



NATIONAL CALL FOR TENDER – INSTRUCTIONS TO BIDDERS

ACTED **LEBANON**

Date: 10-07-2019

Tender N°: T/11CUO-11CTM-11DJX/87DOFU-84DSUP-6EOFF/BRT/SUPPORT/10-07-2019

ACTED Lebanon is requesting through this tender a company to provide detailed written quotations for the supply of the following products:

PRODUCT SPECIFICATIONS:

1. Description: Rehabilitation works in ACTED Beirut offices
2. Product class / category: Works
3. Made in (product origin): Various
4. Product stage: Works
5. INCOTERMS (delivery conditions): DDP ACTED Beirut offices LEBANON

Lot n°	Description	INCOTERMS/Delivery point	Category
1	Rehabilitation works in ACTED Beirut offices	DDP ACTED Beirut offices	<i>works</i>

RESPONSIBILITIES OF THE SUPPLIER:

1. Terms of delivery: DDP ACTED Beirut offices LEBANON
2. Date of delivery for: Various – 30 days after the signature of the contract
3. Validity of the offer: Preferred 6 months

The answers to this tender should include the following elements:



T/11CUO-11CTM-11DJX/87DOFU-84DSUP-6EOFF/BRT/SUPPORT/10-07-2019

- A written quotation including all the product specifications, the price per unit, quantity proposed and unit, and total price;
- Signed and stamped instructions for bidders;
- A copy of company registration documents and ID of the legal representative of the company;
- A catalogue and technical specifications of the products or if there are different options, a sample of each option might to be submitted after pre-selection;
- Filled, signed and stamped Bidder's Questionnaire Form and Bidder's Ethical Declaration;
- Only suppliers and/or companies are eligible to bid (companies with registration certificate);

GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed on **31/07/2018 at 17:00 (local Lebanese time)** in one of ACTED Lebanon offices at the following address:
 - Beirut Office: 8th floor, Eshmoun Bldg, Damascus Road, Sodeco, Ashrafieh, Beirut
 - Or by email to: lebanon.tender@acted.org, cc: tender@acted.org
2. A **mandatory information session** will be organized on **17/07/2019 (10:00 AM)** at **ACTED Offices, Echmoun Bldg, 8th floor, Damascus Road, Sodeco, Ashrafieh, Beirut**. Attendance at this session must be confirmed by email to ACTED by **16/06/2019 COB** at the following addresses lebanon.tender@acted.org, Cc: tender@acted.org. **Tenderers who will not attend the information session will be considered ineligible**
3. Offers shall be submitted in English and in **USD, Including and Excluding VAT**.
4. Prices should **include delivery costs to required locations**.
5. Bidders will fill, sign, stamp and return the Offer form according to ACTED's format.
6. Bidders will sign, stamp and return all pages of the Product Specifications for which they apply.
7. The offer to the call for tender will not result in the award of a contract.
8. The offer must be submitted in two separate envelopes (1- offer form 2-all other related and requested documents) that will be both delivered to ACTED Lebanon Logistics department in a sealed envelope with the mention: "*T/11CUO-11CTM-11DJX/87DOFU-84DSUP-6EOFF/BRT/SUPPORT/10-07-2019* not to be opened before **01/08/2018**".
9. The selection of the contractors for each lot will be based on the following criteria:
 - a. 60% on the prices offered
 - b. 40% on the technical qualifications
10. Unsealed envelopes and late offers will not be considered.
11. 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.



Name of authorized representative :

Signature :

T/11CUO-11CTM-11DJX/87DOFU-84DSUP-6EOFF/BRT/SUPPORT/10-07-2019

Date of signature :



OFFER FORM – ACTED **LEBANON**

Date:

Tender Ref: *T/11CUO-11CTM-11DJX/87DOFU-84DSUP-6EOFF/BRT/SUPPORT/10-07-2019*

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.

