



PART 1: NATIONAL CALL FOR TENDER - ACTED Sri Lanka INSTRUCTIONS TO BIDDERS

Date: 19/07/2018

Tender N°: T / 0899 / FWC / STATIONERY / Moneragala /19/07/2018/002

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

PRODUCT SPECIFICATIONS:

1. Description: STATIONERY

Lot 1: One year framework contract for supply of Stationery in Moneragala.

No	Item Specification	Unit	QTY	Unit Price (Including VAT)
1	Pen (blue)	No	1	
2	Pen (black)	No	1	
3	Pen (Red)	No	1	
4	Pencil	No	1	
5	Eraser	No	1	
6	Pencil Sharpener	No	1	
7	Highlighter (Different colour)	No	1	
8	Scissor - Small	No	1	
9	Scissor - Large	No	1	
10	Cutter Knife	No	1	
11	Glue stick 40g	Bottle	1	
12	Stapler clip (No 369)	Box with 100 clips	1	
13	Stapler Clip (heavy duty)	Box with 100 clips	1	
14	Stapler Machine - Medium	No	1	
15	Stapler Machine - Heavy Duty	No	1	
16	Puncher - Normal	No	1	
17	Puncher - Heavy Duty	No	1	
18	Stapler Remover	No	1	
19	File Fastener Plastic coated	Box with 100 clips	1	
20	A4 photocopy paper ream 80 GSM	Ream (500 paper)	1	
21	A3 paper ream 80 GSM	Ream (500 paper)	1	
22	A4 Colour paper ream 80 GSM	Ream (500 paper)	1	
23	Photocopy paper – Legal size 80 GSM	Ream (500 paper)	1	
24	CR Book 1 Q	No	1	
25	CR Book 2 Q	No	1	
26	CR Book 3 Q	No	1	
27	CR Book 4 Q	No	1	
28	Push Pin Small metal	Box	1	
29	Push Pin Colour Plastic top	Box	1	
30	Cello Tape 1 inch Transparent	No	1	
31	Cello Tape 2 inch Transparent	No	1	
32	Packing Tape 2 inch	No	1	
33	Masking Tape 1 inch	No	1	
34	Masking Tape 2 inch	No	1	
35	Dug tape 2 inch	No	1	
36	Box file -2"	No	1	
37	Box file -3"	No	1	
38	Cardboard file	No	1	



39	Plastic file folder with 10 pocket	No	1	
40	Plastic file	No	1	
41	Polythene folder single	No	1	
42	Ruler (30 cm long)	No	1	
43	Envelopes Brown (Small)	No	1	
44	Envelopes White (Small)	No	1	
45	Envelop Brown A4	No	1	
46	Envelop White A4	No	1	
47	Envelop Brown A3	No	1	
48	Envelop White A3	No	1	
49	Envelop Brown B4	No	1	
50	Envelop White B4	No	1	
51	Envelop Brown B4	No	1	
52	Envelop White B4	No	1	
53	Envelopes Brown (A5)	No	1	
54	Envelopes White (A5)	No	1	
55	Envelopes Brown 4.12 x 9.5	No	1	
56	Envelopes White 4.12 x 9.5	No	1	
57	Both side tape Binding tape - 1"	No	1	
58	Paper clip (small – Plastic coated colour)	No	1	
59	Insulation tape	No	1	
60	Gum Bottle 100g	No	1	
61	Binding Gum 200g	No	1	
62	Binding Gum 100g	Box with 100 clips	1	
63	Paper clip (Metal)	No	1	
64	Permanent Marker (Red/Green/Black/Blue)	Bottle	1	
65	White Board Marker (Red/Green/Black/Blue)	No	1	
66	Blue tag	No	1	
67	Sticky pad (stripe)	No	1	
68	Sticky pad (small)	No	1	
69	Sticky pad (medium)	No	1	
70	Sticky pad (big)	No	1	
71	Sticky Pad multi colour	No	1	
72	File divider - Paper	No	1	
73	File divider - Plastic	No	1	
74	Calculator	No	1	
75	White board (4mx2m)	No	1	
76	White board (4mx3m)	No	1	
77	White board (4mx4m)	No	1	
78	White board (5mx3m)	No	1	
79	White board (5mx4m)	No	1	
80	White board (6mx3m)	No	1	
81	White board (6mx4m)	No	1	
82	Typing sheet (No-1) A4 size	No	1	
83	Pen holder	No	1	
84	Rubber band	No	1	
85	File tray	No	1	
86	Ink pad	No	1	
87	Clear Bag Button Type Folder (Solo)	No	1	
88	Filling lace - green colour	No	1	
89	Binder clips - 1/2"	No	1	
90	Binder clips – 1"	Pack	1	
91	Binder Clips - 1 1/2"	No	1	
92	Binder clips 2"	No	1	
93	Paper weight	No	1	
94	CD with cover	No	1	
95	DVD with cover	Box	1	
96	White board Eraser	Box	1	



