



Form PRO-05 Version 1.3

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:

Description: Hybrid Electric Vehicles Materials & Safety materials (Two lots)
 Incorterm (delivery conditions): DDP/ACTED National Center for Vocational Training and Industrial

Technical Institute, Dekwaneh (lot 1) and ACTED Warehouse (lot 2)

Product class / category: Supplies
 Made in (product origin): International
 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 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 declartion 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.

Name of Bidder's Authorized Repre	esentative:
Authorized signature and stamp:	
· ·	
Date:	



OFFER FORM ACTED Lebanon

<u>Date</u>:

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

		To be Filled by Bidde	r (COMPULSORY)	
<u>Details</u>	of Bidding Company:			
1.	Company Name:	(<u>)</u>	
2.	Company Authorized Representative Name: ()		
3.	Company Registration No:	(<u>)</u>	
		No/Country/ Ministry		
4.	Company Specialization:	(<u> </u>	
5.	Mailing Address:		<u>)</u>	
		Country/Governorate./City/St name/Shop-Office	≥ No	
	a. Contact Numbers:	(Land Line:	/ Mobile No:	
	b. E-mail Address:	(<u>)</u>	
I under	signed, agree to sibilities that I engage myself to follow.	provide ACTED, non-profit NGO, v	vith items answering the following s	specifications, according to the general conditions an

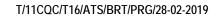
PLEASE FIL IN THE FOLLOWING TABLES, ONE FOR EACH LOT:

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)
Group	1: Spare parts for Hybrid Electric vehicle (specifications : 1	oyota Prius 200	7)				
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				
					TOTAL Group 1		
Group	2: Spare parts for Hybrid Electric vehicle (specifications : H	Honda Civic 2005)				
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				
					TOTAL Group 2		
Group	3: Scanners for vehicles (specifications : Nissan, Toyota ar	nd Honda)					
1	Scanner for vehicles (specifications : Nissan vehicle) Consult III for Nissan: (Net Weight: 2.0KG) Features and Specifications:	1	Piece				



	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 inlate 2006, and other global markets which sell the Infiniti G35. Subsequently, the Consult III will be progressively introduced toall of the remaining markets as the next generation of Nissan vehicles are released. The timely and precise diagnosis of a vehicles problem has become increasingly complex as more intricate electronic hardware is an intrinsic part of new vehicles. There has also been aremarkable 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 doubledfrom 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 qualityand futher reducing service times and costs for Nissan customers. 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; thelaptop 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				
	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. Scanner for vehicles (specifications: Toyota vehicle)	1	Diaca		
2	ALLSCANNER TOYOTA is the latest automotive diagnostic tool which was designed by the new international standard.	1	Piece		





	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.					
	Description:					
	VCX is the latest diagnostic software platform of ALL					
	Scanner, be used with hardware of VCX. Characteristics:					
	- Diagnostic software can be operated under WinCE and					
	Windows, available installation for Laptop or PDA.					
	- 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.					
	Hardware Specification:					
	- ITEM State					
	- CPU 16 digit Dual Cell specialize CPUv - RAM 64KB RAM					
	- FLASH 256KB FALSH - Diagnostic Port 24PIN, self-determination design					
	- Wireless Port 802.11b/g WIFI wireless					
	- LED 4 LED indicator light, indicate power and status.					
	- Power DC 9V-28V					
	- Consumption 3W - Size 156(L) x86(W) x35(H) mm					
	- Working Temperature -20°C~70°C					
	- Storage Temperature -40°C~85°C					
3	Scanner for vehicles (specifications : Honda vehicle) Honda interface module used on laptops	1	Piece			
	Transportation and delivery cost to National Center for					
4	Vocational Training and Industrial Technical Institute, Dekwaneh	1	Service			
			<u>, , , , , , , , , , , , , , , , , , , </u>		TOTAL Group 3	
	GRAND Total = (Total Group 1 -	+ Total G	roup 2 + To	otal Group 3) (USD)	





