

**INTERNATIONAL CALL FOR TENDER – INSTRUCTIONS TO BIDDERS**  
**ACTED LEBANON**

Date: 20/04/2018

Tender N°: [T/11DDG/E17/CUR/BRT/PRG/20-04-2018/001](#)

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:
  - a. Desktop Application Development Consultant (Lot 1)
  - b. Content development for desktop application for career guidance (Lot 2)
2. Service class / category: Consultancy services
3. Quantity/unit: The service will last for an estimated one (1) month for both lot 1 and lot 2
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 completion for: 1 month
3. Validity of the offer: 6 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 consultants ID for national consultants **or** a copy of the passport alongside a copy of the insurance for international consultants (medical insurance including transportation coverage).
- In case of consultancy agency, provide legal representant ID copy.

**GENERAL CONDITIONS:**

1. The **closing date** of this tender is **04/05/2018 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](mailto:lebanon.tender@acted.org) and in cc, [tender@acted.org](mailto: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 [\(T/11DDG/E17/CUR/BRT/PRG/20-04-2018/001\)](#) **not to opened before 07/05/2018** 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.

**SPECIFIC CONDITIONS:**

The answers to this tender should include the following elements.

1. A written offer form (02 OFFER FORM).
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 ongoing) and a completion certificate (recommended) from the client. All documents shall be provided in English (except completion certificates if not available in English).
3. A preliminary work plan detailing the specific competencies of the staff working on the project at different stages.
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 or freelancer might have.
8. Any other documents relevant to the TOR.

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

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

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



# ACTED

T/11DDG/E17/CUR/BRT/PRG/20-04-2018/001

## OFFER FORM ACTED Lebanon

Date:

Tender N°: T/11DDG/E17/CUR/BRT/PRG/20-04-2018/001

### 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.

**LOT1: Desktop Application Development Consultant**

#	<u>Specification</u>	<u>Deliverable</u>	<u>Quantity</u>	<u>Total Price [USD] (VAT excluded)</u>	<u>Total Price [USD] (VAT included)</u>
1	<p>Online and offline learning platform including:</p> <ul style="list-style-type: none"> <li>user-friendly interface sign-in for ACTED and class facilitators</li> <li>Admin and user accounts with different security settings</li> <li>Admin can monitor users progress and can control which modules are opened for each individual learner</li> <li>User-friendly interface that enables the admin to add/remove training modules in the future.</li> <li>A user-friendly and interactive interface for users that eases the learning process (example: drag and drop for text boxes)</li> </ul>	Platform (Lumpsum)	1		

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

**BIDDER'S TERMS AND CONDITIONS:**

- Valid of the offer: \_\_\_\_\_ (recommended: 6 months or more)
- Terms of delivery: \_\_\_\_\_

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

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

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

**Annex 1: Desktop Application Development Consultant**

## TERMS OF REFERENCE

### Desktop Application Development Consultant

**Department: Programs - ACTED LEBANON**

**Base: Beirut**

#### ABOUT ACTED

ACTED is an international NGO that has been registered in Lebanon since 2006. It has a 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.

ACTED responds to emergency and development needs through a community driven approach which focuses on engagement and capacity building of local civil society and local authorities, with the aim of promoting accountable governance and civic engagement. Moreover, ACTED in Lebanon seeks to support private sector actors to become the key drivers in Lebanon's economic development with the goal of raising the living standards of Lebanese and refugee households, and improving the coping capacity of local communities.

#### PROJECT BACKGROUND

ACTED delivers support responding simultaneously to emergency and development needs through a community driven approach which focuses on engagement and capacity building of local civil society and local authorities, with the aim of promoting accountable governance and civic engagement. Through this support, ACTED's strategy in Lebanon aims to bring the most vulnerable Lebanese and refugee households to minimum living standards, while working towards sustainable improvement of local communities' coping capacity. ACTED's strategic positioning allows it to bring together local communities, governments and private sector to work transition away from traditional aid-models into more holistic and sustainable actions.

ACTED is currently working with the Ministry of Social Affairs (MoSA) to build the capacity of Social Development Centers (SDCs) to function as effective community based organizations and implement TVET and soft skills trainings in 22 SDCs across Lebanon. For this purpose, ACTED is looking for an experienced consultant to support in creating an interactive online/offline learning platform. This platform will be installed on laptops provided by ACTED to equip an IT lab in the above-mentioned SDCs. Beneficiaries of the SDCs will be able to undertake the online/offline modules in the presence of a facilitator. After completion of the various modules, ACTED will support the beneficiaries in accessing additional livelihoods support.

