

INTERNATIONAL CALL FOR TENDER **ACTED LEBANON**

Instructions to bidders

Date: 20-04-2018

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

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

PRODUCT SPECIFICATIONS:

1. Description: Intermediate English curriculum development (Lot 1)
Internet and online Marketing Curriculum and training of trainers (Lot 2)
2. Service class / category: Consultancy services
3. Quantity/unit : As per TOR for both lot 1 and lot 2
4. Location: ACTED Beirut Office 8th floor, Eshmoun Bldg, Damascus
Road, Sodeco, Ashrafieh, Beirut

RESPONSIBILITIES OF THE SUPPLIER/CONSULTANT:

1. Terms of completion : Upon contract signature's date
2. Validity of the offer: 6 months

The answers to this tender should include the following elements:

- Quotes should be inclusive of detailed VAT and in USD (for all lots)
- A copy of the ID of the legal Representative (for all lots)
- A copy of the passport alongside a copy of their insurance for international consultants (for all lots)
- CVs of the relevant consultants for the training lots and any relevant certification
- Any other relevant document requested in the ToR

GENERAL CONDITIONS:



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

1. The **closing date** of this tender is **04/05/2018 5.00 PM Local Lebanon time** and a tender opening session will take place on **[07/05/2018]** in the ACTED Lebanon representative office in Beirut at the following address :
8th floor, Eshmoun Bldg, Damascus Road, Sodeco, Ashrafieh, Beirut,
Tel: +961 1 324331
or emailed both to : lebanon.tender@acted.org and in cc, tender@acted.org
 2. Tenderers will fill, sign, stamp and return the Offer form according to ACTED's format including the ToRs tenderers have to initial.
 3. **All pages of the bidding documents have to be signed and stamped by the tenderer.**
 4. **The documents have to be filled in ENGLISH.**
 5. The offer to the call for tender will not result in the award of a contract.
 6. The offer must be submitted to ACTED Logistics department in a sealed envelope stamped and signed by the company and indicating the tender title, date, and time of submission. The envelope must bear the mention "*T/11DDG/E17/CUR/BRT/PRGS/20-04-2018/001* **not to be opened before 07/05/2018**" and the purpose of the offer.
 7. Unsealed envelope and late offers will not be considered.
 8. To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors' compliance requirements, all contract offers are subject to the condition that contractors do not appear on anti-terrorism lists, in line with ACTED's anti-terrorism policy. To this end, contractors' data shall be automatically processed.
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1. **SPECIFIC CONDITIONS FOR TRAINING / CONSULTANCY LOTS :International consultants shall subscribe to a professional, medical and repatriation insurances. National consultants shall suscribe to professional and civil liability insurances. Therefore, the copy of insurance certificate have to be submitted along with their offer.**
 2. **Bidders are responsible for transportation means and cost; accomodation services, visas, feeding, others, etc.**

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

OFFER FORM ACTED LebanonDate:Tender N°: T/11DDG/E17/CUR/BRT/PRGS/20-04-2018/001**To be filled by Bidder (COMPULSORY)****Details of Bidding Company:**

1. Company Name: ()

2. Company Authorized Representative Name: ()

3. Company Registration No: ()

No/Country/ Ministry

4. Company Specialization: ()

5. Mailing Address: ()

Country/Governorate./City/St name/Shop-Office No

a. Contact Numbers: (Land Line: / Mobile No:)

b. E-mail Address: ()

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

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

LOT 1: INTERMEDIATE ENGLISH CURRICULUM DEVELOPMENT

Description	Unit	Quantity	Unit Price USD Excluding VAT	Unit Price USD Including VAT	Total Price USD Excluding VAT	Total Price USD Including VAT
Development of <u>intermediate english training curriculum</u> including outline of training modules, training material, pre-test and post test	Booklet	1				
Bidders are responsible for transportation means and cost; accomodation services, visas, feeding, others, etc						

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

BIDDER'S TERMS AND CONDITIONS:

1. Validity of the offer: _____ (recommended: 6 months or more)
2. Preparation days needed to start work after contracting _____ (Calendar days)
3. Days needed to deliver the complete service _____ (Calendar days)
4. Terms of payment: _____

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

TERMS OF REFERENCE

Intermediate English curriculum Development

Department: Programs - ACTED LEBANON

1. ABOUT ACTED

ACTED is an international NGO that has been registered in Lebanon since 2006. It has an established country office in Beirut as well as a field office in Akkar. More recently, it has been carrying out activities in the South and in Tripoli.

