

NATIONAL CALL FOR TENDER – INSTRUCTIONS TO BIDDERS
ACTED LEBANON

Date:

Tender N°: [T/11CQC/T16/AJB/BRT/PRG/12-02-2020/001](#)

ACTED is requesting through this tender a company/consultant to provide detailed written offers for the supply of the following service:

PRODUCT SPECIFICATIONS:

1. Description: Mentorship event planner
2. Service class / category: Consultancy services
3. Quantity/unit: The consultancy will last for an estimated six (4) weeks
4. Location: ACTED Beirut Office 8th floor, Eshmoun Bldg, Damascus Road, Sodeco, Ashrafieh, Beirut

RESPONSIBILITIES OF THE CONTRACTOR:

1. Terms of delivery: Specified in the terms of reference attached, deadline depending on contract signature for the consultancies
2. Date of delivery for: 4 weeks
3. Validity of the offer: 3 months

The answers to this tender should include the following elements:

- A written offer including all the consultancy specifications, the deliverable and price per deliverable
- Quotes should be inclusive of detailed VAT.
- A copy of the consultant ID for national consultants or a copy of the passport alongside a copy of the insurance for international consultants (medical insurance including transportation coverage).

GENERAL CONDITIONS:

1. The **closing date** of this tender is **04/03/2020 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 emailed both to : lebanon.tender@acted.org and in 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 Consultancy Specifications for which they apply.
4. The offer to the call for tender will not result in the award of a contract.
5. The offer must be submitted to ACTED Logistics department in a sealed envelope stamped and signed by the company and indicating the tender title, date, and time of submission. The envelope must bear the mention ([T/11CQC/T16/AJB/BRT/PRG/12-02-2020/001](#))- **not to be opened before 05/03/2020** and the purpose of the offer.
6. The offers must be submitted in **English** and prices must be expressed in **USD**.
7. **ALL THE PAGES OF TENDER DOCUMENTS** (instructions to bidders, offer form, Questionnaire, ToRs, Ethical declaration and bidders checklist) **have to be signed stamped by the bidder.**
8. Unsealed envelope and late offers will not be considered.



9. 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.

NOTE: 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 has set up a Transparency focal point (Transparency Team supervised by the Director of Audit and Transparency) via a specific e-mail address. As such, if you witness or suspect any unlawful, improper or unethical act or business practices (such as soliciting, accepting or attempting to provide or accept any kickback) during the tendering process, please contact the following phone number [00961 1 324 331] and/or send an e-mail to transparency@acted.org.

SPECIFIC CONDITIONS:

The answers to this tender should include the following elements.

1. A written offer form (02 OFFER FORM) including detailed pricing and the total price.
2. Past project experience: Information provided for each relevant past project shall include a summary sheet (highlighting the client, description of the project, location of project, role of the company, project status-completed or impact of implemented project as well and a completion certificate (recommended) from the client. All documents shall be provided in English (except completion certificates if not available in English). Completion Certificates shall be attached to the relevant project summary sheet for easy consultation.
3. Comprehensive outline of the topics to be covered during the workshop
4. Concise CVs of key staff expected to work on the projects highlighting their experiences relevant to the project).
5. A copy of the insurance for international consultants (medical insurance including transportation coverage).
6. The attached terms of reference signed.
7. Any relevant certifications the company might have, particularly ISO certifications.
8. Any other documents relevant to the TOR.

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____



OFFER FORM ACTED Lebanon

Date:

Tender N°: T/11CQC/T16/AJB//BRT/PRG/12-02-2020/001

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.

