

INTERNATIONAL CALL FOR TENDER – INSTRUCTIONS TO BIDDERS
ACTED LEBANON

Date: 22/08/2018

Tender N°: T/11CJZ/80DPSI-80DATW-80DBGS/BRT/PRG/22-08-2018

ACTED is requesting through this tender a company/consultant to provide detailed written offers for the supply of the following service:

PRODUCT SPECIFICATIONS:

1. Description: Supplies and install - Works:

Lot no.	Description	INCOTERMS	Category
1	Supply and Install Forman Irrigation system in 25 plots	DDP- Wadi khaled - Akkar	Supply and install
2	Supply and Install tunnel greenhouses (optional)	DDP- Wadi khaled - Akkar	Supply and install
3	Supply Plants and trees	DDP- Wadi Khaled	Supplies
4	Supply Agriculture Tools	DDP- Akkar	Supplies
5	Supply Plants and seeds	DDP- Beirut office	Supplies
6	Supply Nursery Tools	DDP MeshMesh- Akkar	Supplies
7	Supply Beekeeping Tools and Items	DDP- Wadi Khaled	Supplies
8	Supply and Transport Food processing items	DDP- MeshMesh - Akkar	Supplies
9	Rehabilitation works in 2 rooms	MeshMesh- Akkar	Supply and install
10	Bricket producing machine	Wadi Khaled	Supplies
11	Supply Safety Items	DDP- Beirut office	Supplies
12	Supply Tents	DDP- Beirut office	Supplies
13	Supply Briquettes	DDP- Wadi Khaled-Meshmesh	Supplies

2. Location: Beirut and Akkar, LEBANON

RESPONSIBILITIES OF THE CONTRACTOR:

1. Terms of delivery: Deadline depending on contract signaure.
 2. Validity of the offer: 6 months

SPECIFIC CONDITIONS :

- The supplier / consultant has to provide an ID copy of the legal representative.
- **ACTED reserves the right to exclude products from certain origins with regard to procedures of donor (EuropeAid).**
- Some samples or catalogue can be provided with bidder's offer. Through this document, bidders are also advised a stock visit can be scheduled during the selection time.

GENERAL CONDITIONS:

1. The **closing date** of this tender is **05/10/2018 5.00PM Local Lebanon time** in ACTED office at the following address :
8th floor, Eshmoun Bldg, Damascus Road, Sodeco, Ashrafieh, Beirut
Tel: +961 01 324331
or emailed both to : lebanon.tender@acted.org and in cc, tender@acted.org
2. Prices should **include delivery costs to required locations**.
3. Tenderers will fill, sign, stamp and return the Offer form according to ACTED's format.
4. Tenderers will sign and return all pages of the Consultancy Specifications for which they apply.
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 Logistics department in two separate envelopes or two separate Emails (1- offer form 2-all other related and requested documents) with the mention [T/11CJZ/80DPSI-80DATW-80DBGS/BRT/PRG/22-08-2018]- **not to opened before 06/10/2018** and the purpose of the offer.
7. The offers must be submitted in **English** and prices must be expressed in **USD including and excluding VAT**.
8. **ALL THE PAGES OF TENDER DOCUMENTS** (instructions to bidders, offer form, Questionnaire, Ethical declaration and bidders checklist) have to be signed stamped by the bidder.
9. Unsealed envelope 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, contractors' data shall be automatically processed.

NOTE: ACTED adopts a zero tolerance approach towards corruption and is committed to respecting the highest standards in terms of efficiency, responsibility and transparency in its activities. In particular, ACTED has adopted a participatory approach to promote and ensure transparency within the organization and has set up a Transparency focal point (Transparency Team supervised by the Director of Audit and Transparency) via a specific e-mail address. As such, if you witness or suspect any unlawful, improper or unethical act or business practices (such as soliciting, accepting or attempting to provide or accept any kickback) during the tendering process, please send an e-mail to transparency@acted.org

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

OFFER FORM ACTED Lebanon

Date:

Tender N°: T/11CJZ/80DPSI-80DATW-80DBGS/BRT/PRG/22-08-2018

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.

Lot 1: Irrigation Items

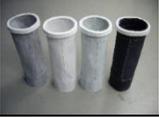
ITEMS AND QUANTITIES MIGHT BE SUBJECT TO CHANGE ACCORDING TO THE NEEDS OF THE PROJECT

ALL PRICES SHOULD INCLUDE DELIVERY COST TO DESIGNATED LOCATIONS

Item	Quantity	Unit	Unit price (USD) Excluding VAT	Unit price (USD) including VAT	Total price (USD) Excluding VAT	Total price (USD) including VAT
2000 Liters Plastic water tank with double wrap to protect from sun rays (1/2" outlet) with input connector to 1.5" and outlet connector to 1"1/2 	25	piece				
Saddles with O ring 2"x 1.5" 	34	piece				
Saddles With O Ring 1.5"x20mm 	70	piece				
Cap for 1.5"	105	piece				

						
<p>Cap for 2"</p> 	53	piece				
<p>Reducing nipple 1"x1/2"</p> 	52	piece				
<p>valve 1/2"</p> 	30	piece				
<p>PVC valve 1'1/2x1'1/2 Female</p> 	62	piece				

<p>Adapter Male 1"1/2</p> 	124	piece				
<p>safety take off 20mm</p> 	520	piece				
<p>Xeri-bug PC Redd 7.57 L/H</p> 	6300	Bag				
<p>PTFE 100% Thread seal Teflon Tape 19mm*0.2mm*20m*0.25g/m3</p> 	77	pc				
<p>Plastic screen Filters 1 1/2"</p> 	25	piece				
<p>PVC Adapter female 1.5 inch</p>	300	piece				

