

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

Date: 08/02/2021

Tender N°: T/11FWC/Kitchen and cleaning Supplies/08-02-2021

ACTED is requesting through this tender detailed written quotations for one year framework agreement for Kitchen and cleaning supplies.

**PRODUCT SPECIFICATIONS:**

- |                                    |                                                               |
|------------------------------------|---------------------------------------------------------------|
| 1. Description:                    | One year framework contract for Kitchen and Cleaning Supplies |
| 2. Product class / category:       | Goods                                                         |
| 3. Product stage:                  | New finished products                                         |
| 4. INCOTERM (delivery conditions): | DDP ACTED Office in Beirut, Lebanon                           |

**RESPONSIBILITIES OF THE CONTRACTOR:**

- |                           |                                                                            |
|---------------------------|----------------------------------------------------------------------------|
| 1. Terms of delivery:     | DDP ACTED Office in Beirut, Lebanon                                        |
| 2. Date of delivery:      | 3 days after request                                                       |
| 3. Validity of the offer: | Recommended <b>90 days for contracting, 1 year of provision thereafter</b> |

The answers to this tender should include the following elements:

- A catalogue or sample of the product or if there are different options, a sample or catalogue of each option needs to be submitted;
- An original and one copy of the bid have been provided
- Instructions to Bidders is attached, filled, signed and stamped on each paper by the supplier. **(compulsory)**
- Offer Form is attached, filled, signed and stamped on on all pages by the supplier including all the product specifications, the price per unit, quantity proposed and unit, and total price **(compulsory)**
- The prices in the Offer Form are in USD **(compulsory)**
- Bidders Questionnaire Form is attached, filled, signed and stamped on each paper by the supplier **(compulsory)**
- Bidder's Ethical Declaration is attached, filled, signed and stamped on each paper by the supplier **(compulsory)**
- The Bidding documents are filled **in English**.
- Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) are provided
- A Copy of Company registration documents and license are included **(compulsory)**
- A Copy of the Legal representative ID included **(compulsory)**

**GENERAL CONDITIONS:**

1. The **closing date** of this tender is fixed on **01/03/2021 at 5.00PM Local Lebanon time** to be submitted by email to [lebanon.tender@acted.org](mailto:lebanon.tender@acted.org) Cc: [tender@acted.org](mailto:tender@acted.org) with "11FWC/Kitchen and cleaning Supplies/08-02-2021 not to open before 02/03/2021" as subject of the email.
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.



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5. The offer must be submitted by email to [lebanon.tender@acted.org](mailto:lebanon.tender@acted.org) Cc: [tender@acted.org](mailto:tender@acted.org) with "11FWC/Kitchen and cleaning Supplies/08-02-2021 not to open before 02/03/2021" 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). Have to be signed and stamped
9. The payment will be made by bank transfer from ACTED HQ – Fresh Money or through a letter addressed to a local bank requesting the payment to be done in cash USD
10. To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors' compliance requirements, all contract offers are subject to the condition that contractors do not appear on anti-terrorism lists, in line with ACTED's anti-terrorism policy. To this end, ACTED reserves the right to carry out anti-terrorism checks on contractor, its board members, staff, volunteers, consultants, financial service providers and sub-contractor.

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

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

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

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



# ACTED

*T/11FWC/Kitchen and cleaning Supplies/08-02-2021*

Form PRO-06 Version 1.3

## OFFER FORM ACTED Lebanon

Date:

Tender N°: *T/11FWC/Kitchen and cleaning Supplies/08-02-2021*

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 TABLE:

