

NATIONAL CALL FOR TENDER – INSTRUCTIONS TO BIDDERS

ACTED **LEBANON**

Date: 25/06/2018

Tender N°: T/11CGU/73D/WTC/BRT/PRG/25-06-2018

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

PRODUCT SPECIFICATIONS:

1. Description: Rehabilitation of water laboratory in Qoubayat sub office of North Lebanon Water Establishment
2. Product class / category: Works / Products
3. Made in (product origin): Various
4. Product stage: Works / Products
5. INCOTERMS (delivery conditions): DDP water laboratory in Qoubayat sub office of North Lebanon Water establishment

Lot n°	Description	INCOTERMS/Delivery point	Category	Delivery deadline
1	Rehabilitation of water laboratory in Qoubayat sub office of North Lebanon Water Establishment <u>Compulsory Site visit to be done on the 29/06/2018</u>	DDP water laboratory in Qoubayat sub office of north Lebanon water establishment	Works/Products	Refer to instructions in bidders' documents

RESPONSIBILITIES OF THE SUPPLIER:

1. Terms of delivery: **DDP water laboratory in Qoubayat sub office of north Lebanon water establishment**
2. Date of delivery for: **Expected within 30 days after the signature of the contract**
3. Validity of the offer: **Prefered 6 months**

The answers to this tender should include the following elements:

- **A compulsory pre-bidding site visit and information session will be organized on 29/06/2018 (10:00 AM) at Qobayat water laboratory sub office of North Lebanon water establishment (the meeting point will be in front of the water establishment in Qoubayat (Reaching the Qoubayat main square (Al seiha) to the right after 50m the water establishment will be on the right). Attendance at this session must be confirmed by email to ACTED by 28/06/2018 by 4 PM at the following addresses lebanon.tender@acted.org, Cc tender@acted.org**
- A written quotation including all the product specifications, the price per unit, quantity proposed and unit, and total price;
- Signed and stamped instructions for bidders;
- A copy of company registration documents and ID of the legal representative of the company;
- A catalogue and technical specifications of the products or if there are different options, a sample of each option might to be submitted after pre-selection;
- Filled, signed and stamped Bidder's Questionnaire Form and Bidder's Ethical Declaration;
- Only suppliers and/or companies are eligible to bid (companies with registration certificate);
- Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) **(recommended)**.

GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed on **09/07/2018 at 5:00 PM (local Lebanese time)** in one of ACTED Lebanon offices at the following address:
 - Beirut Office: 8th floor, Eshmoun Bldg, Damascus Road, Sodeco, Ashrafieh, Beirut
 - Or by email to: lebanon.tender@acted.org, cc: tender@acted.org
2. Offers shall be submitted in English and in **USD, Including and Excluding VAT.**
3. Prices should **include delivery costs to required locations.**
4. Bidders will fill, sign, stamp and return the Offer form according to ACTED's format.
5. Bidders will sign, stamp and return all pages of the Product Specifications for which they apply.
6. The offer to the call for tender will not result in the award of a contract.



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7. The offer must be submitted to ACTED Lebanon Logistics department in a sealed envelope with the mention: "*T/11CGU/73D/WTC/BRT/PRG/25-06-2018* not to be opened before **11/07/2018**".
8. A tender opening session will take place on the 11th of July 2018 at 10.00 AM in the ACTED representative office in Beirut. The presence of bidders' representative is allowed. For all inquiries regarding this tender, please contact the ACTED representative office in Lebanon not later than the 5th of July 2018 at 17:00 (local Lebanese time) by E-mail at Lebanon.tender@acted.org, cc tender@acted.org.
9. Unsealed envelopes and late offers will not be considered.
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."
11. *If you witness or suspect unethical business practices during the tendering process, please send an e-mail to transparency@acted.org.*

Name of authorized representative :

Date of signature :

Signature :

OFFER FORM – ACTED LEBANON

Date:

Tender Ref: T/11CGU/73D/WTC/BRT/PRG/12-06-2018

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.

