

**NATIONAL CALL FOR TENDER – INSTRUCTIONS TO BIDDERS**  
**ACTED [LEBANON](#)**

Date: 28/02/2019

Tender N°: T/11CQC/T16/ATS/BRT/PRG/28-02-2019

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

**PRODUCT SPECIFICATIONS:**

- |                                    |  |
|------------------------------------|--|
| 1. Description:                    | <b>Hybrid Electric Vehicles Materials &amp; Safety materials (Two lots)</b>  |
| 2. Incoterm (delivery conditions): | DDP/ACTED National Center for Vocational Training and Industrial Technical Institute, Dekwaneh (lot 1) and ACTED Warehouse (lot 2) |
| 3. Product class / category:       | Supplies   |
| 4. Made in (product origin):       | International  |
| 5. Product stage:                  | Finished   |
| 6. Quantity/unit:                  | Detailed in the Offer Form below   |

**RESPONSIBILITIES OF THE CONTRACTOR:**

- |                           |   |
|---------------------------|---|
| 1. Terms of delivery:     | <u>3 weeks after contract signature</u> |
| 2. Validity of the offer: | <u>6 months recommended</u>             |

The answers to this tender should include the following elements:

- A written quotation including all the product specifications, the price per unit, quantity proposed and unit, and total price;
- Colored catalogue or pictures of items requested;
- ID of the legal representative;
- Registration license.

**GENERAL CONDITIONS:**

1. The **closing date** of this tender is **14/03/2019 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**
2. Tenderers will fill, sign, stamp and return the Offer form according to ACTED's format.
3. The offer to the call for tender will not result in the award of a contract.
4. 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/ATS/BRT/PRG/28-02-2019 - not to open before 15/03/2019" and the purpose of the offer. or by email to both emails addresses : [lebanon.tender@acted.org](mailto:lebanon.tender@acted.org) and in Cc tender@acted.org
5. The offers must be submitted in **English** and prices must be expressed in **USD**.
6. A copy of the legal representative ID has to be provided with the tender documents.
7. **ALL THE PAGES OF TENDER DOCUMENTS** (instructions to bidders, offer form, Questionnaire, Ethical declaration and bidders checklist) have to be signed and 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, ACTED reserves the right to carry out anti-terrorism checks on contractor, its board members, staff, volunteers, consultants, financial service providers and sub-contractor.

*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 send an e-mail to [transparency@acted.org](mailto:transparency@acted.org).*

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

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

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

**OFFER FORM ACTED Lebanon**

Date:

Tender N°: T/11CQC/T16/ATS/BRT/PRG/28-02-2019

**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 FIL IN THE FOLLOWING TABLES, ONE FOR EACH LOT:**

**Suppliers can bid for one or several lots**

**Lot 1 : Hybrid Electric Vehicles Materials**

Description		Quantity	Unit	Unit price Excluding VAT (USD)	Unit price Including VAT (USD)	Total price Excluding VAT (USD)	Total price Including VAT (USD)
<b>Group 1: Spare parts for Hybrid Electric vehicle (specifications : Toyota Prius 2007)</b>							
1	Battery - G951047031	1	Piece				
2	Inverter Converter - G9200-47121	1	Piece				
3	AC Compressor - 8837047010	1	Piece				
4	Steering Gear - 4551047021	1	Piece				
5	Electrical drive motor (transmission)	1	Piece				
6	Engine	1	Piece				
7	HV Cables	1	Piece				
<b>TOTAL Group 1</b>							
<b>Group 2: Spare parts for Hybrid Electric vehicle (specifications : Honda Civic 2005)</b>							
1	Battery	1	Piece				
2	Engine	1	Piece				
3	Inverter converter	1	Piece				
4	Steering Gear	1	Piece				
5	Transmission	1	Piece				
6	HV Cable	1	Piece				
<b>TOTAL Group 2</b>							
<b>Group 3: Scanners for vehicles (specifications : Nissan, Toyota and Honda)</b>							
1	Scanner for vehicles (specifications : Nissan vehicle) Consult III for Nissan: (Net Weight: 2.0KG) Features and Specifications:	1	Piece				