THE QUANTITIES ARE SUBJECT TO CHANGE



# ACTED

*T/11FWC/Kitchen and cleaning Supplies/08-02-2021*

**Kitchen and cleaning supplies (Framework agreement)**

**All prices should include transportation cost to ACTED office in Beirut, Sodeco, Bechara El Khoury**

Item N°	Description	Quantity	Unit	Unit price USD excluding VAT & including delivery fees	Unit price USD including VAT & delivery fees
1	Garbage bags (Large)	1	Roll of 12 bags		
2	Garbage bags (Medium)	1	Roll of 12 bags		
3	Broom – type : "Vileda" or similar	1	Piece		
4	Mops – type : "Vileda" or similar	1	Piece		
5	Laundry detergent– type : "Persil" or similar	1	4 kg		
6	Antiseptic liquid -4 L– type : "Detol" or similar	1	Piece		
7	Bleach 1 L– type : "La Croix" or similar	1	Bottle		
8	Flash 1000 ML– type : "Ajax" or similar	1	Bottle		
9	Liquid hand soap in a dispenser – type : "Sanita" or similar	1	3L		
10	Dishwashing liquid 700ML – type : "Prill" or similar	1	Bottle		
11	Facial tissues – type : "Sanita Gypsy" or similar	1	Bag of 20 packs (200 sheet per pack)		
12	Toilet paper – type : "Sanita Gypsy" or similar	1	20 rolls per package		
13	Air refresher (300 ML) – type : "Glade" or similar	1	Piece		
14	Sponge	1	Pack of 3		
15	Sugar	1	1 kg		
16	Instant coffee Classic 200g– type : "Nescafe Red Mug" or similar	1	Piece		
17	Tea – type : "Lipton" or similar	1	Pack of 100 PCE		
18	Creamer 450g– type : "Nestle Coffee mate" or similar	1	Pack		



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19	Biscuit – type : “Unica” or similar	1	Pack of 24 piece		
20	Biscuit – type : “Dabke” or similar	1	Pack of 48 piece		
21	Big Juice bottles – type : “Maccaw” or similar	1	Pack of 6 bottles		
22	Small Juice bottles – type : “Maccaw” or similar	1	Pack of 24 bottles		
23	Small water bottle (0.5L) – type : “Tannourine” or similar	1	Pack of 12 bottles		
24	Big water bottle (1.5 L) – type : “Tannourine” or similar	1	Pack 6 bottles		
25	Hand sanitizer 450ML– type : “Bectra” or similar	1	Piece		
26	Disposable Medical Face Masks (3 layers)	1	Box of 50 pieces		
27	Wet wipes – type : “Fresh n soft” or similar	1	Pack of 100		
28	Wet wipes– type : “Fresh n soft” or similar	1	Pack of 10		
29	Individual soaps– 125 g	1	piece		
Grand total (USD)					

**BIDDER’S COMMENTS/REMARKS:**

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

**BIDDER’S TERMS AND CONDITIONS:**

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

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

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

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

*NB: in case of Request for Tender, please attach the service proposal to the present offer form*

## SUPPLIER'S ETHICAL DECLARATION

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

Supplier's name: \_\_\_\_\_

Supplier's address: \_\_\_\_\_

Supplier's contact email address: \_\_\_\_\_

ACTED is committed to carrying out its procurement in a free, fair and transparent manner, purchasing through competitive procedures, and suppliers adhering to the below ethical business principles & practices.

ACTED is governed by a set of global policies that are regularly revised and reinforced (refer to <https://www.acted.org/en/about-us/values-and-policies/code-of-conduct-and-policies/>):

- **Anti-Fraud, Bribery and Corruption Policy:** ACTED has a zero tolerance approach towards fraud and corruption and is committed to respecting the highest standards in terms of efficiency, responsibility and transparency in its activities.
- **Conflict of Interest Prevention Policy:** to ensure the most efficient, responsible and transparent delivery of aid, ACTED, its staff and partners commit to preventing their private interests conflicting with their duties and any other kind of conflict of interests.
- **Anti-Terrorism and Anti-Money Laundering Policy:** never knowingly support, tolerate, encourage or finance terrorism, the activities of those who embrace terrorism and anti-money laundering activities.
- **Child Protection Policy:** statement of intent demonstrating ACTED's commitment to safeguarding children from harm within internal procedure, throughout all activities.
- **Policy against Sexual Exploitation and Abuse:** ACTED adopts a zero tolerance approach towards sexual exploitation and abuse, and is thus committed to their prevention and sanction both within the organisation and within the framework of its programmes and beneficiary populations.
- **Environmental Safeguarding Policy:** ACTED is committed to the promotion of a 3Zero world: zero exclusion, zero carbon, zero poverty. In line with this, ACTED is committed to good environmental stewardship in its operations and in all of its humanitarian and development programming. ACTED commits to minimising the environmental impact of our operations.

