



## NATIONAL CALL FOR TENDER FOR A FRAMEWORK AGREEMENT ACTED IRAQ

Date: 25/11/2018

Tender N°: T/FA/10/INK\_TONERS/ERB/25112018/001

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

### PRODUCT SPECIFICATIONS:

1. **Description:** 1 lot of Inks and Toners
2. **Product class / category:** Supplies
3. **Product stage:** Finished products
4. **INCOTERM (delivery conditions):** DDP<sup>1</sup> Erbil/Dohuk/Kalar/Salamiyah/Telafar
5. **Quantities and specifications:** As per request during the validity of the Framework Contract

Lot#	Description	Product category	Quantity	Product stage	INCOTERM/Delivery Point and Deadline
1	Inks and Toners <b>HP</b>	Supplies	Framework agreement for one year – QTYs will be identified all over the year – Fixed price per one	New, Complete and ready-to-use	DDP <sup>1</sup> / ACTED offices / Erbil / Dohuk /Kalar /Salamiyah/ Telafar Preferred Delivery within 3 days after reception of purchase order
2	Inks and Toners <b>Canon</b>	Supplies	Framework agreement for one year – QTYs will be identified all over the year – Fixed price per one	New, Complete and ready-to-use	DDP <sup>1</sup> / ACTED offices / Erbil / Dohuk /Kalar /Salamiyah/ Telafar Preferred Delivery within 3 days after reception of purchase order
3	Inks and Toners <b>Brother</b>	Supplies	Framework agreement for one year – QTYs will be identified all over the year – Fixed price per one	New, Complete and ready-to-use	DDP <sup>1</sup> / ACTED offices / Erbil / Dohuk /Kalar /Salamiyah/ Telafar Preferred Delivery within 3 days after reception of purchase order
4	Inks and Toners <b>Epson</b>	Supplies	Framework agreement for one year – QTYs will be identified all over the year – Fixed price per one	New, Complete and ready-to-use	DDP <sup>1</sup> / ACTED offices / Erbil / Dohuk /Kalar /Salamiyah/ Telafar Preferred Delivery within 3 days after reception of purchase order
5	Inks and Toners <b>Xerox</b>	Supplies	Framework agreement for one year – QTYs will be identified all over the year – Fixed price per one	New, Complete and ready-to-use	DDP <sup>1</sup> / ACTED offices / Erbil / Dohuk /Kalar /Salamiyah/ Telafar Preferred Delivery within 3 days after reception of purchase order
6	Inks and Toners <b>Evolis/ PC42t</b>	Supplies	Framework agreement for one year – QTYs will be identified all over the year – Fixed price per one	New, Complete and ready-to-use	DDP <sup>1</sup> / ACTED offices / Erbil / Dohuk /Kalar /Salamiyah/ Telafar Preferred Delivery within 3 days after reception of purchase order

<sup>1</sup> DDP - "Delivered Duty Paid" means that the seller delivers the goods when the goods are placed at the disposal of the buyer, cleared for import on the arriving means of transport ready for unloading at the named place of destination. The seller bears all the costs and risks involved in bringing the goods to the place of destination and has an obligation to clear the goods not only for export but also for import, to pay any duty for both export and import and to carry out all customs formalities. (<http://www.iccwbo.org/products-and-services/trade-facilitation/incoterms-2010/the-incoterms-rules/>)



## RESPONSIBILITIES OF THE CONTRACTOR:

1. Terms of delivery: DDP /Erbil /Dohuk /Kalar/ Salamiyah/ Telafar.
2. Date of delivery: **Preferred:** within 3 days after reception of purchase order.
3. Validity of the offer: **One year (fixed price framework agreements).**
4. **Payment terms:** **On monthly bases with cheque or Bank transfer.**

## GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed on **16/12/2018 (Sunday the 16<sup>th</sup> of December 2018) at 16:00 (Iraq time)** in ACTED offices at one of the following addresses:
  - **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)
  - **ACTED representative office in Dohuk:** Golvin 67 St. Malta Islam Quarter - Dohuk 3rd Street from Malta Hill Traffic Light to **Down Town**

Or emailed to both: [iraq.tender@acted.org](mailto:iraq.tender@acted.org) and [tender@acted.org](mailto:tender@acted.org)

**In case of electronic submission, please:**

  - Mention the Tender reference number mentioned above in the subject tab.
  - Fill the Tender document, sign, stamp, scan and send. Electronic stamp and signatures are not acceptable.
2. Offers shall be submitted in English and in US dollars and IQD (Iraqi Dinar).
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/FA/10/INK\_TONERS/ERB/25112018/001- not to be opened before 16/12/2018" and the purpose of the offer.
7. Unsealed envelopes and late offers will not be considered.
8. Quantities are indicative and are subject to change.
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, ACTED reserves the right to carry out anti-terrorism checks on contractor, its board members, staff, volunteers, consultants, financial service providers and sub-contractor."

*NOTE: ACTED adopts a zero tolerance approach towards corruption and is committed to respecting the highest standards in terms of efficiency, responsibility and transparency in its activities. In particular, ACTED has adopted a participatory approach to promote and ensure transparency within the organization and has set up a Transparency focal point (Transparency Team supervised by the Director of Audit and Transparency) via a specific e-mail address. As such, if you witness or suspect any unlawful, improper or unethical act or business practices (such as soliciting, accepting or attempting to provide or accept any kickback) during the tendering process, please send an e-mail to [transparency@acted.org](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. Samples from suppliers should be submitted upon request within 48 hours.
3. Bidders can apply for one lot or more. Different lots can be awarded to different suppliers (If applicable).
4. **Bidders can apply for some or all delivery locations mentioned above by pricing the delivery charge/ location. One bidder can be awarded one location or more.**
5. **Bidders should provide offer(s) for all lot items to consider eligible.**



**REQUIRED DOCUMENTS:**

- Company registration.
- Tax exemption certificate.
- ID of the legal representative.
- Evidence of experience undertaking similar work.
- Other supporting documents (If applicable).
- Certificate of Origin for all supplied items (if requested).

**THE OFFER WILL BE CONSIDERED ELIGIBLE IF:**

- The bid is late.
- Unsealed envelope.
- White ink is used, price correction by hand.
- All papers are not signed and stamped.
- Documents mentioned above are not attached.
- Electronic stamp and signature (in case of submission by e-mail)

**CONDITIONS:**

1. Bidder must provide samples of the minimum quality expected for each item along with a technical description.
2. The terms of delivery are defined as follow:  
*EXW - "Ex Works" means that the seller delivers when it places the goods at the disposal of the buyer at the seller's premises or at another named place (i.e. works, factory, warehouse, etc.). The seller does not need to load the goods on any collecting vehicle, nor does it need to clear the goods for export, where such clearance is applicable. (<http://www.iccwbo.org/products-and-services/trade-facilitation/incoterms-2010/the-incoterms-rules/>)*  
*DDP - "Delivered Duty Paid" means that the seller delivers the goods when the goods are placed at the disposal of the buyer, cleared for import on the arriving means of transport ready for unloading at the named place of destination. The seller bears all the costs and risks involved in bringing the goods to the place of destination and has an obligation to clear the goods not only for export but also for import, to pay any duty for both export and import and to carry out all customs formalities. (<http://www.iccwbo.org/products-and-services/trade-facilitation/incoterms-2010/the-incoterms-rules/>)*



# ACTED

T/FA/10/INK\_TONERS/ERB/25112018/001

## OFFER FORM ACTED IRAQ

Date:

Tender N°: T/FA/10/INK\_TONERS/ERB/25112018/001

## To be Filled by Bidder (COMPULSORY)

### Details of Bidding Company:

1. Company Name: ( \_\_\_\_\_ )
2. Company Authorized Representative Name: ( \_\_\_\_\_ )
3. Company Registration No: ( \_\_\_\_\_ )  
No/Country/ Ministry
4. Company Specialization: ( \_\_\_\_\_ )
5. Mailing Address (Physical Address): ( \_\_\_\_\_ )  
Country/Governorate./City/St name/Shop-Office No
  - a. Contact Numbers: (Land Line: \_\_\_\_\_ / Mobile No: \_\_\_\_\_ )
  - b. E-mail Address: ( \_\_\_\_\_ )

I undersigned \_\_\_\_\_, agree to provide ACTED, non-profit NGO, with items answering the following specifications, according to the general conditions and responsibilities that I engage myself to follow.



PLEASE FILL IN THE FOLLOWING TABLES:

**LOT 1: INK (FRAMEWORK AGREEMENT) - HP - \*\* ONLY ORIGINAL CARTRIDGE IS ACCEPTED**

No.	Brand	Printer Model	B&W / Colored	Item Description / Product no.	Measuring Unit	Unit Price IQD (EXW)	Unit Price USD (EXW)	Comments
1	HP	HP Photosmart 6510 e-All-in-One B211 Printer Series	Color	HP 178 Black Ink Cartridge / CB316H / CN680H	PCE			
2				HP 178 Cyan Ink Cartridge / CB318H / CN681H	PCE			
3				HP 178 Magenta Ink Cartridge / CB319H / CN682H	PCE			
4				HP 178 Yellow Ink Cartridge / CB320H / CN683H	PCE			
5				HP 178XL Black Ink Cartridge / CN684H / CN684H	PCE			
6				HP 178XL Cyan Ink Cartridge / CB323H / CN685H	PCE			
7				HP 178XL Magenta Ink Cartridge / CB324H / CN686H	PCE			
8				HP 178XL Yellow Ink Cartridge / CB325H / CN687H	PCE			
9		HP LaserJet Pro 400 M401 Printer Series	B&W	Black toner cartridge / 80A / CF280A (standard)	PCE			
10				Black toner cartridge / 80X / CF280X (extended)	PCE			
11				HP 80X Black Dual Pack LaserJet Toner Cartridges / / (CF280XD)	PCE			
12		HP Officejet 7500A Wide Format e-All-in-One printer	Color	HP 920 Black Officejet Cartridge / / CD971AN	PCE			
13				HP 920 Cyan Officejet Cartridge / / CH634AN	PCE			
14				HP 920 Magenta Officejet Cartridge / / CH635AN	PCE			
15				HP 920 Yellow Officejet Cartridge / / CH636AN	PCE			
16				HP 920XL Cyan Officejet Cartridge * / / CD972AN	PCE			
17				HP 920XL Magenta Officejet Cartridge / / CD973AN	PCE			
18				HP 920XL Yellow Officejet Cartridge / / CD974AN	PCE			
19				HP 920XL Black Officejet Cartridge / / CD975AA	PCE			
20				Printhead // CH638A	PCE			



