



NATIONAL CALL FOR TENDER FOR A FRAMEWORK AGREEMENT - ACTED Iraq

Date: 24-09-2018

Tender N°: T/FA/10/HOTEL_FLIGHT/ERB/24-09-2018/001

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

PRODUCT SPECIFICATIONS:

1. Description: **Five lots of multiple services as per description below**
2. Product class / category: Services
3. Product stage: Finished products
4. INCOTERM (delivery conditions): **Locations as per definition below**
5. Quantities and specifications: **As per request during the validity of the FA**

Lot #	Description	Product category	Qty	Service Stage	Location/Deadline
1	Hotel Services (accomodatoion and meeting rooms)	Services	As per request during the validity of the FA	Final, according to technical specifications	Erbil / Delivery within 24 hours after reception of purchase order
2	Hotel Services (accomodatoion and meeting rooms)	Services	As per request during the validity of the FA	Final, according to technical specifications	Dohuk - Delivery within 24 hours after reception of purchase order
3	Hotel Services (accomodatoion and meeting rooms)	Services	As per request during the validity of the FA	Final, according to technical specifications	Mosul - Delivery within 24 hours after reception of purchase order
4	Hotel Services (accomodatoion and meeting rooms)	Services	As per request during the validity of the FA	Final, according to technical specifications	Baghdad (Jadreia area) - Delivery within 24 hours after reception of purchase order
5	Flight Tickets	Services	As per request during the validity of the FA	Final, according to technical specifications	As per request during the validity of the FA/Delivery within 24 hours after reception of purchase order

RESPONSIBILITIES OF THE CONTRACTOR:

1. Terms of delivery: As per specific conditions defined below
2. Date of delivery: Within 24h after reception of purchase order
3. Validity of the offer: **One year (fixed price framework agreements)**
4. Prices can be reviewed on a quarterly basis based on market fluctuation and upon approval of both parties, not exceeding 10% of the original unit price.

GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed on **14/10/2018 (Oct 14^h, 2018) at 16:00 (Iraq time)** in ACTED office at the following address:

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

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

2. Offers shall be submitted in English.
3. Prices should be defined in USD (United States Dollar)
4. Bidders should fill, sign, stamp and return the Offer form according to ACTED's format.
5. Bidders will sign and return all pages of the Product Specifications for which they apply.
6. The offer to the call for tender will not result in the award of a contract.
7. The resulted contract of this tender does not imply in an exclusive clause for the hereby mentioned services.
8. The offer must be submitted to ACTED purchase department in a sealed envelope with the mention "T/FA/10/HOTEL_FLIGHT/ERB/24-09-2018/001"- **not to be opened before 14/10/2018** and the purpose of the offer. Late Bids will be automatically rejected.
9. Unsealed envelopes and late offers will not be considered.
10. Bidders are allowed to bid for one or more lots at the same time to be considered eligible.
11. The answers to this tender should include a written quotation including all the service specifications, the price per unit and other relevant information for this tender.
12. Alterations to any page, including the use of correction fluid, are not permitted.
13. Bidders can bid for only one lot or more.
14. 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.

SPECIFIC CONDITIONS:

Conditions applicable for all lots:

1. **Bidders may provide offer(s) for one or several lots.**
2. **Bidders should provide offer(s) for all items in a lot to be considered eligible.**
3. The answers to this tender should include a written quotation including all the specifications, the price per unit, technical specifications and unit.

Conditions applicable to lot 1 to 4:

1. Rooms should be available on the second floor or higher.
2. Room should count with an emergency escape route in each floor, fire extinguishers in each floor and smoke detectors inside the room.
3. Breakfast not included.
4. Preference is given to hotels with internal TV circuit (security cameras).
5. The premise should count with constant presence of an employee in charge.
6. Building should include at least one gate control with metal detector and/or security guard.
7. Guest should be able to access the building 24h/7days.
8. All the rooms should be furnished with Air Conditioning and Internet.
9. Bidders to specify cancellation policy on lot's comments.
10. Bidders to specify amendments policy on lot's comments.
11. Bidders should submit photo of their rooms (mandatory).

Conditions applicable to 1:

1. Only hotels in Ainkawa neighbourhood within a radius of 5km from the point 36.22464, 43.99204 (Virgin Mary Statue) will be accepted.