The present document is considered as an annex to all Purchase Orders and Procurement Contracts ACTED might conclude with your company. Therefore, any breach to the below statements, and/or any failure to fill in the below statement properly could lead to Purchase Order or Procurement Contract termination without compensation.

1. By undersigning this Ethical Declaration, we, as the authorized representative for the supplier's name stated above, certify that no legal relationship exists between our company, our joint ventures or our subcontractors, and any ACTED staff nor implementing partners. As a consequence, we hereby testify that we have no interest or connection with ACTED other than disclosed below: please declare whether you, the company, its owners, directors, staff or agents have any interest or connection with any ACTED employee, volunteer or agent, or any of ACTED implementing partners.

Situation 1<sup>1</sup>

Name of the person or entity with possible interest or connection with ACTED staff or implementing partner:

\_\_\_\_\_

Name of ACTED staff or implementing partner with possible interest or connection with you, the company, its owners, directors, staff or gents:

<sup>1</sup> Please use the same format for reporting any additional situation as an annex to the present document, signed & stamped.

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Nature of interest or connection<sup>2</sup>:

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2. We hereby certify that neither we nor any of our board members or legal representatives nor any other member of our Joint Venture including Subcontractors under the Contract are in any of the following situations:
- being bankrupt or being wound up, having their affairs administered by any courts, having entered into an arrangement with creditors, having suspended business activities, being the subject of proceedings concerning those matters, or being in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
  - having been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
  - having been guilty of grave professional misconduct proven by any means which the concerned contracting authority can justify;
  - having not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of presence of ACTED or those of the country where the contract is to be performed;
  - having been the subject of a judgment for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the financial interests of ACTED or its donors;
  - being currently subject to an administrative penalty for being guilty of misrepresentation in supplying the information required by a contracting authority, for failing to supply this information or for having been declared to be in serious breach of their contractual obligations towards this contracting authority,
  - being subject to any national, regional or international sanction related to terrorism or money laundering.
3. We hereby acknowledge that:
- neither we nor any of the members of our Joint Venture or any of our Subcontractors shall violate the basic rights of ACTED's or its implementing partners' beneficiaries;
  - neither we nor any of the members of our Joint Venture or any of our Subcontractors shall be engaged in the manufacture of arms, in the sale of arms to governments which 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.
  - neither we nor any of the members of our Joint Venture nor any of our Subcontractors shall participate, support or finance, directly or indirectly, in an act of terrorism or an act of money laundering;
  - neither we nor any of the members of our Joint Venture nor any of our Subcontractors have engaged or will engage in any Sanctionable Practice;
  - neither we nor any of the members of our Joint Venture or any of our Subcontractors under the Contract shall acquire or supply any equipment nor operate in any sectors under an embargo of the United Nations, the European Union or
  - we comply with and ensure that our Subcontractors and major suppliers with international environmental and labour standards, consistent with laws and regulations applicable in the country and the fundamental conventions of the International Labour Organisation (ILO) and international environmental treaties.
  - neither we nor any of the members of our Joint Venture nor any of our Subcontractors directly or indirectly, voluntarily or involuntarily, participate, organise or benefit, by any means whatsoever, from any form of child ill-treatment or negligence;
  - neither we nor any of the members of our Joint Venture or any of our Subcontractors shall directly or indirectly participate in sexual exploitation and abuse, or take undue advantage of their professional position for their personal interest or to obtain a favour of a sexual nature.

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<sup>2</sup> The existence of an interest or connection does not preclude being vetted as ACTED supplier; it enables to properly manage any potential conflict of interest for sound management of any contractual bindings between your company and ACTED in the future.

A summary of the ILO and international environmental standards are provided below as appendixes; however, we recognise hereby being knowledgeable of such standards in their entirety.

