

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

Date: 21/05/2019

Tender N°: T/11CTM/84D/PEV/BRT/PRG/21-05-2019

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

**PRODUCT SPECIFICATIONS:**

1. Description: Consultant for branding, marketing and concept creation for "Honey Tasting stand"
2. Service class / category: Consultancy
3. Quantity/unit: The service will last for an estimated twelve (12) weeks.
4. Location: ACTED Beirut Office 8th floor, Eshmoun Bldg, Damascus Road, Sodeco, Ashrafieh, Beirut

**RESPONSIBILITIES OF THE CONTRACTOR:**

1. Terms of delivery: Specified in the terms of reference attached, deadline depending on contract signature for the consultancies
2. Date of delivery for: 2 months and might be subject for a period amendment according to the work plan
3. Validity of the offer: 6 months

The answers to this tender should include the following elements:

- A written offer including all the consultancy specifications, the deliverable and price per deliverable
- Quotes should be inclusive of detailed VAT.
- A copy of the consultant ID for national consultants or a copy of the passport alongside a copy of the insurance for international consultants (medical insurance including transportation coverage).

**GENERAL CONDITIONS:**

1. The **closing date** of this tender is **11/06/2019 (June 11th , 2019) Local Lebanon time** in ACTED office at the following address :  
**8th floor, Eshmoun Bldg, Damascus Road, Sodeco, Ashrafieh, Beirut**  
Tel: +961 01 324331  
or emailed both to : [lebanon.tender@acted.org](mailto:lebanon.tender@acted.org) and in cc, [tender@acted.org](mailto:tender@acted.org)
2. Tenderers will fill, sign, stamp and return the Offer form according to ACTED's format.
3. Tenderers will sign and return all pages of the Consultancy Specifications for which they apply.
4. The offer to the call for tender will not result in the award of a contract.
5. The offer must be submitted to ACTED Logistics department in a sealed envelope stamped and signed by the company and indicating the tender title, date, and time of submission. The envelope must bear the mention "**T/11CTM/84D/PEV/BRT/PRG/21-05-2019 not to opened before 13/06/2019**" and the purpose of the offer.
6. The offers must be submitted in **English** and prices must be expressed in **USD**.



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7. **ALL THE PAGES OF TENDER DOCUMENTS** (instructions to bidders, offer form, Questionnaire, Terms of References, Ethical declaration and bidders checklist) have to be signed stamped by the bidder.
8. Unsealed envelope and late offers will not be considered.
9. To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors' compliance requirements, all contract offers are subject to the condition that contractors do not appear on anti-terrorism lists, in line with ACTED's anti-terrorism policy. To this end, ACTED reserves the right to carry out anti-terrorism checks on contractor, its board members, staff, volunteers, consultants, financial service providers and sub-contractor.

*NOTE: ACTED adopts a zero tolerance approach towards corruption and is committed to respecting the highest standards in terms of efficiency, responsibility and transparency in its activities. In particular, ACTED has adopted a participatory approach to promote and ensure transparency within the organization and has set up a Transparency focal point (Transparency Team supervised by the Director of Audit and Transparency) via a specific e-mail address. As such, if you witness or suspect any unlawful, improper or unethical act or business practices (such as soliciting, accepting or attempting to provide or accept any kickback) during the tendering process, please send an e-mail to [transparency@acted.org](mailto:transparency@acted.org).*

**SPECIFIC CONDITIONS:**

The answers to this tender should include the following elements.

1. A written offer form (02 OFFER FORM).
2. Past project experience: Information provided for each relevant past project shall include a summary sheet (highlighting the client, description of the project, location of project, role of the company, project status-completed or ongoing) and a completion certificate (recommended) from the client. All documents shall be provided in English (except completion certificates if not available in English).
3. A preliminary work plan detailing the specific competencies of the staff working on the project at different stages.
4. Concise CVs of key staff expected to work on the projects highlighting their experiences relevant to the project.
5. A copy of the insurance for international consultants (medical insurance including transportation coverage).
6. The attached Terms of Reference signed.
7. Any relevant certifications the company or freelancer might have.
8. Any other documents relevant to the Terms of Reference .

