

RESTRICTED TENDER FOR A FRAMEWORK AGREEMENT ACTED JORDAN

Date: **16/10/2018**

Tender N°: **T/FA/13/Visibilities/AMM/16-10-2018**

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

PRODUCT SPECIFICATIONS:

1. Description: **Printing Visibility**
2. Product class / category: **Supplies**
3. Product stage: **Finished products**
4. INCOTERM (delivery conditions): **DDP- several locations in Jordan**
5. Work period: **Agreement for one year**
6. Quantities and specifications:

Lot #	Description	Number of items within the lot	Category	INCOTERMS/ Delivery point
1	Admins Printing Visibilities	20	Supplies	DDP – several locations in Jordan
2	General Printing Visibilities	20	Supplies	DDP – several locations in Jordan
3	Clothing Visibilities	20	Supplies	DDP – several locations in Jordan

SPECIAL CONDITIONS:

- **For several lots above, bidders can bid for one lot or more – but needs to submit offer(s) for ALL items in the lot.**
- **Only printing companies are eligible to bid (companies with registration certificate to produce printed items)**

RESPONSIBILITIES OF THE CONTRACTOR:

1. Delivery Time: **Preferred within 2 (two) days of receiving purchase order**
2. Validity of the offer: **(recommended: 6 months or more)**

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 certificate of origin
- An ID of the legal representative
- A sample of the product or if there are different options, a sample of each option needs to be submitted
- Colour pictures of items
- Proof of past performances



Tender reference number: **T/FA/13/Visibilities/AMM/16-10-2018**

GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed **on Tuesday 6th November 2018 at 4PM (Jordan time)** 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

2. Offers shall be submitted **in English and in JOD** and should **include and exclude sales tax and duty**, as this project **MAY** be tax exempted, offers include all delivery charges.
3. Bidders will fill all items in the one lot, otherwise his offer will be not eligible to be considered
4. Bidders will fill, sign, stamp each page and return the Offer form according to ACTED's format.
5. Bidders will sign and return all pages of the Product Specifications for which they apply.
6. **The offer to the call for tender will not result in the award of a contract**
7. Unsealed envelopes and late offers will not be considered.
8. **The Number of (Quantities) are indicative and are subject to change.**
9. The offer must be submitted to ACTED Jordan purchase department in a sealed envelope with the mention "**T/FA/13/Visibilities/AMM/16-10-2018**-not to be opened before **07/11/2018**" and the purpose of the offer.
10. Any bid with missing required documents will be automatically rejected.
11. Bidders are invited to attend the Purchase Committee Stage which will be held on **Wednesday 7th November 2018** at 11 am at the ACTED Jordan office, in which submissions are opened and deemed eligible for consideration based on the administrative requirements. Please send an email to Jordan.tender@acted.org CC tender@acted.org to register interest in attending, ACTED Jordan will then inform you if this date changes.
12. For all inquiries regarding this tender, please contact the ACTED representative office in Amman not later than **01/11/2018** at 1:00 PM by telephone + 962-6-4636275 or by E-mail at jordan.tender@acted.org, Cc tender@acted.org.
13. To report any concerns or issues relating to this tender that wish to remain anonymous please email transperancy@acted.org in which emails are received by HQ.

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

OFFER FORM – ACTED JORDANDate:Tender N°: **T/FA/13/Visibilities/AMM/16-10-2018****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: (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.

LOT 1: ADMINS PRINTING VISIBILITIES
****PLEASE SUBMIT YOUR PRICE ACCORDING TO MENTIONED UNIT OF MEASUREMENT**

N	Description	Unit	Suppliers Specifications	Tax percentage	Unit price in JOD excluding TAX	Unit price in JOD including TAX
1	Stenciles (design and production) – Flexible, plastic/ plexiglas – Usable for curved surfaces – Waterproof and durable – 50cmx50cm	Pcs				
2	Stenciles (design and production) – Flexible, plastic/ plexiglas – Usable for curved surfaces – Waterproof and durable – 50cmx100cm	Pcs				
3	Business Cards – 350 gm – Gloss paper and matte layer – 9cmx5cm – colour printing both sides	Set of 200				
4	Cards for beneficiaries – 300 gm – full coloured, gloss from one side – numbered 1 to 4800 – 10cmx7cm	Set of 4800				
5	Removable stickers for vehicles – A3 size – Two colors as Logo – Gloss from one side	Pcs				
6	Heavy duty sticker A4 – For vehicles, water tanks and similar	Pcs				