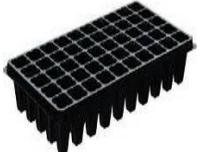
						
<p>Sleeves for filters 1 1/2"</p> 	50	piece				
<p>15A each phase (3 phases) 14KVA Lister petter (english) enough for 5.5 HP dipper</p> 	1	piece				
<p>Dripline 16mm-3.5L/H-30.5cm JR</p> 	8500	m				
<p>Drip pipe 20 mm-7L/H- PN 4 thickness 1.6 mm Material PE 32</p> 	14000	m				
<p>H.D.P.E Main line Pipe 2" Material PE 100 SDR 21</p>	2500	m				

Thickness 3.0mm 						
H.D.P.E Secondary tube line 1.5"PE 100 SDR 21 Thickness 2.4 	15150	m				
Socket 2"x2" 	30	piece				
End Plug 2" 	47	piece				
tee 90° 1.5" 	43	piece				
Coupling 16x16	100	piece				

						
<p>Coupling 20x20</p> 	120	piece				
<p>Coupling 1.5*1.5 inch</p> 	55	piece				
<p>Coupling 2*2 inch</p> 	52	piece				
<p>Mini valve barbed 16x16</p> 	1000	piece				
<p>Mini valve barbed 20x20</p> 	1030	piece				
<p>O ring 20mm</p> 	110	piece				
<p>O ring 1.5inch</p>	110	piece				

						
<p>O ring 2 inch</p> 	110	piece				
<p>Reducing coupling 1.5"x20mm</p> 	102	piece				
<p>male Nipple 2"</p> 	52	piece				
<p>Nipple 1.5"</p> 	52	piece				
<p>Barbed elbow 16x16</p> 	300	piece				
<p>Barbed elbow 20x20</p>	320	piece				

						
<p>Elbow coupling 1.5*1.5 inch</p> 	52	piece				
<p>Elbow coupling 2 *2 inch</p> 	52	piece				
<p>tee ball valve union 1.5"</p> 	302	piece				
<p>Plastic Band/Ceinture 20 cm</p> 	52	pack				
<p>98 cell Agricultural seed Trays</p>	100	Item				

						
Cement bricks حجر خفان 15x30x22.5 cm 	1400	piece				
Pump 3HP, 2Cpm assembly (similar to Leo brand) 	1	piece				

BIDDER'S TERMS AND CONDITIONS:

- Valid of the offer: _____ (recommended: 6 months or more)
- Terms of delivery: _____

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

----- END OF LOT 1-----

Lot 2: GreenHouse

ITEMS AND QUANTITIES MIGHT BE SUBJECT TO CHANGE ACCORDING TO THE NEEDS OF THE PROJECT

ALL PRICES SHOULD INCLUDE DELIVERY COST TO DESIGNATED LOCATIONS

OPTIONAL

Description	Quantity	Unit	Unit price Excluding VAT (USD)	Unit price Including VAT (USD)	Total price Excluding VAT (USD)	Total price Including VAT (USD)
<p>Supply and Install Tunnel Greenhouse 31.5*8m_Unit Area: 252m²_ Polyethylene: 180 microns, UV blocker, 3 layers, thermal_</p> <p>The frame of greenhouses should be made of galvanized steel, Sendzimir Z275g/m² (G 90), Arches made of galvanized tubes 60 mm x 1.5mm.</p> <p>Each arch is constituted of 4 parts NO weld is used in our structure</p> <ul style="list-style-type: none"> □ Door holder from both sides 60 mm x 1.5 mm □ Trusses: 5 sets joining the arch 32 mm x 1.5 mm □ Crosses: are made of 55 mm x 27 mm x 1.8 mm □ Crop holder: constituted of a 27 mm x 1.5 mm steel tubes □ Hook for Crop holders: constituted of a 27 mm x 1.5 mm steel tube <p>Vertical pipes for doors, 16 pcs/GH 32mmx1.5mm □ 32 lines of galvanized wires all over the arcs installed to hold the plastic film and it will be attached to the arcs by special crochets. (including transportation to Wadi khalid)</p> 	1	Supply and install				

BIDDER'S TERMS AND CONDITIONS:

3. Valid of the offer: _____ (recommended: 6 months or more)

4. Terms of delivery: _____

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

----- END OF LOT 2-----

T/11CJZ/80DPSI-80DATW-80DBGS/BRT/PRG/22-08-2018

Lot 3: Plants and Trees

ITEMS AND QUANTITIES MIGHT BE SUBJECT TO CHANGE ACCORDING TO THE NEEDS OF THE PROJECT

ALL PRICES SHOULD INCLUDE DELIVERY COST TO DESIGNATED LOCATIONS

Item	Description	Quantity	Unit	Unit price (USD) Excluding VAT	Unit price (USD) including VAT	Total price (USD) Excluding VAT	Total price (USD) including VAT
Cypress trees-Cupressus sempervirens 	Height 1.5 to 1.8m_Well developed root system_Free of diseases__Country of origin/ phytosanitary certificate	2600	Pot_Tree				
Fig Tree-Ficus carica 	Height 1.5 to 1.8m_Well developed root system and free of diseases__Country of origin/ phytosanitary certificate	308	Pot_Tree				
Summac Trees-Rhus_Italian variety 	Between 1 to 2 year old shrub_Italian variety_Well developed root system free of diseases.__Country of origin/ phytosanitary certificate	270	Pot_Tree				
Pomegranate-Punica granatum-الرمان 	Minimum 2 year old shrub/tree_Well developed root system free of diseases.Height Up to 1.5m	240	Pot_Tree				