#### OBJECTIVES

The platform will provide self-learning modules on decent work conditions (benefits, wages, types of contracts and working hours), soft skills, how to apply for a job, gender equality and personality based

testing to identify strengths and weaknesses of the candidates. The platform will provide SDCs' beneficiaries with information, tools and resources to support and enhance their employability. The platform is meant to be easy to use for beneficiaries with basic digital literacy.

The consultant is expected to create an offline learning platform in English and Arabic. Content will be provided by ACTED. Some content might need to be made available online.

**CHAIN OF COMMAND**

Under the authority of:

ACTED Project Manager

ACTED Deputy Country Director

**WORKING RELATIONS**

ACTED Economic Development Technical  
Coordinator

Consortium Coordinator

**DELIVERABLES:**

- An online and offline learning platform to enable users to access interactive content in an easy to use format on a windows based system. The platform should include:
- A user-friendly interface that enables the admin of the system to edit the training modules in the future (remove/add training modules)
- A sign-in for ACTED and class facilitators to enable the monitoring of student progress
- Admin and user accounts with different security settings
- Admin can monitor users progress and can control which modules are opened for each individual learner
- A user-friendly interface that enables the admin to add/remove training modules in the future.
- A user-friendly and interactive interface for users that eases the learning process (example: drag and drop for text boxes).

**TIMELINE**

*The first version, only including the structure, is due by May 14<sup>th</sup> 2018 (tentatively) and will be reviewed by ACTED within five business days. Following the first review, the developer will be provided with the content to be uploaded onto the platform. The final English version should be submitted by June 8<sup>th</sup> 2018(tentatively) and the final Arabic version should be submitted by June 15<sup>th</sup> 2018 (tentatively).*

**QUALIFICATIONS AND SKILLS**Eligible candidates should:

- Strong knowledge of .NET language
- Prior experience in the development of windows platforms
- Strong knowledge of database systems
- Have proven technical expertise in developing web-based interactive learning platforms
- Strong English and Arabic language skills (written and verbal)

Interested applicants may request further program details, as well as inquire into the terms and conditions of this Call by sending an email to: [lebanon.tender@acted.org](mailto:lebanon.tender@acted.org)

Selection Process

All candidates are requested to submit a proposal outlining a work plan, a detailed budget and additional added value (experience in implementing similar projects or CVs for technical staff etc.)

ACTED may solicit feedback from external experts and may follow up with additional questions. At any stage, ACTED reserves the right to pose clarifying questions and conduct discussions with some, all, or none of the applicants.

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

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

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

----- END OF LOT 1-----



**LOT2: Career guidance content developer**

#	<u>Specification</u>	Deliverable	Quantity	Unit Price [USD] VAT excluded	Unit Price [USD] VAT included	Total Price [USD] (VAT excluded)	Total Price [USD] (VAT included)
1	Modules for content creation: - Decent Work Conditions - National labour laws - Soft skills - Gender Equality - How to apply for a job - Personality Tests	Modules	6				

**ANNEX 2-(TOR) INCLUDES ALL THE DETAILED INFORMATION - REFER TO ANNEX 2 BELOW PRIOR TO PRICING FOR DETAILS**

**NB:**

- **THE QUANTITIES MENTIONED ABOVE MIGHT BE SUBJECT TO CHANGE ACCORDING TO THE CONSULTANT'S ASSESSMENT AND GAPS NEEDED**

**BIDDER'S TERMS AND CONDITIONS:**

3. Valid of the offer: \_\_\_\_\_ (recommended: 6 months or more)

4. Terms of delivery: \_\_\_\_\_

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

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

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



## TERMS OF REFERENCE

### Career guidance content developer

**Department: Programs - ACTED LEBANON**

**Base: Beirut**

#### ABOUT ACTED

ACTED is an international NGO that has been registered in Lebanon since 2006. It has a 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.

ACTED responds to emergency and development needs through a community driven approach which focuses on engagement and capacity building of local civil society and local authorities, with the aim of promoting accountable governance and civic engagement. Moreover, ACTED in Lebanon seeks to support private sector actors to become the key drivers in Lebanon's economic development with the goal of raising the living standards of Lebanese and refugee households, and improving the coping capacity of local communities.

