

INTERNATIONAL CALL FOR TENDER – FRAMEWORK AGREEMENT ACTED Jordan

Date : 22/10/2018

Tender N°: T/13DBI/91D/AHR/Mafraq/EU MADAD WASH/22102018

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

PRODUCT SPECIFICATIONS:

1. **Description** Services of qualified contractor to perform supply, installation and commissioning for house hold project in the North of Jordan (Mafraq Governorate) - supply & installation
2. **Product class / category:** Works & Materials

RESPONSIBILITIES OF THE CONTRACTOR:

1. **Date of delivery:** The Project duration shall last for a total of 90 days including coordination and review period
2. **Validity of the offer:** Preferred 6 months.

The answers to this tender should include the following elements:

- A written quotation including all the product specifications, the price per unit, and total price;
- A written offer form as per ACTED template attached including all the service specifications, the price per unit and any additional price, and total price, inclusive and exclusive of detailed VAT (Annex A). Offer form must be signed and stamped.
- Other tender documents such as, instruction to bidders, bidder's questioner, bidder's ethical declaration and bidder's checklist. All documents must be signed and stamped.
- Annex A - BOQ (Bill of Quantities, find attached), which must be filled in, signed and stamped.
- Terms of references, which must be signed and stamped.
- A copy of the supplier legal representative ID is required
- A copy of the passport alongside a copy of their medical insurance for international consultants.
- Annex B – Master list (find attached), which must be filled in, signed and stamped. A master list of the labour force that the supplier wishes to employ as part of the project, detailing the nationality and age group of the expected workers
- Please note that ACTED will need to follow Europe Aid's Guidelines concerning the origin of supplies. For more information, Europe Aid procurement guidelines are fully detailed in **PRAG** (http://ec.europa.eu/europeaid/prag/welcome.do?header_description=Manuel+DEVCO+des+procedures+financi%E8re+s+et+contractuelles+Applicable+aux+actions+ext%E9rieures+financ%E9es+par+le+budget+g%E9n%E9ral+de+LUE+et+du+11e+FED&header_keywords=ePrag+%2C+europa&locale=en). In particular, rules of origin & nationality are detailed in section 2.3.1 of PRAG2015, and further in annex A2A.
- ACTED reserves the right to exclude products or reject bids from certain origins with regard to guidelines of EuropeAid (please refer to Annex a2a_ecprogrammes_eligibility2014_2020_en (1))
- The Arabic tender versions should only be used as reference.

GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed on **22/11/2018 at 3:00 PM** in ACTED office at the following address :

ACTED representative office in Amman, JORDAN
25, Ahmad Shawqi street, Jabal Weibdeh
Amman 11194, Jordan
(Opposite Terra Sancta Kindergarten)

Or emailed to

jordan.tender@acted.org with CC tender@acted.org

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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 offer must be submitted to ACTED purchase department in a sealed envelope with the mention "T/13DBI/91D/AHR/Mafraq/EU MADAD WASH/22/10/2018 - not to be opened before 25/11/2018 and the purpose of the offer.
6. Unsealed envelope and late offers will not be considered.
7. Information session for the interested bidders be conducted at the ACTED representative office in Amman on the **31/10/2018 at 10:00 AM**.. Participation of interested bidders to the information session is compulsory.
8. A tender opening session will take place on **25 /11/2018 at 11:00 AM** in the ACTED representative office in Amman. Note that only the presence of bidders' representative is allowed, no other parties, unless specifically authorized by the Contracting Authority, will be allowed at the opening session. For all inquiries regarding this tender, please contact the ACTED representative office in Amman not later than **15/11/2018 at 3:00 PM** by telephone + 962-6-4636275 or by E-mail at jordan.tender@acted.org, Cc tender@acted.org.
9. The suppliers who wish to attend the tender opening session are kindly encouraged to confirm their presence by contacting the ACTED representative office in Amman not later than 22/11/2018 at 3:00 PM by telephone + 962-6-4636275 or by E-mail at jordan.tender@acted.org, Cc tender@acted.org.
10. To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors' compliance requirements, all contract offers are subject to the condition that contractors do not appear on anti-terrorism lists, in line with ACTED's anti-terrorism policy. To this end, ACTED reserves the right to carry out anti-terrorism checks on contractor, its board members, staff, volunteers, consultants, financial service providers and sub-contractor."