<p>Carob-الخروب-Ceratonia silique</p> 	<p>Height 1.5 to 1.8 m_Free of diseases_Well developed root system__Country of origin/ phytosanitary certificate</p>	360	Pot_Tree				
<p>Pine-Pinus Pinea-الصنوبر الجوي</p> 	<p>Height 1.5 to 1.8 m_well developed root system_Free of diseases_Age more than 2 years old in pot__Country of origin/ phytosanitary certificate</p>	200	Pot_Tree				
<p>Olive-الزيتون-Olea</p> 	<p>Height 1.5 to 1.8 m_Free of diseases_Well developed root system__Country of origin/ phytosanitary certificate</p>	216	Pot_Tree				
<p>Almond-اللوز-Prunus dulcis</p> 	<p>Height 1.5 to 1.8 m_Free of diseases_Well developed root system__Country of origin/ phytosanitary certificate</p>	260	Pot_Tree				
<p>Lavender-Lavandula</p> 	<p>Pot size: 4L Age: 6 to 10 month old</p>	100	Pot				
<p>Rosemary-Rosmarinus officinalis</p> 	<p>Pot size: 4L Age: 6 to 10 month old</p>	100	Pot				

<p>Lettuce-الخس Lactuca Sativa L.</p> 	<p>Lettuce seeds similar to AMIRA MT Characteristic of the lettuce plant Very strong plant with Erect & voluminous size, and wide root base. Tolerant to heat stress. Resists bolting. Can be planted in all seasons</p>	<p>1</p>	<p>Seed Can of 500g</p>				
<p>Onion Bulbs - البصل Allium Cepa L</p> 	<p>ONION- similar to Grand Gold bulbs or texas early Grano_ Short day onion_Free of Mold</p>	<p>72</p>	<p>kg bulb</p>				
<p>Garlic - الثوم Allium Sativum L.</p> 	<p>Garlic bulbs in good condition_Local variety type_Free of Mold (Blue Mold)_Averages 4-6 cloves per bulb • Long storing garlic - 7-10 months_Suitable to be planted in Hot areas</p>	<p>48</p>	<p>kg bulb</p>				
<p>Sweet Carrot - الجزر (Daurus carota L. var. sativa D.C.)</p> 	<p>Seeds of sweet carrots (65 to 75 days to harvest)_Deep orange color_ uniform size 15-20cm_ for fresh eating or storage.-good quality_Resistant to powdery Mildew_Suitable to be planted in hot areas</p>	<p>1</p>	<p>Seed Can of 500g</p>				

<p>Squash</p>	<p>Plant: Strong vigorous vine with excellent yield. Tolerate hot weather conditions Fruits: 12-15 cm long fruits, uniform with green color and distinctive speckles. Days to maturity: 45_ Disease tolerance to PM, WMV</p>	<p>1</p>	<p>Seed Can of 500g</p>				
<p>Open field- Cucumber seeds- الخيار Cucumis Sativa L.</p> 	<p>Open field, prolific variety •Fruits 15 to 16 cm in length cylindrical shape_ can hold well in the field, under high temperatures, 35 to 40 days to maturity good disease resitant mainly - Cucumber Mosaic Virus; (similar to Hummer F1 variety)_Suitable to be planted in Hot area</p>	<p>2</p>	<p>Pack of 500g</p>				

<p>Tomato البندورة- Lycopersicon esculentum Mill Solanaceae</p> 	<p>Open field Tomato seeds (Variety similar to chourouk trade name)_Vigorous plant_Round red fruit_160 to 200g weight_early production and high yield_ 70 to 75 days to maturity_Resistant to Fusarium_Verticillium and Tomato Mosaic Virus_Suitable to be planted in Hot areas</p>	<p>2</p>	<p>Pack of 500g</p>				
<p>Green beans الوبياء العادية</p> 	<p>Green beans_Very early production and high yield_Days to maturity: 45 to 60 days_Green and unifrom pods, size:15cm in length_ Seeds should be homogeneous free from impurities_Traceable source_With all fact and information sheet</p>	<p>48</p>	<p>Kg</p>				
<p>Cabbage الملفوف (Brassica oleracea Var. capitata L.)</p> 	<p>Cabbage seeds_good compact round plant_ 2-3 kg of weight_Ready to harvest in 75 days from tansplanting_Resistant to black root rot_Tolerate heat, bolting and cracking</p>	<p>1</p>	<p>Pack of 100 g</p>				

Strawberry فريز (Fragagia x ananassa) 	Alpine strawberries. Pot size: 4L Age: 2 to 4 month old	480	Pot_seedling				
Transporation to Wadi khaled							

BIDDER'S TERMS AND CONDITIONS:

5. Valid of the offer: _____ (recommended: 6 months or more)
6. Terms of delivery: _____

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

----- END OF LOT 3-----

Lot 4: Agricultural tools

ITEMS AND QUANTITIES MIGHT BE SUBJECT TO CHANGE ACCORDING TO THE NEEDS OF THE PROJECT
ALL PRICES SHOULD INCLUDE DELIVERY COST TO DESIGNATED LOCATIONS

