

**INTERNATIONAL CALL FOR TENDER – INSTRUCTIONS TO BIDDERS**  
**ACTED LEBANON**

Date: 09/11/2018

Tender N°: [T/11CJZ/80D/VIS/BRT/PRG/09-11-2018/001](#)

ACTED is requesting through this tender a company/consultant to provide detailed written offers for the supply of the following service:

**PRODUCT SPECIFICATIONS:**

1. Description: Videography on developing short video focused on Enhancing food security and agricultural livelihoods in crisis-affected areas of Akkar
2. Service class / category: Videography services
3. Quantity/unit; The service will last for an estimated 5 weeks.
4. Location ACTED Beirut Office 8th floor, Eshmoun Bldg, Damascus Road, Sodeco, Ashrafieh, Beirut

**RESPONSIBILITIES OF THE CONTRACTOR:**

1. Terms of delivery: Specified in the terms of reference attached, deadline depending on contract signature for the consultancies
2. Date of delivery for: 5 weeks
3. Validity of the offer: 6 months

The answers to this tender should include the following elements:

- A written offer including all the consultancy specifications, the deliverable and price per deliverable
- Quotes should be inclusive of detailed VAT.
- A copy of the videographer ID for national consultants **or** a copy of the passport alongside a copy of the insurance for international videographers (medical insurance including transportation coverage).

**GENERAL CONDITIONS:**

1. The **closing date** of this tender is **19/11/2018 5.00PM Local Lebanon time** in ACTED office at the following address :  
8th floor, Eshmoun Bldg, Damascus Road, Sodeco, Ashrafieh, Beirut  
Tel: +961 01 324331  
or emailed both to : [lebanon.tender@acted.org](mailto:lebanon.tender@acted.org) and in cc, [tender@acted.org](mailto:tender@acted.org)
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 Consultancy 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 Logistics department in a sealed envelope stamped and signed by the company and indicating the tender title, date, and time of submission. The envelope must bear the mention ([T/11CJZ/80D/VIS/BRT/PRG/09-11-2018/001](#))- **not to opened before 20/11/2018** and the purpose of the offer.
6. The offers must be submitted in **English** and prices must be expressed in **USD**.
7. **ALL THE PAGES OF TENDER DOCUMENTS** (instructions to bidders, offer form, Questionnaire, ToRs, Ethical declaration and bidders checklist) **have to be signed stamped by the bidder.**
8. Unsealed envelope and late offers will not be considered.



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9. 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, contractors' data shall be automatically processed.

*NOTE: ACTED adopts a zero tolerance approach towards corruption and is committed to respecting the highest standards in terms of efficiency, responsibility and transparency in its activities. In particular, ACTED has adopted a participatory approach to promote and ensure transparency within the organization and has set up a Transparency focal point (Transparency Team supervised by the Director of Audit and Transparency) via a specific e-mail address. As such, if you witness or suspect any unlawful, improper or unethical act or business practices (such as soliciting, accepting or attempting to provide or accept any kickback) during the tendering process, please send an e-mail to [transparency@acted.org](mailto:transparency@acted.org).*

**SPECIFIC CONDITIONS:**

The answers to this tender should include the following elements.

1. Creative brief: Outline of video content demonstrates ability to meet objective of video and tailored to audience
2. A written offer form (02 OFFER FORM).
3. Past project experience: Information provided for each relevant past project shall include a summary sheet (highlighting the client, description of the project, location of project, role of the company, project status-completed or ongoing) and a completion certificate (recommended) from the client. All documents shall be provided in English (except completion certificates if not available in English).
4. A preliminary work plan detailing the specific competencies of the staff working on the project at different stages.
5. Concise CVs of key staff expected to work on the projects highlighting their experiences relevant to the project.
6. A copy of the insurance for international consultants (medical insurance including transportation coverage).
7. The attached terms of reference signed.
8. Any relevant certifications the company or freelancer might have.
9. Any other documents relevant to the TOR.

Name of Bidder's Authorized Representative: \_\_\_\_\_

Authorized signature and stamp: \_\_\_\_\_

Date: \_\_\_\_\_



## OFFER FORM ACTED Lebanon

Date:

Tender N°: T/11CJZ/80D/VIS/BRT/PRG/09-11-2018/001

### To be Filled by Bidder (COMPULSORY)

#### Details of Bidding Company:

1. Company Name: ( \_\_\_\_\_ )
2. Company Authorized Representative Name: ( \_\_\_\_\_ )
3. Company Registration No: ( \_\_\_\_\_ )  
No/Country/ Ministry
4. Company Specialization: ( \_\_\_\_\_ )
5. Mailing Address: ( \_\_\_\_\_ )  
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.

