



## Call for tender - Instructions to bidders ACTED **Turkey**

Date: 10/07/2018

Tender N°: T/16DFI/94D/VCR/ANT/PRO/12-06-2018/1

ACTED is requesting through this tender an individual consultant/ consultant team to provide detailed **financial and technical offers** for the supply of the following training services:

### PRODUCT SPECIFICATIONS:

Description: **Consultant to conduct Wheat Value Chain Analysis - Northern Syria (Idlib Gov.) and Southern Syria (Dar'a Gov.)**

1. Product class / category: **Consultancy services**
2. Made in (product origin): **International**

### RESPONSIBILITIES OF THE CONTRACTOR:

1. Terms of delivery: **The Evaluation is expected to start in end-July 2018**
2. Validity of the offer: **3 months minimum**

### GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed on **17/07/2018 at 17:00 local time**, documents must be submitted in ACTED office in **two SEPARATE FILES** at the following address: **Haraparası mah. 119. Sok. No:20 Zehide İş Merkezi Kat:1 Antakya/Hatay, Turkey**

Or by email at: [turkey.tender@acted.org](mailto:turkey.tender@acted.org)

2. The offer to the tender will not result in the award of a contract and ACTED will not be responsible for any costs or expenses incurred by the Bidders about the preparation and submission of their bids to ACTED.
3. Unsealed envelope and late offers will not be considered.
4. For all inquiries regarding this tender, please contact the ACTED representative office in **Haraparası mah. 119. Sok. No:20 Zehide İş Merkezi Kat:1 Antakya/Hatay, Turkey** or by E-mail at [turkey.tender@acted.org](mailto:turkey.tender@acted.org), not later than **17/07/2018 at 16:00 local time**

### SPECIFIC CONDITIONS:

1. **The answers to this tender should include the following elements:**
  - **Technical Offer (Envelope 1 out of 2) or (File 1 out of 2)** must be clearly marked **"Technical Offer – not to be opened before 18/07/2018"**, and include the following documentation;
    - The project proposal. Proposal should include the following elements;



- For individual consultants:
  - CV
  - Cover letter (2 copies, one in English and one in Arabic) explaining how you meet the aforementioned requirements
  - Methodology/Work plan
  - Detailed budget
  - Writing sample
  - Past performances
  - All-inclusive daily rate (taxes, insurance, etc.)
  
- For consultant teams:
  - CV of each team members, agricultural engineering is preferred,
  - Organogram of the team structure
  - Cover letter (2 copies, one in English and one in Arabic) explaining how your team meets the aforementioned requirements
  - Methodology/Work plan
  - Detailed budget
  - Writing sample
  - Past performances
  - All-inclusive daily rate (taxes, insurance, etc.) for the entire team

:

- A completed, signed and stamped instructions to bidders, bidder's ethical declaration, bidder's questionnaire and Terms of References according to ACTED's format.
  - A copy of the legal representative passport and ID and, if it's company registration document needed as well.
- **Financial Offer (Envelope 2 out of 2) or (File 1 out of 2) must be clearly marked "Financial Offer – not to be opened before 20/07/2018", and includes the following documentation;**
- Signed and stamped financial offer
  - A signed and stamped instructions to bidders.
  - A copy of the legal representative ID and if it's a company registration document needed as well.

2. **ACTED security rules will have to be strictly followed throughout the duration of the contract.**
  
3. **International companies should subscribe a professional civil insurance valid in Turkey and Syria, as well as a repatriation insurance.** Therefore, the copy of both insurance certificates have to be submitted along with their offer.

Name \_\_\_\_\_ Position: \_\_\_\_\_  
Signature & Stamp: \_\_\_\_\_ Date: \_\_\_\_\_

