



NATIONAL CALL FOR TENDER

INSTRUCTIONS TO BIDDERS ACTED [Lebanon](#)

Date:

Tender N°: [T/11CUO/87DCSO/BRT/0709-2020](#)

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:

Lot #	Description	Quantity	INCOTERMS	Category
1	Construction of the stage and seating area (Steel construction)	Refer to offer form	Meshmesh-akkar-north Lebanon	works

RESPONSIBILITIES OF THE CONTRACTOR:

1. Terms of delivery: 45 days after contract signature
2. Validity of the offer: 6 months

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 and clear pictures of the product (or catalogue);
- A certificate of origin.

GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed on **28/09/2020 at 5.00PM Local Lebanon time**
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 Product 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 by email to lebanon.tender@acted.org Cc: tender@acted.org with "T/11CUO/87DCSO/BRT/07-09-2020- not to open before 29/09/2020" as subject of the email .
6. The offers must be submitted in **English** and prices must be expressed in **USD**.
7. A copy of the legal representative ID has to be provided with the tender documents.
8. **ALL THE PAGES OF TENDER DOCUMENTS** (instructions to bidders, offer form, Questionnaire, Ethical declaration and bidders checklist)
9. Suppliers can bid for one or several lots. If the supplier answers only to one lot, this supplier will be considered as eligible for the tender.
10. **The BOQ should be priced based on Fresh (USD) external transfer**
11. To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors' compliance requirements, all contract offers are subject to the condition that contractors do not appear



ACTED

T/11CUO/87DCSO/BRT/07-09-2020

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 Representative: _____

Authorized signature and stamp: _____

Date: _____

OFFER FORM ACTED Lebanon

Date:

Tender N : T/11CUO/87DCSO/BRT/07-09-2020

To be Filled by Bidder (COMPULSORY)**Details of Bidding Company:**

1. Company Name: (_____)
2. Company Authorized Representative Name: (_____)
3. Company Registration No: (_____)
No/Country/ Ministry
4. Company Specialization: (_____)
5. Mailing Address: (_____)
Country/Governorate./City/St name/Shop-Office No
 - a. Contact Numbers: (Land Line: _____ / Mobile No: _____)
 - b. E-mail Address: (_____)

I undersigned _____, agree to provide ACTED, non-profit NGO, with items answering the following specifications, according to the general conditions and responsibilities that I engage myself to follow.

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

NOTES:

- ACTED RESERVES THE RIGHT TO REQUEST SAMPLES FROM SUPPLIERS TO CHECK ON THE QUALITY OF THE GOODS PRICED AND TO SELECT THE BEST VALUE FOR MONEY ACCORDINGLY

Pre-selection evaluation table :

The maximum score that can be awarded for each criterion is indicated below.

○ **A. Technical Evaluation = 60%**

	Criteria	Maximum Score
1	Experience in Similar Works	30
2	Work Program and Work Plan	10
3	Company capacity	20
	Total Score	60

○ **B. Financial Evaluation = 40%**

	Criteria	Maximum Score
1	Financial Offer	40
	Total Score	40

LOT 1 : CONSTRUCTION OF THE STAGE AND SEATING AREA (STEEL CONSTRUCTION)

