

INSTRUCTIONS TO BID INTERNATIONAL CALL FOR TENDER - ACTED Iraq

Date: 17/07/2018

Tender N°: T/10DFH/M33TRD/ERB/CONSULTANT/28062018/001 (Deadline extension)

ACTED is hiring a Consultant to develop training modules and facilitate training workshops aimed at strengthening local institutions' and civil society organizations' (CSOs) organizational capacity in order to improve their ability to respond to protection needs throughout the Dohuk Governorate in northern Iraq.

PRODUCT SPECIFICATIONS:

- | | |
|------------------------------------|---|
| 1. Description: | Capacity Building Project Consultant |
| 2. Product class / category: | Equipment |
| 3. INCOTERM (delivery conditions): | DDP¹ Dohuk |
| 4. Details: | As per below details |

Type of Assignment:	Consultancy
Position:	Capacity Building Project Consultant
Duration:	6-month full-time consultancy service contract
Work place:	Based in Dohuk, Iraq (mobile in areas of intervention of the project)
Timeline and Contract Duration:	Estimated at 6 months, to be finalized and agreed upon with the selected consultant.

RESPONSIBILITIES OF THE CONTRACTOR:

1. Terms of delivery:

ACTED representative office in Erbil, IRAQ (6th street (Khabat street) on the right after Ankawa intersection, 1st street on the right, House #: 240/1/467 Hadiyab quarter, Ainkawa, Erbil, Iraq)

ACTED representative office in Dohuk, IRAQ Lower Malta Qr., 3rd street from the Malta Hill, Duhok, Iraq

- | | |
|---------------------------|--|
| 2. Date of delivery: | Within one-two week after the date of signing the contract |
| 3. Validity of the offer: | Six (6) months |

¹ DDP - "Delivered Duty Paid" means that the seller delivers the goods when the goods are placed at the disposal of the buyer, cleared for import on the arriving means of transport ready for unloading at the named place of destination. The seller bears all the costs and risks involved in bringing the goods to the place of destination and has an obligation to clear the goods not only for export but also for import, to pay any duty for both export and import and to carry out all customs formalities. (<http://www.iccwbo.org/products-and-services/trade-facilitation/incoterms-2010/the-incoterms-rules/>)

GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed on **22/07/2018 (22nd July 2018 at 14:00PM (deadline extended) (Iraq time)** in ACTED

office at the following address:

ACTED representative office in Erbil, IRAQ (6th street (Khabat street) on the right after Ankawa intersection, 1st street on the right, House #: 240/1/467 Hadiyab quarter, Ainkawa, Erbil, Iraq)

ACTED representative office in Dohuk: Golvin 67 St. Malta Islam Quarter - Dohuk 3rd Street from Malta Hill Traffic Light to **Down Town**

Or emailed to both: iraq.tender@acted.org and tender@acted.org

2. Offers shall be submitted in English, only, and US Dollar (Mandatory).
3. Unit and total price should include complete delivery and installation service to the site
4. Bidders will fill, sign, stamp (if applicable) and return the Offer form according to ACTED's format (if applicable).
5. **The offer to the call for tender will not result in the award of a contract.**
6. The offer must be submitted to ACTED purchase department in a sealed envelope with the mention "T/10DFH/M33TRD/ERB/CONSULTANT/28062018/001" not to be opened before **(deadline extended) 22/07/2018**
7. Unsealed envelopes and late offers will not be considered.
8. Bidders can apply for one lot or more.
9. Different lots can be awarded to different bidders.
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. **Duration of service required is subject to change.**
12. **In case of electronic submission, please:**
 - I. Mention the tender reference number mentioned above in the subject tab.
 - II. Fill the tender document, sign, scan and send. Electronic signatures are not acceptable.
 - III. In case of consultancy companies – company registration and original stamp is required

Interested parties must submit the following:

1. A comprehensive CV
2. Three references
3. A detailed implementation plan/technical proposal according to the objectives, outputs and deliverables aforementioned
4. Financial proposal including a breakdown of costs

Specific Conditions

1. Accommodation and transportation inside Iraq will be provided by ACTED (not to be included in Consultant's financial offer).
2. All other related expenses, such as international transportation (flights in and out) visa, insurances are to be covered by the Consultant.
3. The Consultant must strictly follow ACTED security guidelines in Iraq for the duration of the consultancy.
4. The Consultant is bound by ACTED's Code of Conduct.