**EVALUATION CRITERIA:**



Selection criteria	Supporting documentation
<b>Technical Offer</b>	
Experience conducting similar assessment in the MENA region – <b>(15%)</b>	<ol style="list-style-type: none"> <li>1. Past history/performances in the form of reports or publications of the consultancy conducting similar or relatable assessments – 10%</li> <li>2. CVs of the staff who will project manage the consultancy deliverables and organigram of the team structure if applicable – 5%</li> </ol>
Familiarity with the Syrian humanitarian context – <b>(20%)</b>	<ol style="list-style-type: none"> <li>1. Cover letter (2 copies, one in English and one in Arabic) explaining how you meet the aforementioned requirements. Specifically demonstrating that they are aware of the geopolitical context in North West Syria, the local governance structures, the humanitarian need and technical agricultural knowledge</li> </ol>
Ability to undertake data collection in Syria – <b>(15%)</b>	<ol style="list-style-type: none"> <li>1. Methodology document outlining how they will conduct data collection in Syria – 5%</li> <li>2. CVs of the staff in Syria that will conduct the actual data collection – 5%</li> <li>3. Document detailing the base location of their staff locations, their office(s) and ability to travel to project locations. Also information on their safety S.O.Ps – 5%</li> </ol>
Strength of methodology/work plan - <b>(10%)</b>	<ol style="list-style-type: none"> <li>1. Methodology/work plan, needs to be evaluated by technically competent staff, usually M&amp;E.</li> </ol>
Language skills - <b>(10%)</b>	<ol style="list-style-type: none"> <li>1. Extract of publications or reports from previous consultancies (in English and in Arabic)</li> </ol>
<b>Financial Offer</b>	
Budget – <b>30%</b>	<ol style="list-style-type: none"> <li>1. Detailed budget – financial offer (Annex 1 to be completed)</li> </ol>
<b>Total</b>	<b>100 %</b>



# Technical Offer

**(Envelope 1 out of 2  
or  
File 1 out of 2)**

## **PART A1- TERMS OF REFERENCES (TOR)**

**Consultant to conduct Wheat Value Chain Analysis  
Northern Syria (Idlib Gov.) and Southern Syria (Dar'a Gov.)**

## 1. About ACTED

**ACTED is a non-governmental organization with headquarters in Paris, founded in 1993. Independent, private and not-for-profit, ACTED respects a strict political and religious impartiality and operates according to principles of non-discrimination and transparency.**

ACTED's vocation is to support vulnerable populations affected by wars, natural disasters and/or economic and social crises, and to accompany them in building a better future. The programs implemented by ACTED are in 35 countries in Africa, Asia, the Middle East, Latin America and the Caribbean seek to cover the multiple aspects of humanitarian and development crises through a multidisciplinary approach which is both global and local, and adapted to each context.

## 2. Project Background

In urban areas of Idleb governorate where there is more limited agricultural land, skills or appetite for agricultural activities, and Dara' governorate where there are available resources for agricultural production, which was affected by the crisis in terms of lower agricultural inputs availability, higher prices, and lower quality and quality agricultural production. ACTED will focus on supporting more urban-appropriate livelihoods, enabling people to develop and access opportunities for accessing incomes to help them meet their basic needs. This will help to reduce the burden on households of the high prices of basic items compared with the lack of wages, as well as helping to stimulate markets and value chains more widely through increased economic activities, again beginning to mitigate some of the negative economic impact in the target locations.

ACTED with its partner Ihsan in the north and RFN in the South will support 15 agricultural communities by establishing an agriculture department representatives' office in the targeted area, also Mid-Size farmers will be supported with vouchers for agricultural inputs to be redeemed from General organization for Seed Multiplication (GOS), livestock owner with fodder voucher to be redeemed from local vendors and vaccination via veterinary Mobil clinic, and rehabilitate agricultural assets including irrigation assets. Also vulnerable households will be supported by small grant for agricultural business by providing business practices training package covering major topics of financial management, cost projections and planning, as well as personalized SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis and commodity pricing mechanisms. Following completion of the training, male and female participants will be provided with a micro-grant (500 Euros) (or in-kind equipment where necessary and possible) to enable damaged or defunct small businesses to restore, maintain, or expand their operations.

The Wheat Value assessment will offer a focus on women's participation in the target value chain in order to further develop targeted support and training for women in the farming community throughout the course of the action. The value chain assessment represents a crucial gap in recent information in the target districts amongst all regionally operating stakeholders.

Ultimately this program aims to strengthening the capacity of local councils to effectively and efficiently address the needs of their agricultural community and strengthening the productivity and profitability for farmers, livestock holders, and agricultural entrepreneurs through an improved access to quality assets and inputs.