Item #	Description	QTY	Unit	Unit price Excluding VAT (USD)	Unit price Including VAT (USD)	Total price Excluding VAT (USD)	Total price Including VAT (USD)																								
1	<p>Steel mainframe shall be made of hot rolled structural steel beams and columns. The metal used must be an unbreakable hardened iron and withstand heavy weights In the form of polygonal rods with a thickness of not less than 3.5 mm - (width not less than 14.5 cm and height not less than half the width) and must be available those polygonal rods with a longitudinal extension of up to 2.5 m each piece. material standards and specifications from which the building components have been designed:</p> <table border="1"> <thead> <tr> <th>Components</th> <th>Specifications</th> <th>Grade (kN/cm²)</th> </tr> </thead> <tbody> <tr> <td>Anchor Bolts</td> <td>Anchor Bolts ASTM A36M (F1554) or Equivalent</td> <td>Fu = 40.00 kN/cm² Fy = 24.80 kN/cm²</td> </tr> <tr> <td>Built-up Members</td> <td>ASTM A572 M Grade 345 Type 1 EN 10025-2 S355JR</td> <td>Fy = 34.50 kN/cm²</td> </tr> <tr> <td>Hot Rolled Members Beams, Columns, Tubes, Channels, Pipes.</td> <td>ASTM A36 M Or Equivalent</td> <td>Fy = 34.50 kN/cm²</td> </tr> <tr> <td>Primary Connection Bolts (High Strength Bolts)</td> <td>ASTM A325 M Type 1, Fully Threaded S1 From 16 to 36 Diameter or Equivalent: DIN933 Grade 8.8</td> <td>Fu = 83.00 kN/cm² Fy = 66.00 kN/cm²</td> </tr> <tr> <td>Bracing</td> <td>ASTM A36 M</td> <td>Fy = 34.50 kN/cm²</td> </tr> <tr> <td>Cold Formed Galvanized Secondary</td> <td>ASTM A653 M Class 1, SS Grade 340</td> <td>Fy = 34.00 kN/cm²</td> </tr> <tr> <td>Purlin and (PGuirrtl isnesc &on Gdairrtys)connection bolts and eave struts 12mm DIA</td> <td>ASTM A307 M Fully Threaded Or Equivalent</td> <td>Fu = 83.00 kN/cm² Fy = 66.00 kN/cm²</td> </tr> </tbody> </table> <p>Loads are applied in accordance with ((The 2010 edition of the low rise</p>	Components	Specifications	Grade (kN/cm ²)	Anchor Bolts	Anchor Bolts ASTM A36M (F1554) or Equivalent	Fu = 40.00 kN/cm ² Fy = 24.80 kN/cm ²	Built-up Members	ASTM A572 M Grade 345 Type 1 EN 10025-2 S355JR	Fy = 34.50 kN/cm ²	Hot Rolled Members Beams, Columns, Tubes, Channels, Pipes.	ASTM A36 M Or Equivalent	Fy = 34.50 kN/cm ²	Primary Connection Bolts (High Strength Bolts)	ASTM A325 M Type 1, Fully Threaded S1 From 16 to 36 Diameter or Equivalent: DIN933 Grade 8.8	Fu = 83.00 kN/cm ² Fy = 66.00 kN/cm ²	Bracing	ASTM A36 M	Fy = 34.50 kN/cm ²	Cold Formed Galvanized Secondary	ASTM A653 M Class 1, SS Grade 340	Fy = 34.00 kN/cm ²	Purlin and (PGuirrtl isnesc &on Gdairrtys)connection bolts and eave struts 12mm DIA	ASTM A307 M Fully Threaded Or Equivalent	Fu = 83.00 kN/cm ² Fy = 66.00 kN/cm ²	139	piece/250 m each				
Components	Specifications	Grade (kN/cm ²)																													
Anchor Bolts	Anchor Bolts ASTM A36M (F1554) or Equivalent	Fu = 40.00 kN/cm ² Fy = 24.80 kN/cm ²																													
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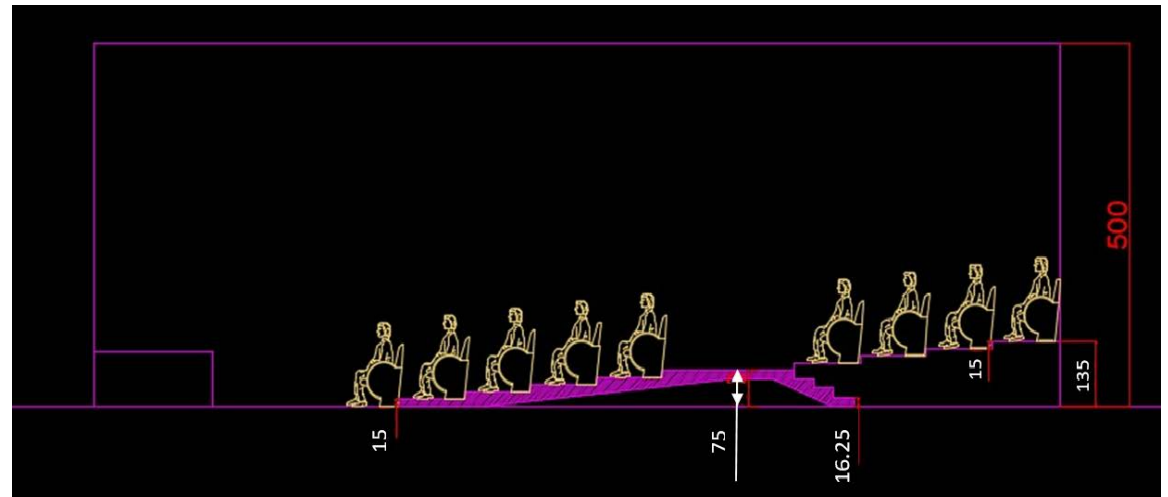
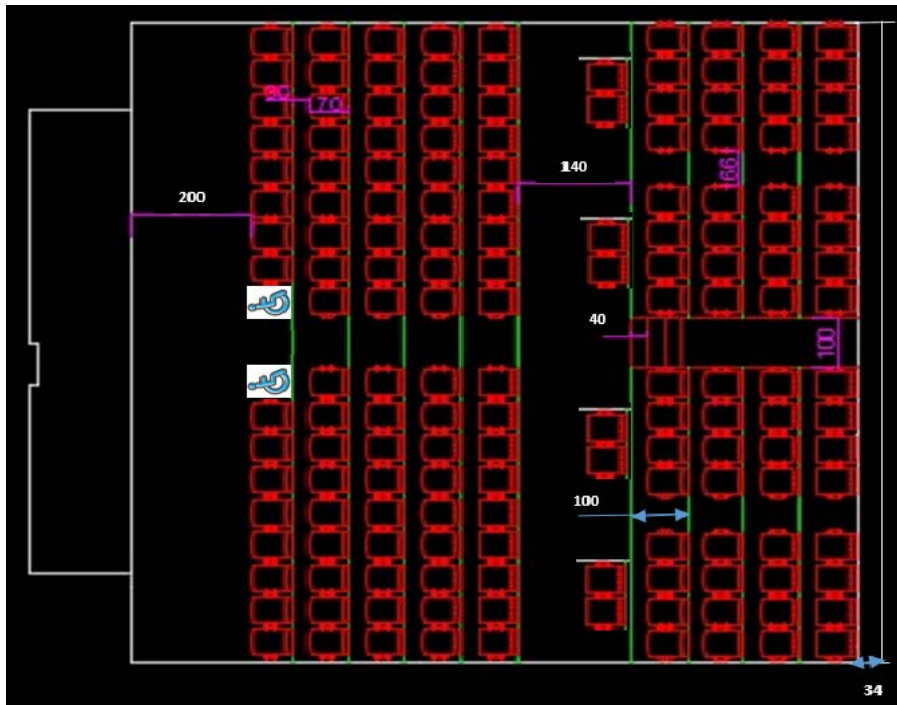
	industries Manual Metal Building Manufacturers Association, Inc. (MBMA) 1300 Summer Ave., Cleveland, Ohio 44115, USA)) Applicable design loads: ((Design Live Load on Roof : 0.6 KN/m2 –))						
2	<p>Base and connection plates: Base and connection plates shall be made of punched and drilled hot rolled steel plates, should be hot Rolled and built up sections are designed in accordance with 2010 Manual of Steel Construction – Allowable Stress Design, American institute of steel construction, Inc. (AISC) 1 East Wacker Drive, Suite 3100, Chicago, Illinois 60601-2001, USA.</p> <p>And the needed Cold Formed members are designed in accordance with 2001 Edition of Cold Formed Steel design Manual American iron and steel institute (AISI) 1000 16th Street, NW, Washington, DC 20036, USA</p> <p>Sheets should cover the structure outwardly, which will generally be approximately 300 square meters (floor, sides and walls)</p> <p>The metal structure is covered with solid, thick metal panels (not to cause noise, echo or echo when moving above)</p>	250	m2				
3	Provide a guarantee for a minimum of five years for materials	1	Once/whole structure				
4	<p>Welding is applied in accordance with ((2010 American Welding Society (AWS) Structural Welding Code – Steel Manual 550 NW Le Jeune Road, Miami, FL 33126, USA))</p> <p>In a way that prevents bounces and echoes</p> <p>Welding is applied in two stages:</p> <p>1. Construct the structure and connect the beams together</p> <p>1). Base structure</p> <p>The metal columns that will form the base on the floor are arranged horizontally, parallel to and in contact with the angle (wall * floor) .With the exception of the parallel to the stage, it will be described on the floor so that it is tied to the sides at a vertical angle (degree 90).</p> <p>Thus, the base that is fixed inside with a part out the ground is formed (to be welded with the structure) by attaching it to the connecting rods that are fixed in the ground and are welded with the base of the structure to be fixed to the ground, Which will be at least 11 points link to the ground, distributed on the</p>	410	Angle connecting / welding				