THE OFFER WILL BE CONSIDERED ILLGIBLE IF:

- White ink / correction pen is used (or) price correction by hand.
- All papers are not signed and stamped (if applicable).
- Documents mentioned above are not attached.
- Electronic stamp (if applicable) and signature (in case of submission by e-mail).

OFFER FORM

Date:

Tender N°: T/10DFH/M33TRD/ERB/CONSULTANT/28062018/001

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 (Physical 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.

LOT 1 – CAPACITY BUILDING PROJECT CONSULTANT

No.	Description	Unit	Estimated QTY	Unit Price USD	Total Price USD
1	Capacity Building Project Consultant – as per below details	Month	6		
1.1	Cost break down details				

TERMS OF REFERENCE

ACTED is hiring a Consultant to develop training modules and facilitate training workshops aimed at strengthening local institutions' and civil society organizations' (CSOs) organizational capacity in order to improve their ability to respond to protection needs throughout the Dohuk Governorate in northern Iraq.

Type of Assignment:	Consultancy
Position:	Capacity Building Project Consultant
Duration:	6-month full-time consultancy service contract
Work place:	Based in Dohuk, Iraq (mobile in areas of intervention of the project)
Timeline and Contract Duration:	Estimated at 6 months, to be finalized and agreed upon with the selected consultant.

Background and Introduction

ACTED (Agency for Technical Cooperation and Development) is a French humanitarian NGO. Established in 1993, it is a non-governmental, non-political and non-profit organization committed to supporting vulnerable populations around the world. ACTED's teams work in 36 countries, responding to emergency situations whilst also supporting rehabilitation and development.

ACTED expanded relief operations by opening offices in the Middle East in 2003, to support the Iraqi population to ensure continued access to essential human needs. ACTED teams remain fully mobilized in response to the Syrian refugee and IDPs crisis in Iraq. As of February 2018, and although many have started to return, there are still around 2.5 million internally displaced in Iraq (2,470,974 IDPs as of 19 February 2018). A total of 8.7 million people are believed to be in need of humanitarian assistance in 2018 (Humanitarian Response Plan – Iraq, 2018), including IDPs and conflict-affected host communities, but also about 240,000 refugees who sought refuge from Syria in the Kurdistan Region of Iraq (KRI). Specifically, in KRI, there are in early 2018 around 0.7m people in need. Eighty per cent of those displaced in KRI are living out of camp, in rented housing or with host families, while the remainder resides in camp (HRP 2018). In Dohuk governorate specifically, more than 271,000 people are estimated to need some form of humanitarian assistance in 2018. Dohuk is one of the smallest governorates in Iraq, although it hosts one of the largest displaced populations and there are also three camps for Syrian refugees in the governorate. Out of those vulnerable displaced populations, in and out-of-camps, nearly half are reported to be children (under the age of 18).

Each year since the beginning of the Iraqi and Syrian crises, pressure on local services have increased, including health facilities, schools and protection services. Particularly lacking has been the access to mental health and psychosocial support services for conflict-affected communities, and vulnerable and at-risk children specifically. ACTED's ongoing monitoring of child protection concerns and risks demonstrates a critical need for the provision of psychosocial support (PSS) through recreational activities, non-formal education and specialised child protection case management for both children and youth. The provision of such services is further limited by the significant gap in CSOs who have the capacity to cater for the rapidly increasing number of vulnerable and at-risk children; especially in areas where public services are pressured by the high number of displaced populations (i.e. Syrian refugees and internally displaced). There is a significant gap in the provision of community-based protection (especially for those most vulnerable such as children and youth) and PSS interventions, and an urgent need for strengthening CSOs' capacity at a sub-national level so as to compound the effects of displacement and distress.