Conditions applicable to 4:

1. Only hotels in Jadreia neighbourhood will be accepted.

Conditions applicable to lot 5:

1. **Tickets need to be sent electronically by email or delivered at ACTED Office in Erbil.**
2. The selected company needs to provide at least three alternatives of flight for every request or a proof of absence of additional flights (printout of the sales system).
3. All flights should be considered on economic class.
4. The selected week for price simulation should be within a period not exceeding two weeks before the closing date of this tender.
5. **IATA membership is required**

REQUIRED DOCUMENTS:

1. Company registration.
2. Tax exemption certificate.
3. ID of the legal representative.
4. Evidence of experience undertaking similar work.
5. Other supporting documents (If applicable).

SELECTION CRITERIA:

1. Best price
2. Service Quality
3. Past performance and experience with INGOs
4. The ability to assign/hire one focal point for the contract management
5. The ability to prioritize ACTED requests and answer within 24 hours

THE OFFER WILL NOT BE CONSIDERED ELLGIBLE IF:

- White ink is used, price correction by hand.
- All papers are not signed and stamped.
- Documents mentioned as "compulsory" in Bidder's check-list are not attached.
- Electronic stamp and signature (in case of submission by e-mail)

OFFER FORM

Date:

Tender N°: T/FA/10/HOTEL_FLIGHT/ERB/24-08-2018/001

To be Filled by Bidder (COMPULSORY)**Details of Bidding Company:**

1. Company Name: (_____)
2. Company Authorized Representative Name: (_____)
3. Company Registration No: (_____)
No/Country/ Ministry
4. Company Specialization: (_____)
5. Mailing Address (Physical Address): (_____)
Country/Governorate./City/St name/Shop-Office No
 - a. Contact Numbers: (Land Line: _____ / Mobile No: _____)
 - b. E-mail Address: (_____)

I undersigned _____, agree to provide ACTED, non-profit NGO, with items answering the following specifications, according to the general conditions and responsibilities that I engage myself to follow.



PLEASE FILL IN THE FOLLOWING TABLES, ONE FOR EACH BATCH, EACH BATCH CORRESPONDING TO:

LOT 1.A.: Accommodation Services (Framework agreement) – Erbil/Ainkawa
a radius of 5km from the point 36.22464, 43.99204 (Virgin Mary Statue) will be accepted.

ITEM	DESCRIPTION	UNIT	UNIT PRICE INCLUDING ALL TAXES(IQD)	UNIT PRICE INCLUDING ALL TAXES(USD)	CHECK OUT TIME
1	Single room without breakfast	Night			
2	Double room (twin bed) without breakfast	Night			
3	Double room (single bed) without breakfast	Night			
4	Deluxe Single room without breakfast	Night			
5	Deluxe Double room (twin bed) without breakfast	Night			
6	Deluxe Double room (single bed) without breakfast	Night			

ADDRESS OF THE ROOMS: _____

LOT 1.B.: Meeting rooms Services (Framework agreement) – Erbil/ All areas Preferred near Ainkawa

OPTION A: FULL DAY FROM 9:00AM TILL 6:00PM

ITEM	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE INCLUDING ALL TAXES(IQD)	UNIT PRICE INCLUDING ALL TAXES(USD)	UNIT PRICE INCLUDING ALL TAXES(IQD)	UNIT PRICE INCLUDING ALL TAXES(USD)
Expected number of attendees			Attendees 1-25 person		Attendees 26-80 person	
1	Meeting room with one coffee break	One room				
2	Meeting room with Two coffee break	One room				
3	Meeting room with one coffee break and One buffet lunch	One room				
4	Meeting room with one coffee break and One buffet lunch	One room				
6	Extra sound system	One unit				

OPTION B: HALF DAY FROM 9:00AM TILL 1:00PM

ITEM	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE INCLUDING ALL TAXES(IQD)	UNIT PRICE INCLUDING ALL TAXES(USD)	UNIT PRICE INCLUDING ALL TAXES(IQD)	UNIT PRICE INCLUDING ALL TAXES(USD)
Expected number of attendees			Attendees 1-25 person		Attendees 26-80 person	
1	Meeting room with one coffee break	One room				



BIDDER'S COMMENTS/REMARKS:

1. _____

2. _____

LOT 2.A.: Accommodation Services (Framework agreement) – **Dohuk**

ITEM	DESCRIPTION	UNIT	UNIT PRICE INCLUDING ALL TAXES(IQD)	UNIT PRICE INCLUDING ALL TAXES(USD)	CHECK OUT TIME
1	Single room without breakfast	Night			
2	Double room (twin bed) without breakfast	Night			
3	Double room (single bed) without breakfast	Night			