Item	Description	Quantity	Unit	Unit price (USD) Excluding VAT	Unit price (USD) including VAT	Total price (USD) Excluding VAT	Total price (USD) including VAT
<p>Hoe</p> 	Heavy duty hoe with long handle.	72	Item				
<p>Pick</p> 	Heavy duty pick with 2 sides (flat and pointy).	72	Item				
<p>Shovel</p> 	Long handle heavy-duty shovel. Handle length 1.5m minimum.	72	Item				
Sticks for Pickaxes	suitable to be used on the tools	24	Unit				

							
<p>Sticks for Shovels</p> 	<p>suitable to be used on the tools</p>	<p>24</p>	<p>unit</p>				
<p>Wheelbarrow</p> 		<p>10</p>	<p>Item</p>				
<p>Garden Fork</p> 	<p>Long handle heavy-duty pitchfork. Handle length 1.5m minimum.</p>	<p>48</p>	<p>Item</p>				
<p>Spade</p> 	<p>Small size</p>	<p>72</p>	<p>Item</p>				
<p>Pitchfork</p> 	<p>Long handle heavy-duty pitchfork. Handle length 1.5m minimum.</p>	<p>72</p>	<p>Pack of 50</p>				
<p>Jute Rope(Kg)</p>		<p>24</p>	<p>Roll of</p>				

			1 kg				
<p>Cutter with additional cutter blades (pack of 10 blades with each cutter)</p> 	<p>Like picture dimensions 25mmx6mm</p>	24	Item				
<p>Iron saw to cut agricultural pipes</p> 	<p>Good Quality, will be used for the pipes cut</p>	24	Item				
<p>Cordless Drill 18 Volt for pipes with screwdriver bits and a small set of drill bits for 16mm, 20mm, 1.5inch and 2 inch pipes</p>  <p>Type :</p>	<p>Good Quality/New</p>	10	Pack of 10				
<p>Good quality Plastic tree guard</p>	<p>Diameter:30 cm, Height:150</p>	4800	Item				

							
<p>Galv.Steel Wire Rope</p> 	6mm	2	Roll of 100m				
<p>Iron Dowel وتد حديد</p> 	8mm threaded steel rod, 50cm long, Bent circular 360 angle on one side at 10cm	50	Item				
<p>Serre Cable</p> 	convenient to the 6 mm wire rope	60	Pc				

Wire Rope cutter 	Professional, 200mm	10	Pc				
Pincer tool 		10	Pc				
Compost 70 Liter	Organic compost made from plant and animal manure.	1200	Item packed				
sTransportation to Akkar- Wadi khaled							

BIDDER'S TERMS AND CONDITIONS:

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

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

----- END OF LOT 4-----

Lot 5: Seeds

ITEMS AND QUANTITIES MIGHT BE SUBJECT TO CHANGE ACCORDING TO THE NEEDS OF THE PROJECT
ALL PRICES SHOULD INCLUDE DELIVERY COST TO DESIGNATED LOCATIONS

Item	Description	Quantity	Unit	Unit price (USD) Excluding VAT	Unit price (USD) including VAT	Total price (USD) Excluding VAT	Total price (USD) including VAT
Open field- Cucumber seeds- الخيار Cucumis Sativa L.	Open field, prolific variety •Fruits 15 to 16 cm in length cylindrical shape_can hold well in the field, under high temperatures, 35 to 40 days to maturity good disease resistant mainly - Cucumber Mosaic Virus; (similar to Hummer F1 variety)_Suitable to be planted in Hot area	2	Can of 500g				
Snake cucumber_Green Mikteh	Prolific variety_Can hold well in the field and under high temperature, resistant to diseases_1 can contain 500 g (similar to "Elite brand name)	2	can of 500 g				

Snake cucumber_White Mikteh	Prolific variety_Can hold well in thr field and under high temperature, resistant to diseases_1 can contain 500 g (similar to "Elite brand name)	2	can of 500 g				
Squash seeds	Plant: Strong vigorous vine with excellent yield.Tolerate hot weather conditions Fruits: 12-15 cm long fruits, uniform with green color and distinctive speckles. Days to maturity: 45_ Disease tolerance to PM, WMV	2	Can of 500g				
Lettuce-الخس Lactuca Sativa L.	Lettuce seeds similar to AMIRA MT_Characteristic of the lettuce plant_Very strong plant with Erect & voluminous size, and wide root base. Tolerant to heat stress. Resists bolting and mosaic disease. Can be planted in all seasons	2	can of 500 g				

Cabbage الملفوف (Brassica oleracea Var. capitata L.)	Cabbage seeds_good compact round plant_ 2-3 kg of weight_Ready to harvest in 75 days from tansplanting_Resistant to black root rot_Tolerate heat, bolting and cracking	2	Pack of 100 gram				
Basil Green Large Leaves	1 Pack contain 10 g	6	Pack				
Yellow Sweet Pepper seeds	Vigorous plant with good cover on the fruits. Fruit shape square and uniform, size: 8 cm in height, 200-220gr. in weight, turning to yellow at maturity. Resistant to TMV and TSWV_days to maturity: around 85 days (similar to yellow Gold F1)	2	Pack of 1000 seed				
Red Sweet pepper seeds	Vigorous plant with good cover on the fruits. Fruit shape square and uniform, size: 9 cm in height, 300gr. in weight, turning to red at maturity.Resistant to TMV and TSWV_days to maturity: around 85 days.		Pack of 1000 seed				

