

CALL FOR AUCTION ACTED Iraq

Date: 22/11/2022

Auction N°: A/10AUCTION/ERBIL/ASSET/22112022/01

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

PRODUCT SPECIFICATIONS:

- | | |
|--------------------------------------|-------------------------------|
| 1. Description: | Call for Auction for vehicles |
| 2. Product class / category: | Goods |
| 3. Made in (product origin): | Various |
| 4. Product stage: | Used |
| 5. INCOTERM (collection conditions): | EXW ACTED Erbil office |
| 6. Quantity/unit: | 2 Lots |
| 7. Packaging requested: | N/A |

RESPONSIBILITIES OF THE BUYER:

1. Place of pickup: ACTED Erbil office
2. Minimum offer validity period required: 3 Months

The answers to this auction should include the following elements:

- A written offer including the price per unit and total price in USD;
- The ID of the Buyer's representative.
- Company registration license, if applicable.
- Ethical declaration
- Supplier questionnaire

SPECIFIC CONDITIONS:

1. The award will be made to the highest bidder (For a lot), with payment to be made by cash in full upon signature of the contract.
2. All buyers are invited to attend a pre-auction information session before submitting an offer. ACTED is not responsible for unregistered defects.
3. Payment will have to be done before the collection of the assets, either in cash or cheque.

GENERAL CONDITIONS:

The **closing date** of this auction is fixed on **06/12/2022** 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.
2. The offer to the call for auction will not result in the award of a contract.
3. Bidders can apply for one lot or more. Different lots can be awarded to different bidders.
4. The offer must be submitted to ACTED purchase department in a sealed envelope with the mention "not to be opened before **06/12/2022** and the purpose of the offer.
5. Unsealed envelope and late offers will not be considered.
6. 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.
7. Collusive practices are prohibited and will lead to offers rejection.



ACTED

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 _____, agree 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: Asset (Vehicle)

No.	Item Specification & product stage	Specifications/ Brand Name & Model	INCOTERM/ Collection point	Measuring Unit	Quantity	Unit Price US\$	Total Price US\$
1	Vehicle	Hyundai Santa-Fe 2.4cc 2016, color: White Good condition	ACTED Erbil office	Vehicle	1		
Total Price (USD)							

LOT 2: Asset (Vehicle)

No.	Item Specification & product stage	Specifications/ Brand Name & Model	INCOTERM/ Collection point	Measuring Unit	Quantity	Unit Price US\$	Total Price US\$
1	Vehicle	Toyota RAV4 2.5cc 2018, color: White Good condition	ACTED Erbil office	Vehicle	1		
Total Price (USD)							

BIDDER'S COMMENTS/REMARKS:

1. _____
2. _____

BIDDER'S TERMS AND CONDITIONS:

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

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)		Comments
	Included		Present		
	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 USD (compulsory)					
4. PART 4 – (form PRO-06-02)– Bidder's Ethical Declaration is attached, filled, signed and stamped by the buyer (compulsory)					
5. Supplier's Questionnaire					
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 _____