

NATIONAL CALL FOR TENDER – INSTRUCTIONS TO BIDDERS
ACTED LEBANON

Date: 13/06/2019

Tender N°: T/11DFG/M32/TDX/BRT/PRG/13-06-2019

ACTED is requesting through this tender, consultants/companies to provide detailed written offers for the supply of the following service:

PRODUCT SPECIFICATIONS:

1. Description: Consultant(s) to provide capacity building on Communication, Marketing and Branding for Social Development Centers and Civil Society Organizations
2. Service class / category: Consultancy services
3. Quantity/unit: The service will last for an estimated twenty (20) days
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: 20 days
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
- Signed and stamped instructions for bidders
- Quotes should be inclusive of detailed VAT.
- A copy of the consultant ID for national consultants and a copy of the company registration document
- Filled, signed and stamped Bidder's Questionnaire Form and Bidder's Ethical Declaration

GENERAL CONDITIONS:

1. The **closing date** of this tender is **04/07/2019 5.00PM Local Lebanon time** in ACTED office at the following address :
8th floor, Eshmoun Bldg, Damascus Road, Sodeco, Ashrafieh, Beirut
Tel: +961 01 324331
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.
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/11DFG/M32/TDX/BRT/PRG/13-06-2019) - **not to opened before 08/07/2019** and the purpose of the offer.
6. The offers must be submitted in **English** and prices must be expressed in **USD**.



T/11DFG/M32/TDX/BRT/PRG/13-06-2019

7. **ALL THE PAGES OF TENDER DOCUMENTS** (instructions to bidders, offer form, Questionnaire, ToRs, Ethical declaration, Statement of Integrity 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.*

SPECIFIC CONDITIONS:

The answers to this tender should include the following elements:

- CV of each of the consultant/s on the team highlighting relevant qualifications;
- Teams made up jointly of international and local experts are accepted. Must clearly outline the role and responsibilities of each, and the expectations of ACTED staff available.
- Example of previous work of a similar scope (locally and/or internationally) and role of each team member in projects; in particular experience in developing models and resulting recommendations
- Costing of the service according to each deliverable, to be filled out using Offer form and TOR highlighting the staff required, days and unit cost of each as well as the offer form
- A copy of the insurance for international consultants (medical insurance including transportation coverage).
- A written offer form (02 OFFER FORM).
- The attached terms of reference signed.
- Any relevant certifications the company or freelancer might have.
- Any other documents relevant to the TOR.

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____



OFFER FORM ACTED Lebanon

Date: 13/06/2019

Tender N°: T/11DFG/M32/TDX/BRT/PRG/13-06-2019

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.



PLEASE FILL IN THE FOLLOWING TABLE:

#	Specification	Unit	Quantity	Unit price [USD] excluding VAT	Unit price [USD] including VAT	Total Price [USD] (VAT excluded)	Total Price [USD] (VAT included)
1	Training curriculum	Per curriculum	1				
2	Training	Per hour	10				
3	Coaching	Per day	10				
4	Assessment report	Per report	1				

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

NB:

- (*) THE QUANTITIES MENTIONED ABOVE MIGHT BE SUBJECT TO CHANGE
- AFTER THE SUBMISSION OF EVERY DRAFT OF THE REPORT, THE CONSULTANT IS EXPECTED TO REVIEW THE CONTENT BASED ON THE COMMENTS AND RECOMMENDATIONS PROVIDED BY ACTED PROGRAM TEAM UNTIL A FINAL VERSION IS AGREED UPON IN ACCORDANCE WITH THE GENERAL TIMELINE OF THE PROJECT WITHOUT ANY ADDITIONAL FEE

BIDDER'S TERMS AND CONDITIONS:

1. Valid 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**Consultant(s) to provide capacity building on Communication, Marketing and Branding for Social Development Centers and Civil Society Organizations**

Employer: ACTED

Project Name: Supporting Basic Service Delivery Improvements in the Psycho-Social and Basic Health sectors

JOB DESCRIPTION**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

ACTED is implementing a project, funded by the AFD (*Agence Française de Développement*) and the EU Madad Fund, in the North, Beirut, Mount Lebanon and the South designed to strengthen local institutions' and civil society organizations' ability to provide effective basic health and psycho-social services to marginalized and vulnerable populations in communities most affected by the Syrian crisis. Ten Social Development Centers and Civil Society Organizations are currently undergoing administrative, managerial and technical trainings.