#### PROJECT BACKGROUND

ACTED delivers support responding simultaneously to emergency and development needs through a community driven approach which focuses on engagement and capacity building of local civil society and local authorities, with the aim of promoting accountable governance and civic engagement. Through this support, ACTED's strategy in Lebanon aims to bring the most vulnerable Lebanese and refugee households to minimum living standards, while working towards sustainable improvement of local communities' coping capacity. ACTED's strategic positioning allows it to bring together local communities, governments and private sector to work transition away from traditional aid-models into more holistic and sustainable actions.

ACTED is currently working with the Ministry of Social Affairs (MoSA) to build the capacity of Social Development Centers (SDCs) to function as effective community based organizations and implement TVET and soft skills trainings in 22 SDCs across Lebanon. For this purpose, ACTED is looking for an experienced consultant to support in creating content for an interactive online and offline learning platform. This platform will be installed on laptops provided by ACTED to equip an IT lab in the above-mentioned SDCs. Beneficiaries of the SDCs will be able to undertake the online/offline modules in the presence of a facilitator. After completion of the various modules, ACTED will support the beneficiaries in accessing additional livelihoods support.

#### OBJECTIVES

The platform will provide self-learning modules on decent work conditions (benefits, wages, types of

contracts and working hours), soft skills, how to apply for a job, gender equality and personality based testing to identify strengths and weaknesses of the candidates. The platform will provide SDCs' beneficiaries with information, tools and resources to support and enhance their employability. The platform is meant to be easy to use for beneficiaries with basic digital literacy.

The consultant is expected to create the content related to the targeted topics in English. ACTED will also provide additional modules for inclusion in the platform based on its standardized curriculums already tested in previous projects. The exact modules to be included on the platform and the content for these modules will be determined jointly with ACTED during the development of the platform. [Optional: the developer will also be asked to review the Arabic translation of the curated content].

**CHAIN OF COMMAND**

Under the authority of:

ACTED Project Manager

ACTED Deputy Country Director

**WORKING RELATIONS**

ACTED Economic Development Technical  
Coordinator

Consortium Coordinator

## DELIVERABLES:

The six modules should be on the following topics:

### 1-Decent Work Conditions

- *Rights versus responsibilities of employers and employees*
- *Social security*
- *Vacation days and transport allowances*
- Multiple choice questionnaire on the content

### 2-National labour laws, including modules relevant to foreign workers.

### 3-Soft skills

- Team work
- Positive communication
- Conflict resolution
- Stress management
- Multiple choice questionnaire on the content

### 4-Gender Equality

- Sexual harassment in the workplace
- Power dynamics
- Self-promotion/imposter syndrome
- Multiple choice questionnaire on the content
- 

### 5-How to apply for a job

- Research employer
- Work etiquette (dress/behaviour)
- CV writing (content, structure references)
- Interview preparation (questions/appropriate answers/follow-up)
- Multiple choice questionnaire on the content

### 6-Personality Tests

- Personality test based on Myers-Briggs for greater self-awareness

## TIMELINE

*The first drafts of all six modules are due by May 14<sup>th</sup> 2018 (tentatively) and will be reviewed by ACTED within five business days. Feedbacks should be integrated and the final version should be submitted by May 25<sup>th</sup> 2018 (tentatively). Optional: the developer will be asked to review the Arabic translation within 2-3 business days.*

## QUALIFICATIONS AND SKILLS

### Eligible candidates should:

- Have an understanding of employment skills, soft skills and personal development
- Provide evidence of relevant experience and expertise in working with vulnerable beneficiaries for life skills trainings
- Strong English and Arabic language skills (written and verbal)
- Candidates with proven experience in livelihoods related programming would be preferred

Interested applicants may request further program details, as well as enquire into the terms and conditions of this Call by sending an email to: [lebanon.tender@acted.org](mailto:lebanon.tender@acted.org)

### Selection Process

All candidates are requested to submit a proposal outlining a work plan, a detailed budget and additional added value (experience in implementing similar projects or CVs for technical staff etc.)



# ACTED

T/11DDG/E17/CUR/BRT/PRG/20-04-2018/001

ACTED may solicit feedback from external experts and may follow up with additional questions. At any stage, ACTED reserves the right to pose clarifying questions and conduct discussions with some, all, or none of the applicants.

