

INTERNATIONAL CALL FOR TENDER ACTED **Afghanistan**

Part A - Instructions to bidders

Date: **10/09/2018**

Tender reference: **T/02DJZ/15F/D1/D3/D18/D20/D35/D37/D52/D54/Kabul/10092018/001**

ACTED is launching a international competitive bidding and is requesting qualified bidders to provide detailed written offers for procurement and delivery of shelter and latrine materials for Nangarhar, Kunar, Laghman and Baghlan Provinces as listed below.

SERVICE SPECIFICATIONS:

- | | |
|---------------------------------------|---|
| 1. Description: | Procurement and delivery of shelter and latrine materials for Nangarhar, Kunar, Laghman and Baghlan Province (4 lots) |
| 2. Product class / category: | Supplies |
| 3. Made in (Service origin): | National/International |
| 4. Product stage: | Finished |
| 5. INCOTERM: | DDP – Jalalabad city (Nangarhar Province), Assadabad city (Kunar Province), Mehterlam city (Laghman Province), Puli-e-Khumri city (Laghman Province) |
| 6. Quantity | As per the offer form |
| 7. Detailed description of the Items: | |

Batch	Description	Locations
Lot-01	Procurement and delivery of Shelter and Latrine materials	Jalalabad city of Nangarhar Province
Lot-02	Procurement and delivery of Shelter and Latrine materials	Assadabad city of Kunar Province
Lot-03	Procurement and delivery of Shelter and Latrine materials	Mahterlam city of Laghman Province
Lot-04	Procurement and delivery of Shelter and Latrine materials	Puli-e-Khumri city of Baghlan Province

RESPONSIBILITIES OF THE BIDDER:

- | | |
|---------------------------|-------------------------------------|
| 1. Terms of delivery: | DDP (places listed above) |
| 2. Date of delivery: | 2.5 months after contract signature |
| 3. Validity of the offer: | Minimum three (3) months |

The answers to this tender should include the following elements:

- A written quotation including all the product specifications, the price per unit, quantity proposed and unit, and total price;
- A sample of the product;
- A certificate of origin.
- The ID of the legal representative of the company
- A copy of Company registration certificate and/or licence

SPECIFIC CONDITIONS:

- 1) Prices of the above procurement must include custom duties/taxes.
- 2) Quantities are only indicative and may be subject to changes prior to contract award.
- 3) Bidders are requested to fill in, sign, stamp and return Part A (Instruction to Bidders), Part B (Order Form), Part C (Bidder's Questionnaire), and Part D (Ethical Declaration & Checklist) according to ACTED formats.
- 4) All bidding documents must be filled in English.
- 5) Suppliers sending their offer by E-mail only will be requested to submit original offers at a later stage if their offer is pre-selected.

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- 6) Bidders can apply for one or several lots. However, they are requested to fill all information within one same lot; any missing information may lead to rejection of the offer(s).
- 7) Prices should be submitted in AFS only.

GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed on **24 Sept 2018 at 4:00 pm** Kabul time, both for e-mail applications and in-hand delivery, in ACTED office at the following addresses:
ACTED Kabul Office – Shahre Naw Turabaz Khan Qudeat Centre Dist. 10 Kabul City Afghanistan
ACTED Mazar-e-Sharif Office - Kartie-e Mamorin in front of Qurghan mosque Mazar-e-Sharif City, Balkh Province Afghanistan
ACTED Taluqan Office- Communication street Taluqan City, Takhar Province Afghanistan
ACTED Kunduz Office- House# 287, Next to Sar e Daura Park, Karte Ariana, District#5, Kunduz city, Kunduz Province of Afghanistan
ACTED Samanagn Office- District 2 Qush asia area, Samangan Province of Afghanistan
ACTED Baghlan Office- District 3 Shashsad Koti, Pol-e-Khumry City Baghlan, Afghanistan
ACTED Nangarhar Office- Mastofiate Square Jalalabad city, Nangarhar Province of Afghanistan
Or by e-mail to afghanistan.tender@acted.org, Cc tender@acted.org with a delivery confirmation request before the deadline mentioned above and the subject of the email including the tender ref. no. T/02DJZ/15F/D1/D3/D18/D20/D35/D37/D52/D54/Kabul/10092018/001.
Only international companies can send their application by e-mail / local companies must submit thire offers in hand delivery.
Tenderers who will present their offer at ACTED Afghanistan bases other than ACTED Kabul must take into consideration the transport time from the local base to ACTED Kabul.
2. Tenderers will fill, sign, stamp and return the Offer form according to ACTED's format.
3. Tenderers will sign and return all pages of the Product Specifications for which they apply.
4. The offer to the call for tender will not result in the award of a contract.
5. The offers must be submitted to ACTED Afghanistan offices in a sealed envelope with the mention **"T/02DJZ/15F/D1/D3/D18/D20/D35/D37/D52/D54/Kabul/10092018/001 Not to be opened before 24/Sept /2018"**.
6. **Unsealed envelope and late offers will not be considered.**
7. 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.