	- Durable, sunproof and waterproof					
7	Raffle ticket - Book with 12cmx8cm papers each paper, 80gm paper - Numbered and two colors from one side	Book of 50 pages				
8	Security Vouchers - Book with 18cmx7cm plain papers, each paper, 100gm paper. - With golden logo - Colored from one side with golden stamp for security	Book of 50 pages				
9	Foam board 3mm thick A0	Pcs				
10	Foam board 3mm thick A2	Pcs				
11	Foam board 3mm thick A3	Pcs				
12	Foam board 3mm thick A4	Pcs				
13	Agenda A5 - Various colors with logo on the cover (vertically to the left, 2,5cm thick)	Pcs				
14	Notebook A5 - Various colors with logo on the cover - 80 pages of lined paper	Pcs				
15	Notebook A4 - Various colors with logo on the cover - 80 pages of lined paper	Pcs				
16	Ballpoint Pen - Various colors with imprinted logo	Pcs				

	- Various Ink Colors (black, blue, red, green)					
17	Ceramic Mug with handle 200ml - Various colors with imprinted logo	Pcs				
18	Keychain - Round Metal disk with imprinted logo on both sides of disk	Pcs				
19	Flag 2x3m - White with Logo - Two sided if neccessary	Pcs				
20	Flag 4x6m - White with Logo - Two sided if necessary	Pcs				
TOTAL:				

DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:

Location	Minimum order for free delivery in JOD	Transportation fees if order is less than the minimum order (JOD)	Lead Time of Delivey items after receiving the Purchase Order (Calendar Days)
Amman			
Irbid / Ajloun / Jerash / Ramtha			
Mafraq / Zaatari / Zaatari Camp			
Azraq / Azraq Camp / Zarqa / Russayfah / Madaba / Ma'in			
Dead Sea			
Tafilah / Kerak / Aqaba			



Tender reference number: *T/FA/13/Visibilities/AMM/16-10-2018*

BIDDER'S TERMS AND CONDITIONS:

1. Valid of the offer: _____ (recommended: 6 months or more)
2. Terms of delivery: _____ (DDP preferred – Within two days of receiving signed Purchase order)
3. Terms of payment: _____ (after 14 days of delivery)

BIDDER'S COMMENTS/REMARKS:

1. _____
2. _____

END OF LOT 1

LOT 2: GENERAL PRINTING VISIBILITIES

****PLEASE SUBMIT YOUR PRICE ACCORDING TO UNIT**

N	Description	Unit	Suppliers Specifications	Tax percentage	Unit price in JOD excluding TAX	Unit price in JOD including TAX
1	Banners 1x2m – Hard wearing plastic with reinforced eyelets – White, Full colour text	Pcs				
2	Banners 2x3m – Hard wearing plastic with reinforced eyelets – White, Full colour text	Pcs				
3	Banners 4x6m – Hard wearing plastic with reinforced eyelets – White, Full colour text	Pcs				
4	Rollup banner – Plastic with metal base – Full Colour	Pcs				
5	Removable stickers for vehicles (magnetic) – A3 – Plastic with magnetic back – White with logo	Pcs				
6	Logo plaque – Metal - Brushed stainless steel – Engraved with blue colour – 300x200x4mm	Pcs				
7	Leaflets - Low quality – A4 – 80GSM paper – B/W – 1 page - 2 folds Double sided	Set of 500 leaflets				

8	Leaflets - Medium quality - A4 - 140GSM paper - 4 Colours - 1 page - 2 folds Matt - finish Double sided	Set of 500 leaflets				
9	Leaflets - High quality - A4 - 210GSM paper - Full Colour, - 1 page - 2 folds Glossy, - finish Double sided	Set of 500 leaflets				
10	Booklets - Low quality - A4 - 140/80GSM paper - Front full colour inside pages B/W - Double sided bound with binder rings	Pcs				
11	Booklets - Medium quality - A4 - 140/80GSM paper - Front full colour inside pages 4 colours - Double sided bound with binder rings	Pcs				
12	Booklets - High quality - A4 - 210/140GSM paper - Front full colour inside pages 4 colours - Book binding with Matt finish	Pcs				
13	Colour printing - A4 - 80GSM paper - Full Colour - Double sided	Set of 500 leaflets				