BIDDER'S TE	RMS AND CONDITIONS:	
1.	Validity of the offer:	(recommended: 6 months or more)
2.	Terms of delivery:	(DDP)
Name of Bio	der's Authorized Representative	:
Authorized s	signature and stamp:	
Date:		

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



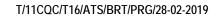
Lot 2: Safety Materials and tools

	Description	Quantity	Unit	Unit price Excluding VAT (USD)	Unit price Including VAT (USD)	Total price Excluding VAT (USD)	Total price Including VAT (USD)
1	First aid kit 1 First aid kit in plastic box composed of:	3	Kits				
2	PPE heavy-duty gloves Double Yellow Palm Working Glove	40	Pairs				



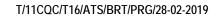


3	PPE - working clothes 100% cotton fabric, any color, overall or 2 pieces • 6 small • 14 medium • 14 large • 6 X large	40	Pair		
4	PPE - Safety goggles Framed, Wrap around Spectacle, integrated Side Shields with Adjustable Temple	40	Piece		
5	PPE - Working helmets Lightweight 372 - 440g. High heat +150° C Polycarbonate shell Balanced soft terylene headgear Size adjustment EN397 approved Any color	20	Piece		
6	PPE - Disposable safety mask	40	Piece		





	Disposable Particulate Respirator Filters out Bacteria and Viruses Dust, Pollen Protection High Filter Efficiency Tight Sealed Comfortable Use Latex-free Heat Strap					
7	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		**************************************	



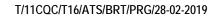


	For slippery and tripping Reversible Lightweight Floor Signs (Caution Sippery Surface)				
10	Plastic safety poles Set of 4 poles, color: red	2	Set		
11	Safety tape Delimiting hazard areas, 50m roll	2	Roll		
12	Standard Signs	5	Set		



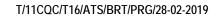


	Elictrical Safety Gloves Class 0-1000 V, TYPE I 11" rubber insulated gloves OEL ARC FLASH				
13	and harder agreement	10	Pair		
14	Multi-Meter Category III Weight: 0.5 lbs Excellent quality Multimeter Style Pocket Basic Features Instrument Counts 4000 Basic DC Accuracy: +/-0.80% of Reading + 2 Digits 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	5	Piece		





15	Socket Set 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. TITAN ************************************	2	Set		
16	Pliers and Wire Cutters Set of 3 pieces - Water/Electrical wires cutters/pliers - Needle nose pliers - Diagonal pliers	40	Set		
17	Torque Wrench Capacity: 1/2" DR 42-210 Nm	4	Piece		





	Packing: 12/19.8/20.8/1.1' Length: 470 mm Weight: 1650 g				
18	wrenches or equivalent	2	Piece		
19	Screwdrivers Magnetic Tips Controlling Anaprochi Orr equivalent	2	Set		
20	Dead Blow Mallet	2	Piece		





	THE STATE OF THE S				
21	Impact Wrench 14.4V 4.2AH 1/2" DR. Rechargable	2	Piece		
22	Zip Ties 8 Inch Black Heavy Duty Cable Tie Set of 100 ties	2	Set		



		Duct Tape and Electrical Tape Vinyl Duct Tape 3" x 50 yds Color : Grey						
2	3		10	Roll				
	Total (USD)							

BIDDER'S TERMS AND CONDITIONS:

-	y of the offer: of delivery:	()	
Name of Bidder's Au	uthorized Representative: _		
Authorized signature	e and stamp:		
Date:	_	 *****End of Lot 2**	**:



Form PRO-06-02 Version 1.3

BIDDER'S ETHICAL DECLARATION - ACTED Lebanon

<u>Date</u> .								
<u>Tender N°</u> :	T/11CQC/T16/ATS/BRT/PRG/28-02-2019							
Tenderer's name:								
Tenderer's ad	dress:							
CODE OF CON	DUCT:							

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 poential enjuries 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 refered 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 outworkers.
- 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.

paronase necessary goods and sorvices 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 of 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