PLEASE FILL IN THE FOLLOWING TABLE:

IMPORTANT NOTES:

- Works in offices might be after 4.00PM or during weekends if the works requested might affect the other building tenants. Otherwise, during normal working hours



- Usage of building elevator to move any construction material has to be approved beforehand by the head of the building committee. The latter will then set a specific time for the elevator to be used and it is preferable that this is done during the weekend or after 8 pm during weekdays. Such activity is carried out under the supervision of the building's janitor exclusively and after properly covering both the floor and the walls of the room lift.
- Selected contractor has to keep premises free from debris or any other material that be used during rehabilitation
- All prices mentioned below should include transportation cost to mentioned location.
- ACTED reserves the right to cancel certain rehabilitations depending on available funding and donor requirements.
- ACTED reserves the right to divide the works per category (electrical, sanitary, etc...) depending on urgency of rehabilitation
- The selected contractor is responsible of any damage caused by the works in the common areas of the building
- The most economically advantageous Offer is selected by weighing technical quality against price, on a 60/40 basis

REHABILITATION WORKS IN ACTED OFFICES

Item #	Description	Unit	Quantity	Unit Price Excluding VAT (\$)	Unit Price Including VAT(\$)	Total Price Excluding VAT (\$)	Total Price Including (\$)
1	8TH floor Office rehabilitation						
1.1	Sanitation works						
1.1.3	Supply and install seat cover for the toilet bowl in the female WC (Same color and material of the existing one, Ideal standard brand)	U	1.0				
1.1.4	Supply and install toilet exhaust fan including electrical connection, fixation, sealant, testing and commissioning	U	2.0				
1.1.5	Add kitchen top, to be placed at the opening filling the existing void, fixed by tiling adhesive, material to be approved by the Engineer in charge, 0.1 m ²	U	1.0				
1.1.6	Fixation of the AC air vent cover in the ceiling where needed	U	10.0				
SUBTOTAL 1							
1.2	Electrical works						
1.2.1	Supply and apply lighting fixtures type 1 including wiring, fittings, connection, removal of old spots and installation of new spots	U	19.0				



1.2.2	Supply and apply lighting fixtures type 2 including wiring, fittings, connection, removal of old spots and installation of new spots	U	29.0					
1.2.3	Supply and apply lighting fixtures type 3 (Fluorescent 60 cm) including wiring, fittings, connection, removal of old spots and installation of new spots	U	68.0					
1.2.5	Fixation of the electrical wall mounted socket outlet at the AME office, including wiring, connection, removal of the old outlet and installation of the new one	U	2.0					
1.2.6	Supply and apply plastic cable trunks where needed to hide all exposed electrical wires	Lm	21.0					
1.2.7	Remove the electric cable wire above the kitchen sink	U	1.0					
1.2.8	Fixation of power outlets where needed	U	4.0					
SUBTOTAL 2								
1.3	Wood works							
1.3.1	Supply and apply a white painted wooden door 80 cm x 200 cm for male WC, including removal of the existing one, frame, architraves and ironmongery, materials to be submitted and approved by the Engineer in charge	U	1.0					
1.3.2	Supply and apply a white painted wooden door 70 cm x 200 cm for kitchen, including removal of the existing one, frame, architraves and ironmongery, materials to be submitted and approved by the Engineer in charge	U	1.0					
1.3.3	Supply and apply a wood door handle for the female WC, material to be submitted and approved by the Engineer in charge	U	1.0					
1.3.7	Close the unused kitchen exhaust hood	U	1.0					
1.3.8	Add shelf in the Audit department, 1 row of wall mounted white painted wood shelf, 30 cm width, fixed by steel stud brackets	Lm	4.0					
1.3.9	Add shelves in the filing room, 6 rows of wall mounted white painted wood shelves, 30 cm width, fixed by steel stud brackets	Lm	9.0					



1.3.10	Add shelf in the Logistics department, 1 row of wall mounted white painted wood shelf, 50 cm width, fixed by steel stud brackets	Lm	3.0					
1.3.11	Add shelves in the HR department, 2 rows of wall mounted white painted wood shelves, 50 cm width, fixed by steel stud brackets	Lm	1.4					
1.3.11	Add shelves in Jack office, 6 rows of wall mounted white painted wood shelves, 50 cm width, fixed by steel stud brackets	Lm	3.0					
1.3.11	Add shelves in the Finance department, 6 rows of wall mounted white painted wood shelves, 50 cm width, fixed by steel stud brackets	Lm	3.0					
1.3.12	Add shelves in the Finance department, 6 rows of wall mounted white painted wood shelves, 30 cm width, fixed by steel stud brackets	Lm	9.9					
SUBTOTAL 3								
1.4	Aluminum and glazing works							
1.4.1	Checking leakage from aluminum windows, add silicone where needed to fill gaps as directed by the Engineer in charge	U	11.0					
1.4.2	Regulation of windows where needed	U	4.0					
1.4.3	Fixation of the door handle for the Logistics department (manpower only)	U	1.0					
1.4.4	Fixation of the glazing partition and door in the compliance unit	m2	2.3					
1.4.5	Adjustment and regulation of glazing door's movement for Jack office, the compliance unit and meeting room	U	3.0					
1.4.6	Supply and install glass shelf under the mirror in the female WC including fixation and brackets	Lm	0.5					
1.4.7	Installation of plexiglass shelves under the AC air vents where needed with proper fixation of steel stud brackets	U	9.0					
SUBTOTAL 4								
1.5	Finishing works							