	<p>base of the Hick proportionately prevent the concussion of the base. The base is connected by welding mentioned above, with all the corners of the bonding, which will be in the vicinity of the base 24 base anchors. In addition, 8 transverse lines, parallel to the stage of the stage and placed in parallel lines, shall be connected in such a way that the seats of the masses will be placed directly underneath the area connecting the chair to the structure (the ground base on which the entire structure will be built). , Will be welded to the sides of the perimeter of the inner base. The number of anchor points is 24 anchor points.</p> <p>2). Columns / stands Stands (of the same rod) are placed, which are mounted perpendicular to the base of the chassis in a length that is proportional to the above explanation of the structure (starting from 15 cm to a height of 135 cm) These stands shall be placed on:</p> <p>a. All the previous anchor points in the base (mentioned above) by each rod / anchor point in the base.</p> <p>b. B. An upward / vertical bar is placed on the vertical columns parallel to the stage of the stage (mentioned above), each of which is 315 cm away from the other for the walls of the base that do not parallel the stage.</p> <p>c. The number of these columns will be 20.</p> <p>d. The lengths of these columns will also be proportional to the height of the above-mentioned structure, which ranges from 15 cm to 135 cm.</p> <p>e. Metal rods shall be fixed to the same welding as mentioned above and by a metal angle for fixing both the rod and the base in addition to welding for rods whose height is more than 75 cm.</p> <p>f. A metal rod shall also be installed horizontally parallel to the stage of the wood connecting any vertical metal rod and exceeding one meter in length with the adjacent vertical bar.</p> <p>3). Rod top structure They are placed parallel to the base and are also mounted on the vertical bars with the same mechanism as the base The surface of the runway structure will be fixed on the seats of the crowd. It forms the same shape as the base in parallel.</p>						
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5	Weld the metal sheets that will cover the structure	210	Angle connecting / welding				
6	Screw fixing on wide, extended surfaces to prevent vibration and vibrate sounds	180	point				
7	Provide a guarantee for a minimum of four years for installation	1	whole structure/ installation				
8	A staircase consisting of four steps shall be constructed with a width of 100 cm / width of 40 cm / height and starts 16.25 cm off the ground and then doubles with each degree from the ground, then should be fixed into the entrance with the structure to arrive to the mid of it (the zero point from the side of the entrance)... the stairs should be covered with the same metal sheets will be used for all the structure	4	stair				
9	Primary Steel All primary steel members and secondary steel shall be shot blast cleaned to SA 2.5. Painted with 100μ of anti-corrosion protective Epoxy primer followed by 50μ of top coat, color dark grey. For all the structural metal members from inside and outside plus the metal sheets double face should be painted	1	Once/whole structure				
10	Within the same sheet metal used to cover the metal structure and within the metal structure, and in the top two areas and within the site of the entrance hall (on both sides of the structure) open two doors by cutting these plates and then transformed into the entrance leads to the inside of the structure (by linking them with movement joints open inward And placed on the inside unobtrusively) the opening side is to the wall side A key-opening lock is also added to enable these doors to be closed (hidden from the inside, only the key inlet is visible - not protruding outside - but at the metal plate	2	door				