## 3. Objectives of the consultancy

To identify high potential value chains in terms of production, value addition and market linkages by identifying the key factors related to directly support the development of the agricultural department of the LC as well as to enhance the knowledge of GOSM, SPEG, Ministry of Agricultural and strengthening the productivity and profitability for farmers, livestock holders, and agricultural entrepreneurs.

Each assessment will be conducted at a local level in the target area to help guide programming, but the results will be drawn together in a synthesis report analyzing overall value chains in Syria.

## 4. Methodology of the consultancy

### 1. Desk review

Review of previous literature and reports to develop an understanding of the value chains, labour market needs and agricultural infrastructures and employment opportunities for identified sub-districts in opposition-controlled areas of North Syria (Idlib) and South Syria (Dara'). Review successful on-going food security and livelihood programming being conducted by humanitarian actors in the same geographic region.

2. Interactive forum

Identified stakeholders from desk review invited to a highly participative forum in Gaziantep designed to elicit views and opinions about high potential value chains for conflict affected peoples. Key questions developed to guide and facilitate discussion, and to cultivate future partnerships.

3. Field Research

Design and conduct field-based research to gather information including a value chain analysis with gender disaggregated data in order to identify gaps in wheat value chain. The field research will be conducted in Idleb and Dara governorates:

- (Idlib, Ariha and Armanaz sub-districts; Idlib, Harim and Ariha districts; Idlib government).
- (Dae'l and Mziereb sub districts; – Dar'a district; Dar'a government).

4. Follow-up Report

A report containing the key findings, analysed data desegregated by gender, and suggested next steps should be completed in consultation with ACTED's staff in Antakya, Turkey and Jordan.

## 5. Major Tasks, Deliverables and Timeframe

Lead the assessment exercise involving the project staff and other key stakeholders, including:

- Plan the assessment design in coordination with ACTED Programme team – **1 day**
- Review the project documentation and other sources of information – **2 days**
- Plan, design, and coordinate the data collection process in Syria (Idleb and Dara) – **1.5 days**
  1. GOS, SPEG, agricultural directorate, LCs' representatives and ADRs,
  2. Composition of a survey team
  3. Selection of representative sample of communities or populations to be interviewed
  4. Agreeing on the type of information to be collected
  5. Preparation of tools for data collection
  6. Facilitate learning during the data collection exercise
- Collection of data – **10 days**
- Analysis of the data – **3 days**
- Preparation of a draft report **-4 days**
- Present the preliminary findings to ACTED management staff (PowerPoint presentation) – **½ day**
- After having received feedback from the various stakeholders (incl. ACTED management staff) – finalise the report and prepare a final presentation to be used by ACTED for external use (PowerPoint presentation) – **3 days**

**Total 25 days. The evaluation is expected to start in end-July 2018.**

The consultant/team will be expected to meet on a weekly basis with ACTED management staff to provide updates on the evaluation timeframe. *Transport and accomodation are under consultant responsibility.*

By undertaking this assessment, the evaluation consultant/team is expected to abide to humanitarian principles and to ensure the confidentiality of the data collected.

All data collected as part of this evaluation will remain ACTED's property.



## 6. Outputs

ACTED will expect four (4) final outputs:

1. One-day interactive forum in Antakya or Gaziantep with relevant parties involved in wheat value chains, Agricultural support; *Transport and accomodation are under consultant responsibility*;
2. Research collected from on-the-ground enumerators regarding necessary identifying wheat value chain gaps in services and supplies;
3. Present the preliminary findings to ACTED management staff (PowerPoint presentation); and
4. Report detailing findings from desk review, forum and research including recommendations. ACTED is expected a unique report with clear distinction between the two assessments (one in Idleb and one in Dara'). Both report and presentation should be delivered in English.

## 7. Qualifications

ACTED will consider both individual consultants and teams of consultants with the following qualifications:

- At least 6 years' experience in Food security and livelihoods support, specifically in post-conflict settings
- Experience in conducting a similar type of survey
- Concrete experience in providing written reports that can influence key decision-makers
- Knowledge of Syrian historical and local context is an asset
- Must have access to Syrian network of researchers/enumerators or other method for gathering first-person research

***Please note that consultants/teams will be responsible for subscribing to their own (health, accident and evacuation, etc.) insurance.***

## 8. Application Process

For individual consultants: Please include the following in your application:

- CV
- Cover letter (2 copies, one in English and one in Arabic) explaining how you meet the aforementioned requirements
- Methodology/Work plan
- Detailed budget
- Writing sample
- Past performances
- All-inclusive daily rate (taxes, insurance, etc.)