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

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

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

**OFFER FORM ACTED Lebanon**

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

Tender N°: *T/11CTM/84D/PEV/BRT/PRG/21-05-2019***To be Filled by Bidder (COMPULSORY)****Details of Bidding Company:**

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

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

**1. LOT1: CONSULTANT FOR BRANDING, MARKETING AND CONCEPT CREATION FOR “HONEY TASTING STAND**

| # | <u>Specification</u>  | Deliverable | Quantity | Unit Price USD<br>VAT excluded | Unit Price USD<br>VAT included | Total Price USD<br>VAT excluded | Total Price USD<br>VAT included |
|---|---|-------------|----------|--------------------------------|--------------------------------|---------------------------------|---------------------------------|
| 1 | Concept note along with designs (based on meetings conducted with the Project Manager, Communications Project Manager and Lush team) related to the tasting stand including but not limited to: stand, banners, tasting kits, IEC materials, etc. | Document    | 3        |                                |                                |                                 |                                 |
| 2 | Execution of the full stand including all needed materials and Equipment agreed on.   | Stand       | 1        |                                |                                |                                 |                                 |
| 3 | Design templates for flyers/brochures and develop other promotional Design for the materials for the event. ( up to 5 designs)  | Lum         | 1        |                                |                                |                                 |                                 |
| 4 | Transportation and set up of the stand for 6 days (3 weekends – 1 outlet per week end in Beirut area)   | Set up      | 3        |                                |                                |                                 |                                 |
| 5 | 1 tri-lingual hostess per day – full time to assist cooperatives in disseminating messages and conducting honey tasting (1 hostess)   | days        | 6        |                                |                                |                                 |                                 |
| 6 | Branding with Labels (design) for products for 3 different cooperatives with up to 4 different  | Designs     | 12       |                                |                                |                                 |                                 |



|   |   |        |   |  |  |  |  |
|---|---|--------|---|--|--|--|--|
|   | type of honey.  |        |   |  |  |  |  |
| 7 | Daily brief report provided by ACTED to be filled by the Hostess. | Report | 6 |  |  |  |  |

**BIDDER'S COMMENTS/REMARKS:**

1. \_\_\_\_\_
2. \_\_\_\_\_

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

**BIDDER'S TERMS AND CONDITIONS:**

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

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

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

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

## TERMS OF REFERENCE (TOR) FOR CONSULTANCY CONTRACT

Specialized branding, marketing and concept creation for “Honey Tasting “stand

**Employer:** ACTED

**Project Name:** Support to Olive and Bee Keeping Cooperatives in Lebanon as key civil society stakeholders in promoting inclusive and sustainable growth.

**Required Documents:**

- An up-to-date CV
- Sample of previous similar works
- A detailed budget

### JOB DESCRIPTION

#### 1. PROJECT BACKGROUND

ACTED has been implementing a 30-month project funded by EuropeAid entitled: “Support to Olive and Beekeeping Cooperatives in Lebanon as key stakeholders in promoting inclusive and sustainable growth”. The project covers the following four areas: Akkar in the North and Marjayoun, Tyre and Hasbaya in South.

The project aims to enhance the capacity of cooperatives as key stakeholders in promoting inclusive and sustainable growth through networking and multi-stakeholder engagement and the capacity of 6 Agriculture extension centers located in (Hasbaya, Marjayoun and Tyre in South and Aabdeh, Al Bire and Hrar in the North) to reach and provide services for farmers living in the targeted areas. ACTED is managing the project with the support of the following partner local NGOs: Akkar Network for Development (A.N.D.) in the North and SHIELD in the south.