Green Sweet pepper seeds	Vigorous plant with good cover on the fruits. Fruit shape square and uniform, size: 8 cm in height, turning to dark green at maturity. Resistant to TMV and TSWV_ days to maturity: around 85 days		Pack of 1000 seed				
Hot Pepper	Strong medium tall plant with good leaf protection against sun scald. Very suitable for open field and green house production.	2	Pack of 1000 seed				
Tomato - البندورة Lycopersicon esculentum Mill Solanaceae	Open field Tomato seeds (Variety similar to chourouk trade name)_Vigorous plant_Round red fruit_160 to 200g weight_early production and high yield_ 70 to 75 days to maturity_Resistant to Fusarium_Verticillium and Tomato Mosaic Virus_Suitable to be planted in Hot areas	2	can of 500g				

<p>Cherry Open Field red Tomato (Tomate Cerise)</p>	<p>Indeterminate variety that has a vigorous plant growth. Prolific Variety with more than 40 fruits. Fruits are globe, bright red averaging in size from 5 to 10 gm. Easy to harvest Resistant to ToMV VF1 N_ Around 85 days to maturity</p>	<p>2</p>	<p>pack of 250 g</p>				
<p>Grape Tomato seeds_ Cluster of 8 to 9 joined fruits_ Fruit weight around: 220 g.</p>	<p>Indeterminnate, tomato variety. Produces nice clusters that can hold 8 to 9 jointed fruits. TheGlobe shaped fruits weighing 220g, uniform throughout the cluster and the plant, deep red in color, with excellent firmness. Suitable to be planted in hot areas. Resistant to ToMV, V, F1, F2, TYLCV, TSWV_Around 85 days to maturity</p>	<p>2</p>	<p>pack of 250 g</p>				

Green beans الوبياء العادية	Green beans_Very early production and high yield_Days to maturity: 45 to 60 days_Green and uniform pods, size:15cm in length_Seeds should be homogeneous free from impurities_Traceable source_With all fact and information sheet	4	Kg				
Onion seeds البصل Allium Cepa L	Golden skin color ONION-(similar to Grand Gold bulbs or texas early Grano _ Short day onion) early production and good yield	2	Pack of 500 g				
Eggplant seeds-ROOTSTOCK Powder (SAKATA)	Suitable for open field plantation as well as greenhouse protected cultivation_The large size, round fruits are deep-black in color, 450 gr in weight_Around 100 days to maturity	2	Pack of 1000 seed				
Swisschard seeds	White stem and veins_Large leaves_Resistant to bolting_ 50 days to reach maturity_(Similar to "Hortus sementi")	2	Pack of 900 g				
Radish-Open Field	Pack of 900 g (similar to "Marutane")	2	Pack of 10g				

Thym seeds	Pack of 1 kg(similar to "Clause)	4	Pack of 10g				
Rocca seeds	Pack of 1 kg(similar to "Clause)	8	Pack of 10g				
Parsley seeds	Free of impurities_ Good quality	8	Pack of 10g				
Coriander seeds	Pack of 1 kg(similar to "Clause)	8	Pack of 10g				

BIDDER'S TERMS AND CONDITIONS:

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

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

----- END OF LOT 5-----

Lot 6: Nursery Tools

ITEMS AND QUANTITIES MIGHT BE SUBJECT TO CHANGE ACCORDING TO THE NEEDS OF THE PROJECT
ALL PRICES SHOULD INCLUDE DELIVERY COST TO DESIGNATED LOCATIONS

Item	Description	Quantity	Unit	Unit price (USD) Excluding VAT	Unit price (USD) including VAT	Total price (USD) Excluding VAT	Total price (USD) including VAT
Chain Link galvanized fence 1.5 m. high, (2mm. thick)_75 meters	Barbed wire to fence an area of: 50 meters. Roll length of 75 meter	75	m ²				
Angle steel posts 2m pieces	Angle steel of 2m length to fix on it the fence	33	lm.				
Water Pump	(One Horsepower-H=54 m) Italian brand to be used for irrigation	1	Item				

BIDDER'S TERMS AND CONDITIONS:

- Valid of the offer: _____ (recommended: 6 months or more)
- Terms of delivery: _____

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

----- END OF LOT 6-----

Lot 7: Bee keeping materials

ITEMS AND QUANTITIES MIGHT BE SUBJECT TO CHANGE ACCORDING TO THE NEEDS OF THE PROJECT
 ALL PRICES SHOULD INCLUDE DELIVERY COST TO DESIGNATED LOCATIONS

Item	Description	Quantity	Unit	Unit price (USD) Excluding VAT	Unit price (USD) including VAT	Total price (USD) Excluding VAT	Total price (USD) including VAT
Automatic Electrical stainless steel Honey extractor-6 frames 	Good quality/New item with guarantee	1	Item				
Honey stainless steel containors 200Kg with a valve, filter and Stand. Inox 18/10 	Good quality/New item stainless steel	2	Item				
Honey stainless steel containors 100kg with a valve, filter and stand. Inox 18/10	Good quality/New item stainless steel	2					

							
<p>Wax scrapper tool</p>	<p>Good quality/New item</p>	<p>2</p>	<p>Item</p>				
<p>Inox steel strem Bees wax liquefier and melting tanks for 16 honeycomb Stainless steel stand and basket plastic grip. Inox 18/10</p> 	<p>Good quality with guarantee</p>	<p>1</p>	<p>Item</p>				
<p>Beeswax sheet Press Manual machine</p> 	<p>Good quality/New item</p>	<p>1</p>	<p>Item</p>				
<p>Glass Jar with lid for Honey code 506_ Capacity 660 ml</p>	<p>Code 506</p>	<p>20</p>	<p>Pack of 12 jars</p>				