Objective of the Assignment

The overall objective of the assignment is to strengthen local institutions' and CSOs' ability to respond to protection needs through organizational management capacity building and trainings. The purpose of the consultancy is to develop learning and training materials based on the needed training toolkit for the Department of Labour and Social Affairs (DoLSA), as well as support ACTED with the development of protection training modules for two CSOs. The training modules will focus on organizational capacity (for top management and support departments) as well as on understanding and knowledge of thematic topics relevant to protection (for frontline workers). The total repertoire of the trainings is likely to include the following modules, to be tailored according to the needs of each organization: AME, Finance, Governance, HR, Logistics, Audit, Project Cycle Management, Fundraising, Communication, Child Protection, SGBV, PSS, case management. The outputs of the assignment should enable ACTED to build the capacity of local institutions and organizations in the longer term.

Roles and Responsibilities

1. To support DoLSA and two CSOs through the development and delivery of training modules and resources on organizational strengthening and in key thematic sectors.
 - Carry out a review of existing organizational policies and procedures and identify gaps and capacity weaknesses compared to international best practice;
 - Based on the review of DoLSA inputs and ACTED's GOCA findings, propose and develop comprehensive trainings modules;
 - Implement and administer comprehensive organizational management system strengthening tools;
 - Ensure the development and maintenance of a comprehensive training package for DoLSA;
 - Prepare training guidelines, training plans, training modules and manuals.



- Devise a mechanism for monitoring of trainings impact;
 - The trainings will likely be facilitated by a combination of training consultant and ACTED team, taking into account the various language needs.
2. Understand the functional and technical requirements from the departments of DoLSA and other involved stakeholders for implementation of capacity building and training modules, design documents, delivery and user manuals towards the identified requirements.
 3. Preparation of a work plan and training calendar.
 4. Support with inputs for implementation and guidance of various tools at field level.
 5. Follow-up on initial trainings to evaluate impact of the training program.
 6. Participate in ACTED staff capacity building by conducting internal trainings and developing a Facilitators Guide to delivering training workshops.
 - Create awareness and inform targeted participants of the materials and resources (modules)
 - The workshops will be based on a participatory and experiential learning methodology.
 - Coordinate with the ACTED team for effective designing and execution of trainings.
 - Approaches for enabling the participants to learn through group work, presentation, films, and other stimulating techniques.

Expected Outputs and Deliverables*

1. Development of 7 comprehensive training modules on organizational management and capacity building, aimed at strengthening local institutions' and CSOs' ability to respond to protection needs.
2. Development of a training plan and schedule for DoLSA and CSOs.
3. Conduct 7 internal trainings for ACTED staff. Each training will focus on one module, as per deliverable 1. The trainings should be designed to have a train-the-trainer focus in order to develop the capacity of ACTED staff to support the capacity building of DoLSA and CSOs in the longer term.
4. Conduct 25 comprehensive organizational capacity building trainings for DoLSA and two CSOs.
5. Development of a facilitator's guide to delivering training sessions to support the long-term training activities conducted by ACTED staff, for both the organizational capacity building and protection trainings. This should include both a technical assistance guide and training evaluation methodology.
6. Impact and evaluation report on trainings.
7. A final report detailing outcomes, achievements, points to be improved and technical recommendations.

*ACTED shall be entitled to all copyrights, patents and other proprietary rights and trademarks with regard to the products or documents and other materials which bear a direct relation to or are produced or prepared or collected in relation or in the course of the execution of the contract.