TECHNICAL SPECIFICATIONS:

<u>Specification</u>	Quantity	Unit Price [USD] VAT excluded	Unit Price [USD] VAT included	Total Price [USD] VAT excluded	Total Price [USD] VAT included
Two events (First event for construction and second for AC/Fridge repair) in line with Terms of Reference (details available in Annex 1)	2				
TOTAL in USD					

ANNEX 1-(TOR) INCLUDES ALL THE DETAILED INFORMATION - REFER TO ANNEX 1 BELOW PRIOR TO PRICING FOR SCHEDULE

NB:

- CONSULTANTS ARE REQUESTED TO SEND A DETAILED BUDGET WITH THE PROPOSAL INCLUDING BUT NOT LIMITED TO: COST OF LOCATION, STATIONARY, CATERING, TRAINER FEES, ETC....
- THE DATES MENTIONED IN THE TOR MIGHT BE SUBJECT TO CHANGE

BIDDER'S TERMS AND CONDITIONS:

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

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

STANDARD TERMS OF REFERENCE

Mentorship Event Planner

Department: Programs - ACTED LEBANON

Area: Beirut and Saida

Expected delivery date: March 2020

ABOUT ACTED:

ACTED is an international NGO that has been registered in Lebanon since 2006. It has an established country office in Beirut as well as a field office in Akkar. More recently, it has been carrying out activities in the South and in Tripoli.

ACTED works closely with local authorities and civil society stakeholders at the community level to implement priority humanitarian interventions such as emergency multi-purpose cash assistance, WASH projects (including disease monitoring and infrastructural and behavioral response), and Shelter interventions incorporating multiple modalities. ACTED is also implementing long-term development projects to rehabilitate infrastructure, improve agricultural production, increase livelihood opportunities and support state and non-state actors to improve service delivery and social stability through collective development planning.

BACKGROUND OF PROJECT: ALLIANCE2015 - ACTED

Alliance2015 is a strategic partnership of seven European non-governmental organisations engaged in humanitarian and development activities. The Alliance2015 members operating in Lebanon include ACTED (France), Cesvi (Italy), Concern Worldwide (Ireland), Hivos (The Netherlands).

The Alliance2015 Partnership, represented by lead agency ACTED, Cesvi, Concern and Hivos, is running a programme that aims to address root causes of conflict and instability in Lebanon, through the creation of sustainable income-generating and livelihood opportunities for vulnerable populations. Over three years, Alliance2015 partners are working directly with 1,800 individuals, 18 Social Development Centres (SDCs) and at least 27 Micro, Small and Medium Enterprises (MSMEs) across Lebanon. The integrated programme is targeting vulnerable communities with economic inclusion activities through three main pathways: (1) Building the capacity of SDCs leads to an improved delivery of livelihood-related services; (2) Improving the technical and soft skills of vulnerable individuals to ensure increased economic opportunity and reduce negative coping mechanisms and tensions and (3) Improving the capacity of the private sector leads to growth and job creation. Activities have included providing livelihood-related resources, assets and renovations to each targeted SDC; offering Technical, Vocational and Educational Trainings (TVET) and soft skills trainings, paid apprenticeship programs and job-matching services to vulnerable individuals; and providing businesses development services and value chain support to MSMEs.

INTRODUCTION

As the program is approaching its end, and with a view to provide beneficiaries with additional support notably in the midst of the economic crisis that has affected Lebanon since the past few months, the Consortium partners are looking to implement small scale mentorship events as described in the below sections. These events will involve the delivery of motivational speeches by professional mentors who can inspire beneficiaries to pursue their professional vocations and hold a positive outlook towards their economic future in the current economic climate. To complement the soft aspect of this activity, the mentor will incorporate more technical elements relevant to the needed skill set to land employment opportunities

and other income generating pathways. With this being said, the mentorship events will be designed based on the technical sectors under the current program: beneficiaries having participated in vocational trainings under the same general sector will be grouped together in a mentorship session. Furthermore, beneficiaries will be given the space to enquire about any specific questions they might have with private sector representatives present in the described event, and to receive professional coaching on how to present themselves in front of businesses through practicing their interview skills and receiving feedback on their Curricula Vitae.

The main objectives of the mentorship event are as follows:

- Long term empowerment of project beneficiaries, directing them into a more positive mind-set towards finding a job, especially when confronted with challenges and hardships that can be out of their control;
- Exposing beneficiaries to high level market professionals who can provide them with relevant technical advice on how they can increase their overall employability status and on different alternatives for income generation.