**Videographer Videos highlighting ACTED project in Akkar, Lebanon**

#	<u>Specification</u>	<u>Deliverable</u>	<u>Quantity</u>	<u>Unit Price [USD] VAT excluded</u>	<u>Unit Price [USD] VAT included</u>	<u>Total Price [USD] (VAT excluded)</u>	<u>Total Price [USD] (VAT included)</u>
1	Storyboard story board related to the project objectives	Document	1				
2	One short video (HD and web version) of 1 to 3 mins (Videos will be in Arabic with English and French subtitles)	Video	1				
3	Two 30-second clips suitable for social media to promote the short video (Videos will be in Arabic with English and French subtitles)	Video	2				

**ANNEX 1-(TOR) INCLUDES ALL THE DETAILED INFORMATION - REFER TO ANNEX 1 BELOW PRIOR TO PRICING FOR DETAILS**
**NB:**

- After the submission of every draft of the storyboard and video, the videographer is expected to review the material based on the comments and recommendations provided by ACTED Lebanon and ACTED headquarters in due time and provide updated versions until a final version is agreed upon in accordance with the general timeline of the project without any additional fee
- ACTED reserves the right to engage with the videographer in three (3) rounds of comments for each of the storyboard and video without any additional charge

**BIDDER'S TERMS AND CONDITIONS:**

1. Valid of the offer: \_\_\_\_\_ (recommended: 6 months or more)
2. Terms of delivery: \_\_\_\_\_

Name of Bidder's Authorized Representative: \_\_\_\_\_

Authorized signature and stamp: \_\_\_\_\_

Date: \_\_\_\_\_

**ANNEX -  
Video Production Brief  
Terms of Reference**

<b>Date</b>	November 9 <sup>th</sup> , 2018
<b>From</b>	ACTED Lebanon Country Office
<b>To</b>	Potential Consultant Videographer
<b>Object</b>	Videographer to support Landscape Regeneration Projects

### Executive summary

ACTED is looking for a videographer to work on developing one short video (ranging from 1-3 minutes) in Arabic with French or English subtitles highlighting the EU-Funded project focused on **Enhancing food security and agricultural livelihoods in crisis-affected areas of Akkar**. The videographer will work as a consultant for ACTED over the course of **5 weeks from date of signature, ending latest on December 31<sup>st</sup>, 2018**.

This document with its below sections provides the relevant information needed in order to submit a quotation for the shooting and/or editing the eight short videos.

<b>Project</b>	Videos highlighting ACTED project in Akkar, Lebanon
<b>Location</b>	Lebanon
<b>Date to submit quotation</b>	Interested candidates are requested to send their quotations to <a href="mailto:Lebanon.tender@acted.org">ACTED Lebanon Country Office in Beirut</a> by November 19 <sup>th</sup> , 2018. Contact <a href="mailto:Lebanon.tender@acted.org">Lebanon.tender@acted.org</a> for more information
<b>Project timeline</b>	Video 1 to be received by ACTED in December 2018
<b>Elements required for quotations</b>	<p>A written quotation including all the product specifications, the price per unit, quantity proposed and unit, and total price;          Signed and stamped instructions for bidders;          A copy of company registration documents and ID of the legal representative of the company;          Filled, signed and stamped Bidder's Questionnaire Form and Bidder's Ethical Declaration;          A catalogue or sample of the product or if there are different options, a sample or catalogue of each option needs to be submitted;          Offers shall be submitted in English and in USD, Including and Excluding VAT. Prices should be including delivery costs to required locations.          Bidders will fill, sign, stamp and return the Offer form according to ACTED's format.          Bidders will sign and return all pages of the Product Specifications for which they apply.          The offer must be submitted to ACTED Logistics department in a sealed envelope with the mention "Landscape Regeneration Video" not to be opened before November 20<sup>th</sup>, 2018.          Unsealed envelopes and late offers will not be considered.</p>

### I. Aim of the video

The **purpose** of these videos is to:

- The overall objective of this consultancy is to produce a short video under the ACTED project "Lebanon Integrated Landscape Regeneration for Food Resilience Project", that can be used in various communications platforms,

- The video should highlight the purpose and main objectives of the project aiming to promote socio-economic recovery of rural vulnerable communities of Akkar and to increase food security and ecologically sustainable agricultural livelihoods.
- The video should disseminate information about the project objectives and activities as well as the role of the European Union in their implementation.
- The video should highlight the impact of the project activities on the local communities.
- The video will be used in workshops and meetings with National, Regional and local authorities, with the aim of encouraging other donors and stakeholders to fund further expansions of these projects.