FOR BIDDER'S USE

I undersigned _____, the
Bidder, agree with the instructions and general conditions of this Call for Tender.

Company Name: _____

Authorized Representative Name: _____

Signature: _____

Part B - OFFER FORM ACTED Afghanistan

Date: 10/09/2018

Tender reference: T/02DJZ/15F/D1/D3/D18/D20/D35/D37/D52/D54/Kabul/10092018/001

To be Filled by Bidder (COMPULSORY)

Details of Bidding Company:

1. Company Name: _____
2. Company Authorized Representative Name: _____
3. Company Registration No: _____
No/Country/Ministry
4. Company Specialisation: _____
5. Mailing Address: _____
Country/Governate/City/St Name/Shop Office No
6. Contact Numbers: Land line: _____ / Mobile: _____
7. E-mail Address: _____

I undersigned, _____, the Bidder, 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 TABLES, ONE FOR EACH BATCH, EACH BATCH CORRESPONDING TO [procurement and delivery of shelter and latrine materials](#)

Lot-01 Procurement of shelter and latrine materials for Nangarhar Province (Jalalabad city)

SN	Item	Quantity	Unit	Supplier's specifications	Unit cost Afs	Total cost Afs (including all taxes and delivery)
A. Shelter Materials						
1	Iron beam size (14cmx7cmx5mm) for D1 lintel L=2m with anti-rust painting	180.00	Bar			
2	Iron beam size (14cmx7cmx5mm) for D2 lintel L=1.5m with anti-rust painting	360.00	Bar			
3	Iron beam size (14cmx7cmx5mm) for D3 lintel L=1.5m with anti-rust painting	180.00	Bar			
4	Iron beam size (14cmx7cmx5mm) for W1 lintel L= 3m with anti-rust painting	360.00	Bar			



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5	Iron beam of the roof slab size (14cm x 7cm x 5mm) L = 4m with anti-rust painting	900.00	Bar			
6	Plank- Wooden- Size(2.5*20*600)cm	3,420.00	m2			
7	Earthquake resistance(Katiba)- Wooden plate-size (9.5*9.5*560)cm	360.00	Bar			
8	Nails-Iron	270.00	kg			
9	Iron plate 2mm thickness,3cm width,45cm length	1,800.00	Pc			
10	Door -Khar Wooden for rooms D2-2No (as per design)	180.00	No			
11	Door - Khar Wooden for corridor D1-1No (as per design)	90.00	No			
12	Door -Khar wooden for washroom D3-1No (as per design)	90.00	No			
13	Windows -Khar Woode for W1 (as per design)	180.00	No			
14	Window for washroom-Khar for W2 (as per design)	90.00	No			
15	Glass without installation.(installation under HH)	450.00	m2			
16	Gutters from Iron sheet (12 X 8)Cm	360.00	No			
17	Plastic sheet for roofing	9,900.00	m2			