4. We undertake to bring to the attention of ACTED any change in situation with regard to points 1, 2 and 3 above.
5. We hereby commit to:
- provide quotations & offers at the best value when requested;
  - accept payment by cash, cheque or bank transfer;
  - not offer or pay incentives to ACTED, its implementing partners or any of ACTED staff or of its implementing partners, either to be awarded to supply goods, equipment, services and/or works, nor as personal gifts or loans;
  - not to request favor nor payment from ACTED, its implementing partners or any of ACTED staff or of its implementing partners, to provide quotations or offers;
  - notify ACTED immediately at [transparency@acted.org](mailto:transparency@acted.org) in case you have reasons to believe that practices listed above, or similar ones, have occurred.

Similarly, ACTED hereby:

- commits to assess quotations and offers fairly, based on non-discrimination, equal treatment, transparency, and confidentiality principles;
  - recalls that no payment, favor, gift, loan or any other kind of retribution is requested to submit any quotation or offer to ACTED.
6. We hereby accept as well as all members of our Joint Venture partners and subcontractors to:
- upon request, provide information relating to our company's, our Joint Venture partners and subcontractors registration documents, past performances, and any other commercial or administrative documents relevant for assessing our experience and capacity;
  - and permit ACTED and its donors or an agent appointed by either of them to inspect the respective accounts, records and documents, to permit on-the-spot checks and to ensure access to sites and the respective project.
7. In the case of being awarded a Purchase Order or a Procurement Contract, we, as well as all our Joint Venture partners and subcontractors under the Contract undertake to preserve above mentioned records and documents in accordance with applicable law, but in any case for at least ten years from the date of fulfillment or termination of the Contract. Our financial transactions and financial statements shall be subject to auditing procedures in accordance with applicable law. Furthermore, we accept that our data (including personal data) generated in connection with the preparation and implementation of the Tender Process and the performance of the Contract are stored and processed according to the applicable law by ACTED and its donors.
8. In the case of being awarded a Contract, both parties hereby agree on:
- require the immediate cessation of serious breaches to the present Ethical Declaration terms and, where these persist, terminate the business relationship.
  - seek to ensure all staff are aware of their rights and involved in the decisions which affect them.
  - 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.

Name (company's legal representative, or representative otherwise authorized by the supplier's legal representative):

\_\_\_\_\_

In the capacity of: \_\_\_\_\_

Duly empowered to sign in the name and on behalf of: \_\_\_\_\_

Signature: \_\_\_\_\_



**Appendix – Summary of Labour & Environmental Standards****A. Summary of Labour standards** (indicative only, please refer to ACTED policies and ILO 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. Summary of Environmental standards (indicative only, please refer to ACTED policies, Global Compact here <https://www.unglobalcompact.org/what-is-gc/mission/principles> & Green Procurement Policy here: [https://ec.europa.eu/environment/gpp/index\\_en.htm](https://ec.europa.eu/environment/gpp/index_en.htm))

ACTED suppliers will minimise, and wherever possible, eliminate the release of any pollutant that may cause environmental damage to the air, water, earth or its inhabitants, while as a minimum complying 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:

- *Sustainable use of natural resources*

ACTED suppliers will sustain the use of renewable natural resources and will conserve non-renewable resources through efficient use and careful planning.

- *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.

- *Waste Management*

Waste creation is minimised and wherever economically possible reused, repaired and recycled. 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.

- *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.

- *Packaging and Paper*

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



## SUPPLIER'S QUESTIONNAIRE

## 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	

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) 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	

## Company's staff &amp; insurance

No. Full Time Employees:		Employee average work wage per hour:	
% of Men to Women:		Any employee(s) with relatives working with ACTED?	<input type="checkbox"/> Yes <input type="checkbox"/> No
No. of Children:		Legal minimum wage paid?	
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