	level) Measurement 80 cm for width or height It is listed in accordance with the stairs The highest height (side of the joints of movement) 100 cm and waives according to the structure until the measurement of width						
11	2 metal fences consisting of columns /4 columns each/ (fixed on the steps of the runway from the top of the runway, specifically on the last four steps on one end of each side of the runway overlooking the entrance, and linked by circular bars suitable for size/3 bars each/) It will be extended to cover the extended area on the terrace of the runway overlooking the entrance and along the four steps, approximately 4 meters + The columns are decorated and decorated and made in such a way that they do not cause harm or injury (soft touch) (The length of one pillar is 80 cm) Made of chrome / aluminum / stainless steel	2	Metal fence				
12	Take all necessary measures to prevent echo and other safety measures necessary	1	Once/whole structure				
13	Provide the necessary carpet to cover the apparent of the structure and floors surrounding the hall ... To be in accordance with the standards and criteria for carpets used for flooring of theater halls and opera. It should be lined with a thickness of not less than 7 mm +, with a thick threaded face that is durable and can withstand pressure and movement in feet Color Dark Red (Burgundy)	395	Square meters				
14	The carpet shall be fixed on all surfaces of the runway structure (however small) whether flat (vertical or horizontal), using a special adhesive. If this is done, you should try to hide the visible heads of	395	Square meters				