97	Foot Ruler - Plastic	Box	1	
98	Foot Ruler - Stainless steel	Box	1	
99	Binder Clip	Pc	1	
100	Ledger Book No - 5	Pc	1	
101	Ledger Book No - 3	Pc	1	
102	File Tag 18"	Pc	1	
103	File Tag 24"	No	1	
104	Pen drives 16GB	No	1	
105	Pen drives 32GB	No	1	
106	Note Book 8"x6" - 120 pages - spiral bind	No	1	
107	Note Book 8"x6" - 80 pages	No	1	
108	Note Book - 210mm x 148mm - A5	No	1	
109	Platinum pen (12 Pack)	No	1	
110	Platinum pen (06 Pack)	No	1	
111	Battery - AA	No	1	
112	Battery - AAA	No	1	
113	Battery - 9V	No	1	
114	Bristol Board	No	1	
115	Flip Chart (Dimai Papers)	No	1	
116	Demai papers	No	1	
117	Paid seal	No	1	
118	Receive Seal	No	1	
119	Date seal	No	1	
120	Number seal	No	1	
121	Toner - Model HP Laser Jet P1005/ P1015	No	1	
122	Toner - Model - Toshiba - Estudio 2006	No	1	
123	Toner - Model - Canon IR 2318L	No	1	
124	Power Code (5m)	No	1	
125	Mouse with wire	No	1	
126	Optical Mouse	No	1	
127	Spiral Binding Machine	No	1	
128	Spirals	No	1	

2. Product class / category: Product
3. Made in (product origin): National
4. Quantity/unit: Upon purchase order placement, according to ACTED needs

RESPONSIBILITIES OF THE CONTRACTOR:

1. Date of delivery: As per call-off purchase order
2. Terms of delivery: Delivery Duty paid (DDP) to ACTED office in **Monaragala**
3. Validity of the offer: **90 days for contracting, 1 year of provision thereafter**

The answers to this tender should include the following elements:

- The attached Offer Form template filled in, signed and stamped on all pages including all the product specifications, the price per unit, quantity proposed and unit, and total price;
- The present Instructions to bidders signed and stamped on all pages;
- The attached Bidder's Questionnaire, Checklist and Ethical Declaration filled in, signed and stamped on all pages;
- A company profile
- A certificate of registration provided by the government of Sri Lanka
- A written quotation including all the product specifications, **the Unit and total price all tax inclusive per unit in LKR.**
- A catalogue or sample of the product or if there are different options, a sample or catalogue of each option needs to be submitted;
- An ID Copy of the legal representative and registration documents of the service provider

GENERAL CONDITIONS:

1. The **closing date** of this tender is **02/08/2018 – 3PM Local Sri lanka time** in ACTED office at the following address :