Qualifications and Experience

- Experience designing and delivering trainings and curriculum on organizational development and capacity building; Experience working with and delivering trainings to public sector institutions desirable.
- Experience with Training of Trainers (ToT)
- Master's degree (or equivalent experience) in a related field such public administration, social sciences, education, etc.
- Knowledge of thematic topics related to protection an asset, including child protection, sexual and gender-based violence (SGBV), psycho-social support (PSS) and case management.
- Ability to communicate clearly and effectively
- Sensitive to regional political, gender and cultural dynamics
- Experience working in multicultural environments
- Fluency in English required; Knowledge of Kurdish or Arabic an asset.
- Knowledge of the context of northern Iraq an advantage

Reporting lines and Working Relations

The Consultant shall report to:

- CP Program Manager
- CP Project Manager
- Area Coordinator

External Relations:

- Protection/Child Protection Partners
- Local Authorities
- CSOs
- Relevant Cluster & Working Government Representatives

Specific Conditions

5. Accommodation and transportation inside Iraq will be provided by ACTED (not to be included in Consultant's financial offer).
6. All other related expenses, such as international transportation (flights in and out) visa, insurances are to be covered by the Consultant.
7. The Consultant must strictly follow ACTED security guidelines in Iraq for the duration of the consultancy.
8. The Consultant is bound by ACTED's Code of Conduct.

Application

Interested parties must submit the following:

5. A comprehensive CV
6. Three references
7. A detailed implementation plan/technical proposal according to the objectives, outputs and deliverables aforementioned
8. Financial proposal including a breakdown of costs

CRITERIA OF SELECTION:

BIDS WILL BE EVALUATED FOR 60% OF TECHNICAL SPECIFICATIONS (PAST EXPERIENCE, CV,) AND 40% FOR FINANCIAL OFFER

BIDDER'S COMMENTS/REMARKS:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

BIDDER'S TERMS AND CONDITIONS:

1. Valid of the offer: _____ **(6 months or more)**
2. Terms of delivery: _____ **(working days)**
3. Terms of payment: _____ **(every 3 months after accomplishing the required deliverables through bank transfer or check to be paid at ACTED premises)**

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp (if applicable): _____

Date: _____



BIDDER'S QUESTIONNAIRE

**** To be filled by consultancy companies only**

Date: _____

Tender N°: T/10DFH/M33TRD/ERB/CONSULTANT/28062018/001

Consultant Name: _____

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

D. 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 2017:



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 _____

Position: _____

Signature & Stamp (if applicable): _____

Date: _____



BIDDER'S ETHICAL DECLARATION

Date:

Tender N°: T/10DFH/M33TRD/ERB/CONSULTANT/28062018/001

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

Bidders 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 bidders, 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 bidders' employees or those of its subcontractors.

C. Business Behaviour

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

The bidder 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

Bidders 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, Bidders 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 bidders, 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 bidders 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 bidders 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 bidders 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 bidders 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.



ACTED

Agency for technical cooperation and development.

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 bidders 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 bidders.

Name & Position of Bidder's authorized representative _____

Authorized signature _____



BIDDER'S CHECK LIST

Date: _____

Tender N°: T/10DFH/M33TRD/ERB/CONSULTANT/28062018/001 (Extencion)

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 (compulsory for one original bid)					
2. PART 1 (form PRO-05) – Instructions to Bidders is attached, filled, signed and stamped (if applicable) by the supplier.					
3. PART 2 (form PRO-06) – Offer Form is attached, filled, signed and stamped (if applicable) 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 (if applicable) by the bidder. ** to be filled by consultancy companies only					
6. PART 4 – (form PRO-06-02) – Bidder's Ethical Declaration is attached, filled, signed and stamped (if applicable) by the bidder. And code of conduct					
7. The Bidding documents are filled in English.					
8. ANNEXES – Proofs of past performances (CV) in a similar field of activity (e.g. past deliveries of similar items) are provided (compulsory)					
9. ANNEXES – Three references					
10. ANNEXES – A detailed implementation plan/technical proposal according to the objectives, outputs and deliverables aforementioned					
11. ANNEXES ToR signed and stamped					

Name & Position of Bidder's authorized representative _____

Authorized signature _____