1.5.1	Fixation of the skirting in the AME office by specific tiling adhesive, material should be approved by the Engineer in charge	Lm	5.0					
1.5.2	Supply and install window curtains where needed, sample should be sent for approval prior to installation	m2	7.0					
1.5.3	Supply and apply gypsum board in the kitchen room where needed to hide the technical area including painting works	m2	1.9					
1.5.4	Supply and apply access panel to cover the AC split unit in the kitchen	m2	0.8					
1.5.5	Supply and apply access panel to access the mezzanine floor above the kitchen	m2	0.4					
1.5.6	Fixation of the projector in the meeting room with an appropriate wood shelf support	U	1.0					
1.5.7	Supply and install protective wall strip plexiglass behind office seats	U	15.0					
SUBTOTAL 5								
TOTAL 8TH Floor (SUBTOTAL 1+2+3+4+5)								
2	9TH floor Office rehabilitation - SMALL office							
2.1	Sanitation works							
2.1.1	Supply and install seat cover for the toilet bowl in the WC (Same color and material of the existing one, Ideal Standard or similar)	U	1.0					
2.1.2	Supply and install toilet exhaust fan including electrical connection, fixation, sealant, testing and commissioning	U	1.0					
SUBTOTAL 1								
2.2	Electrical works							
2.2.1	Supply and apply lighting fixtures type 1 including wiring, fittings, connection, removal of old spots and installation of new spots	U	3.0					



2.2.2	Supply and apply lighting fixtures type 2 including wiring, fittings, connection, removal of old spots and installation of new spots	U	12.0				
2.2.3	Supply and apply plastic cable trunks above entrance door to hide all exposed electrical wires	Lm	5.5				
SUBTOTAL 2							
2.3	Aluminum and glazing works						
2.3.1	Adjustment of glazing door's movement for internal offices	U	1.0				
2.3.2	Adjustment of glazing window's opening where needed	U	1.0				
SUBTOTAL 3							
2.4	Finishing works						
2.4.1	Supply and apply 60x60 clip-in false ceiling for the kitchen and WC with all needed fixation	m2	3.8				
2.4.2	Supply and apply steel door for the 2 offices, 4.2 m ² (SMALL and BIG), usage of SMALL door is an option (2.3 m ²), including adding of Steel frame and plate to cover the remaining space (between door and walls)	m2	1.9				
2.4.3	Supply and apply kitchen top above the fridge place	m2	0.6				
2.4.4	Supply and apply skirting for kitchen top above the fridge place	Lm	1.0				
2.4.5	Supply and apply skirting for internal offices where needed	Lm	7.5				
2.4.6	Supply and install protective wall strip behind office seats	U	2.0				
SUBTOTAL 4							
TOTAL 9TH Floor SMALL (SUBTOTAL 1+2+3+4)							
3	9TH floor Office rehabilitation - BIG office-						
3.1	Sanitation works						
3.1.2	Fixation of the AC air vent cover in the ceiling of the storage room	U	2.0				
3.1.3	Check and fixation of the female WC sewage	U	1.0				



3.1.4	Supply and install seat cover for the toilet bowl in the female WC (Same color and material of the existing one, Ideal Standard or similar)	U	1.0				
SUBTOTAL 1							
3.2	Electrical works						
3.2.1	Supply and apply lighting fixtures type 1 including wiring, fittings, connection, removal of old spots and installation of new spots	U	16.0				
3.2.2	Supply and apply lighting fixtures type 2 including wiring, fittings, connection, removal of old spots and installation of new spots	U	17.0				
3.2.4	Supply and apply lighting fixtures type 4 (Fluorescent 120 cm) including wiring, fittings, connection, removal of old spots and installation of new spots	U	5.0				
3.2.5	Supply and apply electrical floor mounted socket outlet for the entrance hall including wiring, fittings and connection	U	2.0				
3.2.6	Supply and apply plastic cable trunks, 10 cm width in the kitchen to hide all exposed electrical wires	Lm	1.3				
SUBTOTAL 2							
3.3	Wood works						
3.3.1	Add shelves in the PD department, 4 rows of wall mounted white painted wood shelves, 70 cm width, fixed by steel stud brackets	Lm	3.4				
3.3.2	Add shelves in offices, 2 rows of wall mounted white painted wood shelves, 30 cm width, fixed by steel stud brackets	Lm	4.4				
3.3.3	Supply and apply cabinet fronts for the female WC, material and sample should be sent to the Engineer in charge prior to execution for approval	m2	1.1				
3.3.4	Supply and apply cabinet fronts for the kitchen, material and sample should be sent to the Engineer in charge prior to execution for approval	m2	2.4				



