

INTERNATIONAL CALL FOR TENDER – INSTRUCTIONS TO BIDDERS
ACTED LEBANON

Date: 28/08/2018

Tender N°: [T/11CQC/T16/AIP/BRT/PROG/28-08-2018](#)

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

PRODUCT SPECIFICATIONS:

- | | |
|------------------------------|--------------------------------------|
| 1. Description: | Decorative construction tools |
| 2. Location: | <u>Beirut, LEBANON</u> |
| 3. Product class / category: | <u>Supplies</u> |

RESPONSIBILITIES OF THE CONTRACTOR:

- | | |
|---------------------------|--|
| 1. Terms of delivery: | <u>Deadline depending on contract signature.</u> |
| 2. Validity of the offer: | <u>6 months</u> |

GENERAL CONDITIONS:

1. The **closing date** of this tender is **11/09/2018 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
2. Tenderers will fill, sign, stamp and return the Offer form according to ACTED's format.
3. The offer to the call for tender will not result in the award of a contract.
4. The offer must be submitted to ACTED Logistics department in a sealed envelope stamped and signed by the company and indicating the tender title, date, and time of submission. The envelope must bear the mention ([T/11CQC/T16/AIP/BRT/PROG/28-08-2018](#))- **not to open before 12/09/2018** and the purpose of the offer. or by email to both emails addresses : lebanon.tender@acted.org and in cc, tender@acted.org

5. The offers must be submitted in **English** and prices must be expressed in **USD**.
6. A copy of the legal representative ID has to be provided with the tender documents.
7. **ALL THE PAGES OF TENDER DOCUMENTS** (instructions to bidders, offer form, Questionnaire, Ethical declaration and bidders checklist) have to be signed and stamped by the bidder.
8. A tender opening session will take place on **September 12th 2018** in the ACTED representative office 8th floor, Eshmoun Bldg, Damascus Road, Sodeco, Ashrafieh, Beirut. The presence of bidders' representative is allowed and have to manifest their interest in order to get the meeting time for tender opening session. Indeed, this piece of information will be provided later. For all inquiries regarding this tender, please contact the ACTED representative office in Lebanon not later than **7th September 2018 at 17:00** (local Lebanese time) by E-mail at lebanon.tender@acted.org, Cc tender@acted.org
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, ACTED reserves the right to carry out anti-terrorism checks on contractor, its board members, staff, volunteers, consultants, financial service providers and sub-contractor."

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/11CQC/T16/AIP/BRT/PROG/28-08-2018




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.




Batch 1 : Decorative construction tools



	Description	Quantity	Unit	Unit price Excluding VAT (USD)	Unit price Including VAT (USD)	Total price Excluding VAT (USD)	Total price Including VAT (USD)
1-A	Electrical Drill 280 Watt (INGCO or similar) Not rechargeable, changeable heads, can be used for wood and iron. 	pce	9				
1-B	Multi Purpose Drill Bit 4,5,6,8,10mm	Set of 5 pieces	9				
2-A	Electrical Circular Saw, 1400 watt, Adjustable, 185mm Blade, Removable blade, can be used for wood and Iron 	piece	9				
2-B	wood cutting Disc for the Electric 185 mm	piece	18				
2-C	Diamond cutting disc for the Electric Saw 185mm	piece	18				
3-A	Angle Grinder (115mm*125mm / 950 watt) (type: Bosch,	piece	9				




	<p>Ingco or Similar), Electric only, removable head, can be used for iron and wood</p> 						
3-B	<p>Abrasive cutting disc for Angle Grinder Diameter 115mm- thickness 1.2 , bore 22.2 mm</p>	piece	9				
4	<p>Belt</p>  <p>Rabber or fabric Belt, for hanging tools</p>	piece	40				
5	<p>Measuring Tape 5.5 m, normal size, no specific description</p> 	piece	9				
6	<p>Battery Screw Driver (set with 53 pieces accessories) (type: INGCO or similar), rechargeable batteries, last for 3 or 4 hours in continuously work, with 1 extra</p>	piece	9				





							
7	<p>Pliers, set of 3 pieces (6"/7"/8")</p> 	Set of 3 pieces	20				
8	<p>Hammer 2.5 Kg, wooden hand</p> 	piece	6				
9	<p>Hammer 5Kg, wooden hand.</p> 	piece	8				
10	<p>Cutter with 2 extra blades , plastic hand with a brake for the blade</p> 	piece	40				