Glass Jar with lid for Honey code 519_ Capacity 200ml	Code 519	15	Pack of 12 jars				
New Beehives boxes empty painted white with feeder and cover in addition to 5 Frames (empty no bees) with wax each	Langstroth hives	30	Item				
Wood Queen excluder for langstroth hives	Good quality	50	item				
Beekeeper's Overall complete good quality_Size XL 	Complete suit for beekeeping	2	Packag e				
Bee Hive Smoker Stainless steel	Bee hive smoker made of stainless steel	2	Item				
Gloves for beekeeping size XL 	Thick gloves	2	Item				

Control or preventive measures and treatment for varroa treatment_Form of stripe	Type : "Apivar" for varroa treatment Form of Stripe	10	Packag e				
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BIDDER'S TERMS AND CONDITIONS:

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

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

----- END OF LOT 7 -----

Lot 8: Food Tools

ITEMS AND QUANTITIES MIGHT BE SUBJECT TO CHANGE ACCORDING TO THE NEEDS OF THE PROJECT
ALL PRICES SHOULD INCLUDE DELIVERY COST TO DESIGNATED LOCATIONS

Item	Description	Quantity	Unit	Unit price (USD) Excluding VAT	Unit price (USD) including VAT	Total price (USD) Excluding VAT	Total price (USD) including VAT
Industrial Open Burner_Stainless steel body, top grade caste iron, 4 adjustable legs, ring burner with independent control, High pressure, + accessories (12 and 25 kg Gas cylinder for industrial stove with needed pipes/hoes, valve and regulators)	Industrial Open Burner_Stainless steel body, top grade caste iron, 4 adjustable legs, ring burner with independent control, High pressure, + accessories (12 and 25 kg Gas cylinder for industrial stove with needed pipes/hoes, valve and regulators)	1	Item				
Glass bottles with Lid for juices and vinegar with cover: Capacity 500 ml. Code 106	Glass Jar Code 106	200	Bottle				
Glass Jar with lid code 509_ Capacity 635 ml	Code 506	20	Pack of 12 jars				
Glass Jar with lid for Honey code 520 Capacity 330ml		20	Pack of 12 jars				
Glass Jar with lid for Honey code 519_ Capacity 200ml	Code 519	15	Pack of 24 jars				

Heavy duty hand held Sugar/Brix low and high refractometer	Good quality _Brix refractometers 2 scales to measure concentration of fruits, beverages, and canned goods; total solid content of syrups, vinegar, and sauces; or check the quality of vegetable, fruit, and grass tissues (similar to eclipse)	1	Item				
Salinity Refractometer to measure salt concentration	Good quality	1	Item				
Digital Thermometer for cooking and food process	Good quality	1	Item				
Stainless steel Work table 1 undershelf/ Low backsplash_ Dimensions: 190 L x 85 W x 90 cm H_S/S AISI 304 18/10_ check description	Stainless steel Work table 1 undershelf/ Low backsplash_ Dimensions: 190 L x 85 W x 90 cm H_S/S AISI 304 18/10 Top in S/S 1.5 mm thick_ 8 cm high backsplash _1 under shelf in S/S 1mm thick _6 adjustable s/s tubular legs 38x38_ Anti-vibration sealing gum_ Tubular reinforcements on border	2	Item				
25 kg Gas cylinder for industrial stove with needed pipes and valve	25kg	2	Item				
12kg Gas cylinder with needed pipes and valve	12kg	2	Item				

Deep Casserole with Lid: Measures 32 cm diameter by 18 cm height_ Capacity 14.6 Liters Stainless steel 18/10	Silver color_ Excellent quality_Heat diffuser bottom_Guarantee in terms of resistance, durability and hygiene	2	Item				
Casserole with Lid 36 cm diameter stainless steel 18/10 double wall	Silver color_ Excellent quality_Heat diffuser bottom_Guarantee in terms of resistance, durability and hygiene	2	item				
Casserole with Lid 40 cm diameter stainless steel 18/11 double wall	Silver color_ Excellent quality_Heat diffuser bottom_Guarantee in terms of resistance, durability and hygiene	2	item				
Casserole with Lid 45 cm diameter stainless steel 18/12 double wall	Silver color_ Excellent quality_Heat diffuser bottom_Guarantee in terms of resistance, durability and hygiene	2	item				
Deep Casserole with Lid Measures 36 cm diameter by 21.5 cm height stainless steel 18/10_ Capacity 21.8 litres_double wall	Silver color_ Excellent quality_Heat diffuser bottom_Guarantee in terms of resistance, durability and hygiene	2	Item				
Deep Casserole with lid 40 cms diameter and 24.5 Height, capacity of 30 liters stainless steel 18/10_ double wall	Silver color_ Excellent quality_Heat diffuser bottom_Guarantee in terms of resistance, durability and hygiene	2	Item				

Deep Casserole with lid Measures 45 cm diameter by 27.5 cm height_ Capacity 43.7 litress_ stainless steel 18/10_ double wall	Silver color_ Excellent quality_Heat diffuser bottom_Guarantee in terms of resistance, durability and hygiene	1	Item				
Stainless steel18/10 frying pan 28 cms	Silver color_ Excellent quality_Heat diffuser bottom_Guarantee in terms of resistance, durability and hygiene	1	Item				
Stainless steel18/10 frying pan 32 cms	Silver color_ Excellent quality_Heat diffuser bottom_Guarantee in terms of resistance, durability and hygiene	1	Item				
Stainless steel 18/10 conical colander with stand 32 cms	Silver color_Excellent quality	1	Item				
Sieve stainless steel 18/10 wires measure P50 diameter 30cm	Silver color_Excellent quality	1	Item				
Sieve stainless steel 18/10 wires measure P25 diameter 30cm	Silver color_Excellent quality	1	Item				
Stainless steel 18/10 skimmer diameter 10 cms_ Length 37 cms	Silver color_Excellent quality	2	Item				
Stainless steel 18/10 skimmer diameter 12 cms_ Length 50 cms	Silver color_Excellent quality	2	Item				