Part of these trainings are designed to support the SDCs and CSOs to manage their institutions strategically by planning, implementing, and controlling organizational directions and strategies to address the evolving challenges and opportunities more proactively for organizational growth and for better service delivery.

To this effect, ACTED is seeking a consultant(s) to conduct a training for ACTED's local partner institutions in Communication, Marketing and Branding. The training should cover the following thematic:

- Defining a communication strategy framework (essential elements of effective communication).
- Defining strategies to engage and retain audiences.
- Creation of a brand/identity for non-profit organizations.
- When and how to rebrand?
- How to use campaigns and social media to raise funds?
- Community and media engagement

The training content should showcase successful local and international marketing and branding campaigns led by non-profit organizations.

3. OBJECTIVE & EXPECTED DELIVERABLES

The Consultant(s), supported by ACTED, will have to:

- Submit the content of the training to ACTED in English. The consultant will be in charge of the translation as the training will be facilitated in Arabic. The content should be submitted to ACTED at the latest, one week before the beginning of the training, for review.
- Conduct 10 hours of theoretical and practical training for the ten institutions.
- Develop pre and post tests for each training module.
- Coach three (3) Social Development Centers and seven (7) Civil Society Organizations following the training to review their Communication, Marketing and Branding strategy. The consultant is expected to visit each institution, located across Sour, Beirut, Zgharta and Tripoli, accompanied by an ACTED staff. Following the visits, the consultant is expected to submit an assessment report following the coaching activity, including an action plan, recommendations and future long term goals for each visited institution.

The training will take place in June/July 2019, in Beirut, spread across two weeks at the rate of one training day per week (on Tuesdays). An average of 30 participants will participate in the training. In addition, the individual coaching and assessments will be scheduled following the training based on both the availability of each institution and the consultant.

It is expected that this consultancy will consist of 20 days, divided as follows:

Activities	Expected duration
Preparation	3
Training	2
Coaching	10
Reporting	5

4. REQUIRED EXPERTISE

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

- University degree or equivalent in Communication, Marketing and Branding studies with proven experience with non-governmental organizations.
- Proven experience in designing, leading and implementing similar work. Must be able to design the methodology for the assessment, develop training modules and complete the deliverables with minimal guidance and be able to collaborate with program staff to ensure that the program's needs are met.
- Knowledge of the development/humanitarian sector in Lebanon.
- Excellent writing skills and ability to produce professional, well-written reports in English and Arabic.
- Previous experience conducting trainings preferred.
- Willingness to innovate to conduct interactive and impacting training sessions.
- Professional experience in designing a communication campaign for a non-profit organization and fundraising is an asset and can be taken in lieu of the education degree
- Fluency in Arabic and English required.

5. APPLICATION PROCESS

All candidates are required to submit:

1. A technical offer comprising :
 - Up-to-date CV(s)
 - List of consultancies conducted in the past including:
 - o Client name
 - o Brief description of services performed
 - o Client phone number and email
 - A sample of similar trainings conducted if any



ACTED

T/11DFG/M32/TDX/BRT/PRG/13-06-2019

- Understanding of the objective of the consultancy and the Terms of Reference (ToR)
 - Methodology and tools proposed including a draft template for the assessment of the communication, marketing and branding strategies of local institutions
2. A financial offer comprising a detailed budget, including daily rate, and any expected associated costs

BIDDER'S ETHICAL DECLARATION - ACTED Lebanon

Date: 13/06/2019

Tender N°: T/11DFG/M32/TDX/BRT/PRG/13-06-2019

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



T/11DFG/M32/TDX/BRT/PRG/13-06-2019

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 _____

Statement of Integrity, Eligibility and Social and Environmental Responsibility

Reference name of the bid or proposal: *T/11DFG/M32/TDX/BRT/PRG/13-06-2019*
(The "Contract")