11	<p>Industrial adjustable aluminum ladder (automatic 4*4 steps, 2.5 m)</p> 	piece	6				
12	<p>Roller/Brush, can be cotton head, 25 cm with plastic hand</p> 	piece	40				
13	<p>Scraper, 5 sizes in 1 set (50 mm/ 60mm/80mm/90mm/100mm), with a plastic hand</p> 	Set of 5 pieces	8				
14	<p>Bucket 16L, can be plastic or elastic, with a metal hand.</p> 	piece	20				
15	<p>Electric Drill paint Mixer-1100 watt (13mm- 120mm) 50 cm axe with a plastic hand.</p>	piece	3				

							
16	<p>Tool Box 21", plastic cover, many containers inside, with a large space in the bottom for the big tools</p> 	piece	8				
17	<p>Light 10 Watt with its special hand to be used on walls</p> 	piece	6				
18	<p>Cleaning Tools set (Broom with handle, bucket, glass squeegee, mop, dust cleaner)</p>	Sets	6				
19	<p>Cotton bags</p>	Kg	4				

							
20	<p>wood Chisel set of 4 pieces Sizes: 12 mm 14mm 16mm 20mm</p> 	set	4				
21	Extension Cord (3*2mm /50 meters roll -4 outlets)	piece	4				
22	Paint - gallon 3.43 L (white)	gallon	50				
23	Putty - gallon 3.43 L, can be used on walls and woods	gallon	50				
24	Special Glue for wallpapering and carpets- gallon 3.43 L, like patex glue	gallon	25				
25	Sealer - gallon 3.43 L, it's a base paint, used before painting.	gallon	20				
26	Tinner - 1L, to be mixed with the paints to make it lighter (less intensive)	btl	16				

27	Mixing Solution - 1L	btl	20				
28	<p>Sand Paper (150) different degrees, 100,120,140 using for polishing the wood, or the iron.</p> 	piece	100				
29	<p>Sand Stone, 6 inch size to sand the walls</p> 	piece	80				
30	Wood Paint	kg	6				
31	Wood filler (Wood putty or similar), to fill the gaps in the wood.	kg	6				
32	<p>Wallpaper roll (diameter 60 cm), depends on the supplier.</p> 	Meter	200				
33	Covering material, nylon, size 2 meters	Roll of 20 kg	1				

							
34	<p>Wood for Cladding including all needed material to install cladding (MDF wood sheets of dimensions 30cm* 120cm and thickness 8 to 10mm)</p> 	piece	60				
35	<p>Gloves, PUNCTURE AND CUT RESIST GLOVES</p> 	pack	20				
36	<p>Eye protection</p> 	piece	20				
37	<p>First aid kit including the bellow items :</p> <ul style="list-style-type: none"> 1 First aid kit in plastic box 3 Sterile Bordered Gauze, wound dressing Alcohol Bottle 4 Compresses sterilisees, Sterile Gauze swab 1 Waterproof plaster 20pcs/box 3 Gloves 1 Scissors 3 Alcohol Sterile 	pack	2				

	<p>3 Self-adhesive Gauze, Bandage 12cmx4m 1 Self-adhesive Gauze, Bandage 10cmx4m 1 Self-adhesive Gauze, Bandage 8cmx4m 2 Triangular Bandage 3 First Aid Rescue sheet 2 Beatmunssfolie Face shield</p> 							
38	<p>wood Chairs for renovation and paint re touch (any)</p> 	piece	20					
39	Carpets, 60*60 cm (100 Square Meters, and not 100 linear meter - 60x60cm cut pieces)	meter square	100					
40	vinyl -good quality, 60*60 cm	meter square	200					
Total (USD)								

BIDDER'S TERMS AND CONDITIONS:

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



2. Terms of delivery: _____ (DDP)

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

BIDDER'S QUESTIONNAIRE ACTED Lebanon

Date:

Tender N° : T/11CQC/T16/AIP/BRT/PROG/28-08-2018

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
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					(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.s

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/11CQC/T16/AIP/BRT/PROG/28-08-2018

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/11CQC/T16/AIP/BRT/PROG/28-08-2018

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. Part 5 _ (Form PRO-06-03 Version1.3) _ BIDDER'S CHECK LIST is attached, filled, signed and stamped by the supplier.					
8. The Bidding documents are filled in English (compulsory)					
9. ANNEXES – A Copy of Company registration documents and license are included. (compulsory)					
10. ANNEXES – A copy of the legal representative ID					

Name & Position of Bidder's authorized representative _____

Authorized signature _____