For consultant teams: Please include the following in your application:

- CV of each team members, agricultural engineering is preferred,
- Organogram of the team structure
- Cover letter (2 copies, one in English and one in Arabic) explaining how your team meets the aforementioned requirements
- Methodology/Work plan
- Detailed budget
- Writing sample
- Past performances
- All-inclusive daily rate (taxes, insurance, etc.) for the entire team

Applications will be scored on the following criteria:

- Experience conducting similar assessment in the MENA region (15%)
- Familiarity with the Syrian humanitarian context (20%)
- Ability to undertake data collection in Syria (15%)
- Strength of methodology/work plan (10%)



- Language skills (10%)
- Budget (30%)

Name \_\_\_\_\_

Position: \_\_\_\_\_

Signature & Stamp: \_\_\_\_\_

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





**PART A2- PROJECT PROPOSAL**

**Important Note:**

- **Technical proposal MUST be submitted in a separate envelope/file from the financial proposal.**
- **All scores will be calculated proportionally (the maximum number of scores will be awarded to a bidder providing the most of the experience/ the strongest proposal / most experienced staff / best quality samples of the training materials available and/or best price. All other bidders will be scored proportionally).**

**1- Experience conducting similar assessment in the MENA region**

a) Please list relevant contracts awarded by you since 2014, to demonstrate experience in designing, developing and conducting a similar type services. **If needed please provide a separate list and/or documentation.**

Project Description	Location	Duration	Project Cost (USD)	Client	Contact Details (Name, phone, email)

*Up to 10% will be awarded for previous experience*

b) Please provide CVs of the staff who will project manage the consultancy deliverables and organigram of the team structure if applicable. If needed please provide as a separate documentation.

*Up to 5% will be awarded based on the qualification and experience of consultant*

**2- Familiarity with the Syrian humanitarian context**

**Cover letter** (2 copies, one in English and one in Arabic) explaining how you meet the aforementioned requirements. Specifically demonstrating that you are aware of the geopolitical context in North West



Syria, the local governance structures, the humanitarian need and technical agricultural knowledge. If

needed please provide cover letter as a separate document.

*Up to 20% will be awarded based on how the information provided meet the requirments*

**3- Ability to undertake data collection in Syria** – Please provide a precise methodology on how will you collect date in Syria - If needed please provide as a separate document.

a) Methodology document outlining how you will conduct data collection in Syria -- If needed please provide as a separate document.

*Up to 5% will be awarded based on the methodology document*

b) Please provide CVs of the staff in Syria that will conduct the actual data collection. If needed please provide as a separate document.



*Up to 5% will be awarded based on the qualification of the staff that will conduct the data collection*

- c) Document detailing the base location of their staff locations, their office(s) and ability to travel to project locations. Also information on their safety S.O.Ps. If needed please provide as a separate document.

*Up to 5% will be awarded based on the level of details of this document and their ability to travel to project locations.*

- 4- **Methodology/work plan**, needs to be evaluated by technically competent staff, usually M&E. If needed please provide as a separate document.

*Up to 10% will be awarded based on the quality, context specificity and relevance of methodology and workplan.*

- 5- **Language skills**, Extract of publications or reports from previous consultancies (in English and in Arabic), If needed please provide as a separate document.