	<p>Nissan Motor Co. Ltd. has released the CONSULT-III, a hand-held diagnostic testing equipment for servicing Nissan in-vehicle electronic systems, with the aim of realising swift and accurate diagnosis and repairs at Nissan dealerships worldwide. The diagnostic tester will be introduced at Nissan dealerships in Japan and other global markets. The progressive launch of the new system will coincide with the release of the new Skyline sedan in Japan in late 2006, and other global markets which sell the Infiniti G35. Subsequently, the Consult III will be progressively introduced to all of the remaining markets as the next generation of Nissan vehicles are released.</p> <p>The timely and precise diagnosis of a vehicle's problem has become increasingly complex as more intricate electronic hardware is an intrinsic part of new vehicles. There has also been a remarkable increase in the number of computers connected to the vehicle's Controller Area Network (CAN). In the past 5 years, the number of computer systems installed in modern vehicles has doubled from only 8 or so in 2001. The CONSULT-III has been designed to address these complex and advanced in-vehicle electronic devices, maximising diagnostic precision, improving repair time and quality and further reducing service times and costs for Nissan customers.</p> <p>The basic diagnostic system is composed of the main unit which is housed in a durable and rugged laptop PC, a wireless vehicle communication interface and wireless measurement interface; the laptop PC and each interface is connected via Bluetooth technology. Through a wireless LAN, this diagnostic system can be connected to the Nissan network in Japan, enabling the dealerships to retrieve information from various sources and display service technology data on the laptop PC.</p>						
2	<p><b>Scanner for vehicles (specifications : Toyota vehicle)</b>          ALLSCANNER TOYOTA is the latest automotive diagnostic tool which was designed by the new international standard.</p>	1	Piece				

	<p>ALLSCANNER TOYOTA can identify different vehicles intelligently; can be used with Laptop or PDA. The diagnostic software can be operated under the platform of Windows and WinCE.</p> <p><u>Description:</u> VCX is the latest diagnostic software platform of ALL Scanner, be used with hardware of VCX.</p> <p><u>Characteristics:</u></p> <ul style="list-style-type: none"> <li>- Diagnostic software can be operated under WinCE and Windows, available installation for Laptop or PDA.</li> <li>- Automotive Diagnostic language (VDL) exploitation platform based on XML by self-determination and high efficiency database management system, these will make it easily to explore the vehicles.</li> </ul> <p><u>Hardware Specification:</u></p> <ul style="list-style-type: none"> <li>- ITEM State</li> <li>- CPU 16 digit Dual Cell specialize CPUv - RAM 64KB RAM</li> <li>- FLASH 256KB FALSH</li> <li>- Diagnostic Port 24PIN, self-determination design</li> <li>- Wireless Port 802.11b/g WIFI wireless</li> <li>- LED 4 LED indicator light, indicate power and status.</li> <li>- Power DC 9V-28V</li> <li>- Consumption 3W</li> <li>- Size 156(L) x86(W) x35(H) mm</li> <li>- Working Temperature -20°C~70°C</li> <li>- Storage Temperature -40°C~85°C</li> </ul>						
3	<p>Scanner for vehicles (specifications : Honda vehicle) Honda interface module used on laptops</p>	1	Piece				
4	<p>Transportation and delivery cost to National Center for Vocational Training and Industrial Technical Institute, Dekwaneh</p>	1	Service				
<b>TOTAL Group 3</b>							
<b>GRAND Total = (Total Group 1 + Total Group 2 + Total Group 3) (USD)</b>							



BIDDER'S TERMS AND CONDITIONS:

1. Validity of the offer: \_\_\_\_\_ (recommended: 6 months or more)
2. Terms of delivery: \_\_\_\_\_ (DDP)


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

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



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




\*\*\*\*End of Lot 1\*\*\*\*




Lot 2: Safety Materials and tools



	Description	Quantity	Unit	Unit price Excluding VAT (USD)	Unit price Including VAT (USD)	Total price Excluding VAT (USD)	Total price Including VAT (USD)
1	<b>First aid kit</b> 1 First aid kit in plastic box composed of : <ul style="list-style-type: none"> <li>• 3 Sterile Bordered Gauze, wound dressing</li> <li>• 1 Alcohol Bottle</li> <li>• 4 Compresses sterilizers, Sterile Gauze swab</li> <li>• 1 Waterproof plaster 20pcs/box</li> <li>• 3 pair of Gloves</li> <li>• 1 Scissor</li> <li>• 3 Alcohol Sterile</li> <li>• 3 Self-adhesive Gauze, Bandage 12cmx4m</li> <li>• 1 Self-adhesive Gauze, Bandage 10cmx4m</li> <li>• 1 Self-adhesive Gauze, Bandage 8cmx4m</li> <li>• 2 Triangular Bandage</li> <li>• 3 First Aid Rescue sheet</li> <li>• 2 Beatmunss folie Face shield</li> </ul>	3	Kits				
2	<b>PPE heavy-duty gloves</b> Double Yellow Palm Working Glove <ul style="list-style-type: none"> <li>• 6 small</li> <li>• 14 medium</li> <li>• 14 large</li> <li>• 6 X large</li> </ul>  or equivalent	40	Pairs				









3	<p><b>PPE - working clothes</b>          100% cotton fabric, any color, overall or 2 pieces</p> <ul style="list-style-type: none"> <li>• 6 small</li> <li>• 14 medium</li> <li>• 14 large</li> <li>• 6 X large</li> </ul> 	40	Pair				
4	<p><b>PPE - Safety goggles</b>          Framed, Wrap around Spectacle, integrated Side Shields with Adjustable Temple</p> 	40	Piece				
5	<p><b>PPE - Working helmets</b>          Lightweight 372 - 440g.          High heat +150° C          Polycarbonate shell          Balanced soft terylene headgear          Size adjustment          EN397 approved          Any color</p>	20	Piece				
6	<p><b>PPE - Disposable safety mask</b></p>	40	Piece				




	Disposable Particulate Respirator Filters out Bacteria and Viruses Dust, Pollen Protection High Filter Efficiency Tight Sealed Comfortable Use Latex-free Heat Strap  or equivalent						
7	PPE - Ear protection  or equivalent	40	Piece				
8	Hand truck or cart 600 lb. (270Kg) Capacity Flow Back Solid Tire Hand cart 	1	Piece				
9	Warning signs	1	Piece				


	For slippery and tripping Reversible Lightweight Floor Signs 						
10	Plastic safety poles Set of 4 poles, color: red 	2	Set				
11	Safety tape Delimiting hazard areas, 50m roll 	2	Roll				
12	Standard Signs	5	Set				

							
13	<p><b>Electrical Safety Gloves</b>            Class 0-1000 V, TYPE I            11" rubber insulated gloves            OEL ARC FLASH</p> 	10	Pair				
14	<p><b>Multi-Meter</b>            Category III            Weight: 0.5 lbs            Excellent quality            Multimeter Style Pocket            Basic Features Instrument Counts 4000 Basic            DC Accuracy : +/-0.80% of Reading + 2 Digits Instrument Safety Rating            CAT IV 600V, CAT III 1000V Max.            AC Volts : 600Max.            DC Volts : 600 Max.            AC Amps : 200mA Max.            DC Amps : 200mA Audible            Continuity : Yes            Max.Ohms : 40 megohm            Instrument Frequency Counter Range : 0.001 Hz to 10 kHz</p>	5	Piece				

							
15	<p><b>Socket Set</b> Set of 17 Pieces 1/2" DR Sizes: 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 21, 22, 23, 24, 27, 30, 32mm.</p>  <p>or equivalent</p>	2	Set				
16	<p><b>Pliers and Wire Cutters</b> Set of 3 pieces</p> <ul style="list-style-type: none"> <li>- Water/Electrical wires cutters/pliers</li> <li>- Needle nose pliers</li> <li>- Diagonal pliers</li> </ul> 	40	Set				
17	<p><b>Torque Wrench</b> Capacity: 1/2" DR 42-210 Nm</p>	4	Piece				

	Packing: 12/19.8/20.8/1.1' Length: 470 mm Weight: 1650 g 						
18	<b>Wrenches</b>  or equivalent	2	Piece				
19	<b>Screwdrivers</b> <b>Magnetic Tips</b>  or equivalent	2	Set				
20	<b>Dead Blow Mallet</b>	2	Piece				