Stainless steel plain spoon 7.5*10 cms 18/10	Silver color_Exellent quality	12	Item				
Soup perforated Ladle 10 cms stainless steel 18/10	Silver color_Exellent quality	3	Item				
Soup Ladle 10 cms stainless steel 18/10	Silver color_Exellent quality	3	Item				
Soup Ladle 12 cms stainless steel 18/10	Silver color_Exellent quality	3	Item				
Stainless steel mixing bowls with lid 18/10_ Diameter 18 cms	Material: 18/10 stainless steel	5	Item				
Stainless steel mixing bowls 18/10_ with lid Diameter 20 cms	Material: 18/10 stainless steel	5	Item				
Stainless steel mixing bowls 18/10_ with lid_ Diameter 22 cms	Material: 18/10 stainless steel	5	Item				
Stainless steel 18/10 wire whisk 15 cm	Material: 18/10 stainless steel	2	Item				
Stainless steel 18/10 wire whisk 20 cm	Material: 18/10 stainless steel	2	Item				
Stainless steel 18/10 wire whisk 22.5 cm	Material: 18/10 stainless steel	2	Item				
Stock pot 45 cms Stainless steel 18/10	Silver color_Exellent quality						
Stock pot 36 cms Stainless steel 18/11							

Electric Hand Blender Stick Blender Hand Mixer with Beaker_ with 6 speeds + turbo	Good quality _for blending, mixing, chopping, grinding, whipping. should have with S- shaped fixed blade, unique bell-shaped blending shaft and whisk	1	Item				
Latex Gloves Large		5	Pack				
Latex Gloves Medium		5	Pack				
Gloves for washing dishes Large		5	Pack				
Gloves for washing dishes Medium		5	Pack				
Home Water roses Cooper distiller: Ca with cooler_ capacity 100 liter Stainless steel 316 _Double sided open burner that fits perfectly the distiller+ machinist debride	Good quality_ Stainless steel_ _ with Guarantee	1	Item				
Sealer machine for home use (Plastic bag sealer) 45 cm	Good quality with guarantee	1	Item				
Iron stand with with 5 shelves and wheels and wheel stoppers size 2.5*0.9*0.5m	size: (2.5*0.9*0.5m)	4	Item				



BIDDER'S TERMS AND CONDITIONS:

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

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

----- END OF LOT 8-----

Lot 9: Rehabilitation:

ITEMS AND QUANTITIES MIGHT BE SUBJECT TO CHANGE ACCORDING TO THE NEEDS OF THE PROJECT
 ALL PRICES SHOULD INCLUDE DELIVERY COST TO DESIGNATED LOCATIONS

Service	Description	Quantity	Unit	Unit price (USD) Excluding VAT	Unit price (USD) including VAT	Total price (USD) Excluding VAT	Total price (USD) including VAT
Floor Ceramic tiles local made 40*40cm	Supply and Install non slip ceramic tiles proper sealant to be applied_Prooer drainage between 2 to 3% using silt_Works include but not limited to cleaning finishing white cement between tiles_Proper elevations of a new threat hold. Color to be specified on ground	37	m2				
Ceramic Skirting	Supply and install 10/12 cm skirting, proper fixation and sealant on wall, Joint sealant between tiles Proper removals of skirting if exist. Works include but not limited to concrete works and finishing. Color to be specified on ground	38	m2				

<p>Emulsion Paint</p>	<p>Supply and Install emulsion paint_ for walls and ceiling Paint should be done in 2 coats with 24 hours seperation_1 primer and 1 finishing coat Works include but not limited to wall alignment with paste, proper sanding and scrubbing of existing wall and paint. Color to be specified on ground</p>	<p>140</p>	<p>m2</p>				
<p>Wash Basin 2.5m*60cm (2 washing sinks)</p>	<p>Supply and Install Stainless steel S/S 18/10 AISI 304 wash basin_2 bowls with coved corners-Tubular reinforcements on borders-Top in S/S 1.5 mm - minimum dimensions: 60x50x32cm _1 under shelf in S/S 1mm _Double reinforcements in S/S with U channels in the middle proper connection of pipes. Pipes should be imbedded within wall_proper plastering and finishing should be applied_ Wash Basin to be equipped with flexible drainage pipe (CE approved) works include but no limited to proper finishing and ceiling</p>		<p>piece\</p>				

Lighting point	Supply and install LED fluorescent lights in one set (23W). Each having a length of 120 cm. Lights should be electronic ballast. Including all wiring and related Works (pvc pipes, wires, switch, fitting, plastering etc.)	4	piece				
Light fittings and outlet	Supply and install power waterproof socket outlet including all wiring and related Works (pvc pipes, wires, switch, fitting, plastering etc.). socket to be covered with proper waterproof apparatus	6	piece				

BIDDER'S TERMS AND CONDITIONS:

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

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

----- END OF LOT 9-----

Lot 10: Bricket machine:

ITEMS AND QUANTITIES MIGHT BE SUBJECT TO CHANGE ACCORDING TO THE NEEDS OF THE PROJECT
 ALL PRICES SHOULD INCLUDE DELIVERY COST TO DESIGNATED LOCATIONS