ADDRESS OF THE ROOMS: _____

LOT 2.B.: Meeting rooms Services (Framework agreement) – **Dohuk**

OPTION A: FULL DAY FROM 9:00AM TILL 6:00PM

ITEM	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE INCLUDING ALL TAXES(IQD)	UNIT PRICE INCLUDING ALL TAXES(USD)	UNIT PRICE INCLUDING ALL TAXES(IQD)	UNIT PRICE INCLUDING ALL TAXES(USD)
Expected number of attendees			Attendees 1-25 person		Attendees 26-80 person	
1	Meeting room with one coffee break	One room				
2	Meeting room with Two coffee break	One room				
3	Meeting room with one coffee break and One buffet lunch	One room				
4	Meeting room with one coffee break and One buffet lunch	One room				
6	Extra sound system	One unit				

OPTION B: HALF DAY FROM 9:00AM TILL 1:00PM



ITEM	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE INCLUDING ALL TAXES(IQD)	UNIT PRICE INCLUDING ALL TAXES(USD)	UNIT PRICE INCLUDING ALL TAXES(IQD)	UNIT PRICE INCLUDING ALL TAXES(USD)
Expected number of attendees			Attendees 1-25 person		Attendees 26-80 person	
1	Meeting room with one coffee break	One room				

BIDDER'S COMMENTS/REMARKS:

1. _____

2. _____

LOT 3: Accommodation Services (Framework agreement) – **Mosul**

ITEM	DESCRIPTION	UNIT	UNIT PRICE INCLUDING ALL TAXES(IQD)	UNIT PRICE INCLUDING ALL TAXES(USD)	CHECK OUT TIME
1	Single room without breakfast	Night			
2	Double room (twin bed) without breakfast	Night			
3	Double room (single bed) without breakfast	Night			

ADDRESS OF THE ROOMS: _____

LOT 3: Meeting rooms Services (Framework agreement) – **Mosul**

OPTION A: FULL DAY FROM 9:00AM TILL 6:00PM

ITEM	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE INCLUDING ALL TAXES(IQD)	UNIT PRICE INCLUDING ALL TAXES(USD)	UNIT PRICE INCLUDING ALL TAXES(IQD)	UNIT PRICE INCLUDING ALL TAXES(USD)
Expected number of attendees			Attendees 1-25 person		Attendees 26-80 person	
1	Meeting room with one coffee break	One room				
2	Meeting room with Two coffee break	One room				
3	Meeting room with one coffee break and One buffet lunch	One room				
4	Meeting room with one coffee break and One buffet lunch	One room				
6	Extra sound system	One unit				

OPTION B: HALF DAY FROM 9:00AM TILL 1:00PM



ACTED

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ITEM	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE INCLUDING ALL TAXES(IQD)	UNIT PRICE INCLUDING ALL TAXES(USD)	UNIT PRICE INCLUDING ALL TAXES(IQD)	UNIT PRICE INCLUDING ALL TAXES(USD)
	Expected number of attendees		Attendees 1-25 person		Attendees 26-80 person	
1	Meeting room with one coffee break	One room				

BIDDER'S COMMENTS/REMARKS:

1. _____

2. _____



LOT 4.A.: Accommodation Services (Framework agreement) – Baghdad (Jadreja area)

ITEM	DESCRIPTION	UNIT	UNIT PRICE INCLUDING ALL TAXES(IQD)	UNIT PRICE INCLUDING ALL TAXES(USD)	CHECK OUT TIME
1	Single room without breakfast	Night			
2	Double room (twin bed) without breakfast	Night			
3	Double room (single bed) without breakfast	Night			

ADDRESS OF THE ROOMS: _____

LOT 4.B.: Meeting rooms Services (Framework agreement) – Baghdad (Jadreja area)

OPTION A: FULL DAY FROM 9:00AM TILL 6:00PM

ITEM	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE INCLUDING ALL TAXES(IQD)	UNIT PRICE INCLUDING ALL TAXES(USD)	UNIT PRICE INCLUDING ALL TAXES(IQD)	UNIT PRICE INCLUDING ALL TAXES(USD)
Expected number of attendees			Attendees 1-25 person		Attendees 26-80 person	
1	Meeting room with one coffee break	One room				
2	Meeting room with Two coffee break	One room				
3	Meeting room with one coffee break and One buffet lunch	One room				
4	Meeting room with one coffee break and One buffet lunch	One room				
6	Extra sound system	One unit				

OPTION B: HALF DAY FROM 9:00AM TILL 1:00PM

ITEM	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE INCLUDING ALL TAXES(IQD)	UNIT PRICE INCLUDING ALL TAXES(USD)	UNIT PRICE INCLUDING ALL TAXES(IQD)	UNIT PRICE INCLUDING ALL TAXES(USD)
Expected number of attendees			Attendees 1-25 person		Attendees 26-80 person	
1	Meeting room with one coffee break	One room				

BIDDER'S COMMENTS/REMARKS:

1. _____



2.