## II. Project Background

The “Lebanon Integrated Landscape Regeneration for Food Resilience Project” aims to promote socio-economic recovery of rural vulnerable communities of Akkar. More specifically, the project aims to increase food security and ecologically sustainable agricultural livelihoods in crisis-affected border areas of Akkar. These interventions target farmers and vulnerable populations (women, refugees, host populations, etc.) in rural communities of Lebanon.

The main outcomes expected from this project are:

- Improving depleted landscapes to become ecologically productive through water retention and storage;
- Enhancing and diversifying the agricultural production that enables the development of new livelihood opportunities.
- Increasing access to diverse and nutritious foods among highly insecure families.

## III. Target audience

The **target audience** include:

- National and local authorities (municipalities, ministries, governors etc.)
- Beneficiaries (residents in the areas of implementation)
- Donor agencies
- Journalists
- NGOs/INGOs
- Social media platforms
- General public

## IV. Outputs expected

- Storyboard
- One short video (HD and web version) of 1 to 3 mins
- Two 30-second clips suitable for social media to promote the short video
- Videos will be in Arabic with English and French subtitles

Indicative timeline for expected outputs:

Start of Contract	of	November 2018
End of Contract	of	December 2018
Output timeline		Video 1 to be received by ACTED on December 2018

## V. General requirements

Please find below general requirements needed in the videos’ realization process:

- The video should reflect an innovative story board related to the project objectives and in line with ACTED policies. ACTED will provide the consultant with main messages and key aspects to be included in the video, yet the videographer is expected to provide his/her inputs for finalizing the story board.

- Need to include ACTED Lebanon and ACTED HQ feedback before releasing the final versions of videos
- The content of the video will be ACTED property and only ACTED will have the right to use and disseminate it.
- All videos have to be provided in HD and web version to ease dissemination
- The Videographer will be responsible for the providing the translation for the subtitles. ACTED shall review and approve the subtitles before include them in the video.
- Videographer must adhere to ACTED code of conduct, child protection policy, and other policies and procedures, to be provided to the consultant by ACTED
- Videographer shall have the legal rights for all images, music and other elements used in the videos and provide proofs of this to ACTED teams. ACTED will not purchase any music rights or other elements to be used in the video.

More specifically:

- The videographer will be expected to include when possible and to the best of their abilities, footage taken by ACTED featuring a number of activities and stakeholders engaged on the project.
- The videographer might be expected to prepare for and hold interviews in Arabic and English with the various individuals engaged on the project, including ACTED's project team, farmers from the area, local authorities and other stakeholders.

## **VI. Logistical facilities made available by ACTED**

- ACTED staff will be available to provide information about project activities, guidelines and procedures throughout the consultancy period.
- ACTED will provide transportation to the field on the specified dates.
- The videographer will be accompanied by ACTED's Project Development Officer, Project Manager or Project Technical Coordinator on all field visits.

## **VII. Eligibility Criteria**

1. Applicants must have experience in audio-visual production. (include portfolio in the application)
2. Applicants must be able to provide for themselves all the necessary equipment and any additional staff for the development of the videos.
3. Priority will be given to videographers with previous experience in the humanitarian field.
4. Applicants must be flexible and able to work under pressure and meet the deadlines.

## **VIII. ACTED**

### **A. ACTED presentation**

Since 1993, as an international non-governmental organization, ACTED has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential.

Independent, private and non-profit, international NGO ACTED (operating under the French law Association loi 1901) respects a strict political and religious impartiality, and operates following principles of non-discrimination, transparency, according to its core values: responsibility, impact, enterprising-spirit and inspiration.

With a budget of 194 million EUR in 2016, ACTED is active in 37 countries and implements more than 500 projects a year reaching over 11 million beneficiaries with 300 international staff and 4,300 national staff.

ACTED endeavours to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential.

We go the last mile: ACTED's mission is to save lives and support people in meeting their needs in hard to reach areas. ACTED develops and implements programs that target the most vulnerable amongst populations that have suffered from conflict, natural disaster, or socio-economic hardship. ACTED's approach looks beyond the immediate emergency towards opportunities for longer term livelihoods reconstruction and sustainable development.