Form PRO-06-03 Version1.3

BIDDER'S CHECK LIST ACTED Lebanon

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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 :

Decembellan	in	To be filled in by Bidder		For ACTED use only (to be filled in by Purchase Committee)			
Description	Inclu	uded	Pres	ent			
	Yes	No	Yes	N 0	Comments		
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. (compulsory)							
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 <u>USD</u> (compulsory)							
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.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 <u>English</u> (compulsory) 9. ANNEXES – A Copy of Company registration documents and license are included. (compulsory) 							
10. ANNEXES – A copy of the legal representative ID							
11. Colored catalogue of items requested							
Name & Position of Bidder's authorized representative Authorized signature							



BIDDER'S QUESTIONNAIRE T/11CQC/T16/ATS/BRT/PRG/28-02-2019

		PART I: I	NFORMATION		
A. Company Details and Gener	al 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			Subsidiaries/ Associates/		
name of owner			Overseas Representative		
Sales Person's Name			Sales Person's Position		
			Sales Persons' E-mail		
Sales Person's phone Governance of the company: Chairn	an Vias Chairman Tu	and the Dee		<u> </u>	
	iari, vice-Criairman, me	easurer or Secretary or the Boa		lees	
Name (as in passport or other government-issued photo ID)	1		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?	Yes	☐ No	Professional Licenses – State Issued Certifications		
Management of the company: CEO,	Executive Director, Det	outy Director, President or Vice			
Name (as in passport or other government-issued photo ID)		,	Date of birth (mm/dd/yyyy)		
Government-issued photo			type of ID		
Identification Document (ID)	1		type of 1D		
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?	Yes	□ No	Professional Licenses – State Issued Certifications		
Management of the company: Chief	Finance Officer or Chie	f Accountant		1	
Name (as in passport or other			Date of birth (mm/dd/yyyy)		
government-issued photo ID)	1				
Government-issued photo			type of ID		
Identification Document (ID)	1				
ID country of issuance			Rank or title in organization		
Other names used (nicknames or			Gender (e.g. male, female)		
pseudonyms not listed as "Name")	1				
Current employer and job title:			Occupation		
Address of residence			Citizenship(s)		
Province/Region			E-mail addresses		
Is the individual a U.S. citizen or			Professional Licenses – State		
legal permanent resident?	Yes	□ No	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?	Yes No