To: _____ (The "Contracting Authority")

1) We recognize and accept that Agence Française de Développement ("AFD") only finances projects of the Contracting Authority subject to its own conditions which are set out in the Financing Agreement which benefits directly or indirectly to the Contracting Authority. As a matter of consequence, no legal relationship exists between AFD and our company, our joint venture or our suppliers, contractors, subcontractors, consultants or subconsultants. The Contracting Authority retains exclusive responsibility for the preparation and implementation of the procurement process and performance of the contract. The Contracting Authority means the Purchaser, the Employer, the Client, as the case may be, for the procurement of goods, works, plants, consulting services or non-consulting services.

2) We hereby certify that neither we nor any other member of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants are in any of the following situations:

2.1) Being bankrupt, wound up or ceasing our activities, having our activities administered by the courts, having entered into receivership, reorganisation or being in any analogous situation arising from any similar procedure;

2.2) Having been:

a. convicted within the past five years by a court decision, which has the force of res judicata in the country where the Contract is implemented, of fraud, corruption or of any other offense committed during a procurement process or performance of a contract (in the event of such conviction, you may attach to this Statement of Integrity supporting information showing that this conviction is not relevant in the context of this Contract);

b. subject to an administrative sanction within the past five years by the European Union or by the competent authorities of the country where we are constituted, for fraud, corruption or for any other offense committed during a procurement process or performance of a contract (in the event of such sanction, you may attach to this Statement of Integrity supporting information showing that this sanction is not relevant in the context of this Contract);

c. convicted within the past five years by a court decision, which has the force of res judicata, of fraud, corruption or of any other offense committed during the procurement process or performance of an AFD-financed contract;

2.3) Being listed for financial sanctions by the United Nations, the European Union and/or France for the purposes of fight-against-terrorist financing or threat to international peace and security;

2.4) Having been subject within the past five years to a contract termination fully settled against us for significant or persistent failure to comply with our contractual obligations during contract performance, unless this termination was challenged and dispute resolution is still pending or has not confirmed a full settlement against us;

2.5) Not having fulfilled our fiscal obligations regarding payments of taxes in accordance with the legal provisions of either the country where we are constituted or the Contracting Authority's country;

2.6) Being subject to an exclusion decision of the World Bank and being listed on the website <http://www.worldbank.org/debarr> (in the event of such exclusion, you may attach to this Statement of Integrity supporting information showing that this exclusion is not relevant in the context of this Contract);

2.7) Having created false documents or committed misrepresentation in documentation requested by the Contracting Authority as part of the procurement process of this Contract.

3) We hereby certify that neither we, nor any of the members of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants are in any of the following situations of conflict of interest:

3.1) Being an affiliate controlled by the Contracting Authority or a shareholder controlling the Contracting Authority, unless the stemming conflict of interest has been brought to the attention of AFD and resolved to its satisfaction;

3.2) Having a business or family relationship with a Contracting Authority's staff involved in the procurement process or the supervision of the resulting Contract, unless the stemming conflict of interest has been brought to the attention of AFD and resolved to its satisfaction;

3.3) Being controlled by or controlling another bidder or consultant, or being under common control with another bidder or consultant, or receiving from or granting subsidies directly or indirectly to another bidder or consultant, having the same legal representative as another bidder or consultant, maintaining direct or indirect contacts with another bidder or consultant which allows us to have or give access to information contained in the respective applications, bids or proposals, influencing them or influencing decisions of the Contracting Authority;

3.4) Being engaged in a consulting services activity, which, by its nature, may be in conflict with the assignments that we would carry out for the Contracting Authority;

3.5) In the case of procurement of goods, works or plants:

i. Having prepared or having been associated with a consultant who prepared specifications, drawings, calculations and other documentation to be used in the procurement process of this Contract;

ii. Having been recruited (or being proposed to be recruited) ourselves or any of our affiliates, to carry out works supervision or inspection for this Contract;

4) If we are a state-owned entity, and to compete in a procurement process, we certify that we have legal and financial autonomy and that we operate under commercial laws and regulations.