ACTED works closely with local authorities and civil society stakeholders at the community level to implement priority humanitarian interventions such as emergency multi-purpose cash assistance, WASH projects (including disease monitoring and infrastructural and behavioral response), and Shelter interventions incorporating multiple modalities. ACTED is also implementing long-term development projects to rehabilitate infrastructure, improve agricultural production, increase livelihood opportunities and support state and non-state actors to improve service delivery and social stability through collective development planning.

ACTED responds to emergency and development needs through a community driven approach which focuses on engagement and capacity building of local civil society and local authorities, with the aim of promoting accountable governance and civic engagement.

Moreover, ACTED in Lebanon seeks to support private sector actors to become the key drivers in Lebanon's economic development with the goal of raising the living standards of Lebanese and refugee households, and improving the coping capacity of local communities.

2. PROJECT BACKGROUND

Vulnerable refugees and host communities often struggle to access livelihoods-related information and services. Limited employment opportunities and employment-related skills trainings are offered to vulnerable populations. Therefore, ACTED is developing a training program for vulnerable populations offering different trainings (IT, English, Solar energy, plumbing, food processing, sewing, etc.). As part of two projects, beneficiaries will also benefit from access to job counselling services, practical information about accessing the

job market, as well as apprenticeships and job placements

3. Curriculum and course Objectives:

The aim of this training is to provide students with English skills to be used at work; the curriculum should be focused on business English (60 hours; 50% theoretical and 50% practical) such as :

- Daily life questions and answers
- Customers greeting , follow up , phone answering.
- Basic person and place descriptive abilities used in small talk
- Daily life receptive understanding skills
- Written and oral usage to express situations, give instructions and explanations, communicate opinions, and narrate and comprehend stories.

4. Curriculum Syllabus and Exercices :

- Verb forms and other grammatical structure
- Introductions and greetings
- Asking for information
- Offering
- Requesting
- Inviting
- Comparative language
- Vocabulary building for people and places

- Communicative structures for expression of opinions
- Asking for descriptions
- Reading comprehension of authentic timetables and schedules
- Listening comprehension of authentic radio broadcasts in both British and American English
- Communicative and decision making activities based on authentic reading materials
- Authentic video materials to improve extraction of information from authentic source
- Use of the Internet to extract authentic materials on specific areas of interest
- Introduction to self-instruction English sites located on the Internet including pen-pals, quizzes, listening comprehension and idiomatic language development
- Written communication tasks for authentic task oriented goals
- Role-plays in various authentic situations
- Debating various points of view to strengthen the ability to expression points of view
- Information gathering activities concerning time, place, cost and personal descriptions
- Project development in groups and pair-work to increase communication practice
- Group generated narrative writing production
- Interviewing activities to enhance instruction and explanation processes with specific focus on basic individual vocabulary needs
- Lexis development and extension in appropriate areas
- Role-play to increase active use of targeted language areas

- Group created written reports giving instruction on various aspects of target vocabulary

Deliverables:

Deliverable 1: full curriculum

Deliverable 2: training materials (power point presentations,videos...)

Deliverable 3: pre and post-test

Timeframe:

Deliverable 1 ;2 and 3: 20 days for first review and 10 days to adjust after the comments.

Required competencies

- At least 5 years of experience in English training.
- Degree in relevant sector including English training required.
- The consultant should be familiar with the education system in Lebanon;
- Previous experience in curriculum development is preferred
- Previous experience in conducting trainings preferred;

Key experience and characteristics of the consultant:

Experienced in the domain curriculum development;

Showing willingness to provide support and updates during the implementation of the trainings;

Willingness to perform analysis, design, development for the curriculum;

Experienced in curriculum design and development especially for english;

Experienced in designing and establishing curriculums and trainings for NGOs or UN Agencies;

CHAIN OF COMMAND

Under the authority of:

ACTED Economic Development Technical
Coordinator

ACTED Deputy Country Director

WORKING RELATIONS

ACTED Project Manager

Consortium Coordinator



ACTED

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

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

*******END of LOT 1*******

LOT 2: INTERNET AND ONLINE MARKETING CURRICULUM DEVELOPMENT

Description	Unit	Quantity	Unit Price USD Excluding VAT	Unit Price USD Including VAT	Total Price USD Excluding VAT	Total Price USD Including VAT
Development of internet and online marketing training curriculum including outline of training modules, training material, pre-test and post test	Booklet	1				
Training of trainers	hours	6				
ALL OTHER FEES TO BE CONSIDERED FOR THE CONSULTANCY (FLIGHTS, TRANSPORT, VISAS, FEEDING, OTHERS, ETC.)						

NB: THE NUMBER OF HOURS MENTIONED ABOVE MIGHT BE SUBJECT TO CHANGE

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

BIDDER'S TERMS AND CONDITIONS:

- Validity of the offer: _____ (recommended: 6 months or more)
- Preparation days needed to start work after contracting _____ (Calendar days)
- Days needed to deliver the complete service _____ (Calendar days)
- Terms of payment: _____

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

TERMS OF REFERENCE

Internet and Online Marketing

Department: Programs - ACTED LEBANON

5. ABOUT ACTED

ACTED is an international NGO that has been registered in Lebanon since 2006. It has an established country office in Beirut as well as a field office in Akkar. More recently, it has been carrying out activities in the South and in Tripoli.

ACTED works closely with local authorities and civil society stakeholders at the community level to implement priority humanitarian interventions such as emergency multi-purpose cash assistance, WASH projects (including disease monitoring and infrastructural and behavioral response), and Shelter interventions incorporating multiple modalities. ACTED is also implementing long-term development projects to rehabilitate infrastructure, improve agricultural production, increase livelihood opportunities and support state and non-state actors to improve service delivery and social stability through collective development planning.

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

6. PROJECT BACKGROUND

Vulnerable refugees and host communities often struggle to access livelihoods-related information and services. Limited employment opportunities and employment-related skills trainings are offered to vulnerable populations. Therefore, ACTED is developing a training program for vulnerable populations offering different trainings (IT, English, Solar energy, plumbing, food processing, sewing, etc.). As part of two projects, beneficiaries will also benefit from access to job counselling services, practical information

about accessing the job market, as well as apprenticeships and job placements

7. Curriculum and course Objectives:

The aim of this training is to provide students with internet marketing skills to allow them using internet portals and pages to market their products/services and gain visibility and increase their income. The Curriculum should cover 30 hours of theoretical and exercises materials

8. Curriculum Syllabus and Exercises :

- Overview Of Digital Marketing
- Most used platforms in Lebanon and how to open accounts and pages
- Web Marketing
- Online payments
- Search Engine Optimisation (SEO)
- Online Advertising
- Social Media Marketing (Facebook & LinkedIn)
- Mastering Google (AdWords Advertising, Analytics & Applications)
- Micro Blogging - Twitter
- Copy Writing For The Web, Social Media & Mobiles
- Mobile Marketing
- Email Marketing
- Video & Audio (Podcasting) Marketing

Deliverables:

Deliverable 1: full curriculum

Deliverable 2: training materials (power point presentations,videos...)

Deliverable 3: ToT

Deliverable 4: pre and post-test

Timeframe:

Deliverable 1: 20 days for first review and 10 days to adjust after the comments.

Deliverable 2: 20 days for first review and 10 days to adjust after the comments.

Deliverable 3: TBD

Deliverable 4: 20 days for first review and 10 days to adjust after the comments.