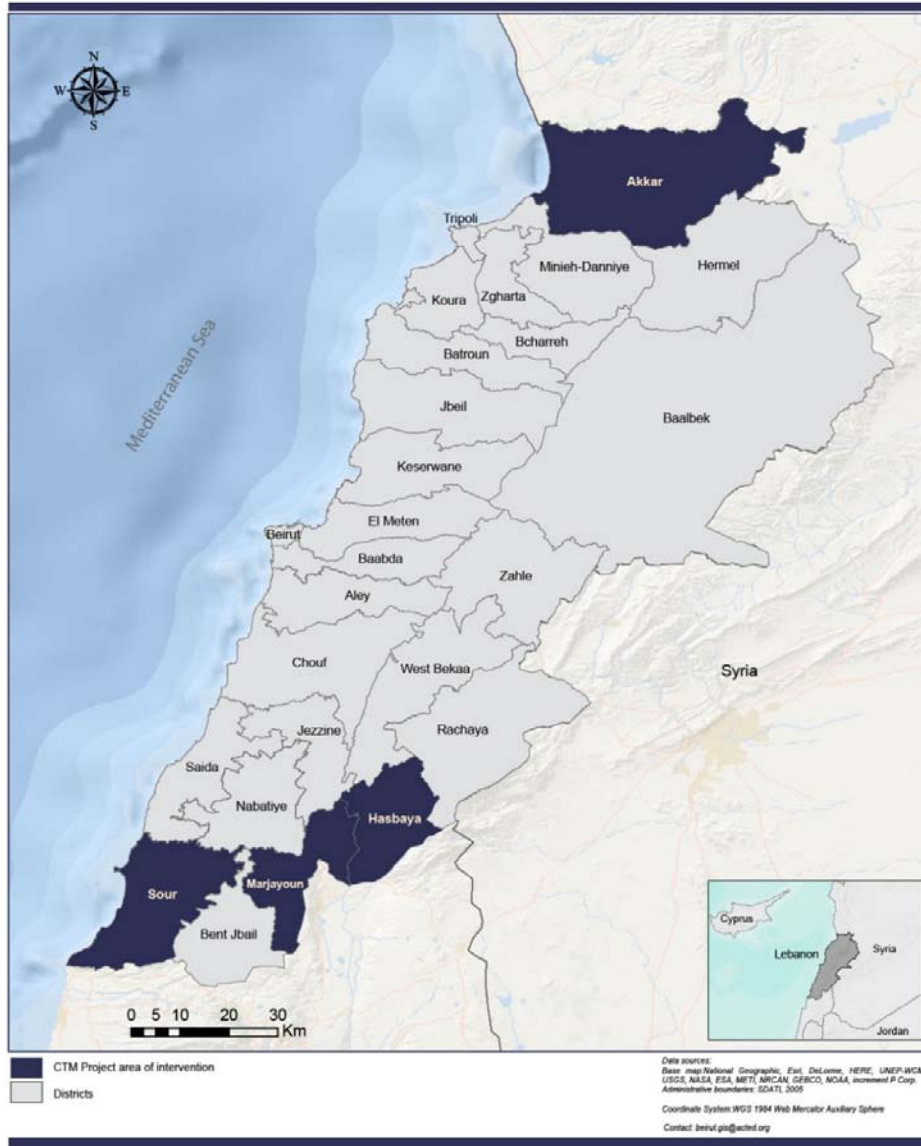
The main expected results of the project are:

- **Result 1:** Improved productivity and sustainability of honey and olive production in target districts.
- **Result 2:** Improved capacity of cooperatives as well as Ministry of Agriculture extension offices to advocate, lobby and engage meaningfully with public and private sector actors through the creation of mutually beneficial partnerships.
- **Result 3:** Improved services available from cooperatives for beneficiaries, to increase their access to markets and create value-added goods and services.



## Lebanon

Support to olive and bee keeping cooperatives in Lebanon  
Area of Implementation



## 2. DESCRIPTION OF WORK

The consultant main scope of work is to support ACTED in developing a creative concept for beekeeping cooperatives participation in exhibitions with “Lush cosmetic company” with the aim to raise awareness on bee colony collapse disorder; a widespread phenomenon in Lebanon that is leading to beehives disappearing.

The events will also serve as a vector to link beekeepers with urban consumers, on the quality of Lebanese honey produced by cooperatives and conduct tasting sessions and disseminate messages related to honey producers in Lebanese rural areas.