5) We undertake to bring to the attention of the Contracting Authority, which will inform AFD, any change in situation with regard to points 2 to 4 here above.

6) In the context of the procurement process and performance of the corresponding contract:

6.1) We have not and we will not engage in any dishonest conduct (act or omission) deliberately intended to deceive others, to intentionally conceal items, to violate or vitiate someone's consent, to make them circumvent legal or regulatory requirements and/or to violate their internal rules in order to obtain illegitimate profit;

6.2) We have not and we will not engage in any dishonest conduct (act or omission) contrary to our legal or regulatory obligations or our internal rules in order to obtain illegitimate profit;

6.3) We have not promised, offered or given and we will not promise, offer or give, directly or indirectly to (i) any Person who holds a legislative, executive, administrative or judicial mandate within the State of the Contracting Authority regardless of whether that Person was nominated or elected, regardless of the permanent or temporary, paid or unpaid nature of the position and regardless of the hierarchical level the Person occupies, (ii) any other Person who performs a public function, including for a State institution or a State-owned company, or who provides a public service, or (iii) any other person defined as a Public Officer by the national laws of the Contracting Authority's country, an undue advantage of any kind, for himself or for another Person or entity, for such Public Officer to act or refrain from acting in his official capacity;

6.4) We have not promised, offered or given and we will not promise, offer or give, directly or indirectly to any Person who occupies an executive position in a private sector entity or works for such an entity, regardless of the nature of his/her capacity, any undue advantage of any kind, for himself or another Person or entity for such Person to perform or refrain from performing any act in breach of its legal, contractual or professional obligations;

6.5) We have not and we will not engage in any practice likely to influence the contract award process to the detriment of the Contracting Authority and, in particular, in any anticompetitive practice having for object or for effect to prevent, restrict or distort competition, namely by limiting access to the market or the free exercise of competition by other undertakings;



6.6) Neither we nor any of the members of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants shall acquire or supply any equipment nor operate in any sectors under an embargo of the United Nations, the European Union or France;

6.7) We commit ourselves to comply with and ensure that all of our suppliers, contractors, subcontractors, consultants or subconsultants comply with international environmental and labour standards, consistent with laws and regulations applicable in the country of implementation of the Contract, including the fundamental conventions of the International Labour Organisation (ILO) and international environmental treaties. Moreover, we shall implement environmental and social risks mitigation measures when specified in the environmental and social commitment plan (ESCP) provided by the Contracting Authority.

7) We, as well as members of our joint venture and our suppliers, contractors, subcontractors, consultants or subconsultants authorise AFD to inspect accounts, records and other documents relating to the procurement process and performance of the contract and to have them audited by auditors appointed by AFD.

Name: _____ In the capacity of: _____

Duly empowered to sign in the name and on behalf of*: _____

Signature: _____ Dated: _____

* In case of joint venture, insert the name of the joint venture. The person who will sign the application, bid or proposal on behalf of the applicant, bidder or consultant shall attach a power of attorney from the applicant, bidder or consultant.

Statement for Contracts to be refinanced

Reference name of the Contract(s) to be refinanced by AFD: *T/11DFG/M32/TDX/BRT/PRG/13-06-2019* (the "Contract")

To: Agence Française de Développement ("AFD")

We, as the Beneficiary, with regards to the Contract for which we have requested AFD's financing, hereby certify that:

- 1) The negotiation, procurement and performance of the Contract did not give rise to any corrupt practices as defined in the United Nations Convention dated 31st of October 2003;
- 2) No claim or complaint has been formulated, whether addressed to us directly or indirectly (grievance mechanism, press article, other stakeholder's initiative...) regarding the procurement process and performance of the Contract. In the event that claims or complaints were formulated, we undertake to attach to this Statement all documents related to the investigations and their settlement;
- 3) The awarded bidder or consultant, each member of a joint venture, and each subcontractor, are not listed for financial sanctions by the United Nations, the European Union, and/or France for the purposes of the fight against terrorist financing or threat to international peace and security;
- 4) The awarded bidder or consultant, each member of a joint venture, and each subcontractor, have not acquired or supplied any good and have not operated in any sector subject to an embargo by the United Nations, the European Union or France.