B. Toolkits

18	Claw hammer-Steel	90.00	Pc			
19	Steel Shovel with wood handle	90.00	Pc			
20	Iron Pick digger with wooden handle	90.00	Pc			
21	Iron Hand-held saw	90.00	Pc			
22	Iron Mason's bucket	90.00	Pc			

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23	Iron wheelbarrow with Tyre	90.00	Pc			
C. Latrine Materials						
24	Door -Khar Wooden-1 No (as per design)	90.00	No			
25	Zinc pipe with T elbow.	135.00	m			
26	PVC vent pipe	270.00	m			
27	Vent pipe hood from Iron sheet	90.00	unit			
28	Vault steel door for latrine pit (as per design)	90.00	No			
Grand Total (AFS), including all taxes and delivery cost						

BIDDER'S COMMENTS/REMARKS:

1. _____
2. _____

LOT-02 Procurement of shelter and latrine materials for Kunar Province (Assadabad city)

SN	Item	Quantity	Unit	Supplier's specifications	Unit cost Afs	Total cost Afs (including all taxes and delivery)
A. Shelter Materials						
1	Iron beam size (14cmx7cmx5mm) for D1 lintel L=2m with anti-rust painting	170.00	Bar			
2	Iron beam size (14cmx7cmx5mm) for D2 lintel L=1.5m with anti-rust painting	340.00	Bar			
3	Iron beam size (14cmx7cmx5mm) for D3 lintel L=1.5m with anti-rust painting	170.00	Bar			
4	Iron beam size (14cmx7cmx5mm) for W1 lintel L= 3m with anti-rust painting	340.00	Bar			
5	Iron beam of the roof slab size (14cm x 7cm x 5mm) L = 4m with anti-rust painting	850.00	Bar			
6	Plank- Wooden- Size(2.5*20*600)cm	3,230.00	m2			
7	Earthquake resistance(Katiba)- Wooden plate-size (9.5*9.5*560)cm	340.00	Bar			

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8	Nails-Iron	255.00	kg			
9	Iron plate 2mm thickness,3cm width,45cm length	1,700.00	Pc			
10	Door -Khar Wooden for rooms D2-2No (as per design)	170.00	No			
11	Door - Khar Wooden for corridor D1-1No (as per design)	85.00	No			
12	Door -Khar wooden for washroom D3-1No (as per design)	85.00	No			
13	Windows -Khar Woode for W1 (as per design)	170.00	No			
14	Window for washroom-Khar for W2 (as per design)	85.00	No			
15	Glass without installation.(installation under HH)	425.00	m2			
16	Gutters from Iron sheet (12 X 8)Cm	340.00	No			
17	Plastic sheet for roofing	9,350.00	m2			
B. Toolkits						
18	Claw hammer-Steel	85.00	Pc			
19	Steel Shovel with wood handle	85.00	Pc			
20	Iron Pick digger with wooden handle	85.00	Pc			
21	Iron Hand-held saw	85.00	Pc			
22	Iron Mason's bucket	85.00	Pc			
23	Iron wheelbarrow with Tyre	85.00	Pc			
c. Latrine Materials						
24	Door -Khar Wooden-1 No (as per design)	85.00	No			

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25	Zinc pipe with T elbow.	127.50	m			
26	PVC vent pipe	255.00	m			
27	Vent pipe hood from Iron sheet	85.00	unit			
28	Vault steel door for latrine pit (as per design)	85.00	No			

BIDDER'S COMMENTS/REMARKS:

1. _____
2. _____

Lot-03 Procurment of shelter and latrine materials for Laghman Province (Mahterlam city)