Rehabilitation of water laboratory in Qoubayat sub office of North Lebanon Water Establishment

All prices mentioned below should include transportation cost

Item NO	Description	Unit	Quantity	Unit Price Excluding VAT (USD)	Total Price Excluding VAT in USD	Unit Price including VAT (USD)	Total Price Including VAT in USD
Qobayat Water Establishment Rehabilitation Works							
1 Tiles-flooring and walls							
A	Demolition of all of the old tiles with their mortar in the lab room, compact the floor. Dispose of the demolished tiles in the dumping area permitted by the municipalities. Including all equipment, machineries, permit cost and labor required to complete the works. Area of approximatly 25 m2	L.S	1				
B	Supply and fix ceramic or porsalan tiles 300x300 mm white color or as per the engineer instructions for the floor. Door sill marble threshold (graneet), including sand bed, mortar, white cement high quality, pointing, grinding and polishing and all equipment. The correct level of the floor to be identified with the site engineer instruction approval to be compliant with the other rooms and ensure proper drainage. Including all materials and labor required to complete the works in full compliance with the Specification as per the site engineer and the drawings. note: Spaniel ceramic or equivalent and no-slippery tile	M2	24				
C	Supply and fix ceramic wall and windows thresholds. Tiles 300x300 mm white color or as per the engineer instructions, including mortar, white cement pointing, polishing, and all equipment, permit cost, material and labor required to achieve the finishes as other wise instructed in full compliance with the Specification and as per the site engineer instructions and the drawings. Spaniel ceramic or equivalent	M2	69				
2 Plastering							

A	Removal of the old smooth surface of the plastering by using the suitable equipments such as (Helte breaker, chisel and hummer or equivalent) and the contractor to ensure not to destroy the walls and to commit to all of the reinstatement works as needed, Including all equipment, machineries and labor required to complete the works. And dispose of the it in the dumping area permitted by the municipalities. approximate area 70m2	L.S	1				
B	Plastering of all 4 interior walls, apply 2cm of rough and solid surface coats to be ready for ceramic tile works, include all plant materials and labor required, instructed in full compliance with the Specification including surface preparation, curing, scaffolding, beading, stops, metal mesh at the edges and all other works necessary for the satisfactory completion of the work, measured as finished area.	M2	69				
3	False Ceiling (PVC tiles)						
A	Supply and install false ceiling suspension grids 600x600 mm two way, while the ceiling tiles are slightly smaller at 595mm x 595mm from the high quality PVC classic or basic type, with the tiles installed in a way to ensure access for operation and maintenance of grid. The tile materials are easy installation, cut to allow fixtures in other shapes, such as incandescent lights, speakers and fire sprinkler heads, etc. the ceiling tiles should cover all of the slab surface symmetrically. Include all equipment, material and labor required to complete the works as other wise instructed in full compliance with the Specification and as per the site engineer instructions. note: 1- Metal pins or bolts to be fixed in the slab in 45 degree angle, minimum length 5cm. 2- the depth of the ceiling is 60 cm from the slab in term to install the water heater inside the false ceiling	M2	24				
4	counter top						
A	Supply and install counter top with width 700 mm and height 0.85 meter: the counter top frame should be from stainless steel vanity and resin material. Non-glare epoxy resin or furan resin compounded and cured for minimum physical properties ASTM D790, 785, 570 with drip groove cut on underside of overhanging edge, Finish thickness of top minimum 25 mm , Joints: Epoxy Type. Stainless Steel: ASTM A167, Type 304. Including all equipment, material and labor required to complete the works as other wise instructed in full compliance with the Specification and as per the site engineer instructions and the drawings. notes: could be SAMSUNG or equivalent. the contractor has to take in his consideration that the counter will have 2 kitchen sink single bowl, Aluminum cabinets and drawers as per the drawings and the site engineer specification.	M.L	11.5				
5	Aluminum works						