DESCRIPTION OF EVENT ACTIVITIES

The activities, as envisioned by the Consortium partners, are described in this section in their chronological order.

A- Mentorship Talk

A professional mentor with a solid experience in delivering motivational sessions or positively accompanying and impacting apprentices will be holding a plenary mentorship talk for no less than 50 minutes, attended by a group of 50 to 80 beneficiaries. Ideally, the mentor should have a technical background related to the sector of the event. In case this was not feasible, two distinct mentors will deliver the session, one being an experienced motivational speaker who will focus on the soft components and another being a charismatic industry professional within the sector in question who will be in charge of delivering the technical talk.

Two events will be organized around the sectors of Construction and White Goods Repair (AC and Fridge).

The talk should emphasize on the following:

- Motivating the beneficiaries to maintain a positive mind-set, notably in the midst of crises;
- Setting goals and working towards achieving them, as well as learning to build on their strengths and identify their weaknesses while putting solid action points to overcome them (taking initiatives to develop one's set of skills);
- Needed soft and hard skills for building a career in the sector in question;
- Potential pathways for income generation in the sector in question (employment, freelance jobs, contracting services, etc.);
- Simplified map of the main relevant private sector companies in the targeted geographical area.

During their talk, the mentor should include a participatory approach – with the methodology of his/her choice based on his/her previous experience – in order to give a space for the project beneficiaries to share their thoughts, holdbacks and aspirations and make the most of the activity.

B- Success Stories of Project Beneficiaries

In coordination with the Project Managers of ACTED and Cesvi, 2 beneficiaries having found employment or succeeded in starting any income generating activity in the sector in question will be asked to provide a brief testimony following the mentorship talk. The mentor should meet with these beneficiaries beforehand and coach them on public speaking and the best approach to telling their story. The length of testimonies can vary, but should not exceed a few minutes.

By the end of activity B, beneficiaries will be equally split to participate in either of the following activities (C and D), following which the groups will switch. Each round of activities is expected to last for around 45 minutes.

C- Networking with Private Sector Representatives

Representatives from 7 to 8 private sector companies in the sector of the event will have small booths and

will be available to give advice and reply to the beneficiaries' queries. Two representatives from medium to large enterprises should be present, one from HR and one from Operations, who can answer questions related to the company's history, its workforce and various lines of operations.

The private sector companies will include recruitment agencies and self-employment platforms.

D- Mock Job Interviews

Two small spaces will be delineated – either physically separate rooms or small spaces delineated by physical separators – and will be used as interview rooms. One HR representatives of private sector companies participating in the event will be present in each interview room where volunteers will come up to conduct mock interviews. These will allow beneficiaries to practice their interview skills with professional HR personnel in a group setting, similar to the classroom vibe they are accustomed to.

ASSIGNMENT

ACTED and Cesvi are seeking an experienced organization who has experience in mentorship programs and connections with private sector companies in the sectors of Construction and AC/fridge Repair in the geographical areas specified in the below section.

The service provider is expected to carry on the entire event, which includes, but is not limited to, the following main aspects:

- Identify the location of the event, take care of rental, organization and catering logistics;
- Identify the adequate mentor based on the current Terms of Reference document and secure his/her remuneration based on a signed contract with him/her;
- Identify a list of relevant private sector companies who can offer the described needed support in the current Terms of Reference document;
- Develop a small comprehensive survey to collect the feedback of the participating beneficiaries on the mentorship activity and to which extent the event was successful in introducing new market facts, potential alternatives to income generation and the adoption of a positive mind-set in the midst of crises – to be administered by the end of the event.
- Deliver a final report including a brief analysis of the above mentioned survey.

The service provider should keep a regular coordination with the project team, and get their approval on who will be involved in the above activities prior to confirming their participation in the events.