Required competencies

9. At least 5 years of experience in marketing training.
10. Degree in relevant sector including marketing training required.
11. The consultant should be familiar with the education system in Lebanon;
12. Previous experience in curriculum development is preferred
13. Previous experience in conducting trainings preferred;

Key experience and characteristics of the consultant:

Experienced in the domain curriculum development;

Showing willingness to provide support and updates during the implementation of the trainings;

Willingness to perform analysis, design, development for the curriculum;

Experienced in curriculum design and development especially for IT or marketing ;

Experienced in designing and establishing curriculums and trainings for NGOs or UN Agencies;

CHAIN OF COMMAND

Under the authority of:

ACTED Economic Development Technical
Coordinator

ACTED Deputy Country Director

WORKING RELATIONS

ACTED Project Manager

Consortium Coordinator



ACTED

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

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

*******END OF LOT 2*******



ACTED

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

APPLICANT'S QUESTIONNAIRE ACTED Lebanon

Date:

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

A. Company Name:

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

- 1
- 2
- 3
- 4

C. Company Legal Authorized Representative for this Tender:

Complete Name: _____

Position in the Company: _____

Signature: _____

D. Additional Information about the Company:

1 Official Date of Registration: _____

2 Company Type / Profession as per Registration: _____

3 Full Name of the Three Company Representatives:

Name	Position	Location	Mobile Number

4 Total number of full time employees:

5 Company Telephone Number:

6 Company Fax Number:

7 Email Address:

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



•
•
•

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

•
•
•

10 Bank Accounts:

(Please mention yes or no only)

In Lebanon	In Europe	Other

E. Past Performances:

1 Contract Award History

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

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

2 Company Assets as of January 1st 2018:

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

No	Description	Location/Address	Quantity
1			
2			
3			
4			
5			

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



ACTED

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

Name _____

Position: _____

Signature & Stamp: _____

Date: _____

BIDDER'S ETHICAL DECLARATION- ACTED Lebanon

Date:

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

Tenderer's name: _____

Tenderer's address: _____

CODE OF CONDUCT:

1. Labour Standards

The labour standards in this code are based on the conventions of the International Labour Organisation (ILO).

- *Employment is freely chosen*

There is no forced, bonded or involuntary prison labour. Workers are not required to lodge 'deposits' or their identity papers with the employer and are free to leave their employer after reasonable notice.

- *Freedom of association and the right to collective bargaining are respected*

Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively. The employer adopts an open attitude towards the legitimate activities of trade unions. Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace. Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

- *Working conditions are safe and hygienic*

A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment. Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers. Access to clean toilet facilities and potable water and, if appropriate, sanitary facilities for food storage shall be provided. Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers. The company observing the standards shall assign responsibility for health and safety to a senior management representative.

- *Child Labour shall not be used*

There shall be no new recruitment of child labour. Companies shall develop or participate in and contribute to policies and programmes, which provide for the transition of any child found to be performing child labour to enable her/him to attend and remain in quality education until no longer a child. Children and young people under 18 years of age shall not be employed at night or in hazardous conditions. These policies and procedures shall conform to the provisions of the relevant International Labour Organisation (ILO) standards.

- *Living wages are paid*

Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmarks. In any event wages should always be high enough to meet basic needs and to provide some discretionary income. All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment, and about the particulars of their wages for the pay period concerned each time that they are paid. Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the express and informed permission of the worker concerned. All disciplinary measures should be recorded.

- *Working hours are not excessive*

Working hours comply with national laws and benchmark industry standards, whichever affords greater protection. In any event, workers shall not on a regular basis be required to work in excess of the local legal working hours. Overtime shall be voluntary, shall not exceed local legal limits, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

- *No discrimination is practised*

There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

- *Regular employment is provided*

To every extent possible work performed must be on the basis of a recognised employment relationship established through national law and practice. Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

- *No harsh or inhumane treatment is allowed*

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

B. Environmental Standards

Suppliers should as a minimum comply with all statutory and other legal requirements relating to the environmental impacts of their business. Detailed performance standards are a matter for suppliers, but should address at least the following:

- *Waste Management*

Waste is minimised and items recycled whenever this is practicable. Effective controls of waste in respect of ground, air, and water pollution are adopted. In the case of hazardous materials, emergency response plans are in place.

- *Packaging and Paper*

Undue and unnecessary use of materials is avoided, and recycled materials used whenever appropriate.

- *Conservation*

Processes and activities are monitored and modified as necessary to ensure that conservation of scarce resources, including water, flora and fauna and productive land in certain situations.

- *Energy Use*

All production and delivery processes, including the use of heating, ventilation, lighting, IT systems and transportation, are based on the need to maximise efficient energy use and to minimise harmful emissions.