21	HP Officejet 7610 Wide Format e-All-in-One Printer	Color	HP 932XL Black / CN053AN /	PCE		
22			HP 933XL Cyan / CN054AN /	PCE		
23			HP 933XL Magenta / CN055AN /	PCE		
24			HP 933XL Yellow / CN056AN /	PCE		
25			HP 932 Black / CN057AN /	PCE		
26			HP 933 Cyan / CN058AN /	PCE		
27			HP 933 Magenta / CN059AN /	PCE		
28			HP 933 Yellow / CN060AN /	PCE		
29			HP Deskjet 1510 e-All-in-One Printer	Color	HP 802 Black / CH563ZZ /	PCE
30	HP 802 Tri-color / CH564ZZ /	PCE				
31	HP 802 Small Black Ink / CH561ZZ /	PCE				
32	HP 802 Small Tri-color / CH562ZZ /	PCE				
33	HP LaserJet Pro M1536dnf MFP	B&W	HP 78A Black LaserJet Toner Cartridge / / CE278A	PCE		
34			HP 78A Black Dual Pack LaserJet Toner Cartridges / / CE278AD	PCE		
35	HP LaserJet Pro 200 color MFP M276nw	COLOR	HP 131A Black LaserJet Toner Cartridge / / CF210A	PCE		
36			HP 131A Cyan LaserJet Toner Cartridge / / CF211A	PCE		
37			HP 131A Magenta LaserJet Toner Cartridge / / CF213A	PCE		
38			HP 131A Yellow LaserJet Toner Cartridge / / CF212A	PCE		
39			HP 131X Black LaserJet Toner Cartridge / / CF210X	PCE		
40	HP Color LaserJet CM2320fxi MFP	COLOR	HP Color LaserJet CC530A Black Print Cartridge / / CC530A	PCE		
41			HP Color LaserJet CC531A Cyan Print Cartridge / / CC531A	PCE		
42			HP Color LaserJet CC533A Magenta Print Cartridge / / CC533A	PCE		
43			HP Color LaserJet CC532A Yellow Print Cartridge / / CC532A	PCE		
44			HP 304A Black Dual Pack LaserJet Toner Cartridges / / CC530AD	PCE		



45				HP 304A Cyan/Magenta/Yellow Tri-pack LaserJet Toner Cartridges / / CF340A	PCE			
46				HP 304L Economy Black Original LaserJet Toner Cartridge / / CC530L	PCE			
47				HP 304L Economy Cyan Original LaserJet Toner Cartridge / / CC531L	PCE			
48				HP 304L Economy Magenta Original LaserJet Toner Cartridge / / CC533L	PCE			
49				HP 304L Economy Yellow Original LaserJet Toner Cartridge / / CC532L	PCE			
50				HP 126A Black / HP 126A / CE310A	PCE			
51				HP 126A Cyan / HP 126A / CE311A	PCE			
52				HP 126A Magenta / HP 126A / CE313A	PCE			
53				HP 126A Yellow / HP 126A / CE312A	PCE			
54				HP 126A Black Dual Pack LaserJet Toner Cartridges / / CE310AD	PCE			
55				HP 126A Cyan/Magenta/Yellow Tri-pack LaserJet Toner Cartridges / / CF341A	PCE			
56				HP 126A Print Drum / CE314A	PCE			
57			B&W	HP LaserJet Pro M1130 Original HP LaserJet / CE285A Black /	PCE			
58				HP Color LaserJet Pro MFP M277dw HP 201A Cyan Original LaserJet Toner Cartridge (CF401A)	PCE			
59				HP 201A Yellow Original LaserJet Toner Cartridge (CF402A)	PCE			
60				HP 201A Magenta Original LaserJet Toner Cartridge (CF403A)	PCE			
61				HP 201A Black Original LaserJet Toner Cartridge (CF400A)	PCE			
62				HP Color LaserJet Pro MFP M177fw Black Original LaserJet Toner Cartridge / HP 130A / CF350A	PCE			
63				Cyan Original LaserJet Toner Cartridge / HP 130A / CF351A	PCE			
64				Magenta Original LaserJet Toner Cartridge / HP 130A / CF353A	PCE			
65				Yellow Original LaserJet Toner Cartridge / HP 130A / CF352A	PCE			