LOT 5: Flight Ticket (Framework agreement) - Delivered to Erbil Office/Email

A. FIXED FEES FOR BOOKING, CHANGE AND CANCELLATION

Description	Unit	UNIT PRICE including all taxes USD	UNIT PRICE including all taxes IQD	Price flexibility ¹
Ticket issuing	Fee			
Booking	Fee			
Cancellation	Fee			
Flight change	Fee			

B. SAMPLE FLIGHTS

Sample Flight 1
Sunday ERB – BGW (morning flight) Thursday (D+5) BGW – ERB (afternoon/early evening flight)
<u>Terms and conditions:</u> 1 pax Economy class ticket Min 20 kg check in luggage
Flight proposition and price

Sample Flight 2
Sunday ERB – AMM (morning flight) Thursday (D+5) AMM – ERB (afternoon/early evening flight)
<u>Terms and conditions:</u> 1 pax Economy class ticket Direct Flight Min 20 kg check in luggage

¹ Flexibility only can be applied with prior consent from both parties and unde special recognizable conditions such as major political events or high demand season.



Flight proposition and price

Sample Flight 3

Sunday ERB – AMM (morning flight)

Thursday (D+5) AMM – ERB (afternoon/early evening flight)

Terms and conditions:

1 pax

Economy class ticket

Min 20 kg check in luggage

Max. 1 stop over

Flight proposition and price

Sample Flight 4

Sunday ERB – BGW (morning flight)

Thursday (D+5) BGW – ERB (afternoon/early evening flight)

Terms and conditions:

1 pax

Economy class ticket

Max. 1 stop over

Min 20 kg check in luggage

Flight proposition and price

Sample Flight 5

Sunday ERB – BEY (morning flight)

Thursday (D+5) BEY – ERB (afternoon/early evening flight)

Terms and conditions:

1 pax

Economy class ticket

Max. 1 stop over



Min 20 kg check in luggage

Flight proposition and price

Sample Flight 6

Sunday ERB – DXB (morning flight)

Thursday (D+5) DXB – ERB (afternoon/early evening flight)

Terms and conditions:

1 pax

Economy class ticket

Max. 1 stop over

Min 20 kg check in luggage

Flight proposition and price

BIDDER'S COMMENTS/REMARKS:

1. _____

2. _____

BIDDER'S TERMS AND CONDITIONS:

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

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____



BIDDER'S ETHICAL DECLARATION

Date:

Tender N°: T/FA/10/HOTEL_FLIGHT/ERB/24-09-2018/001

Bidder's name: _____

Bidder's address: _____

CODE OF CONDUCT:

1. Labour Standards

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

- *Employment is freely chosen*

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

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

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

- *Working conditions are safe and hygienic*

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

- *Child Labour shall not be used*

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

- *Living wages are paid*

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

- *Working hours are not excessive*

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

- *No discrimination is practised*

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

- *Regular employment is provided*

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

- *No harsh or inhumane treatment is allowed*

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

B. Environmental Standards

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' 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 Bidder's authorized representative _____

Authorized signature _____



BIDDER'S CHECK LIST

Date:

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BEFORE SENDING YOUR BIDDING DOCUMENTS, PLEASE CHECK THAT EACH OF THE FOLLOWING ITEM IS COMPLETE AND RESPECTS THE FOLLOWING CRITERIA:

Description	To be filled in by Bidder		For ACTED use only (to be filled in by Purchase Committee)		Comments
	Included		Present		
	Yes	No	Yes	No	
1. An original and one copy of the bid have been provided (compulsory for one original)					
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 IQD and USD					
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 or Arabic.					
8. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) are provided					
9. ANNEXES – A Copy of Company registration documents and license are included (compulsory)					
10. ANNEXES – Colour pictures (or samples) of item(s) are included					

Name & Position of Bidder's authorized representative _____

Authorized signature _____