- **Safety precautions for transport and cargo handling**

All transport and cargo handling processes are based on the need to maximise safety precautions and to minimise potential injuries to ACTED beneficiaries and staff as well as the suppliers's employees or those of its subcontractors.

C. Business Behaviour

The conduct of the supplier should not violate the basic rights of ACTED's beneficiaries.

The supplier should not be engaged

1. in the manufacture of arms
2. in the sale of arms to governments which systematically violate the human rights of their citizens; or where there is internal armed conflict or major tensions; or where the sale of arms may jeopardise regional peace and security.

D. ACTED procurement rules and regulations

Suppliers should comply with ACTED procurement rules and regulations outlines in ACTED Logistics Manual Version 1.2. or above. In particular, ACTED's procurement policy set out in Section 2.1 and 2.4. (contract awarding). By doing so, Suppliers acknowledge that they do not find themselves in any of the situations of exclusion as referred to under section 2.4.2.

Operating Principles

The implementation of the Code of Conduct will be a shared responsibility between ACTED and its suppliers, informed by a number of operating principles, which will be reviewed from time to time.

ACTED will:

1. Assign responsibility for ensuring compliance with the Code of Conduct to a senior manager.
2. Communicate its commitment to the Code of Conduct to employees, supporters and donors, as well as to all suppliers of goods and services.
3. Make appropriate human and financial resources available to meet its stated commitments, including training and guidelines for relevant personnel.
4. Provide guidance and reasonable non-financial support to suppliers who genuinely seek to promote and implement the Code standards in their own business and in the relevant supply chains, within available resources.
5. Adopt appropriate methods and systems for monitoring and verifying the achievement of the standards.
6. Seek to maximise the beneficial effect of the resources available, e.g. by collaborating with other NGOs, and by prioritising the most likely locations of non-compliance.



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ACTED expects suppliers to:

1. Accept responsibility for labour and environmental conditions under which products are made and services provided. This includes all work contracted or sub-contracted and that conducted by home or other out-workers.
2. Assign responsibility for implementing the Code of Conduct to a senior manager.
3. Make a written Statement of Intent regarding the company's policy in relation to the Code of Conduct and how it will be implemented, and communicate this to staff and suppliers as well as to ACTED.

Both parties will

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

Qualifications to the Policy Statement

The humanitarian imperative is paramount. Where speed of deployment is essential in saving lives, ACTED will purchase necessary goods and services from the most appropriate available source.

ACTED can accept neither uncontrolled cost increases nor drops in quality. It accepts appropriate internal costs but will work with suppliers to achieve required ethical standards as far as possible at no increase in cost or decrease in quality.

I undersigned [], agree to adopt the above Code of Conduct and to commit to comply with the labour and environmental standards specified, both in my own company and those of my suppliers.

Name & Position of Tenderer's authorized representative _____

Authorized signature _____

BIDDER'S CHECK LIST ACTED Lebanon

Date:

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

BEFORE SENDING YOUR BIDDING DOCUMENTS, PLEASE CHECK THAT EACH OF THE FOLLOWING ITEM IS COMPLETE AND RESPECTS THE FOLLOWING CRITERIA :

Description	To be filled in by Bidder		For ACTED use only (to be filled in by Purchase Committee)		
	Included		Present		Comments
	Yes	No	Yes	No	
1. An original and one copy of the bid have been provided					
2. PART 1 (form PRO-05) – Instructions to Bidders is attached, filled, signed and stamped by the supplier. (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. PART 3 (form PRO-06-01)– Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier (compulsory)					
6. PART 4 – (form PRO-06-02)– Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier (compulsory)					
7. The Bidding documents are filled in English. (compulsory)					



ACTED

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8. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) are provided (compulsory)					
9. ANNEXES – A Copy of Company registration documents and license are included + a copy of the ID of the legal representative. (compulsory)					
10. ANNEXES –CVs of the relevant consultants for the training lots and any relevant certification					
11. For consultancy or training lots bidding: a copy of insurance certificate must be included. For international consultant professional, medical and repatriation insurances are required. For National consultants professional and civil liability insurances are required.					

Name & Position of Bidder's authorized representative _____

Authorized signature _____