Responsibilities of Consortium partners:

- ACTED and Cesvi will be in charge of contacting the project beneficiaries and inviting them to the event;
- ACTED and Cesvi will be in charge of the event's visibility, including its media coverage;
- ACTED and Cesvi will be responsible to approach and invite stakeholders who can be interested in the event and considered as strategic audience in the event.

CHAIN OF COMMAND

Under the authority of:
 ACTED Livelihoods Project Manager
 Alliance2015 Consortium Coordinator

WORKING RELATIONS

External Relations:
 ACTED and Cesvi project teams
 Selected professional and service providers as highlighted in the above sections

Desired profile of service provider:

- Solid experience in implementing mentorship programs and events, with a presence in Lebanon for no less than 3 years;
- Proven capacity to design and execute similar scale events. Applicant is expected to present portfolio showcasing no less than 5 similar events executed;
- Good network with private sector companies in the target sectors and target areas;

- Experience in implementing projects with Non-Governmental Organizations, especially in the Livelihood sector, will be a strong advantage.

Deliverables, including geographical scope and timeframe:

- Two events in line with the current Terms of Reference should be organized with the following details:

Event #	Area	Sector	Timeframe
1	Saida	Construction	Week 1 of March 2020
2	Beirut	AC/fridge Repair	Week 2 of March 2020

- Results of the administered surveys as well as a brief analysis thereof – to be submitted by no later than one week after the last event.



BIDDER'S QUESTIONNAIRE ACTED Lebanon

Date :

Tender N° : T/11CQC/T16/AJB/BRT/PRG/12-02-2020/001

PART I: INFORMATION			
A. Company Details and General Information			
Name of Company		Trading As	
Address (headquarters)		Telephone	
Zip Code (headquarters)		Fax	
City (headquarters)		E-mail address 1	
PO Box		E-mail address 2	
Country (headquarters)		Website address	
Parent Company or name of owner		Subsidiaries/ Associates/ Overseas Representative	
Sales Person's Name		Sales Person's Position	
Sales Person's phone		Sales Persons' E-mail	
<i>Governance of the company: Chairman, Vice-Chairman, Treasurer or Secretary of the Board of Directors or Board of Trustees</i>			
Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number		Type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	
Province/Region		E-mail address	
Is the individual a U.S. citizen or legal permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications	
<i>Management of the company: CEO, Executive Director, Deputy Director, President or Vice-President</i>			
Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number		type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	
Province/Region		E-mail addresses	
Is the individual a U.S. citizen or legal permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications	
<i>Management of the company: Chief Finance Officer or Chief Accountant</i>			
Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	

photo ID)			
Government-issued photo Identification Document (ID) number		type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	
Province/Region		E-mail addresses	
Is the individual a U.S. citizen or legal permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications	
Company's staff & insurance			
No. Full Time Employees:		Employee average work wage per hour:	
% of Men to Women:		Any employee(s) with relatives working with ACTED?	<input type="checkbox"/> Yes <input type="checkbox"/> No
No. of Children:		What is the legal minimum wage paid?	<input type="checkbox"/> Yes <input type="checkbox"/> No
In what capacity?		Are paid vacations offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What are their ages?		Are flexible working hours offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of insurance company:		Staff covered by health insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Description of the Company			
Type of Business (multiple choices possible):	<input type="checkbox"/> Manufacturing <input type="checkbox"/> Consulting Company <input type="checkbox"/> Authorized Agent	<input type="checkbox"/> Manufacturing <input type="checkbox"/> Trader <input type="checkbox"/> Other, please specify : _____	
Sector of Business (multiple choices possible):	<input type="checkbox"/> Goods / supplies <input type="checkbox"/> Services <input type="checkbox"/> Equipment	<input type="checkbox"/> Works <input type="checkbox"/> Other, please specify : _____	
Year Established:		Country of registration:	
Licence number:		Valid until:	
Working languages:	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish	<input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Other, please specify : _____	
Technical documents available in:	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish	<input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Other, please specify : _____	
B. Financial Information			
VAT Number:		Tax Number:	
Bank Name:		Bank Account Number:	
Bank Address:		Account Name:	
Swift/BIC number:		Standard Payment Terms:	
Has the company been audited in the last 3 years?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Please attach a copy of the company's most recent Annual or Audited Financial Report			<input type="checkbox"/> Attached
Annual Value of Total Sales for the last 3 Years:			
Year: USD:		Year: USD:	
Annual Value of Export Sales for the last 3 years			
Year: USD:		Year: USD:	