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

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

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

----- END OF LOT 2-----

## BIDDER'S QUESTIONNAIRE ACTED Lebanon

Date:

Tender N° : T/11DDG/E17/CUR/BRT/PRG/20-04-2018/001

**A. Company Name:**

**B. Company Owner(s) / Partners full names:**

1  
2  
3  
4

**C. Company Legal Authorized Representative for this Tender:**

Complete Name:

\_\_\_\_\_

Position in the Company:

\_\_\_\_\_

Signature:

\_\_\_\_\_

**D. Additional Information about the Company:**

1 Official Date of Registration:

\_\_\_\_\_

2 Company Type / Profession as per Registration:

\_\_\_\_\_

3 Full Name of the Three Company Representatives:

Name	Position	Location	Mobile Number

4 Total number of full time employees:

5 Company Telephone Number:

6 Company Fax Number:

7 Email Address:

8 Have you worked with NGOs before? If Yes, please list them with detailed information:

•  
•  
•

9 Have you worked on similar types of projects before? If Yes, please list them below with detailed information (if needed please provide separate list):

•  
•  
•



10 Bank Accounts: (Please mention yes or no only)	In Lebanon	In Europe	Other

## E. Past Performances:

### 1 Contract Award History

Please list the last supply contracts awarded by your company since 2009 up to now

No	Project Description	Location	Partner Name	Duration	Project Cost (USD)
1					
2					
3					
4					
5					

### 2 Company Assets as of January 1<sup>st</sup> 2018:

Please list your Company main assets (machine, equipment, premises & warehouses, trucks & heavy machines, production center, etc)

No	Description	Location/Address	Quantity
1			
2			
3			
4			
5			

I undersigned, certify that I am the designated legal representative of this Company, that the information provided above is correct and I am aware of the fact that I will be held responsible for providing false information.

I declare and certify that the information above is true and accurate to the best of my knowledge. I understand and accept any false or inaccurate information may result in the cancellation of any offer made by the Bidder, even if discovered later.

Name \_\_\_\_\_

Position: \_\_\_\_\_

Signature & Stamp: \_\_\_\_\_

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

**BIDDER'S ETHICAL DECLARATION - ACTED Lebanon**

Date:

Tender N°: T/11DDG/E17/CUR/BRT/PRG/20-04-2018/001

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:

- Assign responsibility for ensuring compliance with the Code of Conduct to a senior manager.
- Communicate its commitment to the Code of Conduct to employees, supporters and donors, as well as to all suppliers of goods and services.
- Make appropriate human and financial resources available to meet its stated commitments, including training and guidelines for relevant personnel.
- 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.
- Adopt appropriate methods and systems for monitoring and verifying the achievement of the standards.
- 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:

- 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.
- Assign responsibility for implementing the Code of Conduct to a senior manager.
- 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

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

## **Qualifications to the Policy Statement**



*T/11DDG/E17/CUR/BRT/PRG/20-04-2018/001*

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/11DDG/E17/CUR/BRT/PRG/20-04-2018/001

**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)		
	Included		Present		Comments
	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. <b>(compulsory)</b>					
3. PART 2 (form PRO-06) –Offer Form is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
4. The prices in the Offer Form are in <b>USD</b> <b>(compulsory)</b>					
5.The Terms of Reference is attached, filled, signed and stamped by the supplier <b>(compulsory)</b>					
6. PART 3 (form PRO-06-01)– Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
7. PART 4 – (form PRO-06-02)– Bidder’s Ethical Declaration is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
8. The Bidding documents are filled in <b>English</b> . <b>(compulsory)</b>					
9. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) are provided <b>(compulsory)</b>					
10. ANNEXES – A Copy of Company registration documents and license are included <b>(compulsory)</b>					
11. ANNEXES – A copy of the legal representative ID for national consultants or a copy of the passport alongside a copy of their insurance for international consultants. In case of consultancy agency, provide legal representative ID copy. <b>(compulsory)</b>					
12.ANNEXES- Concise CVs of key staff expected to work on the projects highlighting their experiences relevant to the project. <b>(compulsory)</b>					

Name & Position of Bidder's authorized representative \_\_\_\_\_

Authorized signature \_\_\_\_\_