	<p>the screws or metal fasteners. Install the carpet on the floors surrounding the structure (the entire hall) by using the adhesive only in coordination with the team Provide a guarantee for a minimum of two years for installation</p>						
Total Price (USD)							



UP DESIGN FOR ALL STRUCTURE

BIDDERS' COMMENTS:

1. _____
2. _____
3. _____

BIDDER'S TERMS AND CONDITIONS:

1. Validity of the offer: _____ (recommended: 6 months or more)
2. Terms of delivery: DDP – Meshmesh –akkar- north Lebanon)

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

BIDDER'S ETHICAL DECLARATION ACTED Lebanon

Date:

Tender N°: T/11CUO/87DCSO/BRT/07-09-2020

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 QUESTIONNAIRE ACTED LEBANON

Date :

Tender N° : T/11CUO/87DCSO/BRT/07-09-2020

PART I: INFORMATION
A. Company Details and General Information

Name of Company		Trading As	
Address (headquarters)		Telephone	
Zip Code (headquarters)		Fax	
City (headquarters)		E-mail address 1	
PO Box		E-mail address 2	
Country (headquarters)		Website address	
Parent Company or name of owner		Subsidiaries/ Associates/ Overseas Representative	
Sales Person's Name		Sales Person's Position	
Sales Person's phone		Sales Persons' E-mail	
<i>Governance of the company: Chairman, Vice-Chairman, Treasurer or Secretary of the Board of Directors or Board of Trustees</i>			
Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number		Type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or		Gender (e.g. male, female)	

pseudonyms not listed as "Name")			
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	
Province/Region		E-mail address	
Is the individual a U.S. citizen or legal permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications	
<i>Management of the company: CEO, Executive Director, Deputy Director, President or Vice-President</i>			
Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number		type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	
Province/Region		E-mail addresses	
Is the individual a U.S. citizen or legal permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications	
<i>Management of the company: Chief Finance Officer or Chief Accountant</i>			
Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number		type of ID	
ID country of issuance		Rank or title in organization	

Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	
Province/Region		E-mail addresses	
Is the individual a U.S. citizen or legal permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications	
<i>Company's staff & insurance</i>			
No. Full Time Employees:		Employee average work wage per hour:	
% of Men to Women:		Any employee(s) with relatives working with ACTED?	<input type="checkbox"/> Yes <input type="checkbox"/> No
No. of Children:		What is the legal minimum wage paid?	<input type="checkbox"/> Yes <input type="checkbox"/> No
In what capacity?		Are paid vacations offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What are their ages?		Are flexible working hours offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of insurance company:		Staff covered by health insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Description of the Company</i>			
Type of Business (multiple choices possible):	<input type="checkbox"/> Manufacturing <input type="checkbox"/> Consulting Company <input type="checkbox"/> Authorized Agent	<input type="checkbox"/> Manufacturing <input type="checkbox"/> Trader <input type="checkbox"/> Other, please specify : _____	
Sector of Business (multiple choices possible):	<input type="checkbox"/> Goods / supplies <input type="checkbox"/> Services <input type="checkbox"/> Equipment	<input type="checkbox"/> Works <input type="checkbox"/> Other, please specify : _____	
Year Established:		Country of registration:	
Licence number:		Valid until:	