*Up to 10% will be awarded based on how the information provided meet the requirments.*

Name \_\_\_\_\_

Position: \_\_\_\_\_

Signature & Stamp: \_\_\_\_\_

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



Form PRO-06-01 Version 1.3

**PART B- BIDDER'S QUESTIONNAIRE ACTED TURKEY**

Date:

RFQ N°: T/16DFI/94D/VCR/ANT/PRO/12-06-2018/1

**A. Company Name:** \_\_\_\_\_

<p><b>B. Company Owner(s) / Partners full names:</b></p> <p>1 _____</p> <p>2 _____</p> <p>3 _____</p> <p>4 _____</p>	<p><b>C. Company Legal Authorized Representative for this Tender:</b></p> <p>Complete Name: _____</p> <p>Position in the Company: _____</p> <p>Signature: _____</p>
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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

4 Total number of full time employees: \_\_\_\_\_

5 Company Telephone Number: \_\_\_\_\_

6 Company Fax Number: \_\_\_\_\_

7 Email Address: \_\_\_\_\_

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

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

10 Bank Accounts: \_\_\_\_\_

(Please mention yes or no only)

In [Country]	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 1<sup>st</sup> 2016:**

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

No	Description	Location/Address	Quantity
1			
2			
3			
4			
5			

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

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

Name \_\_\_\_\_

Position: \_\_\_\_\_

Signature & Stamp: \_\_\_\_\_

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



## PART C- BIDDER'S ETHICAL DECLARATION

Date:

RFQ N°: T/16DFI/94D/VCR/ANT/PRO/12-06-2018/1

Bidder's name: \_\_\_\_\_

Bidder's address: \_\_\_\_\_

### **CODE OF CONDUCT:**

#### **1. Labour Standards**

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

- *Employment is freely chosen*

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

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

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

- *Working conditions are safe and hygienic*

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

- *Child Labour shall not be used*

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

- *Living wages are paid*

Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmarks. In any event wages should always be high enough to meet basic needs and to provide some

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

- *Working hours are not excessive*

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

- *No discrimination is practised*

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

- *Regular employment is provided*

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

- *No harsh or inhumane treatment is allowed*

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

## **B. Environmental Standards**

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

- *Waste Management*

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

- *Packaging and Paper*

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

- *Conservation*

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



- *Energy Use*

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

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

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

### **C. Business Behaviour**

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

The supplier should not be engaged

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

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

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

### **Operating Principles**

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

ACTED will:

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

ACTED expects suppliers to:

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

Both parties will

1. require the immediate cessation of serious breaches of the Code and, where these persist, terminate the business relationship.



2. Seek to ensure all employees are aware of their rights and involved in the decisions which affect them.
3. Avoid discriminating against enterprises in developing countries.
4. Recognise official regulation and inspection of workplace standards, and the interests of legitimate trades unions and other representative organisations.
5. seek arbitration in the case of unresolved disputes.

**Qualifications to The Policy Statement**

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

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

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

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

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

**PART D- BIDDER'S CHECK LIST ACTED TURKEY**

Date \_\_\_\_\_

RFQ N°: [T/16DFI/94D/VCR/ANT/PRO/12-06-2018/1](#)

**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	
<b>Technical Offer</b>					
1. An original of the bid have been provided					
2. (form PRO-05) – Instructions to Bidders is attached, signed and stamped by the supplier. <b>(compulsory)</b>					
3. Technical proposal; past performance, CV(s) of the personnel, organogram of the team structure, methodology/ work plan, sample from previous work. <b>(compulsory)</b>					
4. (form PRO-06-01)– Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
5. (form PRO-06-02)– Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
<b>6. The Bidding documents are filled in English.</b>					
7. A Copy of Company registration documents and license are included, ID & Passport of the legal representative of the company					
8. Terms of Reference signed by the bidder					
<b>Financial Offer</b>					
1. An original of the bid have been provided					
2. (form PRO-06) <b>Financial Offer</b> , filled, signed and stamped by the supplier. <b>(compulsory)</b>					
3 The prices in the Offer Form are in <b>TRY (compulsory)</b>					

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

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



# **Financial Offer**

**(Envelope 2 out of 2  
or  
File 2 out of 2)**



## OFFER FORM ACTED Turkey

Date:

Tender N°: T/16DFI/94D/VCR/ANT/PRO/12-06-2018/1

### 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**



**WHEAT VALUE CHAIN ASSESSMENT**

No.	Item description	Item specification	Unit	Quantity	Unit Price US\$
1	Wheat value chain assessment	As Terms of References	Whole assesment	1	

**BIDDER'S COMMENTS/REMARKS:**

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

**DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:**

..... Days for 100% of the items

**BIDDER'S TERMS AND CONDITIONS:**

1. Valid of the offer: \_\_\_\_\_ (recommended: 3 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*