SN	Item	Quantity	Unit	Supplier's specifications	Unit cost Afs	Total cost Afs (including taxes and delivery)
A. Shelter Materials						
1	Iron beam size (14cmx7cmx5mm) for D1 lintel L=2m with anti-rust painting	170.00	Bar			
2	Iron beam size (14cmx7cmx5mm) for D2 lintel L=1.5m with anti-rust painting	340.00	Bar			
3	Iron beam size (14cmx7cmx5mm) for D3 lintel L=1.5m with anti-rust painting	170.00	Bar			
4	Iron beam size (14cmx7cmx5mm) for W1 lintel L= 3m with anti-rust painting	340.00	Bar			
5	Iron beam of the roof slab size (14cm x 7cm x 5mm) L = 4m with anti-rust painting	850.00	Bar			
6	Plank- Wooden- Size(2.5*20*600)cm	3,230.00	m2			
7	Earthquake resistance(Katiba)- Wooden plate-size (9.5*9.5*560)cm	340.00	Bar			
8	Nails-Iron	255.00	kg			
9	Iron plate 2mm thickness,3cm width,45cm length	1,700.00	Pc			

10	Door -Khar Wooden for rooms D2-2No (as per design)	170.00	No			
11	Door - Khar Wooden for corridor D1-1No (as per design)	85.00	No			
12	Door -Khar wooden for washroom D3-1No (as per design)	85.00	No			
13	Windows -Khar Woode for W1 (as per design)	170.00	No			
14	Window for washroom-Khar for W2 (as per design)	85.00	No			
15	Glass without installation.(installation under HH)	425.00	m2			
16	Gutters from Iron sheet (12 X 8)Cm	340.00	No			
17	Plastic sheet for roofing	9,350.00	m2			
B. Toolkits						
18	Claw hammer-Steel	85.00	Pc			
19	Steel Shovel with wood handle	85.00	Pc			
20	Iron Pick digger with wooden handle	85.00	Pc			
21	Iron Hand-held saw	85.00	Pc			
22	Iron Mason's bucket	85.00	Pc			
23	Iron wheelbarrow with Tyre	85.00	Pc			
C. Latrine Materials						
24	Door -Khar Wooden-1 No (as per design)	85.00	No			
25	Zinc pipe with T elbow.	127.50	m			
26	PVC vent pipe	255.00	m			

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27	Vent pipe hood from Iron sheet	85.00	unit			
28	Vault steel door for latrine pit (as per design)	85.00	No			
Grand Total (AFS) including all taxes and delivery cost						

BIDDER'S COMMENTS/REMARKS:

3. _____
4. _____

LOT-04 Procurement of shelter and latrine materials for Baghlan Province

SN	Item	Quantity	Unit	Supplier's specifications	Unit cost Afs	Total cost Afs (including taxes and delivery)
A. Shelter Materials						
1	Iron beam size (14cmx7cmx5mm) for D1 lintel L=2m with anti-rust painting	160.00	Bar			
2	Iron beam size (14cmx7cmx5mm) for D2 lintel L=1.5m with anti-rust painting	320.00	Bar			
3	Iron beam size (14cmx7cmx5mm) for D3 lintel L=1.5m with anti-rust painting	160.00	Bar			
4	Iron beam size (14cmx7cmx5mm) for W1 lintel L= 3m with anti-rust painting	320.00	Bar			
5	Iron beam of the roof slab size (14cm x 7cm x 5mm) L = 4m with anti-rust painting	800.00	Bar			
6	Plank- Wooden- Size(2.5*20*600)cm	3,040.00	m2			
7	Earthquake resistance(Katiba)- Wooden plate-size (9.5*9.5*560)cm	320.00	Bar			
8	Nails-Iron	240.00	kg			
9	Iron plate 2mm thickness,3cm width,45cm length	1,600.00	Pc			
10	Door -Khar Wooden for rooms D2-2No (as per design)	160.00	No			
11	Door - Khar Wooden for corridor D1-1No (as per design)	80.00	No			