3.3.5	Installation of wood shelves in the storage room (existing material on site), works include proper installation and fixation by steel stud brackets only	Lm	17.8				
3.3.6	Supply and apply key lock for the server room door	U	1.0				
3.3.7	Fixation of wood door 80 cm x 200 cm, (existing material on site)	U	1.0				
				SUBTOTAL 3			
3.4	Aluminum and glazing works						
3.4.1	Checking leakage from aluminum windows, add silicone where needed to fill gaps as directed by the Engineer in charge	U	11.0				
3.4.2	Add aluminum tube to fill the gap between Christina's office and programs office, 6.5 cm width	Lm	1.3				
3.4.3	Fixation and regulation for the windows movement where needed	U	2.0				
3.4.4	Fixation and regulation for the aluminum doors movements	U	2.0				
3.4.5	Supply and apply door handle for the aluminum door at the PD department	U	1.0				
3.4.6	Removal of window shutters from entrance hall	U	1.0				
3.4.7	Removal of shutters from the drivers office and replace it by 3M blurry glazing	m2	10.6				
3.4.8	Removal of shutters from all offices and replace it by 3M blurry glazing	m2	8.8				
				SUBTOTAL 4			
3.5	Finishing works						
3.5.1	Supply and apply 60x60 clip-in false ceiling for the kitchen and entrance hall where needed (missing items only)	m2	3.6				
3.5.2	Supply and apply gypsum board false ceiling for the female WC and the protection office after removal of the existing ones	m2	3.7				
3.5.4	Supply and apply skirting for kitchen top	Lm	2.6				



3.5.5	Supply and install window curtains where needed, sample should be sent for approval prior to installation	m2	21.1				
3.5.6	Supply and install protective wall strip behind office seats	U	20.0				
SUBTOTAL 5							
TOTAL 9TH Floor BIG (SUBTOTAL 1+2+3+4+5)							
4	Warehouse						
4.1	Supply and apply steel door for new archive room	m2	5.3				
4.2	Supply and apply wall mounted steel shelves, 60 cm width, fixed by steel stud brackets	Lm	47.0				
Subtotal Warehouse							
TOTAL 8TH+ 9TH Floor SMALL + BIG + Warehouse							

BIDDER'S COMMENTS/REMARKS:

1. _____
2. _____

BIDDER'S TERMS AND CONDITIONS:

1. Valid of the offer: _____ (Recommended: 6 months or more)
2. Terms of delivery: DDP ACTED Beirut office
3. Payment terms: _____ (Recommended: 30% advance payment and 70% after completing the works/delivery)

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____



BIDDER'S QUESTIONNAIRE ACTED LEBANON

Date :

Tender N° : *T/11CUO-11CTM-11DJX/87DOFU-84DSUP-6EOFF/BRT/SUPPORT/10-07-2019*

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)	
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)	



ACTED

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>Company's staff & insurance</i>			
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
<i>Description of the Company</i>			
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"/> Arabic <input type="checkbox"/> Chinese	



		<input type="checkbox"/> Spanish		<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:	



ACTED

Has your company ever been convicted of an offence concerning its professional conduct by a judgment which has 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: _____

Authorized Representative Name: _____

Signature: _____

Stamp:



BIDDER'S ETHICAL DECLARATION – ACTED **LEBANON**

Date:

Tender Ref: [T/11CUO-11CTM-11DJX/87DOFU-84DSUP-6EOFF/BRT/SUPPORT/10-07-2019](#)

Bidder's name: _____

Bidder's address: _____

CODE OF CONDUCT:

A. 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' 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 Bidder's authorized representative: _____

Authorized signature: _____



BIDDER'S CHECK LIST – ACTED **LEBANON**

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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					
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 .					
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 .					
8. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items)					
9. ANNEXES – A Copy of Company registration documents and license are included and the ID of the legal representative of the company					
10. ANNEXES – Coloured catalogues and pictures (or technical data sheets) of item(s) are included					

Name & Position of Bidder's authorized representative _____

Authorized signature _____