A	<p>Supply and install windows including but not limited to all plant, materials and labor required to provide and install the windows shown on the Drawings or as otherwise instructed in accordance with the Specification including 6 mm glass, frames and fixing ironmongery on the existed wood frame, fly screen, technal window lock, and security grill (defense mesh).</p> <p>All windows frames should be sealed by silicon or sealant to avoid any leakage. As per the drawings and per the engineer instructions.</p> <p>Aluminum window dimension 1.3x1.35 m.</p> <p>note: this includes to remove the old windows and hand them to the QWE.</p>	M2	2.7				
B	<p>Installation of aluminum window curtain, Zebra plastic or equivalent, two layers for all windows with rope of up & down, as per the engineer instructions.</p>	NO	2				
C	<p>Supply and install doors including but not limited to all plant, materials and labor required to provide and install the shown on the Drawings including glazing, frame and fixing ironmonger on the existed wood frame, technal door lock with cylinder, and all frame should be sealed by silicon or sealant to avoid any leakage.</p> <p>As per the drawings and per the engineer instructions.</p> <p>note: the door lock ISEO or equivalent.</p> <p>this include to remove the old door and handed it to the QWE.</p>	M2	2.5				
D	<p>supply and install Aluminum cabinets and shelves suspended above the counter top in 60 -80 cm as per the site engineer, and including but not limited to all plant, materials and labor required to provide and install the frames, fixing and all accessories , all frames should be sealed by silicon or sealant to avoid any leakage. The width to be less than the counter top width with 2 cm. As per the drawings and per the engineer instructions.</p> <p>note: the handles to be stainless steel</p>	M.L	4				
E	<p>Supply and install Aluminum cabinets, drawers and shelves under the countertop . The width to be less than the counter top width with 2 cm. and including but not limited to all plant, materials and labor required to provide and install frames, fixing and all accessories , and all frame should be sealed by silicon or sealant to avoid any leakage. As per the drawings and per the engineer instructions.</p> <p>note: the handles to be stainless steel</p>	M.L	6				
6	Plumping works						

A	sanitary network: Supply and install drain pipes , push fit uPVC according to Bs. 4517 or Din 19531 , 19534 class 3 , including accessories of same quality, wall brackets , fittings and all related civil works and as shown on drawing and as per the engineer instructions						
A-1	Ø110 mm/4"	L.M	4				
A-2	Ø80 mm/3"	L.M	7				
A-3	Ø55mm/2"	L.M	7				
B	Floor drain, Supply and install 80mm x 50mm x50mm uPVC Floor drain trap, with two stainless steel plated covers of best quality, one perforated and other is closed size 20 x 20 cms. as shown in the drawings and specifications , and Engineer Instructions.	No	1				
C	Vent cowl, supply and install vent cowl 100 mm as shown in the drawings and as per the engineer Instructions.	No	1				
D	Sewage manhole: construction of manholes for sewer lines size Ø60cm, 60cm depths, of fair face class 25 concrete using cement type 5, price includes excavation, and blinding concrete class 15 with depth 10 cm, light duty manhole cover air tight and frame, benching the manhole ground, connect the pipelines from the Lab and to the private pit according to drawings and specification.	No	1				
E	soaking pit: supply install under the ground Polyethylene water tank 3 layers version with capacity 1000 liter and lid cover 50 cm diameter with pad lock. 1-The tank to have 5 rows of holes, the distance between the holes 20 cm in the same row. 2-20 cm gravel single size 1 cm surrounding and under the tank. 3-15 cm concrete above the gravel tank and above the tank, but not over the tank lid. 4-include the connection to the sewage manhole Including all equipment, machineries and labor required to complete the works.as per the drawings and the site engineer	L.S	1				
F	Polyethylene water tank 3 layers version materials and lid cover 50 cm diameter or as per the market and upon the engineer approval for the drinking water. 1000Lt effective volume polyethylene tank and the price include Ø15 mm float valve, painted steel stand and any necessary work and equipment and the price include, all of the fittings for the inlet and the outlet such as and not limited to: Brass outlet & inlet, reducer, tee, support system	L.S	1				