The commitment of ACTED is guided by 4 core values:

- **Responsibility:** we ensure the efficient and responsible delivery of humanitarian aid with the means and the resources that have been entrusted to us. To fulfill this responsibility, we, as an organization and as individuals, commit to being accountable, transparent and compliant towards beneficiaries, communities, as well as towards donors, partners and stakeholders.
- **Impact:** we are committed to having the most sustainable impact for the communities and the people with whom we engage. All our actions aim to have impact which improves the living conditions of the people, contributing to reaching dignity every human being is entitled to.
- **Enterprising-spirit:** we are enterprising and engage in our work with a spirit that creates value and overcomes challenges. Providing effective and timely humanitarian aid which has an impact also comes with being enterprising professionals, applying the highest standards, choosing to be flexible, reactive, daring, forward looking, pro-active, creative and innovative.
- **Inspiration:** we strive to inspire all those around us to through our vision, values, approaches, choices, practice, actions and advocacy. We look for inspiration in our team, partners and the world around us, and seek to inspire those we have contact with.

ACTED teams are devoted to supporting vulnerable communities throughout the world and accompanying them in building a better future by providing a response adapted to specific needs. Our staff of over 4,600 people provides aid to populations affected by crisis using an approach that is local and global, multidisciplinary and adapted to each context. By ensuring the link between Emergency, Rehabilitation and Development, ACTED teams guarantee that interventions made in a situation of crisis are useful and sustainable, because only long term support – by remaining in the area post emergency and involving communities – can end the poverty cycle and accompany populations on the road to development.

ACTED is present in four continents and our teams intervene in 35 countries towards 11 million people, responding to emergency situations, supporting rehabilitation projects and accompanying the dynamics of development. Over 4,600 staff are dedicated to implementing and developing our projects in Afghanistan, Bangladesh, Burundi, Cambodia, Central African Republic, Chad, Democratic Republic of the Congo (Kinshasa), Haiti, India, Iraq, Ivory Coast, Jordan, Kenya, Kyrgyzstan, Lebanon, Libya, Mali, Myanmar, Nepal, Niger, Nigeria, occupied Palestinian Territory, Pakistan, Philippines, Republic of the Congo (Brazzaville), Senegal, Somalia, South Sudan, Sri Lanka, Syria, Tajikistan, Thailand, Turkey, Uganda, Ukraine, Uzbekistan and Yemen.

With its experience working closely with vulnerable communities at the heart of situations that they live in throughout the world, ACTED contributes to reaching the Millennium Development Goals and is engaged in the definition of the sustainable development goals, advocating for an integrated approach, co-construction and global partnership.

In association with French, European and International partners, ACTED is committed to promoting and developing innovative approaches and initiatives, humanitarian principles, new forms of solidarity and convergences between private and public actors and NGOs from the North and the South covering themes such as aid efficiency and transparency, evaluation, information and coordination of humanitarian emergencies, promotion of local governance and civil society strengthening, sustainable access to income and microfinance, prevention and reduction of disasters, climate-change prevention and adaptation, the link between development aid, sustainable development and social business, food security, etc.

[www.acted.org](http://www.acted.org)





# ACTED

T/11CJZ/80D/VIS/BRT/PRG/09-11-2018/001

ACTED has been present and registered in Lebanon since 2006, and currently operates through a Country Office in Beirut and a Field Office in Akkar. ACTED targets the most heavily impacted and socio-economically vulnerable areas, providing emergency response through cash transfers, WASH system upgrades and water quality response, protection monitoring and child protection activities and shelter improvements. ACTED also works closely with state and non-state actors to engage them as front liners in the response, while boosting local development through climate smart agriculture and support to enterprises and municipalities for job creation. For more information about ACTED's work in Lebanon, visit: [www.acted.org/en/lebanon](http://www.acted.org/en/lebanon).

## IX. Contacts

Quotations should include and abide by all elements mentioned in this document. Only quotations received before the deadline will be considered. For any additional information regarding this Terms of Reference, please contact: [Lebanon.tender@acted.org](mailto:Lebanon.tender@acted.org)

**Note:** There should be no branding on the **creative brief** or **workplan** documents submitted, as these will be evaluated by a committee independent of the evaluation of experience and costings.

