHINES IN BEIRUT**

N°	To be filled in by ACTED			To be filled in by the Bidder			
	Deliverable	Unit <sup>2</sup>	Quantity (1)	Unit Price excluding taxes <i>USD</i>	Unit Price including all costs & taxes <i>USD</i>	Total Price excluding taxes <i>USD</i>	Total Price including all costs & taxes <i>USD</i>
1	1 periodic monthly visit including reporting	Visit	5				
2	Urgent visit including reporting (corrective or predictive maintenance needed)	Visit	1				
3	Emergency visit within 48 hours including reporting (machine suddenly stop)	Visit	1				



**DELIVERY CONDITIONS:**

	DELIVERY CONDITIONS REQUESTED BY ACTED	DELIVERY CONDITIONS OFFERED BY THE BIDDER (if different)
<b>DELIVERY DATE</b> (either X days/months from contract signature or fixed date DD/MM/YYYY)	<b><u>48 HOURS AFTER REQUEST</u></b>	

**BIDDER'S CONDITIONS:**

	GENERAL CONDITIONS RECOMMENDED BY ACTED	GENERAL CONDITIONS OFFERED BY THE BIDDER (if different)
<b>VALIDITY OF THE OFFER</b>	<i>3 months min; ideally 6 months</i>	
<b>TERMS OF PAYMENT</b>	<b><u>1 MONTHS AFTER SERVICE COMPLETION</u></b>	

Name of Bidder's Authorized Representative: \_\_\_\_\_

Authorized signature and stamp: \_\_\_\_\_

Date: \_\_\_\_\_