C. Experience						
Company's recent business with ACTED and/or other International Aid Agencies or United Nations Agencies:						
#	Organisation	Contact person	Phone/E-mail	Goods/Works/Services	Value (USD)	Destination
1						
2						
3						
4						
5						
What is your company's main area of expertise?						
What is your company's business coverage area?		<input type="checkbox"/> National <input type="checkbox"/> Restricted to (specify location) : _____				
To which countries has your company exported and/or managed projects in the last 3 years?						
Provide any other information that demonstrates your company's qualifications and experience (eg. awards)						
List any national or international Trade/Professional Organisations of which your company is a member						
D. Technical Capability						
Type of Quality Assurance Certificate					<input type="checkbox"/> Attached	
Type of Certification/Qualification Documents					<input type="checkbox"/> Attached	
International Offices/Representation						
List below up to 10 of the core Goods and/or Services your company sells:						
1)		6)				
2)		7)				
3)		8)				
4)		9)				
5)		10)				
List the main assets of your company (trucks & heavy machines, heavy & valuable equipment, premises & warehouses, production sites etc.)						
1)		6)				
2)		7)				
3)		8)				
4)		9)				
5)		10)				
E. Miscellaneous						
Does your company have an Environmental Policy? (Yes/No)					<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does your company have an Ethical Trading Policy? (Yes/No)					<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does your company have an Anti-terrorist Policy? (Yes/No)					<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is your company compliant with the EU General Data Protection Regulation (or equivalent)? (Yes/No)					<input type="checkbox"/> Yes <input type="checkbox"/> No	
If you answered yes to the above two questions, please attach copies of your policy:						<input type="checkbox"/> Attached
Has your company ever been bankrupt, or is in the process of being wound up, having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning these matters, or is in any analogous situation arising from a similar procedure provided for in national law?						<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:						
Has your company ever been convicted of an offence concerning its professional conduct by a judgment which as force of res judicata?					<input type="checkbox"/> Yes <input type="checkbox"/> No	
If you answered yes, please provide details:						



Has your company ever been guilty of grave professional misconduct proven by other means?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered yes, please provide details:			
Has your company ever not fulfilled its obligations relating to the payment of social security contributions, or the payment of taxes in accordance with the law of the country in which it is established, or with those of France, or those of the country where the contract is to be performed?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered yes, please provide details:			
Has your company ever been the subject of a judgement, which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered yes, please provide details:			
Has your company ever been declared to be in serious breach of contract for failure to comply with its contractual obligations, following another procurement procedure or grant award procedure financed by a donor country?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered yes, please provide details:			
Has your company ever been declared to be in serious breach of contract for failure to comply with its contractual obligations, following another procurement procedure or grant award procedure financed by a donor country?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered yes, please provide details:			
Has your company ever been in any dispute with any Government Agency, the United Nations, or International Aid Organisations (including ACTED)?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered yes, please provide details:			
Do you agree with terms of payment of 30 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you accept visit of ACTED staff & external auditors to your office?	<input type="checkbox"/> Yes <input type="checkbox"/> No

PART II: CERTIFICATION

I, the undersigned warrant that the information provided in this form is correct, and in the event of changes, details will be provided to ACTED as soon as possible in writing. I also understand that ACTED does not do business with companies, or any affiliates or subsidiaries, which engage in any practices that are in breach of ACTED's Child Protection, Sexual Exploitation and Abuse Protection, Conflict of Interest, Anti-fraud, Anti-terrorism Policy and Data Protection Policies (available on request).