## 3. OBJECTIVE & EXPECTED DELIVERABLES

### 3.1 Objective of the Consultancy

The aim of this consultancy is to:

- 1) To create and execute a new concept for honey tasting in Lush outlets during 4 weekends ( 1 outlet per week end).
- 2) Conceptualize, develop layout, format and design all promotional materials (small posters/flyers, social media posts for the event) to advertise cooperative products to target audience and media.
- 3) Guide and support to improve the branding and labeling for the selected cooperatives.
- 4) Create awareness and disseminate messages related to bee hives collapse in Lebanon.
- 5) Disseminate messages and increase awareness related to the importance of bees on the ecosystem.
- 6) Recommend what type of content should be shared to best engage the target audience.
- 7) Enhance the visual identity of the cooperatives for the event.
- 8) Generate innovative ideas and designs.

### **3.2 Deliverables**

The consultant shall deliver the following under the agreed time frame:

- 1) Concept note along with designs (based on meetings conducted with the Project Manager, Communications Project Manager and Lush team) related to the tasting stand including but not limited to: stand, banners, tasting kits, IEC materials, etc.
- 2) Execution of the full stand including all needed materials and equipment agreed on.
- 3) Design templates and printing for flyers/brochures and develop other promotional materials for the event.
- 4) Transportation and set up of the stand for 6 days (3 weekends – 1 outlet per week end in Beirut area)
- 5) 1 tri-lingual hostess per day – full time to assist cooperatives in disseminating messages and conducting honey tasting.
- 6) Branding with Labels (design and printing of +/- 12000 stickers) for products for 3 different cooperatives with up to 4 different type of honey.
- 7) Daily brief report provided by ACTED to be filled by the Hostess.

The Consultant shall be solely responsible for the quality and integrity of its services including the deliverable outputs outlined in this Terms of Reference. The consultant shall coordinate all work assignments with ACTED and conduct discussions and consultations with the key actors and relevant stakeholders. All materials developed by the consultant must have approvals from ACTED teams as well as relevant stakeholders such as Lush.

### **5. REQUIRED EXPERTISE**

The consultant or consulting firm is expected to have the following skills:

- Preferably advanced degree in one or more of the following disciplines: Mass Communications; Development Communication; Organizational Communications, Journalism, or other relevant fields.
- At least five (5) different brands that the consultant has previously worked for conducting tasting and branding
- Previous experience developing communication products for food sector preferred.
- Fluency in English and Arabic required. Fluency in French an asset.



**6. CONTACT INFORMATION**

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

**7. CONFIDENTIALITY STATEMENT**

All data and information received from ACTED and any other stakeholder for the purpose of this assignment are to be treated confidentially and are only to be used in connection with the execution of this Terms of Reference. The contents of written materials obtained and used in this assignment may not be disclosed of to any third parties without the expressed advance written authorization of the ACTED.

**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.

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

Date:

Tender N°: T/11CTM/84D/PEV/BRT/PRG/21-05-2019

Tenderer's name: \_\_\_\_\_

Tenderer's address: \_\_\_\_\_

CODE OF CONDUCT:

**1. Labour Standards**

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

- *Employment is freely chosen*

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

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

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

- *Working conditions are safe and hygienic*

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

- *Child Labour shall not be used*

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

- *Living wages are paid*

Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmarks. In any event wages should always be high enough to meet basic needs and to provide some discretionary income. All workers shall be provided with written and understandable information about their

employment conditions in respect to wages before they enter employment, and about the particulars of their wages for the pay period concerned each time that they are paid. Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the express and informed permission of the worker concerned. All disciplinary measures should be recorded.