G	<p>water network cold and hot: 0.75", 1" PVC pipes anti-freeze and resistance water boiling temperature to connect the water tank to the QWE supply pipe, and to connect the water Lab for the the water mixers of the sinks and the water heater.</p> <p>This includes all of the materials, pvc pipes fittings (elbows, bush, tees, ball valves, taps, etc.), testing, commissioning, and all labor cost to achieve the scope. as per the engineer instructions.</p> <p>Approximate pipes length 35 meter</p>	L.S	1				
H	<p>water heater: supply, installation and testing 50LT electrical water heater including valves and angle valves and flexible connection and safety valve and connections with distribution system and any necessary work and equipment as per the site engineer</p>	No	1				
I	<p>Kitchen sink, supply and install high quality resin or porsalan kitchen single bowl sink 60 cm and the price include 1.25" PVC bottle trap, with overflow connection, with chrome plated outlet angle valves and chrome sink mixer (cold & hot) connected to water supply and and rubber adaptor for connection to the wall 2" drain pipe as per the engineer instruction.</p> <p>the angle valve & the mixer GROHE brand or equivalent.</p>	No	2				
7	Electrical works						
<p>Items have to include, supply, installation , test commissioning and handing over, guarantee for all items below, items shall include all accessories, parts, needed without any extra costs unless otherwise indicated, all items have to comply with high specs and supervising engineer opinion's.</p>							
A	<p>Electrical Panels: supply , install , connect to the main panel of the QWE office, test commissioning and handing over , guarantee Electrical distribution panels according to the supervising engineer as follows :</p> <p>Flush Mounted Electrical Distribution panel, with not less than 2 mm thickness, electrostatically coated , IP55 with proper busbar , 1 main circuit MCCB breaker,3 MCB's 16 Amp for the (lighting, power sockets and AC) , and accessories according to the engineer.</p> <p>Chider brand or equivalent</p>	L.S	1				
B	<p>Lighting: works shall include all internal lighting works as points, including digging, laying conduits and cables of 4 mm, connecting lighting to distribution board, 3 switches, testing , operation and guarantee, price shall include luminaires from the led spots and all included accessories to install them in the false ceiling according to the supervising engineer as follow:</p> <p>18w white light spot led Hyundai or equivalent</p>	NO	12				

C	Internet socket: works shall include all internal internet works as points, including digging, laying conduits and internet cables, connecting to the internet distribution board, testing, operation and guarantee, price shall include Sockets, and Outlets and all included accessories , according and supervising engineer. and all water proof.	NO	1				
D	Power Sockets and switches: works shall include all internal Power Sockets works as points, including digging, laying conduits and cables of 4 mm, connecting to distribution board, testing, operation and guarantee, price shall include Sockets, Switches , Outlets and all included accessories , according and supervising engineer as the follow and all water proof:						
D-1	16 Amp, 230 Volt, single Receptacle with switch button, Type F (Europe, Russia)	No	14				
D-2	16 Amp, 230 Volt, single Receptacle with switch button, Type G (GPR, IRL, Mass)	No	2				
E	Installation of split air conditione AC's full invertor 2 ton (18 BTU). works shall include all internal Power Sockets works as points, including digging, civil work, laying conduits and cables of 4 mm, connecting to distribution board, testing, operation and guarantee, price shall include all accessories , according and supervising engineer and all water proof. And the AC compressor to be fixed on the exterior wall, the same AC wall. SAMSUNG, LG or equivalent	No	1				
F	Installation of exhaust fan 30 cm: works shall include all internal works as points, including digging, laying conduits and cables of 4 mm, connecting the fan to distribution board, switch, testing , operation and guarantee, penetrate the wall, price shall include all accessories to install the glass of the window according to the supervising engineer.	No	1				

BIDDER'S COMMENTS/REMARKS:

1. _____
2. _____

BIDDER'S TERMS AND CONDITIONS:

1. Valid of the offer: _____ (Recommended: 6 months or more)



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2. Terms of delivery: DDP water laboratory in Qoubayat sub office of North Lebanon Water Establishment LEBANON

3. Payment terms: _____ (Recommended: 30% advance payment and 70% after completing the works/delivery)

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

BIDDER'S QUESTIONNAIRE – ACTED LEBANON

Date:

Tender Ref: *T/11CGU/73D/WTC/BRT/PRG/25-06-2018*

A. Company Name:

B. Company Owner(s) / Partners full names: 1. _____ 2. _____ 3. _____ 4. _____	C. Company Legal Authorised Representative for this Tender: Complete Name: _____ Position in the Company: _____ Signature: _____
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D. Additional Information about the Company:			
1. Official Date of Registration: _____			
2. Company Type / Profession as per Registration: _____			
3. Full Name of the Three Company Representatives:			
Name	Position	Location	Mobile Number

<p>4. Total number of full time employees:</p> <p>5. Company Telephone Number:</p> <p>6. Company Fax Number:</p> <p>7. Email Address:</p> <p>8. Have you worked with NGOs before? If Yes, please list them with detailed information:</p> <ul style="list-style-type: none"> • • • <p>9. Have you worked on similar types of projects before? If Yes, please list them below with detailed information (if needed please provide separate list):</p> <ul style="list-style-type: none"> • • • <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr style="background-color: #2c4e64; color: white;"> <th style="width: 33%;">In Lebanon</th> <th style="width: 33%;">In Europe</th> <th style="width: 33%;">Other</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </tbody> </table> <p>10. Bank Accounts: (Please mention yes or no only)</p>				In Lebanon	In Europe	Other			
In Lebanon	In Europe	Other							

E. Past Performances:

1) Contract Award History
Please the last supply contracts awarded by your company since 2009 up to now

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

2) Company Assets as of January 1st 2018:

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

No	Description	Location/Address	Quantity
1			
2			
3			
4			
5			

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

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

Name _____

Date: _____

Position: _____

Signature & Stamp: _____

BIDDER'S ETHICAL DECLARATION – ACTED LEBANON

Date:

Tender Ref: [T/11CGU/73D/WTC/BRT/PRG/25-06-2018](#)

Bidder's name: _____

Bidder's address: _____

CODE OF CONDUCT:**A. 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*

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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*



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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' employees or those of its subcontractors.

C. Business Behaviour

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

The supplier should not be engaged

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

D. ACTED procurement rules and regulations

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

Operating Principles

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

ACTED will:

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

ACTED expects suppliers to:

1. Accept responsibility for labour and environmental conditions under which products are made and services provided. This includes all work contracted or sub-contracted and that conducted by home or other out-workers.
2. Assign responsibility for implementing the Code of Conduct to a senior manager.



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3. Make a written Statement of Intent regarding the company's policy in relation to the Code of Conduct and how it will be implemented, and communicate this to staff and suppliers as well as to ACTED.

Both parties will

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

Qualifications to the Policy Statement

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

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

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

Name & Position of Bidder's authorized representative: _____

Authorized signature: _____

BIDDER'S CHECK LIST – ACTED LEBANON

Date: _____

 Tender Ref: [T/11CGU/73D/WTC/BRT/PRG/25-06-2018](#)
BEFORE SENDING YOUR BIDDING DOCUMENTS, PLEASE CHECK THAT EACH OF THE FOLLOWING ITEM IS COMPLETE AND RESPECTS THE FOLLOWING CRITERIA:

Description	To be filled in by Bidder		For ACTED use only (to be filled in by Purchase Committee)		Comments
	Included		Present		
	Yes	No	Yes	No	
1. An original and one copy of the bid have been provided					
2. PART 1 (form PRO-05) – Instructions to Bidders is attached, filled, signed and stamped by the supplier. (compulsory)					
3. PART 2 (form PRO-06) – Offer Form is attached, filled, signed and stamped by the supplier. (compulsory)					
4. The prices in the Offer Form are in USD. (compulsory)					
5. PART 3 (form PRO-06-01) – Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier (compulsory)					
6. PART 4 – (form PRO-06-02) – Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier (compulsory)					
7. The Bidding documents are filled in English.					
8. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) (recommended)					
9. ANNEXES – A Copy of Company registration documents and license are included and the ID of the legal representative of the company (compulsory)					
10. ANNEXES – Coloured catalogues and pictures (or technical data sheets) of item(s) are included					
11. PREAMBLE AND GENERAL DIRECTIONS is attached, filled, signed and stamped by the supplier					
12. Site visit attendance (compulsory)					

Name & Position of Bidder's authorized representative _____

Authorized signature _____