Name:		Date:	
Title/Position		Place:	
E-mail address (for contact for verification purposes):		Signature:	
Phone number (for contact for verification purposes):		Company Stamp:	

Check list of supporting documents		For ACTED use only	
1) Trading license	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
2) VAT registration/tax clearance certificate	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
3) Company profile	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
4) Proof of trading/dealership/agent	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
5) Evidence of similar contracts	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
6) References	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
7) Particulars of CEO and key personnel	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
8) Articles of Association & Certificate of incorporation	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
9) Financial statements (latest)	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
10) Other (specify):	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	

Company Name: _____



ACTED

T/11CQC/T16/AJB//BRT/PRG/12-02-2020/001

Authorized Representative Name: _____

Signature: _____

Stamp:

BIDDER'S ETHICAL DECLARATION - ACTED Lebanon

Date:

Tender N°: T/11CQC/T16/AJB//BRT/PRG/12-02-2020/001

Tenderer's name: _____

Tenderer's address: _____

CODE OF CONDUCT:**1. Labour Standards**

The labour standards in this code are based on the conventions of the International Labour Organisation (ILO).

- *Employment is freely chosen*

There is no forced, bonded or involuntary prison labour. Workers are not required to lodge 'deposits' or their identity papers with the employer and are free to leave their employer after reasonable notice.

- *Freedom of association and the right to collective bargaining are respected*

Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively. The employer adopts an open attitude towards the legitimate activities of trade unions. Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace. Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

- *Working conditions are safe and hygienic*

A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment. Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers. Access to clean toilet facilities and potable water and, if appropriate, sanitary facilities for food storage shall be provided. Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers. The company observing the standards shall assign responsibility for health and safety to a senior management representative.

- *Child Labour shall not be used*

There shall be no new recruitment of child labour. Companies shall develop or participate in and contribute to policies and programmes, which provide for the transition of any child found to be performing child labour to enable her/him to attend and remain in quality education until no longer a child. Children and young people under 18 years of age shall not be employed at night or in hazardous conditions. These policies and procedures shall conform to the provisions of the relevant International Labour Organisation (ILO) standards.

- *Living wages are paid*

Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmarks. In any event wages should always be high enough to meet basic needs and to provide some discretionary income. All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment, and about the particulars of their wages for the pay period concerned each time that they are paid. Deductions from wages as a disciplinary

measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the express and informed permission of the worker concerned. All disciplinary measures should be recorded.

- *Working hours are not excessive*

Working hours comply with national laws and benchmark industry standards, whichever affords greater protection. In any event, workers shall not on a regular basis be required to work in excess of the local legal working hours. Overtime shall be voluntary, shall not exceed local legal limits, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

- *No discrimination is practised*

There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

- *Regular employment is provided*

To every extent possible work performed must be on the basis of a recognised employment relationship established through national law and practice. Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

- *No harsh or inhumane treatment is allowed*

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

B. Environmental Standards

Suppliers should as a minimum comply with all statutory and other legal requirements relating to the environmental impacts of their business. Detailed performance standards are a matter for suppliers, but should address at least the following:

- *Waste Management*

Waste is minimised and items recycled whenever this is practicable. Effective controls of waste in respect of ground, air, and water pollution are adopted. In the case of hazardous materials, emergency response plans are in place.

- *Packaging and Paper*

Undue and unnecessary use of materials is avoided, and recycled materials used whenever appropriate.

- *Conservation*

Processes and activities are monitored and modified as necessary to ensure that conservation of scarce resources, including water, flora and fauna and productive land in certain situations.

- *Energy Use*

All production and delivery processes, including the use of heating, ventilation, lighting, IT systems and transportation, are based on the need to maximise efficient energy use and to minimise harmful emissions.

- *Safety precautions for transport and cargo handling*

All transport and cargo handling processes are based on the need to maximise safety precautions and to minimise potential injuries to ACTED beneficiaries and staff as well as the suppliers's employees or those of its subcontractors.