				Legal minimum wage paid?							
In what capacity?	· ,			Paid vacations are offered?				es 🔲	No		
What are their ages?	•			Are flexible working hours offered?				′es 🔲	No		
Name of insurance comp					Staff covered by health insurance?					No	
Description of the Comp	any										
Type of Business (multiple choices	Manuf	=			Authorised Agent	Trader					
possible):	consu	Iting Company			Other (Please Specify)						
Sector of Business	Goods	/Supplies			Equipment	Works					
(multiple choices possible):	Service	es			Other (Please Specify)						
Year Established:	_				Country of registration:						
Licence number:					Valid until:						
License namber.		- · · ·	French		•						
Working languages:	_	English Arabic	Chinese		Spanish Other (Please Spe	Ruse	sian				
Technical documents	П	English	French		Spanish	Russ	sian				
available in:	_	Arabic	Chinese		Other (Please Spe	_	Jidi i				
		Alabic	Crimese		Grief (Fease Spe	,,,					
B. Financial Informat	tion					1					
VAT Number:					Tax Number:						
Bank Name:					Bank Account Number:						
Bank Address:					Account Name:						
Swift/BIC number:					Standard Payment Terms:						
Has the company been a	audited in th	o lact 3 years?			1	Yes	No)			
		•									
		•	ual or Audited Financial R	eport		Attach	ea				
	USD:		Year:		USD:	Year:	USD:				
Annual Value of Export S Year:	Sales for the USD:	e last 3 years	Year:		USD:	Year:	USD:				
C. Experience											
	ess with AC	TED and/or other In	nternational Aid Agencies of	or I Inited	Nations Agencies:						
i i				or Ornica	1	\/-t (UOD)	V			Daatinatian	
Organisation	Con	tact person	Phone/E-mail		Goods/Works/Services	Value (USD)	Year			Destination	
1											
2											
3											
4											
5											
٥											
What is your company's	main area c	of expertise?									
What is your company's				п	D Description day (a)	!6 . ! ! \					
To which countries has y			managed projects in the	L Na	ational Restricted to (sp	becity locations):					
last 3 years?	oui compai	iy exported and/or i	manageu projects in the								
Provide any other inform	ation that d		amanula avalifications								
and experience (e.g., aw		emonstrates your co	ompany's qualifications								
		de/Professional Ord	ganisations of which your								
company is a member	ialional ma	de/i iolessional Org	gariisations of willon your								
D. Technical Capabil	itv			<u> </u>							
	-			l							
Type of Quality Assurance									ttached		
Type of Certification/Qua	alification Do	ocuments						☐ Af	ttached	t	
International Offices/Rep	resentation										
List below up to 10 of the			our company sells:								
1)		, , , , , , , , , , , , , , , , , , , ,	our company conc.	6))						
2)				7)							
3)				8)							
4)				9)							
5)				10)							
List the main assets of y	our compan	y (trucks & heavy m	nachines, heavy & valuable	e equipm	nent, premises & warehouses, p	roduction sites etc	.)				
1)				6))						
2)				7)							
3)				8)							
4)				9)							
5)				10))						
E. Miscellaneous							1				
Does your company hav	e an Enviro	nmental Policy? (Ye	es/No)				Yes		No		
Does your company hav	e an Ethical	Trading Policy? (Y	es/No)				Yes		No		
Does your company hav	e an Anti-te	rrorist Policy? (Yes/	No)				Yes		No		
Is your company complia	ant with the	EU General Data P	rotection Regulation (or eq	quivalent))? (Yes/No)		Yes		No		
If you answered yes to the				Attach	hed	_					

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?											
If you answered yes, please provide details:											
Has your company ever	been convicted of an offence co	oncerning its professional conduct	by a judgment which as force of	res judicata?	Yes No						
If you answered yes, please provide details:											
Has your company ever been guilty of grave professional misconduct proven by other means?											
If you answered yes, please provide details:	If you answered yes,										
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?											
If you answered yes, please provide details:											
Has your company ever organisation or any other		t which has the force of res judicat	a for fraud, corruption, involvem	ent in a criminal	Yes No						
If you answered yes, please provide details:											
	been declared to be in serious or grant award procedure finance	oreach of contract for failure to conted by a donor country?	nply with its contractual obligatio	ns, following another	Yes 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?											
If you answered yes, please provide details:											
	been in any dispute with any G	overnment Agency, the United Nat	ions, or International Aid Organi	sations (including ACTED)?	Yes No						
If you answered yes, please provide details:					_						
	s of payment of 30 days?	Yes No	Do you accept visit of ACTED syour office?	staff & external auditors to	Yes No						
		PART II: 0	CERTIFICATION								
understand that ACTED	does not do business with com	in this form is correct, and in the e panies, or any affiliates or subsidia inti-fraud, Anti-terrorism Policy and	ries, which engage in any practi	ces that are in breach of AC							
Name:			Date:								
Title/Position			Place:								
E-mail address (for			Signature:								
contact for verification											
purposes): Phone number (for			Company Stamp:								
contact for verification			Company Stamp:								
purposes):											
Check list of suppor	tina documents			For A	ACTED use only						
Trading license	J		Attached	Checked							
2) VAT registration/tax clearance certificate											
Company profile											
Proof of trading/de	palershin/agent		Attached	Checked							
,	ii contracts		Attached	Checked							
6) References	N = = 4 l = =		Attached	Checked							
	and key personnel		Attached	Checked							
	ation & Certificate of incorporation	n	Attached	Checked							
9) Financial statemen	nts (latest)		Attached	Checked							
10) Other (specify):			Attached	Checked							