12	Door -Khar wooden for washroom D3-1No (as per design)	80.00	No			
13	Windows -Khar Woode for W1 (as per design)	160.00	No			
14	Window for washroom-Khar for W2 (as per design)	80.00	No			
15	Glass without installation.(installation under HH)	400.00	m2			
16	Gutters from Iron sheet (12 X 8)Cm	320.00	No			
17	Plastic sheet for roofing	8,800.00	m2			
B. Toolkits						
18	Claw hammer-Steel	80.00	Pc			
19	Steel Shovel with wood handle	80.00	Pc			
20	Iron Pick digger with wooden handle	80.00	Pc			
21	Iron Hand-held saw	80.00	Pc			
22	Iron Mason's bucket	80.00	Pc			
23	Iron wheelbarrow with Tyre	80.00	Pc			
C. Latrine Materials						
24	Door -Khar Wooden-1 No (as per design)	80.00	No			
25	Zinc pipe with T elbow.	120.00	m			
26	PVC vent pipe	240.00	m			
27	Vent pipe hood from Iron sheet	80.00	unit			
28	Vault steel door for latrine pit (as per design)	80.00	No			
Grand Total (AFS) including all taxes and delivery cost						

BIDDER'S COMMENTS/REMARKS:

5. _____
6. _____

BIDDER'S TERMS AND CONDITIONS:

1. Validity of Offer: _____ (recommended: Three (3) months or more)
2. Terms of delivery: _____ (Recommended DDP)
3. Terms of payment: _____

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

NB: in case of Request for Tender, please attach the service proposal to the present offer form

PART C - BIDDER'S QUESTIONNAIRE

ACTED Afghanistan

Date: 10/09/2018

Tender N°: T/02DJZ/15F/D1/D3/D18/D20/D35/D37/D52/D54/Kabul/10092018/001

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 Company Registration: _____
- 2 Company national license registration number (copy shall be attached): _____
- 3 National License expiration date: _____
- 4 Company Type / Profession as per Registration: _____
- 5 Full Name of the Three Company Representatives: _____

Name	Position	Location	Mobile Number

- 6 Total number of full time employees: _____
- 7 Company Telephone Number: _____
- 8 Company Fax Number: _____
- 9 Company Email Address: _____

10 Have you worked with NGOs before? If Yes, please list them with detailed information (if needed please provide separate list; a contact person for each contract shall be mentioned):

-
-
-
-
-

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

-
-
-

12 Bank Accounts by the name of company (with print of past 6 months bank statement):



In Afghanistan	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 the past two years

No	Project Description	Location	Partner Name	Duration	Project Cost (USD)
1					
2					
3					
4					

2 Company Assets as of January 1st 2018:

Please list your company's main assets (machines, equipment, premises & warehouses, trucks & heavy machines, production center, etc); please note that ACTED reserves the right to visit the listed facilities and request an inspection visit of the listed equipment. **Copies of licenses is required with the bid.**

No	Description	Location/Address	Quantity	License number
1				
2				
3				
4				
5				
6				

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 D - BIDDER'S ETHICAL DECLARATION

ACTED Afghanistan

Date: 10/09/2018

Tender N°: T/02DJZ/15F/D1/D3/D18/D20/D35/D37/D52/D54/Kabul/10092018/001

Tenderer's name: _____

Tenderer's address: _____

CODE OF CONDUCT:

A. 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 Afghanistan

Date: 10/09/2018

Tender reference: T/02DJZ/15F/D1/D3/D18/D20/D35/D37/D52/D54/Kabul/10092018/001

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		To be filled in by Opening Committee (For ACTED use only)		
	Yes	No	Yes	No	Comments
1. An original and one copy of the bid have been provided					
2. PART A – Instructions to Bidders is attached, filled, signed and stamped by the supplier. (compulsory)					
3. PART B – Offer Form is attached, filled, signed and stamped by the supplier. (compulsory)					
4. The bid prices are in Afghani and at least all columns of items applied to have been filled (except for Supplier's specification, Country of Origin and Brand Name)					
5. PART C – Company Profile Form is attached, filled, signed and stamped by the supplier. (compulsory)					
6. PART D – (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 – Proofs of past performances in a similar field of activity (e.g. past similar services deliveries in Afghanistan) are provided (recommended).					
9. ANNEXES – Application Letter on Company Template					
10. ANNEXES – A Copy of Company registration documents and license are included. The ID of the legal representative of the company. (compulsory)					
11. ANNEXES – Color pictures (or samples) of item(s) are included					

Name & Position of Bidder's authorized representative _____

Authorized signature _____