- *Working hours are not excessive*

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

- *No discrimination is practised*

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

- *Regular employment is provided*

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

- *No harsh or inhumane treatment is allowed*

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

## **B. Environmental Standards**

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

- *Waste Management*

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

- *Packaging and Paper*

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

- *Conservation*

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

- *Energy Use*

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

- *Safety precautions for transport and cargo handling*

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

### **C. Business Behaviour**

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

The supplier should not be engaged

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

### **D. ACTED procurement rules and regulations**

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

### **Operating Principles**

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

ACTED will:

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

ACTED expects suppliers to:

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

Both parties will

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

**Qualifications to the Policy Statement**

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

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

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

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

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

**BIDDER'S CHECK LIST ACTED Lebanon**

Date:

 Tender N°: *T/11CTM/84D/PEV/BRT/PRG/21-05-2019*

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

| Description  | To be filled in by Bidder |    | For ACTED use only (to be filled in by Purchase Committee) |    | Comments |
|--|---------------------------|----|--|----|----------|
|  | Included                  |    | Present  |    |          |
|  | Yes                       | No | Yes  | No |          |
| 1. An original and one copy of the bid have been provided  |                           |    |  |    |          |
| 2. PART 1 (form PRO-05) – Instructions to Bidders is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>   |                           |    |  |    |          |
| 3. PART 2 (form PRO-06) –Offer Form is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>   |                           |    |  |    |          |
| 4. The prices in the Offer Form are in <u>USD</u> <b>(compulsory)</b>  |                           |    |  |    |          |
| 5. The Terms of Reference is attached, filled, signed and stamped by the supplier <b>(compulsory)</b>  |                           |    |  |    |          |
| 6. PART 3 (form PRO-06-01)– Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>                                      |                           |    |  |    |          |
| 7. PART 4 – (form PRO-06-02)– Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>                                  |                           |    |  |    |          |
| 8. The Bidding documents are filled in <u>English</u> .  |                           |    |  |    |          |
| 9. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) are provided   |                           |    |  |    |          |
| 10. ANNEXES – A Copy of Company registration documents and license are included  |                           |    |  |    |          |
| 11. ANNEXES – A copy of the legal representative ID for national consultants or a copy of the passport alongside a copy of their insurance for international consultants |                           |    |  |    |          |

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

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

**PART I: INFORMATION**

**A. Company Details and General Information**

|                                 |  |  |  |
|---------------------------------|--|--|--|
| Name of Company                 |  | Trading As   |  |
| Address (headquarters)          |  | Telephone  |  |
| Zip Code (headquarters)         |  | Fax  |  |
| City (headquarters)             |  | E-mail address 1                                     |  |
| PO Box                          |  | E-mail address 2                                     |  |
| Country (headquarters)          |  | Website address                                      |  |
| Parent Company or name of owner |  | Subsidiaries/ Associates/<br>Overseas Representative |  |
| Sales Person's Name             |  | Sales Person's Position                              |  |
| Sales Person's phone            |  | Sales Persons' E-mail                                |  |

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

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

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

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

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

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

|   |  |   |  |
|---|--|---|--|
| ID country of issuance  |  | Rank or title in organization                       |  |
| Other names used (nicknames or pseudonyms not listed as)      |  | 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 |  |

|  |  |  |  |
|--|--|--|--|
| <b>Company's staff &amp; insurance</b> |  |  |  |
| No. Full Time Employees:               |  | Employee average work wage per hour:               |  |
| % of Men to Women:                     |  | Any employee(s) with relatives working with ACTED? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| No. of Children:                       |  | Legal minimum wage paid?                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| In what capacity?                      |  | Paid vacations are offered?                        | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| What are their ages?                   |  | Are flexible working hours offered?                | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Name of insurance company:             |  | Staff covered by health insurance?                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |

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

|  |                                  |  |  |
|--|----------------------------------|--|--|
| <b>B. Financial Information</b>  |                                  |  |  |
| VAT Number:  |                                  | Tax Number:  |  |
| Bank Name:   |                                  | Bank Account Number:                                     |  |
| Bank Address:  |                                  | Account Name:  |  |
| Swift/BIC number:  |                                  | Standard Payment Terms:                                  |  |
| Has the company been audited in the last 3 years?                                    |                                  | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| Please attach a copy of the company's most recent Annual or Audited Financial Report |                                  | <input type="checkbox"/> Attached                        |  |
| Annual Value of Total Sales for the last 3 Years:                                    | Year: USD: Year: USD: Year: USD: |  |  |
| Annual Value of Export Sales for the last 3 years                                    | Year: USD: Year: USD: Year: USD: |  |  |

