

**T/FWA/32MULTI/LEGAL SERVICE/JUBA/LOG/18/10/2023/909**
**OFFER FORM ACTED SOUTH SUDAN**

 Tender N° (filled in by ACTED): **T/FWA/32MULTI/LEGAL SERVICE /JUBA/LOG/18/10/2023/909**

 Order ID (filled in by ACTED): **909**

Date (filled in by Bidders):

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

|  |  |
|--|--|
| <b>Company's Name</b><br>(as per registration documents)   |  |
| <b>Company Authorized Representative's Name</b><br>(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><br>Shop/Office/Building No<br>Street name<br>City<br>Governorate/province/district<br>Country |  |
| <b>Commercial representative for the bid</b><br>(if different from authorized representative)                                  |  |
| <b>Phone contact number</b><br>Landline<br>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.



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- If the Services have not been divided into lots, the Bidder must submit offer for the entirety of the Services.
- Bidders shall provide offers for all Services for at least one destination/location in order to be considered in the award of a contract. Failing to do so, they will be rejected at selection stage for the concerned destination(s)/location(s). A bidder may decide to bid for one destination/location only or for all of them. Any missing information may lead to rejection of the bidder's offer.
- The selected company is in charge of attend cases and any crucial issue on behalf of ACTED South Sudan and deliver results and feedback ACTED Coordination and any other related need.
- The legal advisor Is primarily responsible for providing high quality advice to the organization on major legal issues and problems.

**UNIT AND TOTAL PRICES MUST BE INCLUSIVE OF ALL COSTS OF CASES TO ATTENDED (ACCOMMODATION, TRAVEL, PER DIEM, APPLICABLE TAXES, ETC.).**

**PLEASE ATTACH ANY TECHNICAL DESCRIPTION OF SERVICES.**

**PLEASE FILL IN THE FOLLOWING TABLE:**

| S/N | Services description & technical specifications   | Unit          | Quantity  | Proposed description & technical specifications         | Unit Price including all costs & taxes Service USD | Total Price including all costs & taxes Service USD |
|-----|---|---------------|-----------|---|--|---|
| 1   | Provision of Legal Services within ACTED South Sudan (Refer to the Terms of references Legal Advisor) Annex 1 | Monthly basis | 24 Months | Refer to the Terms of references Legal Advisor) Annex 1 |  |   |

**ANY SPECIFIC ADDITIONAL FEES SHOULD BE WRITTEN DOWN IN THE BIDDER'S COMMENTS/REMARKS SPACE BELOW:**

**BIDDER'S COMMENTS/REMARKS:**

1. \_\_\_\_\_
2. **DELIVERY CONDITIONS:**



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|   | DELIVERY CONDITIONS REQUESTED BY ACTED   | DELIVERY CONDITIONS OFFERED BY THE BIDDER (if different) |
|---|--|--|
| <b>INCOTERM</b><br>(As per last version)  | <b>DDP ACTED SOUTH SUDAN</b>   |  |
| <b>DELIVERY ADDRESS</b><br>Office/Building No<br>Street name<br>City<br>Governorate/province/district<br>Country                              | <b>AS PER THE REQUEST ISSUED BY ACTED - ACTED AND REACH BASES IN SOUTH SUDAN</b> |  |
| <b>DELIVERY DATE</b><br>(Either X days/months from contract signature or fixed date DD/MM/YYYY)   | <b>5 DAYS AFTER REQUEST IS ISSUED BY PURCHASE ORDER OR EMAIL COMMUNICATION</b>   |  |
| <b>TRANSPORTATION MEAN</b><br>Point of departure<br>Expected travel distance (km/miles)<br>Mode (road/air/sea)<br>Vehicle brand, model & year | <b>BY AIR OR ROAD TO VARIOUS ACTED BASE TO ATTEND CASES.</b>                     |  |

**BIDDER'S CONDITIONS:**

|                              | GENERAL CONDITIONS RECOMMENDED BY ACTED                            | GENERAL CONDITIONS OFFERED BY THE BIDDER (if different) |
|------------------------------|--|---|
| <b>VALIDITY OF THE OFFER</b> | <b>6 MONTHS</b>  |   |
| <b>TERMS OF PAYMENT</b>      | <b>30 DAYS AFTER RECEPTION OF INVOICE AND COMPLETE CERTIFICATE</b> |   |

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

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

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