Working languages:	<input type="checkbox"/> English	<input type="checkbox"/> Arabic				
	<input type="checkbox"/> French	<input type="checkbox"/> Chinese				
	<input type="checkbox"/> Spanish	<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"/> Other, please specify : _____				
B. Financial Information						
VAT Number:		Tax Number:				
Bank Name:		Bank Account Number:				
Bank Address:		Account Name:				
Swift/BIC number:		Standard Payment Terms:				
Has the company been audited in the last 3 years?		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Please attach a copy of the company's most recent Annual or Audited Financial Report		<input type="checkbox"/> Attached				
Annual Value of Total Sales for the last 3 Years:						
Year:		Year:				
USD:		USD:				
Annual Value of Export Sales for the last 3 years						
Year:		Year:				
USD:		USD:				
C. Experience						
Company's recent business with ACTED and/or other International Aid Agencies or United Nations Agencies:						
#	Organisation	Contact person	Phone/E-mail	Goods/Works/Services	Value (USD)	Destination
1						
2						
3						
4						
5						
What is your company's main area of expertise?						

What is your company's business coverage area?	<input type="checkbox"/> National <input type="checkbox"/> Restricted to (specify location) : _____		
To which countries has your company exported and/or managed projects in the last 3 years?			
Provide any other information that demonstrates your company's qualifications and experience (eg. awards)			
List any national or international Trade/Professional Organisations of which your company is a member			
D. Technical Capability			
Type of Quality Assurance Certificate			<input type="checkbox"/> Attached
Type of Certification/Qualification Documents			<input type="checkbox"/> Attached
International Offices/Representation			
List below up to 10 of the core Goods and/or Services your company sells:			
1)		6)	
2)		7)	
3)		8)	
4)		9)	
5)		10)	
List the main assets of your company (trucks & heavy machines, heavy & valuable equipment, premises & warehouses, production sites etc.)			
1)		6)	
2)		7)	
3)		8)	
4)		9)	
5)		10)	
E. Miscellaneous			
Does your company have an Environmental Policy? (Yes/No)			<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your company have an Ethical Trading Policy? (Yes/No)			<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your company have an Anti-terrorist Policy? (Yes/No)			<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your company compliant with the EU General Data Protection Regulation (or equivalent)? (Yes/No)			<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes to the above two questions, please attach copies of your policy:	<input type="checkbox"/> Attached		

Has your company ever been bankrupt, or is in the process of being wound up, having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning these matters, or is in any analogous situation arising from a similar procedure provided for in national law?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:	
Has your company ever been convicted of an offence concerning its professional conduct by a judgment which has force of res judicata?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:	
Has your company ever been guilty of grave professional misconduct proven by other means?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:	
Has your company ever not fulfilled its obligations relating to the payment of social security contributions, or the payment of taxes in accordance with the law of the country in which it is established, or with those of France, or those of the country where the contract is to be performed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:	
Has your company ever been the subject of a judgement, which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:	
Has your company ever been declared to be in serious breach of contract for failure to comply with its contractual obligations, following another procurement procedure or grant award procedure financed by a donor country?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:	
Has your company ever been declared to be in serious breach of contract for failure to comply with its contractual obligations, following another procurement procedure or grant award procedure financed by a donor country?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:	
Has your company ever been in any dispute with any Government Agency, the United Nations, or International Aid Organisations (including ACTED)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered yes, please provide details:			
Do you agree with terms of payment of 30 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you accept visit of ACTED staff & external auditors to your office?	<input type="checkbox"/> Yes <input type="checkbox"/> No

PART II: CERTIFICATION

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

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

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

Company Name: _____



T/11CUO/87DCSO/BRT/07-09-2020

Authorized Representative Name: _____

Signature: _____

Stamp:

Form PRO-06-03 Version1.3

BIDDER'S CHECK LIST ACTED Lebanon

Date:

 Tender N°: *T/11CUO/87DCSO/BRT/07-09-2020*
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. (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 USD (compulsory)					
5. (form PRO-06-01) – Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier. (compulsory)					
6. (form PRO-06-02) – Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier. (compulsory)					
7. (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 English (compulsory)					

9. ANNEXES – A Copy of Company registration documents and license are included. (compulsory)					
10. ANNEXES – A copy of the official legal representative ID (compulsory)					
11. Detailed Workplan (compulsory)					
12. Colored catalogues of items are provided (compulsory)					
13. CVs of the relevant Engineers (compulsory)					

Name & Position of Bidder's authorized representative _____

Authorized signature and stamp _____