Name: _____ In the capacity of: _____

Signature: _____

Dated: _____ In the day of: _____

Form PRO-06-03 Version1.3

BIDDER'S CHECK LIST ACTED Lebanon

Date: 13/06/2019

 Tender N°: *T/11DFG/M32/TDX/BRT/PRG/13-06-2019*
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 on each page by the supplier. (compulsory)					
3. PART 2 (form PRO-06) – Offer Form is attached, filled, signed and stamped on each page by the supplier. (compulsory)					
4. The prices in the Offer Form are in <u>USD</u> (compulsory)					
5. The Terms of Reference is attached, filled, signed and stamped on each page by the supplier (compulsory)					
6. PART 3 (form PRO-06-01) – Bidders Questionnaire Form is attached, filled, signed and stamped on each page by the supplier. (compulsory)					
7. PART 4 – (form PRO-06-02) – Bidder's Ethical Declaration is attached, filled, signed and stamped on each page by the supplier. (compulsory)					
8. Statement of Integrity, Eligibility and Social and Environmental Responsibility (compulsory)					
9. Statement for Contracts to be refinanced (compulsory)					
10. The Bidding documents are filled in English .					
11. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) are provided					
12. ANNEXES – A Copy of Company registration documents and license are included					
13. ANNEXES – A copy of the legal representative ID for consultants (compulsory)					
14. CV of relevant consultants (compulsory)					

Name & Position of Bidder's authorized representative _____



T/11DFG/M32/TDX/BRT/PRG/13-06-2019

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/ 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	

Company's staff & insurance

No. Full Time Employees:		Employee average work wage per hour:	
% of Men to Women:		Any employee(s) with relatives working with ACTED?	<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

Description of the Company

Type of Business (multiple choice)	<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 choice)	<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"/> Spanish <input type="checkbox"/> Russian <input type="checkbox"/> Other (Please Specify)
Technical documents available in:	<input type="checkbox"/> English <input type="checkbox"/> Arabic	<input type="checkbox"/> French <input type="checkbox"/> Chinese	<input type="checkbox"/> Spanish <input type="checkbox"/> Russian <input type="checkbox"/> Other (Please Specify)

B. Financial Information

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

List any national or international Trade/Professional Organisations of which your company is a member	
D. Technical Capability	
Type of Quality Assurance Certificate	<input type="checkbox"/> Attached
Type of Certification/Qualification Documents	<input type="checkbox"/> Attached
International Offices/Representation	
List below up to 10 of the core Goods and/or Services your company sells:	
1)	6)
2)	7)
3)	8)
4)	9)
5)	10)
List the main assets of your company (trucks & heavy machines, heavy & valuable equipment, premises & warehouses, production sites etc.)	
2)	7)
3)	8)
4)	9)
5)	10)
E. Miscellaneous	
Does your company have an Environmental Policy? (Yes/No)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your company have an Ethical Trading Policy? (Yes/No)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your company have an Anti-terrorist Policy? (Yes/No)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your company compliant with the EU General Data Protection Regulation (or equivalent)? (Yes/No)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes to the above two questions, please attach copies of your policy:	<input type="checkbox"/> Attached
Has your company ever been bankrupt, or is in the process of being wound up, having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning these matters, or is in any analogous situation arising from a similar procedure provided for in national law?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:	
Has your company ever been convicted of an offence concerning its professional conduct by a judgment which 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?	<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?		<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 Organization?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:		
Do you agree with terms of payment of 30 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you accept visit of ACTED staff & external auditors to your office?
		<input type="checkbox"/> Yes <input type="checkbox"/> No

PART II: CERTIFICATION

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

Name:	<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