SPECIFIC CONDITIONS :

The Bills of quantities and its introduction constitute a fundamental part of the tender document.

- 1- **The contractor shall submit a proposal including all items costs break down.**
- 2- Site Accommodation and transportation for contractor stuff will not be provided by ACTED, and considered included in the prices of the BoQ.
- 3- All instructions and security directives issues ACTED team must be strictly followed throughout the entire project
- 4- ACTED and local safety (personal and construction) guidelines and the directions given by ACTED engineers in this matter shall have to be strictly followed throughout this project.
- 5- Contractors shall subscribe a civil and professional insurance.
- 6- All change requests shall be documented and respond in writing with official letters only (emails is considered eligible) & within 3 Working days from submission date, change requests based on verbal communications and without proper and timely documentation shall not be considered eligible.
- 7- ACTED project engineers can ask change requests, yet change requests shall be approved only by ACTED project manager. Contractor(s) shall clearly assign from his staff who approve change requests.
- 8- The costs of items in the B.O.Q shall be fairly estimated and overhead cost shall be fairly distributed among all items, ACTED has the right to ignore any quotation which its costs are not within ACTED market surveys without any notification.
- 9- The quantities shared in the B.O.Qs are for guidance purposes, the quantities shall be re-measured after the execution, quantities and total prices shall be adjusted as per actual without any additional compensation of any kind.
- 10- ACTED has the right to cancel any item mentioned in the B.O.Q without any compensation of any kind.
- 11- The contractor should inform ACTED 72 hours in advance before start any kind of works. Also, Materials to be used in the project shall be submitted for approval prior to commencing execution and this should be planned in the daily and weekly meetings.

- 12- The contractor shall submit samples as requested by the Contracting Authority.
 - a. The contractor shall submit the list of items it wishes to install as part of the project with detailed information on the origin of the item, the technical information and a picture of each item on a graded scale.
- 13- All projects communications, reports, recommendations, and all kind of studies shall be in both English & Arabic languages.
- 14- The time required to execute and complete the works is hereby established in maximum 90 days including coordination and review time period.
- 15- The contract unit prices are fixed. No compensation will be paid for Fuel or materials price rises, No unit price adjustment will be made for additional reduced quantities of BOQ items.
- 16- ACTED is allowed to change the location of the project or part of it to be in Irbid Governorate without any additional cost or compensation of any kind to the contractor.

Measurements and Payments

- 1) Quantities of the works mentioned in the BOQs are estimated and mentioned to fix the unit prices of the tender items which are expected to be executed during the contract period. They are subject to increase and decrease in unlimited percentages. The contractor is paid for the quantities of works actually performed and approved by ACTED engineer
- 2) The cost of the different tender works according to the actual quantity executed by the contractor from each item.
- 3) The supervision Engineer will be working and available 5 days a week. Works on holidays or Saturdays will not be allowed without the approval of the Engineering.

Qualifications

- 1) The contractor company shall have prior demonstrated experience in similar projects scope & capacities. This includes good knowledge of Jordanian national and local level legislation and policy.
- 2) Due to the size of the projects, it's preferable that the contracting company grade to be 4th or 5th. Grade.
- 3) The contractor project staff shall consist of 2 teams, each team will have at least 1 site engineer and 2 technicians, in accordance to the following table :

Position Name	Number of staff
Site Engineer	2
Technician	4

- 4) Excellent written and spoken communication skills in both English and Arabic.
- 5) An ability to work with those of different religious, ethnic and tribal backgrounds.
- 6) An ability to work with different external & internal stakeholders.

Will it be necessary to work on holidays and/ outside working hours, the Contractor will pay the cost of over time supervision including the transportation.

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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 contact the following e-mail to transparency@acted.org.

Name of Bidder's Authorized Representative:

Authorized signature and stamp:

Date:

OFFER FORM – ACTED JORDAN

Date:

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To be Filled by Bidder (COMPULSORY)

Details of Bidding Company:

1. Company Name: _____
2. Company Authorized Representative Name: _____
3. Company Registration No: _____
No/Country/ Ministry
4. Company Specialization: _____
5. Mailing Address: _____
Country/Governorate. /City/St name/Shop-Office No
- a. Contact Numbers: _____ / 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 YOUR PRICES IN ANNEX A IN THE ENCLOSED TENDER DOCUMENTS:**
- Bidders need to submit offer(s) for ALL items in the lots to be considered eligible. Bidders may choose to tender for a single lot.
- Bidders need to provide the unit price of every item broken down into pure good cost and other costs. Other costs refer to installation costs including workforce, fuel, machines, and similar.
- In the event that a supplier were to be tax-exempted, a copy of the exemption must be enclosed in the tender documents and the prices in the offer form and BOQ will be quoted only in the EXCLUDING TAX columns
- ACTED will need to verify the quality of the items provided by the supplier by conducting site visits and by checking pictures provided by the suppliers

NOTE: PRICES SHOULD DETAIL THE UNIT ITEM COST, SUPPLY AND INSTALLATION. THE CONTRACTING AUTHORITY WILL NOT BEAR ANY COSTS RELATED TO STOCKING AND/OR INSTALLING ANY OF THE ITEMS MENTIONED IN ANNEX A

QUANTITIES MENTIONED IN ANNEX A ARE INDICATIVE – THE CONTRACTOR MUST BE READY TO PROVIDE, SUPPLY & INSTALL A HIGHER AND/OR LOWER NUMBER OF ITEMS IF & WHEN REQUIRED TO DO SO

- The overall projects scope of works shall include, but is not limited to:
 - a) Supply and installation of Water sanitation items in selected houses in North of Jordan, as per attached B.O. Qs, designs, general terms and special terms.

- b) Rehabilitation of internal water networks and sanitation for selected houses as per attached B.O.Qs, designs, general terms and special terms.

Services of qualified contractor to perform supply, installation and commissioning for house hold project in the North of Jordan (Mafraq Governorate) - supply & installation

- Enclosed the following documents which forms part of this tender and state more details of the above-mentioned table:
 - Terms of Reference (Arabic & English)
 - BOQ – Annex A (Arabic & English)
 - Preamble BOQ (Arabic & English)

BIDDER'S COMMENTS/REMARKS:

1. _____

2. _____

3. _____

BIDDER'S TERMS AND CONDITIONS:

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

A copy of the supplier's legal representative's ID must be enclosed in the tender documents

BIDDER'S QUESTIONNAIRE – ACTED JORDAN

Date:

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PART I: INFORMATION			
A. Company Details and General Information			
Name of Company		Trading As	
Address (headquarters)		Telephone	
Zip Code (headquarters)		Fax	
City (headquarters)		E-mail address 1	
PO Box		E-mail address 2	
Country (headquarters)		Website address	
Parent Company or name of owner		Subsidiaries/ Associates/ Overseas Representative	
Sales Person's Name		Sales Person's Position	
Sales Person's phone		Sales Persons' E-mail	
<i>Governance of the company: Chairman, Vice-Chairman, Treasurer or Secretary of the Board of Directors or Board of Trustees</i>			
Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number		Type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	
Province/Region		E-mail address	
Is the individual a U.S. citizen or legal permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications	
<i>Management of the company: CEO, Executive Director, Deputy Director, President or Vice-President</i>			
Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number		type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)	
Current employer and job title:		Occupation	

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Address of residence		Citizenship(s)	
Province/Region		E-mail addresses	
Is the individual a U.S. citizen or legal permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications	
Management of the company: Chief Finance Officer or Chief Accountant			
Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number		type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	
Province/Region		E-mail addresses	
Is the individual a U.S. citizen or legal permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications	
Company's staff & insurance			
No. Full Time Employees:		Employee average work wage per hour:	
% of Men to Women:		Any employee(s) with relatives working with ACTED?	<input type="checkbox"/> Yes <input type="checkbox"/> No
No. of Children:		Legal minimum wage paid?	<input type="checkbox"/> Yes <input type="checkbox"/> No
In what capacity?		Paid vacations are offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What are their ages?		Are flexible working hours offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of insurance company:		Staff covered by health insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Description of the Company			
Type of Business (multiple choices possible):	<input type="checkbox"/> Manufacturing <input type="checkbox"/> Authorized Agent <input type="checkbox"/> Trader <input type="checkbox"/> Consulting Company <input type="checkbox"/> Other (Please Specify)		
Sector of Business (multiple choices possible):	<input type="checkbox"/> Goods/Suppl <input type="checkbox"/> Equipment <input type="checkbox"/> Works <input type="checkbox"/> Services <input type="checkbox"/> Other (Please Specify)		
Year Established:		Country of registration:	
Licence number:		Valid until:	
Working languages:	<input type="checkbox"/> French <input type="checkbox"/> Russian		

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	<input type="checkbox"/> English <input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Spanish <input type="checkbox"/> Other (Please Specify)
Technical documents available in:	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Russian <input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Other (Please Specify)

B. Financial Information

VAT Number:		Tax Number:	
Bank Name:		Bank Account Number:	
Bank Address:		Account Name:	
Swift/BIC number:		Standard Payment Terms:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the company been audited in the last 3 years?			<input type="checkbox"/> Attached
Please attach a copy of the company's most recent Annual or Audited Financial Report			
Annual Value of Total Sales for the last 3 Years:			
Year:	USD:	Year:	USD:
Annual Value of Export Sales for the last 3 years			
Year:	USD:	Year:	USD:

C. Experience

Company's recent business with ACTED and/or other International Aid Agencies or United Nations Agencies:

	Organisation	Contact person	Phone/E-mail	Goods/Works/Services	Value (USD)	Year	Destination
1							
2							
3							
4							
5							

What is your company's main area of expertise?

What is your company's business coverage area?

☐ National ☐ Restricted to (specify location)

To which countries has your company exported and/or managed projects in the last 3 years?

Provide any other information that demonstrates your company's qualifications and experience (eg. awards)

List any national or international Trade/Professional Organisations of which your company is a member

D. Technical Capability

Type of Quality Assurance Certificate		<input type="checkbox"/> Attached
Type of Certification/Qualification Documents		<input type="checkbox"/> Attached
International Offices/Representation		
List below up to 10 of the core Goods and/or Services your company sells:		
1)	6)	

2)	7)
3)	8)
4)	9)
5)	10)
List the main assets of your company (trucks & heavy machines, heavy & valuable equipment, premises & warehouses, production sites etc.)	
1)	6)
2)	7)
3)	8)
4)	9)
5)	10)
E. Miscellaneous	
Does your company have an Environmental Policy? (Yes/No)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your company have an Ethical Trading Policy? (Yes/No)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your company have an Anti-terrorist Policy? (Yes/No)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your company compliant with the EU General Data Protection Regulation (or equivalent)? (Yes/No)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes to the above two questions, please attach copies of your policy:	<input type="checkbox"/> Attached
Has your company ever been bankrupt, or is in the process of being wound up, having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning these matters, or is in any analogous situation arising from a similar procedure provided for in national law?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:	
Has your company ever been convicted of an offence concerning its professional conduct by a judgment which has force of res judicata?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:	
Has your company ever been guilty of grave professional misconduct proven by other means?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:	
Has your company ever not fulfilled its obligations relating to the payment of social security contributions, or the payment of taxes in accordance with the law of the country in which it is established, or with those of France, or those of the country where the contract is to be performed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:	
Has your company ever been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:	
Has your company ever been declared to be in serious breach of contract for failure to comply with its contractual obligations, following another procurement procedure or grant award procedure financed by a donor country?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:	
Has your company ever been declared to be in serious breach of contract for failure to comply with its contractual obligations, following another procurement procedure or grant award procedure financed by a donor country?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:	

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Has your company ever been in any dispute with any Government Agency, the United Nations, or International Aid Organisations (including ACTED)?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:		
Do you agree with terms of payment of 30 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you accept visit of ACTED staff & external auditors to your office? <input type="checkbox"/> Yes <input type="checkbox"/> No

PART II: CERTIFICATION

I, the undersigned warrant that the information provided in this form is correct, and in the event of changes, details will be provided to ACTED as soon as possible in writing. I also understand that ACTED does not do business with companies, or any affiliates or subsidiaries, which engage in any practices that are in breach of ACTED's Child Protection, Sexual Exploitation and Abuse Protection, Conflict of Interest, Anti-fraud, Anti-terrorism Policy and Data Protection Policies (available on request).

Name:		Date:	
Title/Position		Place:	
E-mail address (for contact for verification purposes):		Signature:	
Phone number (for contact for verification purposes):		Company Stamp:	

Check list of supporting documents		For ACTED use only	
1) Trading license	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
2) VAT registration/tax clearance certificate	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
3) Company profile	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
4) Proof of trading/dealership/agent	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
5) Evidence of similar contracts	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
6) References	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
7) Particulars of CEO and key personnel	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
8) Articles of Association & Certificate of incorporation	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
9) Financial statements (latest)	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
10) Other (specify):	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	

BIDDER'S ETHICAL DECLARATION – ACTED JORDAN

Date:

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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

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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*

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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.

Furthermore, suppliers are encouraged to review the procurement guidelines detailed in the Europe Aid's Guidelines concerning the origin of supplies. For more information, Europe Aid procurement guidelines are fully detailed in the PRAG

(http://ec.europa.eu/europeaid/prag/welcome.do?header_description=Manuel+DEVCO+des+procedures+financi%E8res+et+contractuelles+Applicable+aux+actions+ext%E9rieures+financ%E9es+par+le+budget+q%E9n%E9ra+l+de+LUE+et+du+11e+FED&header_keywords=ePrag+%2C+europa&locale=en). In particular, rules of origin & nationality are detailed in section 2.3.1 of PRAG2015, and further in annex A2A.

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.

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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 – ACTED JORDAN

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)		
	Included		Present		Comments
	Yes	No	Yes	No	
1. An original copy of the bid has been provided (suppliers may choose to submit a digital scanned copy on a CD/DVD/USB)					
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 JOD (compulsory) , excludes and includes all applicable taxes.					
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- BOQ is attached, filled in all its parts (price breakdown in unit goods costs and unit other costs / prices including and excluding tax), signed and stamped by the supplier. (compulsory)					
9. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) are provided					
10. ANNEXES – A Copy of the Company registration documents and license are included; an ID copy of the company legal representative and Contractor Classification certificate are attached. (compulsory)					
11. ANNEXES – A Copy of the Company tax exemption, compulsory only in case the Supplier is tax exempted					
12. ANNEXES – CVs of the engineers and technicians, copy of the IDs are included - for non-Jordanian : copy of the medical insurance certificate and work permit in Jordan					

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13. ANNEXES – (1) Conditions of Contract issued by Ministry of Public Works and Housing -2007, signed and stamped-in Arabic. (2) Contractor's Association registration certificate					
14. ANNEXES – List of items that the suppliers wishes to supply along with detailed technical specifications and pictures on a graded scale for each item on the list					
15. ANNEXES – Annex B Master list is attached and must be filled in, signed and stamped. A master list refers to the labour force that the supplier wishes to employ as part of the project, detailing the nationality and age group of the expected workers. (compulsory)					

Name & Position of Bidder's authorized representative _____

Authorized signature _____