Name of Bidder's Authorized Representative: \_\_\_\_\_

Authorized signature and stamp: \_\_\_\_\_

Date: \_\_\_\_\_

**BIDDER'S ETHICAL DECLARATION - ACTED Lebanon**

Date:

Tender N°: T/11CJZ/80D/VIS/BRT/PRG/09-11-2018/001

Tenderer's name: \_\_\_\_\_

Tenderer'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's 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:

- Assign responsibility for ensuring compliance with the Code of Conduct to a senior manager.
- Communicate its commitment to the Code of Conduct to employees, supporters and donors, as well as to all suppliers of goods and services.
- Make appropriate human and financial resources available to meet its stated commitments, including training and guidelines for relevant personnel.
- 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.
- Adopt appropriate methods and systems for monitoring and verifying the achievement of the standards.
- 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:

- 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.
- Assign responsibility for implementing the Code of Conduct to a senior manager.
- 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

- require the immediate cessation of serious breaches of the Code and, where these persist, terminate the business relationship.
- Seek to ensure all employees are aware of their rights and involved in the decisions which affect them.
- Avoid discriminating against enterprises in developing countries.
- Recognise official regulation and inspection of workplace standards, and the interests of legitimate trades unions and other representative organisations.



- 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 Tenderer's authorized representative \_\_\_\_\_

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

**BIDDER'S CHECK LIST ACTED Lebanon**

Date:

Tender N°: T/11CJZ/80D/VIS/BRT/PRG/09-11-2018/001

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

Description	To be filled in by Bidder		For ACTED use only (to be filled in by Purchase Committee)		Comments
	Included		Present		
	Yes	No	Yes	No	
1. An original and one copy of the bid have been provided					
2. PART 1 (form PRO-05) – Instructions to Bidders is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
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 <b>USD (compulsory)</b>					
5. The Terms of Reference is attached, filled, signed and stamped by the supplier <b>(compulsory)</b>					
6. PART 3 (form PRO-06-01) – Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
7. PART 4 – (form PRO-06-02) – Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
8. The Bidding documents are filled in <b>English</b> .					
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 Company registration documents and license are included					
11. ANNEXES – A copy of the legal representative ID for national consultants or a copy of the passport alongside a copy of their insurance for international consultants <b>(Compulsory)</b>					

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

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

**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	

*Governance of the company: Chairman, Vice-Chairman, Treasurer or Secretary of the Board of Directors or Board of Trustees*

Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID)		Type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as)		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	

*Management of the company: CEO, Executive Director, Deputy Director, President or Vice-President*

Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID)		type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as)		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	

*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)		type of ID	

ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as)		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	

<b>Company's staff &amp; insurance</b>			
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

<b>Description of the Company</b>			
Type of Business (multiple choice)	<input type="checkbox"/> Manufacturing <input type="checkbox"/> Consulting Company	<input type="checkbox"/> Authorised Agent <input type="checkbox"/> Other (Please Specify)	<input type="checkbox"/> Trader
Sector of Business (multiple choice)	<input type="checkbox"/> Goods/Supplies <input type="checkbox"/> Services	<input type="checkbox"/> Equipment <input type="checkbox"/> Other (Please Specify)	<input type="checkbox"/> Works
Year Established:		Country of registration:	
Licence number:		Valid until:	
Working languages:	<input type="checkbox"/> English <input type="checkbox"/> Arabic	<input type="checkbox"/> French <input type="checkbox"/> Chinese	<input type="checkbox"/> Spanish <input type="checkbox"/> Russian <input type="checkbox"/> Other (Please Specify)
Technical documents available in:	<input type="checkbox"/> English <input type="checkbox"/> Arabic	<input type="checkbox"/> French <input type="checkbox"/> Chinese	<input type="checkbox"/> Spanish <input type="checkbox"/> Russian <input type="checkbox"/> Other (Please Specify)

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

<b>C. Experience</b>							
Company's recent business with ACTED and/or other International Aid Agencies or United Nations Agencies:							
	<i>Organisation</i>	<i>Contact person</i>	<i>Phone/E-mail</i>	<i>Goods/Works/Services</i>	<i>Value (USD)</i>	<i>Year</i>	<i>Destination</i>
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 locations):
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.	



List any national or international Trade/Professional Organisations of which your company is a member	
<b>D. Technical Capability</b>	
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.)	
2)	7)
3)	8)
4)	9)
5)	10)
<b>E. Miscellaneous</b>	
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?	<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?		<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 Organization?		<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