							
21	<p>Impact Wrench 14.4V 4.2AH 1/2" DR. Rechargeable</p>  <p>or equivalent</p>	2	Piece				
22	<p>Zip Ties 8 Inch Black Heavy Duty Cable Tie Set of 100 ties</p> 	2	Set				

23	Duct Tape and Electrical Tape Vinyl Duct Tape 3" x 50 yds Color : Grey 	10	Roll				
<b>Total (USD)</b>							

**BIDDER'S TERMS AND CONDITIONS:**

1. Validity of the offer: \_\_\_\_\_ (recommended: 6 months or more)
2. Terms of delivery: \_\_\_\_\_ (DDP)

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

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

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

\*\*\*\*End of Lot 2\*\*\*\*



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

Date:

Tender N°: T/11CQC/T16/ATS/BRT/PRG/28-02-2019

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**

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/ATS/BRT/PRG/28-02-2019

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. <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 (compulsory)</b>					
5. PART 3 (form PRO-06-01)– Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
6. PART 4 – (form PRO-06-02)– Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
7. Part 5 _ (Form PRO-06-03 Version1.3) _ BIDDER'S CHECK LIST is attached, filled, signed and stamped by the supplier.					
8. The Bidding documents are filled in <b>English (compulsory)</b>					
9. ANNEXES – A Copy of Company registration documents and license are included. <b>(compulsory)</b>					
10. ANNEXES – A copy of the legal representative ID					
11. Colored catalogue of items requested					

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

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

**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	

**Governance of the company: Chairman, Vice-Chairman, Treasurer or Secretary of the Board of Directors or Board of Trustees**

Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID)		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	

**Management of the company: CEO, Executive Director, Deputy Director, President or Vice-President**

Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID)		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	

**Management of the company: Chief Finance Officer or Chief Accountant**

Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID)		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:		Legal minimum wage paid?	<input type="checkbox"/> Yes <input type="checkbox"/> No
In what capacity?		Paid vacations are 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

<b>Description of the Company</b>			
Type of Business (multiple choices possible):	<input type="checkbox"/> Manufacturing <input type="checkbox"/> Consulting Company	<input type="checkbox"/> Authorised Agent <input type="checkbox"/> Other (Please Specify)	<input type="checkbox"/> Trader
Sector of Business (multiple choices possible):	<input type="checkbox"/> Goods/Supplies <input type="checkbox"/> Services	<input type="checkbox"/> Equipment <input type="checkbox"/> Other (Please Specify)	<input type="checkbox"/> Works
Year Established:		Country of registration:	
Licence number:		Valid until:	
Working languages:	<input type="checkbox"/> English <input type="checkbox"/> Arabic	<input type="checkbox"/> French <input type="checkbox"/> Chinese	<input type="checkbox"/> Spanish <input type="checkbox"/> Russian <input type="checkbox"/> Other (Please Specify)
Technical documents available in:	<input type="checkbox"/> English <input type="checkbox"/> Arabic	<input type="checkbox"/> French <input type="checkbox"/> Chinese	<input type="checkbox"/> Spanish <input type="checkbox"/> Russian <input type="checkbox"/> Other (Please Specify)

<b>B. Financial Information</b>			
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:
Year:	USD:	Year:	USD:
Annual Value of Export Sales for the last 3 years			
Year:	USD:	Year:	USD:

<b>C. Experience</b>							
Company's recent business with ACTED and/or other International Aid Agencies or United Nations Agencies:							
	<i>Organisation</i>	<i>Contact person</i>	<i>Phone/E-mail</i>	<i>Goods/Works/Services</i>	<i>Value (USD)</i>	<i>Year</i>	<i>Destination</i>
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 locations):
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 (e.g., awards)	
List any national or international Trade/Professional Organisations of which your company is a member	

<b>D. Technical Capability</b>	
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)

<b>E. Miscellaneous</b>	
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 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: _____ Title/Position: _____ E-mail address (for contact for verification purposes): _____ Phone number (for contact for verification purposes): _____	Date: _____ Place: _____ Signature: _____ 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