## Description of the Company

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

## 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: USD: Year: USD: Year: USD:		
Annual Value of Export Sales for the last 3 years	Year: USD: Year: USD: Year: 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)	Year	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 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. awards)							
List any national or international Trade/Professional Organisations of which your company is a member							
<b>D. Technical Capability</b>							
Type of Quality Assurance Certificate						<input type="checkbox"/> Attached	
Type of Certification/Qualification Documents						<input type="checkbox"/> Attached	
International Offices/Representation							
List below up to 10 of the core Goods and/or Services your company sells:							
1)		6)					
2)		7)					
3)		8)					
4)		9)					
5)		10)					
List the main assets of your company (trucks & heavy machines, heavy & valuable equipment, premises & warehouses, production sites etc.)							
1)		6)					
2)		7)					
3)		8)					
4)		9)					
5)		10)					
<b>E. Miscellaneous</b>							
Does your company have an Environmental Policy? (Yes/No)					<input type="checkbox"/> Yes <input type="checkbox"/> No		
Does your company have an Ethical Trading Policy? (Yes/No)					<input type="checkbox"/> Yes <input type="checkbox"/> No		
Does your company have an Anti-terrorist Policy? (Yes/No)					<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is your company compliant with the EU General Data Protection Regulation (or equivalent)? (Yes/No)					<input type="checkbox"/> Yes <input type="checkbox"/> No		
If you answered yes to the above two questions, please attach copies of your policy:						<input type="checkbox"/> Attached	
Has your company ever been bankrupt, or is in the process of being wound up, having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning these matters, or is in any analogous situation arising from a similar procedure provided for in national law?						<input type="checkbox"/> Yes <input type="checkbox"/> No	
If you answered yes, please provide details:							
Has your company ever been convicted of an offence concerning its professional conduct by a judgment which as 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 policies for Child Protection, Conflict of Interest Prevention, Anti-fraud & Anti-Corruption, Anti-terrorism & Anti-Money Laundering, Data Protection, and against Sexual Exploitation.**

**(available on <https://www.acted.org/en/about-us/values-and-policies/code-of-conduct-and-policies/> and on request at any ACTED office).**

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

## PART III: ASSESSMENT (ACTED use only)

<b>Assessors</b>			
Name & Title of Assessing ACTED Staff:			
1)	3)		
2)	4)		
Findings of Vendor's assessment:			
Vendor's office/ warehouse / works site visited?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Findings of Site Visit / Works Visit / Consultation with References:			
<b>Decision</b>			
<input type="checkbox"/> To be included in ACTED Database	<input type="checkbox"/> Rejected	Reason:	Date:
<b>By signing this supplier assessment, I hereby testify that:</b> - I do not have any conflict of interest with any of the suppliers listed in the present document (as per ACTED Conflict of Interest Prevention policy) - I have not taken part into any fraudulent nor corruptive practice for the present procurement (as per ACTED Anti-Fraud & Corruption policy)			
Area Logistics Manager's / Country Logistics Manager's Name:			Signature:



## BIDDER'S CHECK LIST ACTED Lebanon

Date:

Tender N°: T/11FWC/Kitchen and cleaning Supplies/08-02-2021

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. (form PRO-05) – Instructions to Bidders is attached, filled, signed and stamped on each paper by the supplier. <b>(compulsory)</b>					
3. (form PRO-06) – Offer Form is attached, filled, signed and stamped on each paper by the supplier. <b>(compulsory)</b>					
4. The prices in the Offer Form are in USD <b>(compulsory)</b>					
5. (form PRO-06-01)– Bidders Questionnaire Form is attached, filled, signed and stamped on each paper by the supplier <b>(compulsory)</b>					
6. (form PRO-06-02)– Bidder's Ethical Declaration is attached, filled, signed and stamped on each paper by the supplier <b>(compulsory)</b>					
7. The Bidding documents are filled in <b>English</b> .					
8. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) are provided					
9. ANNEXES – A Copy of Company registration documents and license are included <b>(compulsory)</b>					



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10. ANNEXES – A Copy of the Legal representative ID included ( <b>compulsory</b> )					
11. Annexes: A catalogue or sample of the product or if there are different options, a sample or catalogue of each option needs to be submitted. Color pictures (or samples) of items are included					

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

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

Stamp: