

## INTERNATIONAL CALL FOR TENDER - ACTED Syria

Date: 10/10/2018

Tender N°: T/16XXX/NFI/ESK/KER/SAF/AIN/PRO/10-10-2018/1

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

**PRODUCT SPECIFICATIONS:**

- |                                    |   |
|------------------------------------|---|
| 1. Description:                    | <p><b>Lot #1 - 2,000 NON-FOOD ITEMS KITS (NFI)</b><br/> <b>Lot #2 - 1,000 EMERGENCY SHELTER KITS (ESK)</b><br/> <b>Lot #3 - 2,000 KEROSENE HEATER</b><br/> <b>Lot #4 – FIRE SAFETY POINT MATERIAL</b></p>   |
| 2. Product class / category:       | Supplies  |
| 3. Product stage:                  | Finished products   |
| 4. INCOTERM (delivery conditions): | <p><b>Lot #1 - DDP – Ein Issa/Hasake ACTED Warehouse, Syria</b><br/> <b>Lot #2 - DDP – Ein Issa/Hasake ACTED Warehouse, Syria</b><br/> <b>Lot #3 - DDP – Ein Issa/Hasake ACTED Warehouse, Syria</b><br/> <b>Lot #4 – DDP – Ein Issa/Hasake Warehouse, Syria</b></p> |
| 5. Quantities and specifications:  | As per below details  |
| 6.                                 |   |

Lot	DESCRIPTION	Qty	Unit	INCOTERMS/ Delivery point	Delivery deadline
1	NON-FOOD ITEMS KITS (NFI)	2,000	Kits	DDP – Ein Issa/Hasake ACTED Warehouse, Syria Depending on Warehouse capacity – to confirm	1,000 kits on the 25th of November 2018 1,000 kits on the 02nd of December 2018
2	EMERGENCY SHELTER KITS (ESK)	1,000	Kits	DDP – Ein Issa/Hasake ACTED Warehouse, Syria Depending on Warehouse capacity – to confirm	500 kits on the 26th of November 2018 500 kits on the 03rd of December 2018
3	KEROSENE HEATER	2,000	Pcs	DDP – Ein Issa/Hasake ACTED Warehouse, Syria Depending on Warehouse capacity – to confirm	4th of December 2018
4	FIRE SAFETY POINT MATERIAL	67 fire extinguishers 134 Galvanized Buckets 67 Metal signs (25*35 cm)	Pcs	DDP – Ein Issa/Hasake ACTED Warehouse, Syria Depending on Warehouse capacity – to confirm	4th of December 2018

**RESPONSIBILITIES OF THE CONTRACTOR:**

- Terms of delivery:
  - Lot #1 - DDP – Ein Issa/Hasake ACTED Warehouse, Syria / through 2 different batches of 1,000 kits
  - Lot #2 - DDP – Ein Issa/Hasake ACTED Warehouse, Syria / through 2 different batches of 500 kits
  - Lot #3 - DDP – Ein Issa/Hasake ACTED Warehouse, Syria / through 2 different batches of 1,000 kits
  - Lot #4 – DDP – Ein Issa/Hasake ACTED Warehouse, Syria / through 1 batch

- |                           |                                     |
|---------------------------|-------------------------------------|
| 2. Date of delivery:      | See "Specific Conditions" Article 9 |
| 3. Selection Criteria:    | See Annex A.                        |
| 4. Validity of the offer: | <b>Six (6) months</b>               |

**GENERAL CONDITIONS:**

1. The **closing date** of this tender is fixed on **24/10/2018 at 17:00 (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: [syria2.tender@acted.org](mailto:syria2.tender@acted.org) and [tender@acted.org](mailto:tender@acted.org)
2. Offers shall be submitted in **English, only, and in US Dollar – USD**, (Mandatory).
3. Bidders will fill, sign, stamp and return the Offer form according to ACTED's format.
4. Bidders will sign and return all pages of the Product Specifications for which they apply.
5. The offer to the call for tender will not result in the award of a contract.
6. The offer must be submitted to ACTED purchase department in a sealed envelope with the mention "**T/16XXX/NFI/ESK/KER/SAF/AIN/PRO/10-10-2018/1**" not to be opened before 25/10/2018
7. Unsealed envelopes and late offers will not be considered.
8. Bidders can apply for one lot or more.
9. Different lots can be awarded to different suppliers.
10. Quantities are subject to change.
11. Bidders, if quoting for a batch, must provide a quotation for the entire lot. If not, the batch quotation will not be considered.
12. 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 contact the following phone number [00962798480198](tel:00962798480198) and/or send an e-mail to [transparency@acted.org](mailto:transparency@acted.org).*

**SPECIFIC CONDITIONS:**

1. The answers to this tender should include a written quotation including all the product specifications, the price per unit, technical specifications and unit.
2. Preference is given to suppliers with proof of experience delivering to Syria. See "Selection Criteria" in Annex A.
3. If two specifications of item are available, then these should be submitted on a separate Offer form with a clearly demarcated Option number (e.g. Option 1) and sub-total.
4. Bidders may be required to submit samples for inspection. All samples should be submitted with the reference "**T/16XXX/NFI/ESK/KER/SAF/AIN/PRO/10-10-2018/1**", the **Lot number**, and the date of submission.



5. Samples that do not meet the specifications of the tender will be rejected along with the entire lot, unless they can be replaced within 24 hours. The prices quoted in the tender should be for items that meet the specifications and **may not be amended following sample inspection**.
6. Samples will only be accepted for lots that are labelled and requested. It is the responsibility of the supplier to collect samples after inspection.
7. Samples from the selected supplier will be retained for **3 years** and the delivered items must match the samples **exactly** unless agreed with ACTED or will be rejected at the pre-delivery inspection and must be replaced.
8. Delivery will be handled in two stages:
  - a. A **Pre-Delivery Inspection** will take place in Kurdistan Region of Iraq (KRI) ahead of delivery where kits will be sampled and checked to meet the specifications. The **Deadline for Pre-Delivery** will be defined at the point where the supplies are cleared for delivery.
    - i. The kits already need to be packed before the **Pre-Delivery Inspection**. Upon request, an ACTED staff member may be present for the packaging at the supplier's facility. If an ACTED member is not present, then evidence of the kit packaging must be presented in the form of photos and videos. Each kit must be numbered and contain a packing list.
  - b. **Final Delivery** will be the date of arrival in Ein Issa/Hasake, at the point where **all kits/items** are received and signed for. ACTED will support the selected supplier with letters of facilitation but it remains the responsibility of the supplier to arrange all authorisation for clearance of borders and checkpoints.  
**The final delivery must take place on the agreed date with ACTED, between 9am and 11am. If the supplier arrives out of these time slot, the delivery will be postponed to the day after, between 9am and 11am.**
9. **Penalties** will be applied for suppliers who fail to meet either of their deadlines, at a rate of 0.2% of the **total contract price** per day.
10. **Only complete, packaged kits** will be accepted at Ein Issa/Hasake.
11. Please note that ACTED will need to follow Donor's Guidelines concerning the origin of supplies & the nationality of suppliers.
12. ACTED reserves the right to exclude products or reject bids from certain origins/nationality with regard to guidelines of the donor.
13. ACTED reserves the right to cancel this call for tender in case that the project is not signed with the donor

### Evaluation Criteria

A supplier will be selected for each lot based on the selection criteria from the table below (with a maximum score of 100). The *Scoring Method* will be based on the submitted bid and the highest scoring suppliers will be invited for interview ahead of selection.

<b>Criteria</b>	<b>Scoring Method</b>	<b>Maximum Score available</b>
<i>Price</i>	<i>The cheapest bid (meeting all specifications) will receive a score of 60, all other bids will be scored proportionally against this price (for each lot)</i>	60
<i>Quality</i>	<i>The technical check will be based on a PASS/FAIL criteria If the supplier does not meet the minimum standards of quality, ACTED will not consider its offer</i>	N/A
<i>Experience</i>	- <i>Up to 15 points for experience delivering to Syria</i>	25



	<ul style="list-style-type: none"><li>- Another 10 points for suppliers with a demonstrated good record of delivery with ACTED or other NGOs</li></ul>	
Lead Time	<p>-Up to 10 points can be awarded based on the lead time for having all items ready for pre-inspection and ready for shipment to Ein Issa/Hasake (&lt;2 weeks preferred)</p> <p>- Another 5 points may be awarded for the lead time from pre-inspection to Ein Issa/Hasake (&lt;1 week preferred)</p> <p><b>NOTE: The quoted lead time will be contractually binding, and any delays will result in penalties subtracted from the contract price.</b></p>	15

## OFFER FORM- ACTED Syria

Date:

Tender N°: T/16XXX/NFI/ESK/KER/SAF/AIN/PRO/10-10-2018/1

### 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: ALL THE PRICES MUST INCLUDE THE DELIVERY COSTS DDP AS DESCRIBED IN THE INSTRUCTION TO BIDDERS

**Lot 1 – NON-FOOD ITEMS KITS (NFI)**

QUANTITY: 2,000 KITS

**A. BILL OF QUANTITY PER KIT**

No.	Item	Requested Specification	Picture	Supplier's Specification	Unit	Typical Quantity per kit	Unit Price USD	Total Price per kit USD
1	Tarpaulin – 4x6m	<p>Tarpaulin - 4 x 6 m - Material: Woven high-density polyethylene (HDPE) black fibres fabric laminated on both sides with low density polyethylene (LDPE) coating</p> <p>Reinforcement: Reinforced rims by heat sealing on all sides.</p> <p>Resistance; -20C to 80C</p> <p>Eyelets: Provided with aluminium eyelets or equivalent on four sheet sides of the single sheets at 100 cm +/- 5cm centre to centre, providing very strong fixation points</p> <p>Weight: 200g/m2 +/-5%, total: 4800g +/-5%</p> <p>Colour: White sun reflective on both sides, grey bands. Inner black fibres with good opacity</p>			Pcs	1		
2	Jerry Can – 10L	<p>Jerry Can – 10L Type: complete with screw cap and moulded carry handle of minimum 9 cm long. The inner diameter of cap minimum 30 mm. Drop test: can withstand drop of 2.5 meters when full of capacity. Material: Non-collapsible POLYETHYLENE plastic. Tough flexible, food grade, low density polyethylene (LDPE), UV stabilized. With no sharp edges. Size: 10 Lt Weight: 455 grams minimum. Colour: Light colour (yellow, white).</p>			Pcs	2		



3	Mattresses / Sleeping mats – Single 1.8m x 0.8m x 0.1m	<p>Mattresses / Sleeping mats – Single 1.8m x 0.8m x 0.1m Material: polyurethane closed cell foam, min 22kg/m<sup>3</sup>, thickness: 10cm. 100% synthetic yarns from virgin or recycle raw material. Synthetic sleeping mats that are made from recycle materials must not contain fillers, like calcium carbonate or any other.</p> <p>Dimension: 1.8 x 0.9 x 0.1 m, area 1.62 m<sup>2</sup>  Density: min 22kg/m<sup>3</sup>  Weight: Min 3.56kg  Load deflection: min 16kg.</p> <p>Cover: Removable cover with zipper cotton or polyester/cotton canvas of 180g/m<sup>2</sup> minimum. Size: 90x180x10 cm</p>			Pcs	4		
4	Blankets (Winter) – single 150cm x 200 cm	<p>Blankets (Winter) – single 150cm x 200 cm Material: fibres from polyester or acrylic materials. Some cotton may be included in the yarns. Knitted or woven, dry raised both sides, hemmed edges.</p> <p>Colour: no black, red, or white. Assorted dark colours. No bad smell, not irritating to the skin, no dust. 4&lt;pH</p> <p>Weight: min 700 g/m<sup>2</sup>. Min 2.1kg total</p>			Pcs	3		
5	Blankets (Winter) – double 200cm x 200 cm	<p>Blankets (Winter) – double 200cm x 200 cm Material: fibres from polyester or acrylic materials. Some cotton may be included in the yarns. Knitted or woven, dry raised both sides, hemmed edges.</p> <p>Colour: no black, red, or white. Assorted dark colours. No bad smell, not irritating to the skin, no dust. 4&lt;pH</p> <p>Weight: min 700g/m<sup>2</sup>. Min. 2.8kg total</p>			Pcs	2		



6	Solar Lamps	<p>Solar Lamps Weather proof and shockproof solar lamp with LEDs, and battery, all in one robust case. Solar panel: 6V, 0.7W. LED power: 4 LED 2W or 6 LED 3W. Battery: 4V or 6V. Plastic ABS / Transparent PC. With USB port + preferred phone charger function. Charge time: 18 hours by sun can provide light for 12-15 hours. Match with AC charge (AC100-240V). Lifespan approx. 50,000 hours</p>			Pcs	1			
7	Hasira/floor mat/extraplastic sheeting 12m <sup>2</sup>	<p>Hasira/floor mat/extraplastic sheeting 12m<sup>2</sup>          Materials: Warp: Pure virgin polypropylene (PP) multifilament 500 deniers minimum; Weft: Recycled polypropylene (PP) hollow tubes not containing any filler. Clean and neat appearance. Finish: The two short sides to be secured with a first stitch folded hem of the mat, plus one bias 40mm binding tape of minimum 10g/m with stitches through the fabric of the mat, OR with a double folded stitched hem. Four sides trim finished. Size: 12 sqm minimum Weight: 500g/m<sup>2</sup> minimum, 6kg total. Colour: assorted, with neutral design.</p>			Pcs	1			
8	Packaging into Woven sacks 1300 x 400 mm	<p>Packaging into Woven sacks 1300 x 400 mm          Material: new, woven polypropylene (PP), 80g/m<sup>2</sup> minimum, both sides coated with PE or PP          Dimension: min 1300 x 400mm +/- 10mm, colour: white          Content of 1 kit: 1 Taurpalin, 2 Jerry Cans, 4 Mattreesses/sleeping mats, 3 blankets (single), 2 blankets (double), 1 solar lamp, 1 Hasira/floor mat</p>			Pcs	1			
								<b>Total Cost per kit (USD)</b>	





**B. LOT TOTAL**




Unit Cost per kit USD	Total amount of kits	Total price for lot USD (Unit cost per kit*Total amount of kits)
	2,000	







**C. SUPPLY TERMS**




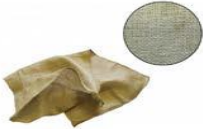

What is the minimum amount of kits to be delivered at once (min lot size)?	
What is the maximum amount of kits to be delivered at once (max lot size)?	
Lead time (From <b>contract signature</b> to <b>Pre-delivery inspection</b> (Days)	
Please give the location for the <b>Pre-Delivery Inspection</b> (warehouse location)	
Lead time (From <b>Pre-delivery clearance</b> to <b>Complete Delivery in Ein Issa/Hasake</b> (Days)	
Is the supplier aware of the conditions applied on the required INCOTERM?	

*End of Lot 1*

**A. BILL OF QUANTITY PER KIT**

No.	Item	Requested Specification	Picture	Supplier's Specification	Unit	Typical Quantity per kit	Unit Price USD	Total Price per kit USD
1	Plastic sheeting Size: 4 x 6m	Plastic sheeting Size: 4 x 6m Material: Woven high-density polyethylene (HDPE) black fibres fabric laminated on both sides with low density polyethylene (LDPE) coating Reinforcement: reinforced rims by heat sealing on all sides Eyelets: Provided with aluminum eyelets or equivalent on four sheet sides of the single sheets at 100 cm +/- 5cm center to center, providing strong fixation points. Weight: 200g/m <sup>2</sup> (±5%), total: 4.8kg (±5%)			Pcs	3		
2	Rope (30m)	Rope - 30 m - Diameter: 5mm min Length: 30m min, preferable 50m Material: Polypropylene (twisted) or nylon (braided), no recycled fibres Tensile strength: 300kg Weight 0.6kg			Roll	1		
3	Duct Tape – 50m	Duct Tape - 50m Width: min 48mm width Length: min 50m Material: polyethylene over cloth scrim, water resistant			Roll	1		

4	Roof Nails + Washer – 70mm	Roof nails + washer 70 mm length 0.5 kg Material: Galvanized metal Shape: Spiral rolled or twisted shank, umbrella-type head Dimension: Shank: min 70mm x 3.4mm; head diameters: min 22mm Washer watertight rubber, thickness min 2mm			kg	0.5		
5	Large Nails – 75mm	Large nails 75 mm length 1 kg Type: Iron Dimension: minimum length x diameter 40mm x 2.2mm, head diameter 5.5mm Rustproof: hot dip galvanized	 75mm		kg	1		
6	Small Nails – 40mm	Small nails 40mm length 0.5 kg Type: Iron Dimension: minimum length x diameter 75 x 3.6mm, head diameter 7.7mm Rustproof: hot dip galvanized	 40mm		kg	0.5		
7	Tie wire 10m or 2kg	Tie wire 10m or 2kg Material: Low carbon steel, galvanized. Metal wire Dimension: Diameter 1.5mm +/- 5% Tensile strength: Minimum 500 N/mm <sup>2</sup> to maximum 700 N/mm <sup>2</sup>			Roll	1		
8	Pliers – 10.3 x 0.8 x 2.8 Inches	Pliers 10.3 x 0.8 x 2.8 inches Type: Heavy duty hot forged steel, side cutting pliers known as linemen pliers or side cutter; have gripping jaws, a cutting edge and insulated handle Corrosion protection: special paint			Pcs	1		
9	Claw Hammer – 750g	Claw hammer 750g Type: claw hammers with steel head sand dry wooden handle. The hammer head has one flat side and one claw side. Handle: free from chips, rough surfaces, holes or knots. Dry, strong and flexible wood			Pcs	1		

10	Shovel	<p>Shovel - Type: Round point with Y handle  Materials: head, pressed carbon steel; handle, dry wood  Handle length: Min 1m  Head dimensions: min 295x225mm  Corrosion protection: paint  Handle: No chips, rough surfaces, holes or knots. Smooth, polished, varnished surfaced. Dry, strong and flexible wood.  Weight: 1kg +/- 50gm, without handle</p>		Pcs	1			
11	Wood - 5 x 10 x 200cm	<p>Wood - 5 x 10 x 200cm Type: Solid softwood, pressure-treated pine or similar  Other: Dried, strong, polished and flexible wood. Free from chips, rough surfaces, holes, knots or other defects. Treated against insects and termites. Treated against mould.  Texture: Smooth, paintable, lumber and pressure-treated  This item can be replaced by L shaped metal profiles with eyelets</p>		Pcs	6			
12	Handsaw	<p>Handsaw - 0.3 kg Type: min 400-450mm blade, lacquered  Length: min 550mm +/- 50mm  Blade thickness: 1mm +/- 0.5mm, protected against corrosion, 7 teeth per inch  Handle: Wooden handle, minimum 3 fixations, polished/varnished hardwood, large 85mm x 35mm opening for hand while wearing gloves</p>		Pcs	1			
13	Hessian sacks 50 x 75cm	<p>Hessian sacks 50 x 75cm - Dimension: 50cm x 75cm  Materials: Crafted from durable hessian</p>		Pcs	5			
14	Packaging into Woven sack	<p>Packaging into Woven sack - 1300 x 400mm - Material: New, woven polypropylene, 80g/m^2 minimum, both sides coated with PE or PP  Dimension: min 1,300mm x 400 mm +/- 10mm  Content of the kit : ( 3 plastic sheeting, 1 roll of rope, 1 duck tape, 0.5 kg roof nails + washer, 1kg large nails, 0.5kg small nails, 1 roll tie wire, 1 pliers, 1 claw hammer, 1 shovel, 1 handsaw, 5 hessian sacks)  <b>wood pieces apart, tied per pack of 6</b></p>		Pcs	1			
							<b>Total Cost per kit (USD)</b>	

**B. LOT TOTAL**



Unit Cost per kit	Total amount of kits	Total price for lot USD (Unit cost per kit*Total amount of kits)
	1,000	

**C. SUPPLY TERMS**

What is the minimum amount of kits to be delivered at once (min lot size)?	
What is the maximum amount of kits to be delivered at once (max lot size)?	
Lead time (From <b>contract signature</b> to <b>Pre-delivery inspection</b> (Days)	
Please give the location for the <b>Pre-Delivery Inspection</b> (warehouse location)	
Lead time (From <b>Pre-delivery clearance</b> to <b>Complete Delivery in Ein Issa/Hasake</b> (Days)	
Is the supplier aware of the conditions applied on the required INCOTERM?	

*End of Lot 2*

**LOT 3 – KEROSENE HEATER**

QUANTITY: 2,000 Pcs

**A. BILL OF QUANTITY PER KIT**

No.	Item	Requested Specification	Picture	Supplier's Specifiatiion	Unit	Typical Quantity per kit	Unit Price USD	Total Price per kit USD
1	Kerosine Heater	Kerosine Heater • Tank Capacity: 5 Liter • Fuel Consumption: 0.24-0.3 L/Hr • Continues Heating Duration: not less than 15 hour • Wick: Good quality and with spare one			Pcs	2,000		

**B. LOT TOTAL**

Unit Cost per kit USD	Total amount of kits	Total price for lot USD
	2,000	

**C. SUPPLY TERMS**

What is the minimum amount of kits to be delivered at once (min lot size)?	
What is the maximum amount of kits to be delivered at once (max lot size)?	
Lead time (From <b>contract signature</b> to <b>Pre-delivery inspection</b> (Days)	
Please give the location for the <b>Pre-Delivery Inspection</b> (warehouse location)	



# ACTED




Lead time (From <b>Pre-delivery clearance</b> to <b>Complete Delivery in Ein Issa/Hasake</b> (Days)	
Is the supplier aware of the conditions applied on the required INCOTERM?	

*End of Lot 3*

**LOT 4 – FIRE SAFETY POINT MATERIAL**

QUANTITY: 67 Fire extinguishers , 134 Galvanized buckets, 67 Metal signs

**A. BILL OF QUANTITY PER KIT**

No.	Item	Requested Specification	Picture	Supplier's Specification	Unit	Typical Quantity	Unit Price USD	Total Price per kit USD
1	Fire extinguisher	Fire extinguisher Dry Chemical Powder Type 6kg Capacity, with initial filling in brand new cylinder with powder coated finish, fitted with Gun metal union, high pressure CO2 gas cartridge, discharge hose, wall mounting bracket. Expiry date 12 months from the filling day "			Pcs	67		
2	Galvanized bucket	Galvanized bucket 10 liters, round bottom type enamel painted red, painted sign 'Fire, نـار			Pcs	134		
3	Extinguisher holder	Extinguisher holder - Hard wood good quality, painted red, 2 m tall, 15cm wide box on a stand with attached design to fit standard size 6kg extinguisher (55 cm height, 16 cm diameter, 27cm width). 2 hooks steel ( 5 cm length , 1 cm width , 2 mm thickness) on the sides (to be determined to fit buckets). Sign attached with provided design. Top painted white with english and arabic translation 'Fire Point/حريق نـ فطة/.			Pcs	67		
							<b>Total Cost (USD)</b>	





# ACTED

## B. SUPPLY TERMS

What is the minimum amount of kits to be delivered at once (min lot size)?	
What is the maximum amount of kits to be delivered at once (max lot size)?	
Lead time (From <b>contract signature</b> to <b>Pre-delivery inspection</b> (Days)	
Please give the location for the <b>Pre-Delivery Inspection</b> (Dohuk/Erbil)	
Lead time (From <b>Pre-delivery clearance</b> to <b>Complete Delivery in Ein Issa/Hasake</b> (Days)	
Is the supplier aware of the conditions applied on the required INCOTERM?	

*End of Lot 4*

**Annex A – Selection Criteria**

<b>Criteria</b>	<b>Scoring Method</b>	<b>Maximum Score available</b>
<i>Price</i>	<i>The cheapest bid (meeting all specifications) will receive a score of 60, all other bids will be scored proportionally against this price (for each lot)</i>	60
<i>Quality</i>	<i>The technical check will be based on a PASS/FAIL criteria If the supplier does not meet the minimum standards of quality, ACTED will not consider its offer</i>	N/A
<i>Experience</i>	<ul style="list-style-type: none"> <li>- Up to 15 points for experience delivering to Syria</li> <li>- Another 10 points for suppliers with a demonstrated good record of delivery with ACTED or other NGOs</li> </ul>	25
<i>Lead Time</i>	<ul style="list-style-type: none"> <li>-Up to 10 points can be awarded based on the lead time for having all items ready for pre-inspection and ready for shipment to Ein Issa/Hasake (&lt;2 weeks preferred)</li> <li>- Another 5 points may be awarded for the lead time from pre-inspection to Ein Issa/Hasake (&lt;1 week preferred)</li> </ul> <p><b>NOTE: The quoted lead time will be contractually binding, and any delays will result in penalties subtracted from the contract price.</b></p>	15



## BIDDER'S QUESTIONNAIRE – ACTED Syria

Date:

Tender N°: T/16XXX/NFI/ESK/KER/SAF/AIN/PRO/10-10-2018/1

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	
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	
<i>Management of the company: Chief Finance Officer or Chief Accountant</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 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	
<i>Company's staff &amp; insurance</i>			
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
<i>Description of the Company</i>			
Type of Business (multiple choices possible):	<input type="checkbox"/> <del>Manufacturer</del> <input type="checkbox"/> <del>Authorized Agent</del> <input type="checkbox"/> <del>Trader</del> <input type="checkbox"/> <del>Consulting Company</del> <input type="checkbox"/> <del>Other (Please Specify)</del>		
Sector of Business (multiple choices possible):	<input type="checkbox"/> <del>Goods/Suppl</del> <input type="checkbox"/> <del>Equipment</del> <input type="checkbox"/> <del>Works</del> <input type="checkbox"/> <del>Services</del> <input type="checkbox"/> <del>Other (Please Specify)</del>		
Year Established:		Country of registration:	
Licence number:		Valid until:	
Working languages:	<input type="checkbox"/> <del>English</del> <input type="checkbox"/> <del>French</del> <input type="checkbox"/> <del>Spanish</del> <input type="checkbox"/> <del>Russian</del> <input type="checkbox"/> <del>Arabic</del> <input type="checkbox"/> <del>Chinese</del> <input type="checkbox"/> <del>Other (Please Specify)</del>		
Technical documents available in:	<input type="checkbox"/> <del>English</del> <input type="checkbox"/> <del>French</del> <input type="checkbox"/> <del>Spanish</del> <input type="checkbox"/> <del>Russian</del> <input type="checkbox"/> <del>Chinese</del>		


 Arabic

 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:
Year:	USD:	Year:	USD:
Annual Value of Export Sales for the last 3 years:			
Year:	USD:	Year:	USD:
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:	
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:	<input type="text"/>	Date:	<input type="text"/>
Title/Position	<input type="text"/>	Place:	<input type="text"/>
E-mail address (for contact for verification purposes):	<input type="text"/>	Signature:	<input type="text"/>
Phone number (for contact for verification purposes):	<input type="text"/>	Company Stamp:	<input type="text"/>

### Check list of supporting documents

### For ACTED use only

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

Date:

Tender N°: T/16XXX/NFI/ESK/KER/SAF/AIN/PRO/10-10-2018/1

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/16XXX/NFI/ESK/KER/SAF/AIN/PRO/10-10-2018/1

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, if the bid has been submitted physically <b>(compulsory for one original bid)</b>					
2. PART 1 (form PRO-05) – Instructions to Bidders is attached, filled, signed and stamped by the supplier.					
3. PART 2 (form PRO-06) – Offer Form is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
4. The prices in the Offer Form are in USD <b>(compulsory)</b>					
5. PART 3 (form PRO-06-01) – Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier.					
6. PART 4 – (form PRO-06-02) – Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier.					
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 and also the ID of the legal representative of the Company.					
10. ANNEXES – Color pictures (or samples) of item(s) are included <b>(compulsory)</b>					

Name & Position of Bidder's authorized representative \_\_\_\_\_

Authorized signature \_\_\_\_\_