Service	Description	Quantity	Unit	Unit price (USD) Excluding VAT	Unit price (USD) including VAT	Total price (USD) Excluding VAT	Total price (USD) including VAT
Olive Bricket electric press	Power: 20 HP_ Production_ 2 tones/hour of briquettes_ Machine should be mobile with tires_ One Year Guarantee	1	piece				

BIDDER'S TERMS AND CONDITIONS:

- Valid of the offer: _____ (recommended: 6 months or more)
- Terms of delivery: _____

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

----- END OF LOT 10-----

Lot 11: Safety wear:

ITEMS AND QUANTITIES MIGHT BE SUBJECT TO CHANGE ACCORDING TO THE NEEDS OF THE PROJECT

ALL PRICES SHOULD INCLUDE DELIVERY COST TO DESIGNATED LOCATIONS

Service	Description	Quantity	Unit	Unit price (USD) Excluding VAT	Unit price (USD) including VAT	Total price (USD) Excluding VAT	Total price (USD) including VAT
Fabric gloves (20 large- 40 XL) 	Fabric gloves (20 large- 40 XL)	60	pc				
Dark Blue Cap 	Without Logos	60	pc				
Gilet Jacket Phosphoric Colors 	Without Logos	60	pc				

BIDDER'S TERMS AND CONDITIONS:

- Valid of the offer: _____ (recommended: 6 months or more)
- Terms of delivery: _____

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

----- END OF LOT 11-----

Lot 12: Tents and Icecoolers

ITEMS AND QUANTITIES MIGHT BE SUBJECT TO CHANGE ACCORDING TO THE NEEDS OF THE PROJECT

ALL PRICES SHOULD INCLUDE DELIVERY COST TO DESIGNATED LOCATIONS

Item	Description	Quantity	Unit	Unit price (USD) Excluding VAT	Unit price (USD) including VAT	Total price (USD) Excluding VAT	Total price (USD) including VAT
Tents 	Pop up tents (3m*3m)	5	piece				
Ice Cooler 	20L	5	piece				

BIDDER'S TERMS AND CONDITIONS:

- Valid of the offer: _____ (recommended: 6 months or more)
- Terms of delivery: _____

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

----- END OF LOT 12-----

Lot 13 Briquettes:

ITEMS AND QUANTITIES MIGHT BE SUBJECT TO CHANGE ACCORDING TO THE NEEDS OF THE PROJECT

ALL PRICES SHOULD INCLUDE DELIVERY COST TO DESIGNATED LOCATIONS

Item	Description	Quantity	Unit	Unit price (USD) Excluding VAT	Unit price (USD) including VAT	Total price (USD) Excluding VAT	Total price (USD) including VAT
 Briquettes	Made from olive pomace and other agricultural waste حطب مصنوع من جفت الزيتون و غيرها من الفضلات الزراعية	Ton	140				
Transportation	Transportation to wadi khaled and Meshmesh to be done in small pick-ups for the distribution is going to be done per Household	service	1				

BIDDER'S TERMS AND CONDITIONS:

- Valid of the offer: _____ (recommended: 6 months or more)
- Terms of delivery: _____

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

----- END OF LOT 13-----

BIDDER'S QUESTIONNAIRE ACTED Lebanon

Date:

Tender N° : T/11CJZ/80DPSI-80DATW-80DBGS/BRT/PRG/22-08-2018

A. Company Name:

B. Company Owner(s) / Partners full names:

1
2
3
4

C. Company Legal Authorized Representative for this Tender:

Complete Name:

Position in the Company:

Signature:

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 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 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: _____

BIDDER'S ETHICAL DECLARATION - ACTED Lebanon

Date:

Tender N°: T/11CJZ/80DPSI-80DATW-80DBGS/BRT/PRG/22-08-2018

Tenderer's name: _____

Tenderer's address: _____

CODE OF CONDUCT:**1. Labour Standards**

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

- *Employment is freely chosen*

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

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

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

- *Working conditions are safe and hygienic*

A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment. Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers. Access to clean toilet

facilities and potable water and, if appropriate, sanitary facilities for food storage shall be provided. Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers. The company observing the standards shall assign responsibility for health and safety to a senior management representative.

- *Child Labour shall not be used*

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

- *Living wages are paid*

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

- *Working hours are not excessive*

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

- *No discrimination is practised*

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

- *Regular employment is provided*

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

- *No harsh or inhumane treatment is allowed*

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

B. Environmental Standards

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

- *Waste Management*

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

- *Packaging and Paper*

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

- *Conservation*

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

- *Energy Use*

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

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

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

C. Business Behaviour

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

The supplier should not be engaged

1. in the manufacture of arms

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

D. ACTED procurement rules and regulations

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

Operating Principles

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

ACTED will:

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

ACTED expects suppliers to:

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

Both parties will

- require the immediate cessation of serious breaches of the Code and, where these persist, terminate the business relationship.
- Seek to ensure all employees are aware of their rights and involved in the decisions which affect them.
- Avoid discriminating against enterprises in developing countries.



- Recognise official regulation and inspection of workplace standards, and the interests of legitimate trades unions and other representative organisations.
- seek arbitration in the case of unresolved disputes.

Qualifications to the Policy Statement

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 Lebanon

Date:

Tender N°: T/11CJZ/80DPSI-80DATW-80DBGS/BRT/PRG/22-08-2018

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 (compulsory)					
8. ANNEXES – A Copy of Company registration documents and license are included (compulsory)					
9. ANNEXES – A copy of the legal representative ID					
10. Samples or catalogues					

Name & Position of Bidder's authorized representative _____

Authorized signature _____