C. Business Behaviour

The conduct of the supplier should not violate the basic rights of ACTED's beneficiaries.

The supplier should not be engaged

1. in the manufacture of arms
2. in the sale of arms to governments which systematically violate the human rights of their citizens; or where there is internal armed conflict or major tensions; or where the sale of arms may jeopardise regional peace and security.

D. ACTED procurement rules and regulations

Suppliers should comply with ACTED procurement rules and regulations outlines in ACTED Logistics Manual Version 1.2. or above. In particular, ACTED's procurement policy set out in Section 2.1 and 2.4. (contract awarding). By doing so, Suppliers acknowledge that they do not find themselves in any of the situations of exclusion as referred to under section 2.4.2.

Operating Principles

The implementation of the Code of Conduct will be a shared responsibility between ACTED and its suppliers, informed by a number of operating principles, which will be reviewed from time to time.

ACTED will:

1. Assign responsibility for ensuring compliance with the Code of Conduct to a senior manager.
2. Communicate its commitment to the Code of Conduct to employees, supporters and donors, as well as to all suppliers of goods and services.
3. Make appropriate human and financial resources available to meet its stated commitments, including training and guidelines for relevant personnel.
4. Provide guidance and reasonable non-financial support to suppliers who genuinely seek to promote and implement the Code standards in their own business and in the relevant supply chains, within available resources.
5. Adopt appropriate methods and systems for monitoring and verifying the achievement of the standards.
6. Seek to maximise the beneficial effect of the resources available, e.g. by collaborating with other NGOs, and by prioritising the most likely locations of non-compliance.

ACTED expects suppliers to:

1. Accept responsibility for labour and environmental conditions under which products are made and services provided. This includes all work contracted or sub-contracted and that conducted by home or other out-workers.
2. Assign responsibility for implementing the Code of Conduct to a senior manager.
3. Make a written Statement of Intent regarding the company's policy in relation to the Code of Conduct and how it will be implemented, and communicate this to staff and suppliers as well as to ACTED.

Both parties will

1. require the immediate cessation of serious breaches of the Code and, where these persist, terminate the business relationship.
2. Seek to ensure all employees are aware of their rights and involved in the decisions which affect them.
3. Avoid discriminating against enterprises in developing countries.
4. Recognise official regulation and inspection of workplace standards, and the interests of legitimate trades unions and other representative organisations.
5. seek arbitration in the case of unresolved disputes.



Qualifications to the Policy Statement

The humanitarian imperative is paramount. Where speed of deployment is essential in saving lives, ACTED will purchase necessary goods and services from the most appropriate available source.

ACTED can accept neither uncontrolled cost increases nor drops in quality. It accepts appropriate internal costs but will work with suppliers to achieve required ethical standards as far as possible at no increase in cost or decrease in quality.

I undersigned [_____], agree to adopt the above Code of Conduct and to commit to comply with the labour and environmental standards specified, both in my own company and those of my suppliers.

Name & Position of Tenderer's authorized representative _____

Authorized signature _____

BIDDER'S CHECK LIST ACTED **Lebanon**

Date: _____

Tender N°: T/11CQC/T16/AJB/BRT/PRG/12-02-2020/001

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)		Comments
	Included		Present		
	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.					
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. The Terms of Reference is attached, filled, signed and stamped by the supplier (compulsory)					
6. PART 3 (form PRO-06-01) – Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier. (compulsory)					
7. PART 4 – (form PRO-06-02) – Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier. (compulsory)					
8. The Bidding documents are filled in English .					
9. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) are provided					
10. ANNEXES – A Copy of Company registration documents and license are included					
11. ANNEXES – A copy of the legal representative ID for national consultants & a copy of the passport alongside a copy of their insurance for international consultants					
12. CVs of the relevant consultant (compulsory)					

Name & Position of Bidder's authorized representative _____

Authorized signature _____