|  |                     |                                   |                     |   |                    |             |                    |
|--|---------------------|-----------------------------------|---------------------|---|--------------------|-------------|--------------------|
| <b>C. Experience</b>   |                     |                                   |                     |   |                    |             |                    |
| Company's recent business with ACTED and/or other International Aid Agencies or United Nations Agencies: |                     |                                   |                     |   |                    |             |                    |
|  | <i>Organisation</i> | <i>Contact person</i>             | <i>Phone/E-mail</i> | <i>Goods/Works/Services</i>                                 | <i>Value (USD)</i> | <i>Year</i> | <i>Destination</i> |
| 1  |                     |                                   |                     |   |                    |             |                    |
| 2  |                     |                                   |                     |   |                    |             |                    |
| 3  |                     |                                   |                     |   |                    |             |                    |
| 4  |                     |                                   |                     |   |                    |             |                    |
| 5  |                     |                                   |                     |   |                    |             |                    |
| What is your company's main area of expertise?   |                     |                                   |                     |   |                    |             |                    |
| What is your company's business coverage area?   |                     | <input type="checkbox"/> National |                     | <input type="checkbox"/> Restricted to (specify locations): |                    |             |                    |
| To which countries has your company exported and/or managed projects in the last 3 years?                |                     |                                   |                     |   |                    |             |                    |
| Provide any other information that demonstrates your company's qualifications and experience (eg.        |                     |                                   |                     |   |                    |             |                    |



|  |   |
|--|---|
| List any national or international Trade/Professional Organisations of which your company is a member  |   |
| <b>D. Technical Capability</b>   |   |
| Type of Quality Assurance Certificate  | <input type="checkbox"/> Attached                           |
| Type of Certification/Qualification Documents  | <input type="checkbox"/> Attached                           |
| International Offices/Representation   |   |
| List below up to 10 of the core Goods and/or Services your company sells:  |   |
| 1)   | 6)  |
| 2)   | 7)  |
| 3)   | 8)  |
| 4)   | 9)  |
| 5)   | 10)   |
| List the main assets of your company (trucks & heavy machines, heavy & valuable equipment, premises & warehouses, production sites etc.)   |   |
| 2)   | 7)  |
| 3)   | 8)  |
| 4)   | 9)  |
| 5)   | 10)   |
| <b>E. Miscellaneous</b>  |   |
| Does your company have an Environmental Policy? (Yes/No)   | <input type="checkbox"/> Yes <input type="checkbox"/> No    |
| Does your company have an Ethical Trading Policy? (Yes/No)   | <input type="checkbox"/> Yes <input type="checkbox"/> No    |
| Does your company have an Anti-terrorist Policy? (Yes/No)  | <input type="checkbox"/> Yes <input type="checkbox"/> No    |
| Is your company compliant with the EU General Data Protection Regulation (or equivalent)? (Yes/No)   | <input type="checkbox"/> Yes <input type="checkbox"/> No    |
| If you answered yes to the above two questions, please attach copies of your policy:   | <input type="checkbox"/> Attached                           |
| Has your company ever been bankrupt, or is in the process of being wound up, having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning these matters, or is in any analogous situation arising from a similar procedure provided for in national law? | <input type="checkbox"/> Yes<br><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 as force of res judicata?   | <input type="checkbox"/> Yes<br><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<br><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<br><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<br><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?  | <input type="checkbox"/> Yes<br><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? |  | <input type="checkbox"/> Yes<br><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 Organization?    |  | <input type="checkbox"/> Yes<br><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:   | <input type="text"/> | Date:          | <input type="text"/> |
| Title/Position  | <input type="text"/> | Place:         | <input type="text"/> |
| E-mail address (for contact for verification purposes): | <input type="text"/> | Signature:     | <input type="text"/> |
| Phone number (for contact for verification purposes):   | <input type="text"/> | Company Stamp: | <input type="text"/> |

| 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 |