14	B/W printing - A4 - 80GSM paper - B/W - Double sided	Pcs				
15	B/W printing - A4 - 80GSM paper - B/W - Single sided	Pcs				
16	Post cards - A5 - Standard - Full Colour - Double sided matt finish	Pcs				
17	Poster - A0 - 190GSM - Full Colour - Single sided Matt finish	Pcs				
18	Poster - A1 - 190GSM - Full Colour - Single sided Matt finish	Pcs				
19	Poster - A2 - 190GSM - Full Colour - Single sided Matt finish	Pcs				
20	Poster - A3	Pcs				



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- 190GSM					
- Full Colour					
- Single sided Matt finish					
TOTAL:			

DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:

Location	Minimum order for free delivery in JOD	Transportation fees if order is less than the minimum order (JOD)	Lead Time of Delivey items after receiving the Purchase Order (Calendar Days)
Amman			
Irbid / Ajloun / Jerash / Ramtha			
Mafraq / Zaatari / Zaatari Camp			
Azraq / Azraq Camp / Zarqa / Russayfah / Madaba / Ma'in			
Dead Sea			
Tafilah / Kerak / Aqaba			

BIDDER'S TERMS AND CONDITIONS:

4. Valid of the offer: _____ (recommended: 6 months or more)
5. Terms of delivery: _____ (DDP preferred – Within two days of receiving signed Purchase order)
6. Terms of payment: _____ (after 14 days of delivery)

BIDDER'S COMMENTS/REMARKS:

3. _____
4. _____

END OF LOT 2

LOT 3: CLOTHING VISIBILITIES
****PLEASE SUBMIT YOUR PRICE ACCORDING TO UNIT**

****If sizes are not specified, all clothing items (t-shirts, long sleeve shirts, vests, rain coats, winter jackets, ...) must be available in the following sizes: S, M, L, XL, XXL, XXXL.**

****Only ACTED / REACH logos may be stitched/embroidered/printed to items; donor logos may only be applied using a velcro.**

N	Description	Unit	Suppliers Specifications	Tax percentage	Unit price in JOD excluding TAX	Unit price in JOD including TAX
1	Khaki colored Vest – Lightweight vest with two pockets – with small embroidered logo on front, large logo on back – with small velcro donor logo on front	Pcs				
2	Light Grey colored Vest – Lightweight vest with two pockets – with small embroidered logo on front, large logo on back – with small velcro donor logo on front	Pcs				
3	Dark Blue colored Vest	Pcs				

	<ul style="list-style-type: none"> – Windresistant and waterproof, with two pockets – with small embroidered logo on front, large logo on back – with small velcro donor logo on front 					
4	<ul style="list-style-type: none"> Khaki Velcro counterpart 10x10cm – embroidered with multiple logos or text 	Pcs				
5	<ul style="list-style-type: none"> Khaki Velcro counterpart 20x10cm – embroidered with multiple logos or text 	Pcs				
6	<ul style="list-style-type: none"> Light grey Velcro counterpart 10x10cm – embroidered with multiple logos or text 	Pcs				
7	<ul style="list-style-type: none"> Light grey Velcro counterpart 20x10cm – embroidered with multiple logos or text 	Pcs				
8	<ul style="list-style-type: none"> High visibility vests – One size – Multiple colors with small embroidered logo on front, large logo on back 	Pcs				
9	<ul style="list-style-type: none"> Cap – One size, dark blue color – with embroidered logo on front 	Pcs				
10	<ul style="list-style-type: none"> Cap – One size, light grey color – with embroidered logo on front 	Pcs				
11	<ul style="list-style-type: none"> Long sleeve T-Shirt – Various colours – Small embroidered logo on front and large logo on back 	Pcs				
12	<ul style="list-style-type: none"> T-Shirt – Various colours – Small embroidered logo on front and large logo on back 	Pcs				

