

NATIONAL CALL FOR TENDER FOR FRAMEWORK AGREEMENT - ACTED Iraq

Date: **24-09-2018**

Tender N°: **T/FA/10/VISIBILITY/PRINTING/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: 2 lots : Visibility clothes and paper printings
2. Product class / category: Supplies
3. Product stage: Finished products
4. INCOTERM (delivery conditions): **DDP (Locations are different as the table below)**
5. Quantities and specifications: As per request during the validity of the Framework Contract

Lot #	Description	Product category	Qty	Product stage	INCOTERM/Delivery Point and Deadline
1	VISIBILITY CLOTHES	Supplies	Framework agreement for one year – QTYs will be identified all over the year – Fixed price per one	New, Complete and ready-to-use	DDP / ACTED Erbil, Dohuk, Suly, Kalar, Hamadanyia / Salamyia, Mosul, Shriqat, Tel Afar, Sinjar, Hawija, Baghdad Preferred Delivery within 3 days after reception of purchase order
2	PRINTING	Supplies	Framework agreement for one year – QTYs will be identified all over the year – Fixed price per one	New, Complete and ready-to-use	DDP / ACTED Erbil, Dohuk, Suly, Kalar, Hamadanyia / Salamyia, Mosul, Shriqat, Tel Afar, Sinjar, Hawija, Baghdad Preferred Delivery within 3 days after reception of purchase order

RESPONSIBILITIES OF THE CONTRACTOR:

1. Terms of delivery: As per specific conditions below
2. Date of delivery: **Preferred:** within 3 days after reception of purchase order
3. Validity of the offer: **One year (fixed price framework agreements)**
4. Payment terms: On monthly bases by cheque or Bank transfer

GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed on **14/10/2018 (14th of Oct 2018) at 16:00 (Iraqi time)** in ACTED Iraq 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 tender's documents 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/VISIBILITY/PRINTING/ERB/24-09-2018/001”- **not to be opened before 14/10/2018**” and the purpose of the offer. or by E-mail at iraq.tender@acted.org and in cc tender@acted.org 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:

1. The answers to this tender should include the following elements:
 - Pricing tables and matrices completed in US Dollar for all locations the bidder is willing to service.
 - The registration paper of the company
2. Bidders should provide offer(s) for all items in one lot to be considered eligible.
3. The answers to this tender should include a written quotation including all the product specifications, the price per unit, technical specifications and unit.
4. Proof of past experience shall be provided by the bidder.
5. Bidder are advised to consider this FWC is applicable for both large and small batches which shall be fulfilled on the same terms as defined in this tender document.
6. Bidders shall specify the lead time for the delivery upon submission of the orders in the tender documents.
7. Bidder must provide samples of the minimum quality expected for each item along with a technical description.

SELECTION CRITERIA:

- Best quality (quality test will be performed on the samples)
- Best price
- Used machines and the supplier technical capacity in printing services
- Best lead time
- The ability to prioritize ACTED requests and answer within 24 hours
- Past performance and experience with INGOs



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OFFER FORM

Date:

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

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.



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PLEASE FILL IN THE FOLLOWING TABLES:

LOT 1- VISIBILITIES CLOTHES:

#	Item Specifications & product stage	Unit of measure	Unit price in USD- (DDP Erbil & All taxes included)	Unit price in IQD-(DDP Erbil & All taxes included)	Supplier specifications if different
1	Kaki/Beige/grey Vest (QTY 1 – 20) S, M, L, XL Embroidered large ACTED logo at the back / Embroidered 2 small logos at the front / 10x10cm Velcro strip on front / 20x10cm Velcro strip on back (Sample is available at ACTED office)	PCE			
2	Kaki/Beige/grey Vest (QTY 21 – 50) S, M, L, XL Embroidered large ACTED logo at the back / Embroidered 2 small logos at the front / 10x10cm Velcro strip on front / 20x10cm Velcro strip on back (Sample is available at ACTED office)	PCE			
3	Kaki/Beige/grey Vest (QTY 51 and more) S, M, L, XL Embroidered large ACTED logo at the back / Embroidered 2 small logos at the front / 10x10cm Velcro strip on front / 20x10cm Velcro strip on back (Sample is available at ACTED office)	PCE			
4	Safety vest (QTY 1 – 20) - One size Yellow/Orange vests – One large printed logo at the back – 2 printed small logos on front – 100% Polyester - Thin	PCE			
5	Safety vest (QTY 21 – 50) - One size Yellow/Orange vests – One large printed logo at the back – 2 printed small logos on front – 100% Polyester - Thin	PCE			
6	Safety vest (QTY 51 and more) - One size Yellow/Orange vests – One large printed logo at the back – 2 printed small logos on front – 100% Polyester - Thin	PCE			
7	Caps (QTY 1 – 20) - One size Dark blue with stitched white logo/White with stitched blue logo – Cotton and Plastic	PCE			
8	Caps (QTY 21 – 50) - One size Dark blue with stitched white logo/White with stitched blue logo – Cotton and Plastic	PCE			

#	Item Specifications & product stage	Unit of measure	Unit price in USD- (DDP Erbil & All taxes included)	Unit price in IQD-(DDP Erbil & All taxes included)	Supplier specifications if different
9	Caps (QTY 51 and more) - One size Dark blue with stitched white logo/White with stitched blue logo – Cotton and Plastic	PCE			
10	Round Cap (QTY 1 – 20) S, M, L, XL Dark blue with stitched white logo/White with stitched blue logo – Cotton and Plastic	PCE			
11	Round Cap (QTY 21 – 50) S, M, L, XL Dark blue with stitched white logo/White with stitched blue logo – Cotton and Plastic	PCE			
12	Round Cap (QTY 51 or more) S, M, L, XL Dark blue with stitched white logo/White with stitched blue logo – Cotton and Plastic	PCE			
13	Standard color (white or blue) T-Shirts (QTY 1 – 20) S, M, L, XL White with 1,2 or 3 logos (1 large logo on back and two small logos on front) or Dark blue with 1,2 or 3 logos (1 large logo on back and two small logos on front) - Cotton	PCE			
14	Standard color (white or blue) T-Shirts (QTY 21 – 50) S, M, L, XL White with 1,2 or 3 logos (1 large logo on back and two small logos on front) or Dark blue with 1,2 or 3 logos (1 large logo on back and two small logos on front) - Cotton	PCE			
15	Standard color (white or blue) T-Shirts (QTY 51 or more) S, M, L, XL White with 1,2 or 3 logos (1 large logo on back and two small logos on front) or Dark blue with 1,2 or 3 logos (1 large logo on back and two small logos on front) - Cotton	PCE			
16	Others color (black, red, orange...) T-Shirts (QTY 1 – 20) S, M, L, XL with 1, 2 or 3 logos (1 big logo on back and two small logos on front) - Cotton	PCE			
17	Others color (black, red, orange...) T-Shirts (QTY 21 – 50) S, M, L, XL with 1, 2 or 3 logos (1 big logo on back and two small logos on front) - Cotton	PCE			

#	Item Specifications & product stage	Unit of measure	Unit price in USD- (DDP Erbil & All taxes included)	Unit price in IQD-(DDP Erbil & All taxes included)	Supplier specifications if different
18	Others color (black, red, orange...) T-Shirts (QTY 51 or more) S, M, L, XL with 1, 2 or 3 logos (1 big logo on back and two small logos on front) - Cotton	PCE			
19	Polo Shirts standard colors (white or dark blue) - (QTY 1 – 20) S, M, L, XL White with 1,2 or 3 logos (1 large logo on back and two small logos on front) or Dark blue with 1,2 or 3 logos (1 large logo on back and two small logos on front) - Cotton	PCE			
20	Polo Shirts standard colors (white or dark blue) - (QTY 21 – 50) S, M, L, XL White with 1,2 or 3 logos (1 large logo on back and two small logos on front) or Dark blue with 1,2 or 3 logos (1 large logo on back and two small logos on front) - Cotton	PCE			
21	Polo Shirts standard colors (white or dark blue) - (QTY 51 and more) S, M, L, XL White with 1,2 or 3 logos (1 large logo on back and two small logos on front) or Dark blue with 1,2 or 3 logos (1 large logo on back and two small logos on front) - Cotton	PCE			
22	Polo Shirts other colors (black, red, orange, green...) (QTY 1 – 20) S, M, L, XL with 1,2 or 3 logos (1 large logo on back and two small logos on front) - cotton	PCE			
23	Polo Shirts other colors (black, red, orange, green...) (QTY 21 – 50) S, M, L, XL with 1,2 or 3 logos (1 large logo on back and two small logos on front) - cotton	PCE			
24	Polo Shirts other colors (black, red, orange, green...) (QTY QTY 51 and more) S, M, L, XL with 1,2 or 3 logos (1 large logo on back and two small logos on front) - cotton	PCE			
25	Overall - S, M, L, XL Dark blue with one back and one front logo - Plastic	PCE			
26	ACTED Flag - 40x60CM Polyester, bright flag, white color with round logo with eyelets	PCE			

#	Item Specifications & product stage	Unit of measure	Unit price in USD- (DDP Erbil & All taxes included)	Unit price in IQD-(DDP Erbil & All taxes included)	Supplier specifications if different
27	Hoodie Jacket (QTY 1 -20) S, M, L, XL White with blue Large Logo on back and two small logos on front or Dark blue with white Logo on back and two small logos on front	PCE			
28	Hoodie Jacket (QTY 21 -50) S, M, L, XL White with blue Large Logo on back and two small logos on front or Dark blue with white Logo on back and two small logos on front	PCE			
29	Hoodie Jacket (QTY 51 and more) S, M, L, XL White with blue Large Logo on back and two small logos on front or Dark blue with white Logo on back and two small logos on front	PCE			
30	Carton bag for Shopping with colored printed logo	PCE			
31	Laptop Back bag (leather type) heavy duty - with printed colored logo Dark blue or black	PCE			
32	Branded lanyards - gray background color and logo printed in dark blue (qty 1-50)	PCE			
33	Branded lanyards - gray background color and logo printed in dark blue (qty 51 and more)	PCE			
34	Branded lanyards - dark blue background color and logo printed in dark blue (qty 1-50)	PCE			
35	Branded lanyards - Dark blue background color and logo printed in dark blue (qty 51 and more)	PCE			
36	Rain boot non-slip , waterproof, dark blue with white ACTED logo, all sizes	PCE			



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#	Item Specifications & product stage	Unit of measure	Unit price in USD- (DDP Erbil & All taxes included)	Unit price in IQD-(DDP Erbil & All taxes included)	Supplier specifications if different
37	Tote bag cotton 37*42cm - beige color with blue large logo on one side	PCE			

DELIVERY CHARGES:

Location	Delivery cost per order (IQD), regardless of number of items in order (DDP & all taxes included)	Delivery cost per order (USD), regardless of number of items in order (DDP & all taxes included)	Lead-time: Days needed to deliver items after receiving approved purchase order
Erbil	Default option - Included in pricing table	Default option - Included in pricing table	(-----) calendar days
Dohuk			(-----) calendar days
Suly			(-----) calendar days
Kalar			(-----) calendar days
Hamadanyia/Salamyia			(-----) calendar days
Mosul			(-----) calendar days
Shriqat			(-----) calendar days
TelAfar			(-----) calendar days
Sinjar			(-----) calendar days



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Hawija		(-----) calendar days
Baghdad		(-----) calendar days

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: on monthly bases. 100% after completing the service by cheque or bank transfer

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

End of lot 1

LOT 2- PRINTING:

#	Item Specifications & product stage	Unit of measure	Unit price in USD-(DDP-ERBIL)	Unit price in IQD-(DDP-ERBIL)	Supplier specifications if different
STENCILS					
1	Stencils (design & production) 50cm x 50cm Plastic with frame - For spray painting	PCE			
2	Stencils (design & production) 50cm x 100cm Plastic with frame - For spray painting	PCE			
3	Stencils (design & production) 200cm x 400cm Plastic with frame - For spray painting	PCE			
STICKERS					
4	Stickers A3 - (QTY 1 – 100) Laminated / gloss / matte / vinyl removable paper with colored content	PCE			
5	Stickers A3 - (QTY 100 – 200) Laminated / gloss / matte / vinyl removable paper with colored content	PCE			
6	Stickers A3 - (QTY 200 – 500) Laminated / gloss / matte / vinyl removable paper with colored content	PCE			
7	Stickers A3 - (QTY 500 and more) Laminated / gloss / matte / vinyl removable paper with colored content	PCE			
8	Stickers A4 - (QTY 1 – 100) Laminated / gloss / matte / vinyl removable paper with colored content	PCE			
9	Stickers A4 - (QTY 100 – 200) Laminated / gloss / matte / vinyl removable paper with colored content	PCE			
10	Stickers A4 - (QTY 200 – 500) Laminated / gloss / matte / vinyl removable paper with colored content	PCE			
11	Stickers A4 - (QTY 500 and more) Laminated / gloss / matte / vinyl removable paper with colored content	PCE			

#	Item Specifications & product stage	Unit of measure	Unit price in USD-(DDP-ERBIL)	Unit price in IQD-(DDP-ERBIL)	Supplier specifications if different
12	Stickers A5 - (QTY 1 – 100) Laminated / gloss / matte / vinyl removable paper with colored content	PCE			
13	Stickers A5 - (QTY 100 – 200) Laminated / gloss / matte / vinyl removable paper with colored content	PCE			
14	Stickers A5 - (QTY 200 – 500) Laminated / gloss / matte / vinyl removable paper with colored content	PCE			
15	Stickers A5 - (QTY 500 and more) Laminated / gloss / matte / vinyl removable paper with colored content	PCE			
16	Stickers A7 - (QTY 1 – 100) Laminated / gloss / matte / vinyl removable paper with colored content	PCE			
17	Stickers A7 - (QTY 100 – 200) Laminated / gloss / matte / vinyl removable paper with colored content	PCE			
18	Stickers A7 - (QTY 200 – 500) Laminated / gloss / matte / vinyl removable paper with colored content	PCE			
19	Stickers A7 - (QTY 500 and more) Laminated / gloss / matte / vinyl removable paper with colored content	PCE			
BANNERS					
20	Banners with eyelets - As per request Plastic/cloth (Suitable for outdoor) - Printed	PCE			
21	Roll-up banners with stand - As per request Plastic/cloth (Suitable for outdoor) - Printed	PCE			
22	Roll-up banners - As per request Plastic/cloth (Suitable for outdoor) - Printed	PCE			
CARBON COPIES BOOK					
23	Carbon copies A4 book (QTY 1-20) Including serial numbers - 25 pages * 4 copies with different color (including the original) = 100 sheets for each carbon copy book	PCE			
24	Carbon copies A4 book (QTY 21-50) Including serial numbers - 25 pages * 4 copies with different color (including the original) = 100 sheets for each carbon copy book	PCE			
25	Carbon copies A4 book (QTY 51 and more) Including serial numbers - 25 pages * 4 copies with different color (including the original) = 100 sheets for each carbon copy book	PCE			

#	Item Specifications & product stage	Unit of measure	Unit price in USD-(DDP-ERBIL)	Unit price in IQD-(DDP-ERBIL)	Supplier specifications if different
26	Carbon copies A5 book (QTY 1-20) Including serial numbers - 25 pages * 4 copies with different color (including the original) = 100 sheets for each carbon copy book	PCE			
27	Carbon copies A5 book (QTY 21-50) Including serial numbers - 25 pages * 4 copies with different color (including the original) = 100 sheets for each carbon copy book	PCE			
28	Carbon copies A5 book (QTY 51 and more) Including serial numbers - 25 pages * 4 copies with different color (including the original) = 100 sheets for each carbon copy book	PCE			
LEAFLETS					
29	A4 Leaflet printing (QTY 1 -100) 140gsm paper, colored, 2 folds, double sides	PCE			
30	A4 Leaflet printing (QTY 101 -200) 140gsm paper, colored, 2 folds, double sides	PCE			
31	A4 Leaflet printing (QTY 201 -500) 140gsm paper, colored, 2 folds, double sides	PCE			
32	A4 Leaflet printing (QTY 501 and more) 140gsm paper, colored, 2 folds, double sides	PCE			
33	A4 Leaflet printing (QTY 1 -100) 210gsm paper, colored, 2 folds, double sides	PCE			
34	A4 Leaflet printing (QTY 101 -200) 210gsm paper, colored, 2 folds, double sides	PCE			
35	A4 Leaflet printing (QTY 201 -500) 210gsm paper, colored, 2 folds, double sides	PCE			
36	A4 Leaflet printing (QTY 501 and more) 210gsm paper, colored, 2 folds, double sides	PCE			
FLYERS					
37	99mm x 210mm Flyers printing (QTY 1 -100) 140gsm paper, colored, double sides	PCE			
38	99mm x 210mm Flyers printing (QTY 101 -200) 140gsm paper, colored, double sides	PCE			
39	99mm x 210mm Flyers printing (QTY 201 -500) 140gsm paper, colored, double sides	PCE			

#	Item Specifications & product stage	Unit of measure	Unit price in USD-(DDP-ERBIL)	Unit price in IQD-(DDP-ERBIL)	Supplier specifications if different
40	99mm x 210mm Flyers printing (QTY 500 and more) 140gsm paper, colored, double sides	PCE			
41	99mm x 210mm Flyers printing (QTY 1 -100) 210gsm paper, coloured, double sides	PCE			
42	99mm x 210mm Flyers printing (QTY 101 -200) 210gsm paper, coloured, double sides	PCE			
43	99mm x 210mm Flyers printing (QTY 201 -500) 210gsm paper, coloured, double sides	PCE			
44	99mm x 210mm Flyers printing (QTY 500 and more) 210gsm paper, coloured, double sides	PCE			
BOOKLETS - pages are multiple of 4, number of pages to be specified in the order					
45	A4 booklet printing (QTY 1 - 50) 140gsm paper, coloured, long or short edge bound, double sides, 4 to 16 pages	PCE			
46	A4 booklet printing (QTY 1 - 50) 140gsm paper, coloured, long or short edge bound, double sides, 20 to 32 pages	PCE			
47	A4 booklet printing (QTY 1 - 50) 140gsm paper, coloured, long or short edge bound, double sides, 36 and more pages	PCE			
48	A4 booklet printing (QTY 51 - 100) 140gsm paper, coloured, long or short edge bound, double sides, 4 to 16 pages	PCE			
49	A4 booklet printing (QTY 51 - 100) 140gsm paper, coloured, long or short edge bound, double sides, 20 to 32 pages	PCE			
50	A4 booklet printing (QTY 51 - 100) 140gsm paper, coloured, long or short edge bound, double sides, 36 and more pages	PCE			
51	A4 booklet printing (QTY 101 - 200) 140gsm paper, coloured, long or short edge bound, double sides, 4 to 16 pages	PCE			
52	A4 booklet printing (QTY 101 - 200) 140gsm paper, coloured, long or short edge bound, double sides, 20 to 32 pages	PCE			
53	A4 booklet printing (QTY 101 - 200) 140gsm paper, coloured, long or short edge bound, double sides, 36 and more pages	PCE			
54	A4 booklet printing (QTY 201 - 500) 140gsm paper, coloured, long or short edge bound, double sides, 4 to 16 pages	PCE			
55	A4 booklet printing (QTY 201 - 500) 140gsm paper, coloured, long or short edge bound, double sides, 20 to 32 pages	PCE			

#	Item Specifications & product stage	Unit of measure	Unit price in USD-(DDP-ERBIL)	Unit price in IQD-(DDP-ERBIL)	Supplier specifications if different
56	A4 booklet printing (QTY 201 - 500) 140gsm paper, coloured, long or short edge bound, double sides, 36 and more pages	PCE			
57	A4 booklet printing (QTY 501 and more) 140gsm paper, coloured, long or short edge bound, double sides, 4 to 16 pages	PCE			
58	A4 booklet printing (QTY 501 and more) 140gsm paper, coloured, long or short edge bound, double sides, 20 to 32 pages	PCE			
59	A4 booklet printing (QTY 501 and more) 140gsm paper, coloured, long or short edge bound, double sides, 36 and more pages	PCE			
60	A5 booklet printing (QTY 1 - 50) 140gsm paper, coloured, long or short edge bound, double sides, 4 to 16 pages	PCE			
61	A5 booklet printing (QTY 1 - 50) 140gsm paper, coloured, long or short edge bound, double sides, 20 to 32 pages	PCE			
62	A5 booklet printing (QTY 1 - 50) 140gsm paper, coloured, long or short edge bound, double sides, 36 and more pages	PCE			
63	A5 booklet printing (QTY 51 - 100) 140gsm paper, coloured, long or short edge bound, double sides, 4 to 16 pages	PCE			
64	A5 booklet printing (QTY 51 - 100) 140gsm paper, coloured, long or short edge bound, double sides, 20 to 32 pages	PCE			
65	A5 booklet printing (QTY 51 - 100) 140gsm paper, coloured, long or short edge bound, double sides, 36 and more pages	PCE			
66	A5 booklet printing (QTY 101 - 200) 140gsm paper, coloured, long or short edge bound, double sides, 4 to 16 pages	PCE			
67	A5 booklet printing (QTY 101 - 200) 140gsm paper, coloured, long or short edge bound, double sides, 20 to 32 pages	PCE			
68	A5 booklet printing (QTY 101 - 200) 140gsm paper, coloured, long or short edge bound, double sides, 36 and more pages	PCE			
69	A5 booklet printing (QTY 201 - 500) 140gsm paper, coloured, long or short edge bound, double sides, 4 to 16 pages	PCE			
70	A5 booklet printing (QTY 201 - 500) 140gsm paper, coloured, long or short edge bound, double sides, 20 to 32 pages	PCE			
71	A5 booklet printing (QTY 201 - 500) 140gsm paper, coloured, long or short edge bound, double sides, 36 and more pages	PCE			
72	A5 booklet printing (QTY 501 and more) 140gsm paper, coloured, long or short edge bound, double sides, 4 to 16 pages	PCE			

#	Item Specifications & product stage	Unit of measure	Unit price in USD-(DDP-ERBIL)	Unit price in IQD-(DDP-ERBIL)	Supplier specifications if different
73	A5 booklet printing (QTY 501 and more) 140gsm paper, coloured, long or short edge bound, double sides, 20 to 32 pages	PCE			
74	A5 booklet printing (QTY 501 and more) 140gsm paper, coloured, long or short edge bound, double sides, 36 and more pages	PCE			
75	A6 booklet printing (QTY 1 - 50) 140gsm paper, coloured, long or short edge bound, double sides, 4 to 16 pages	PCE			
76	A6 booklet printing (QTY 1 - 50) 140gsm paper, coloured, long or short edge bound, double sides, 20 to 32 pages	PCE			
77	A6 booklet printing (QTY 1 - 50) 140gsm paper, coloured, long or short edge bound, double sides, 36 and more pages	PCE			
78	A6 booklet printing (QTY 51 - 100) 140gsm paper, coloured, long or short edge bound, double sides, 4 to 16 pages	PCE			
79	A6 booklet printing (QTY 51 - 100) 140gsm paper, coloured, long or short edge bound, double sides, 20 to 32 pages	PCE			
80	A6 booklet printing (QTY 51 - 100) 140gsm paper, coloured, long or short edge bound, double sides, 36 and more pages	PCE			
81	A6 booklet printing (QTY 101 - 200) 140gsm paper, coloured, long or short edge bound, double sides, 4 to 16 pages	PCE			
82	A6 booklet printing (QTY 101 - 200) 140gsm paper, coloured, long or short edge bound, double sides, 20 to 32 pages	PCE			
83	A6 booklet printing (QTY 101 - 200) 140gsm paper, coloured, long or short edge bound, double sides, 36 and more pages	PCE			
84	A6 booklet printing (QTY 201 - 500) 140gsm paper, coloured, long or short edge bound, double sides, 4 to 16 pages	PCE			
85	A6 booklet printing (QTY 201 - 500) 140gsm paper, coloured, long or short edge bound, double sides, 20 to 32 pages	PCE			
86	A6 booklet printing (QTY 201 - 500) 140gsm paper, coloured, long or short edge bound, double sides, 36 and more pages	PCE			
87	A6 booklet printing (QTY 501 and more) 140gsm paper, coloured, long or short edge bound, double sides, 4 to 16 pages	PCE			
88	A6 booklet printing (QTY 501 and more) 140gsm paper, coloured, long or short edge bound, double sides, 20 to 32 pages	PCE			
89	A6 booklet printing (QTY 501 and more) 140gsm paper, coloured, long or short edge bound, double sides, 36 and more pages	PCE			

#	Item Specifications & product stage	Unit of measure	Unit price in USD-(DDP-ERBIL)	Unit price in IQD-(DDP-ERBIL)	Supplier specifications if different
90	Staple option for booklet	PCE			
REPORTS					
91	A4 report with spiral binding (1-50 pages) 140gsm paper, colored, one side	PCE			
92	A4 report with spiral binding (51-200 pages) 140gsm paper, colored, one side	PCE			
93	A4 report with spiral binding (201 or more pages pages) 140gsm paper, colored, one side	PCE			
94	A4 report with spiral binding (1-50 pages) 140gsm paper, colored, double sides	PCE			
95	A4 report with spiral binding (51-200 pages) 140gsm paper, colored, double sides	PCE			
96	A4 report with spiral binding (201 or more pages pages) 140gsm paper, colored, double sides	PCE			
POSTERS					
97	A0 - Poster (QTY 1 -100) 210gsm paper, coloured, one side	PCE			
98	A0 - Poster (QTY 101 -200) 210gsm paper, coloured, one side	PCE			
99	A0 - Poster (QTY 201 -500) 210gsm paper, coloured, one side	PCE			
100	A0 - Poster (QTY 501 and more) 210gsm paper, coloured, one side	PCE			
101	A1 - Poster (QTY 1 -100) 210gsm paper, coloured, one side	PCE			
102	A1 - Poster (QTY 101 -200) 210gsm paper, coloured, one side	PCE			
103	A1 - Poster (QTY 201 -500) 210gsm paper, coloured, one side	PCE			
104	A1 - Poster (QTY 501 and more) 210gsm paper, coloured, one side	PCE			

#	Item Specifications & product stage	Unit of measure	Unit price in USD-(DDP-ERBIL)	Unit price in IQD-(DDP-ERBIL)	Supplier specifications if different
105	A2 - Poster (QTY 1 -100) 210gsm paper, coloured, one side	PCE			
106	A2 - Poster (QTY 101 -200) 210gsm paper, coloured, one side	PCE			
107	A2 - Poster (QTY 201 -500) 210gsm paper, coloured, one side	PCE			
108	A2 - Poster (QTY 501 and more) 210gsm paper, coloured, one side	PCE			
109	A3 - Poster (QTY 1 -100) 210gsm paper, coloured, one side	PCE			
110	A3 - Poster (QTY 101 -200) 210gsm paper, coloured, one side	PCE			
111	A3 - Poster (QTY 201 -500) 210gsm paper, coloured, one side	PCE			
112	A3 - Poster (QTY 501 and more) 210gsm paper, coloured, one side	PCE			
113	A4 - Poster (QTY 1 -100) 210gsm paper, coloured, one side	PCE			
114	A4 - Poster (QTY 101 -200) 210gsm paper, coloured, one side	PCE			
115	A4 - Poster (QTY 201 -500) 210gsm paper, coloured, one side	PCE			
116	A4 - Poster (QTY 501 and more) 210gsm paper, coloured, one side	PCE			
117	A5 - Poster (QTY 1 -100) 210gsm paper, coloured, one side	PCE			
118	A5 - Poster (QTY 101 -200) 210gsm paper, coloured, one side	PCE			
119	A5 - Poster (QTY 201 -500) 210gsm paper, coloured, one side	PCE			
120	A5 - Poster (QTY 501 and more) 210gsm paper, coloured, one side	PCE			
121	A0 - Poster PP paper, coloured, one side	PCE			

#	Item Specifications & product stage	Unit of measure	Unit price in USD-(DDP-ERBIL)	Unit price in IQD-(DDP-ERBIL)	Supplier specifications if different
122	A1 - Poster PP paper, coloured, one side	PCE			
CARDS					
123	ID Card - Credit card size PVC, coloured, printed, double sides	Set of 50 cards			
124	ID Card - Credit card size PVC, coloured, printed, double sides	Set of 100 cards			
125	Business card - Card Credit card size Tick, bright paper, double sides	Set of 50 cards			
126	Business card - Card Credit card size Tick, bright paper, double sides	Set of 100 cards			
CERTIFICATES					
127	A4 Printed certificate (QTY 1-50) minimum 180gsm bright paper, one size, with decorative border	PCE			
128	A4 Printed certificate (QTY 50-100) minimum 180gsm bright paper, one size, with decorative border	PCE			
129	A4 Printed certificate (QTY 100 and more) minimum 180gsm bright paper, one size, with decorative border	PCE			
GOODIES					
130	Mug 300ml - Ceramic - Printed with a logo or equivalent drawing	PCE			
131	Blue pen with 1, 2 or 3 logos printed	PCE			
132	USB stick 4Go with 1, 2 or 3 logos printed	PCE			
133	USB stick 8Go with 1, 2 or 3 logos printed	PCE			
134	A5 Notebook 50 pages, with customizable cover	PCE			
SIGN BOARDS					

#	Item Specifications & product stage	Unit of measure	Unit price in USD-(DDP-ERBIL)	Unit price in IQD-(DDP-ERBIL)	Supplier specifications if different
135	Sign board with metal backed frame and 2 iron poles size of the plate: 260x200cm size of the poles : 4m in total (60 cm underground, 140 cm from ground surface to the bottom of the frame and 200cm height of the frame)	PCE			
136	Sign board with metal backed frame, without pole, size of the plate : 60x90cm	PCE			
137	Billboard horizontal (2mX1m) light box structure with install (Flex type)	PCE			
138	Billboard horizontal (2mX1m) flat frame structure with install	PCE			
VOUCHERS					
139	Voucher book , 25 vouchers per book, weight = 100-120 gram/voucher. Glossy with serial numbers + QR code. Colored with unique design from one side	BOOK			
140	Voucher book , 25 vouchers per book, weight = 100-120 gram/voucher. Glossy with serial numbers + golden stamp. Colored with unique design from one side	BOOK			
141	Voucher book , 25 vouchers per book, weight = 100-120 gram/voucher. Not Glossy with serial numbers. Colored with unique design from Two side	BOOK			
PIN BADGE					
142	Round plastic badge, 5cm diameter, with pin, customizable	PCE			

DELIVERY CHARGES:

Location	Delivery cost per order (IQD), regardless of number of items in order (DDP & all taxes included)	Delivery cost per order (USD), regardless of number of items in order (DDP & al taxes included)	Lead-time: Days needed to deliver items after receiving approved purchase order
Erbil	Default option - Included in pricing table	Default option - Included in pricing table	(-----) calendar days
Dohuk			(-----) calendar days
Suly			(-----) calendar days



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Kalar		(-----) calendar days
Hamadanyia/Salamyia		(-----) calendar days
Mosul		(-----) calendar days
Shriqat		(-----) calendar days
TelAfar		(-----) calendar days
Sinjar		(-----) calendar days
Hawija		(-----) calendar days
Baghdad		(-----) calendar days

BIDDER'S COMMENTS/REMARKS:

3. _____
4. _____

BIDDER'S TERMS AND CONDITIONS:

4. Valid of the offer: _____ (recommended: 6 months or more)
5. Terms of delivery: _____
6. Terms of payment: on monthly bases. 100% after completing the service by cheque or bank transfer

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____



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BIDDER'S ETHICAL DECLARATION

Date:

Tender N°: T/FA/10/VISIBILITY/PRINTING/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: _____

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

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		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.					
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 _____