No.24, Rajasinghe Road,Colombo 06

2. Offers shall be submitted in English and in LKR
3. **Bidders should bid for all items.**
4. Tenderers will fill, sign, stamp and return the Offer form according to ACTED's format.
5. Tenderers will sign 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.
7. The offer must be submitted to ACTED purchase department in a sealed envelope with the mention
"Tender Ref. No.: T / 0899 / FWC / STATIONERY / Moneragala /19/07/2018/002 "
- not to be opened before 3pm on 02/08/2018" and the purpose of the offer.
8. Unsealed envelope and late offers will not be considered

NOTE:

1. The submission of offer(s) to this call for tender may not result in the award of a contract;
2. ACTED will not be responsible for any costs or expenses incurred by the Bidders in connection with the preparation and submission of the bids to ACTED;
3. All suppliers will receive a written notice after the selection process either a rejection notice if their offer hasn't been pre-selected, or a pre-selection notice in case their offer has been pre-selected;
4. Documents sent without signature and / or stamp on every page will not be accepted as valid offers.
5. 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."

if you witness or suspect unethical business practices during the tendering process, please send an e-mail to transparency@acted.org.



PART 2 : OFFER FORM - ACTED Sri Lanka

Date:

Tender N°: T / 0899 / FWC / STATIONERY / Moneragala /19/07/2018/002

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:

Lot 1: One year framework contract for supply of Stationery in Moneragala:

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125	Mouse with wire	No	1	
126	Optical Mouse	No	1	
127	Spiral Binding Machine	No	1	
128	Spirals	No	1	

BIDDER'S COMMENTS/REMARKS:

1. _____

2. _____

BIDDER'S TERMS AND CONDITIONS:

1. Valid of the offer: _____ (recommended: 6 months or more)
2. Terms of delivery: _____ (DDP recommended)
3. Terms of payment: _____

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

END OF LOT 1 DOCUMENTATION



PART 3 : BIDDER'S QUESTIONNAIRE - ACTED Sri Lanka

Date:

Tender N°: T / 0899 / FWC / STATIONERY / Moneragala /19/07/2018/002

A. Company Name:

<p>B. Company Owner(s) / Partners full names:</p> <p>1 _____</p> <p>2 _____</p> <p>3 _____</p> <p>4 _____</p>	<p>C. Company Legal Authorized Representative for this Tender:</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: _____

In Sri lanka	In Europe	Other

(Please mention yes or no only)



E. Past Performances:

1 Contract Award History

Please list 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 31st March 2018:

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 4: BIDDER'S ETHICAL DECLARATION - ACTED Sri Lanka

Date:

Tender N°: T / 0899 / FWC / STATIONERY / Moneragala /19/07/2018/002

Tenderer's name: _____

Tenderer's address: _____

CODE OF CONDUCT:

1. Labour Standards

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

- *Employment is freely chosen*

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

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

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

- *Working conditions are safe and hygienic*

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

- *Child Labour shall not be used*

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

- *Living wages are paid*

Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmarks. In any event wages should always be high enough to meet basic needs and to provide some discretionary income. All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment, and about the particulars of their wages for the pay period concerned each time that they are paid. Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the express and informed permission of the worker concerned. All disciplinary measures should be recorded.

- *Working hours are not excessive*



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

- *No discrimination is practised*

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

- *Regular employment is provided*

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

- *No harsh or inhumane treatment is allowed*

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

B. Environmental Standards

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

- *Waste Management*

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

- *Packaging and Paper*

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

- *Conservation*

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

- *Energy Use*

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

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

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

C. Business Behaviour

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

The supplier should not be engaged

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

D. ACTED procurement rules and regulations



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

Operating Principles

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

ACTED will:

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 _____



BIDDER'S CHECK LIST - ACTED Sri Lanka

Date:

Tender N°: T / 0899 / FWC / STATIONERY / Moneragala /19/07/2018/002

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)					
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 LKR all taxes inclusive (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) are provided					
9. ANNEXES – A Copy of An up to date Company registration documents and license are included and A copy of the ID of the legal representative.					
10. ANNEXES – Colored pictures (or samples) of item(s) are included					

Name & Position of Bidder's authorized representative _____

Authorized signature _____