13	Rain Coat – Dark Blue color – Tall coat with hat – Heavy protected and water proof – Small embroidered logo on front, large logo on back	Pcs				
14	Winter jacket – Dark Blue color – Small embroidered logo on front, large logo on back – Windresistant and waterproof, well-faired from inside, with good finising – Comprising hat, two front pockets, one inside pocket	Pcs				
15	Laptop bag – Good Quality – With strap – Standard size 15" laptop	Pcs				
16	Backpack small – Dark Blue color – 10L Capaity – Large logo embroidered on front – One utility pocket on front – Adjustable reinforced padded shoulder straps	Pcs				
17	Backpack large – Dark Blue color – 30L Capacity – Approximate measurement: H 55 cm x L 25cm – Large logo embroidered on front	Pcs				

	<ul style="list-style-type: none"> - One utility pocket on front, one utility pocket inside, and two tall pockets on the sides - Adjustable reinforced padded shoulder straps 					
18	Classic Cotton Tote Bag <ul style="list-style-type: none"> - White color - Large logo embroidered on front 	Pcs				
19	ID card lanyards (badge hanger) <ul style="list-style-type: none"> - Blue colour of hanger with multiple prints of logo - removable and flexible plastic card holder 	Pcs				
20	ID card lanyards (badge hanger) <ul style="list-style-type: none"> - Light grey colour with multiple prints of logo - removable and flexible plastic card holder 	Pcs				
TOTAL:				

DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:

Location	Minimum order for free delivery in JOD	Transportation fees if order is less than the minimum order (JOD)	Lead Time of Delivey items after receiving the Purchase Order (Calendar Days)
Amman			
Irbid / Ajloun / Jerash / Ramtha			
Mafraq / Zaatari / Zaatari Camp			



Azraq / Azraq Camp / Zarqa / Russayfah / Madaba / Ma'in			
Dead Sea			
Tafilah / Kerak / Aqaba			

BIDDER'S TERMS AND CONDITIONS:

7. Valid of the offer: _____ **(recommended: 6 months or more)**
8. Terms of delivery: _____ **(DDP preferred – Within two days of receiving signed Purchase order)**
9. Terms of payment: _____ **(after 14 days of delivery)**

BIDDER'S COMMENTS/REMARKS:

5. _____
6. _____

END OF LOT 3

Annex A: 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.

<u>CRITERIA</u>	<u>SCORING METHOD</u>	<u>MAXIMUM SCORE AVAILABLE</u>
<u>PRICE</u>	The cheapest bid (meeting all specifications) will receive a score of 50, all other bids will be scored proportionally against this price (for each lot)	<u>50</u>
<u>QUALITY</u>	Up to 30 points can be awarded based on the quality of requested items.	<u>30</u>
<u>RELIABILITY</u>	Up to 10 points can be awarded for suppliers with a demonstrated good record of delivery with NGOs and experience in the sector	<u>10</u>
<u>CAPACITY</u>	Up to 10 points can be awarded based on the delivery time of the requested items.	<u>10</u>



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BIDDER'S QUESTIONNAIRE – ACTED JORDAN

Date:

Tender N°: **T/FA/13/Visibilities/AMM/16-10-2018**

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		Gender (e.g. male, female)	



Type of Business (multiple choices possible):			
Sector of Business (multiple choices possible):	<input type="checkbox"/> Goods/Supply	<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"/> 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)		
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:
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?	<input type="checkbox"/> National	<input type="checkbox"/> 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 as 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	
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



Tender reference number: **T/FA/13/Visibilities/AMM/16-10-2018**

BIDDER'S ETHICAL DECLARATION – ACTED JORDAN

Date:

Tender N°: **T/FA/13/Visibilities/AMM/16-10-2018**

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.

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.



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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 _____



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BIDDER'S CHECK LIST - ACTED JORDAN

Date: _____

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 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. (compulsory)					
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, an ID copy of the legal representative and license are included					
10. ANNEXES – Color pictures (or samples) of item(s) are included (compulsory)					

Name & Position of Bidder's authorized representative _____

Authorized signature _____