66	HP	HP DesignJet T610 Ink Cartridges ( PLOTTER )	COLOR	DesignJet T610 No.72 Large Photo Black Ink Cartridge (130ml) / / C9370A	PCE		
67				DesignJet T610 No.72 Large Matte Black Ink Cartridge (130ml) / / C9403A	PCE		
68				DesignJet T610 No.72 Large Cyan Ink Cartridge (130ml) / / C9371A	PCE		
69				DesignJet T610 No.72 Large Magenta Ink Cartridge (130ml) / / C9372A	PCE		
70				DesignJet T610 No.72 Large Yellow Ink Cartridge (130ml) / / C9373A	PCE		
71				DesignJet T610 No.72 Large Grey Ink Cartridge (130ml) / / C9374A	PCE		
72				DesignJet T610 No.72 Photo Black Ink Cartridge (69ml) / / C9397A	PCE		
73				DesignJet T610 No.72 Cyan Ink Cartridge (69ml) / / C9398A	PCE		
74				DesignJet T610 No.72 Magenta Ink Cartridge (69ml) / / C9399A	PCE		
75				DesignJet T610 No.72 Yellow Ink Cartridge (69ml) / / C9400A	PCE		
76				DesignJet T610 No.72 Grey Ink Cartridge (69ml) / / C9401A	PCE		
77				DesignJet T610 No.72 Matte Black and Yellow Printhead / C9384A	PCE		
78				DesignJet T610 No.72 Magenta and Cyan Printhead / C9383A	PCE		
79				DesignJet T610 No.72 Grey and Photo Black Printhead / C9380A	PCE		
80		Type HP Designjet T790 ePrinter series ( PLOTTER )	COLOR	HP 72 69-ml Photo Black Ink Cartridge / / C9397A	PCE		
81				HP 72 69-ml Cyan Ink Cartridge / / C9398A	PCE		
82				HP 72 69-ml Magenta Ink Cartridge / / C9399A	PCE		
83				HP 72 69-ml Yellow Ink Cartridge / / C9400A	PCE		
84				HP 72 69-ml Gray Ink Cartridge / / C9401A	PCE		
85				HP 72 130-ml Matte Black Ink Cartridge / / C9403A	PCE		
86	HP 72 130-ml Photo Black Ink Cartridge / / C9370A			PCE			
87	HP 72 130-ml Cyan Ink Cartridge / / C9371A			PCE			
88	HP 72 130-ml Matte Black Ink Cartridge / / C9403A			PCE			





89				HP 72 130-ml Photo Black Ink Cartridge / / C9370A	PCE			
90				HP 72 130-ml Cyan Ink Cartridge / / C9371A	PCE			
91				HP 72 130-ml Magenta Ink Cartridge / / C9372A	PCE			
92		Type HP Designjet T790 ePrinter series ( PLOTTER )	COLOR	HP 72 130-ml Yellow Ink Cartridge / / C9373A	PCE			
93	HP 72 130-ml Gray Ink Cartridge / / C9374A			PCE				
94	HP 72 Gray and Photo Black Printhead / C9380A			PCE				
95	HP 72 Magenta and Cyan Printhead / C9383A			PCE				
96	HP 72 Matte Black and Yellow Printhead / C9384A			PCE				
97		Type HP Designjet T520 ePrinter series ( PLOTTER )	COLOR	HP 711 38-ml Black Ink Cartridge / / CZ129A	PCE			
98	HP 711 29-ml Cyan Ink Cartridge / / CZ130A			PCE				
99	HP 711 29-ml Magenta Ink Cartridge / / CZ131A			PCE				
100	HP 711 29-ml Yellow Ink Cartridge / / CZ132A			PCE				
101	HP 711 80-ml Black Ink Cartridge / / CZ133A			PCE				
102	HP 711 3-pack 29-ml Cyan Ink Cartridges / / CZ134A			PCE				
103	HP 711 3-pack 29-ml Magenta Ink Cartridges / / CZ135A			PCE				
104	HP 711 3-pack 29-ml Yellow Ink Cartridges / / CZ136A			PCE				
105	HP 711 Designjet Printhead Replacement Kit / C1Q10A			PCE				
106		6500/WorkCentre 6505	COLOR	Phaser 6500/WorkCentre 6505, Standard Capacity Cyan Toner Cartridge 106R01591	PCE			
107	Phaser 6500/WorkCentre 6505, Standard Capacity Yellow Toner Cartridge 106R01593			PCE				
108	Phaser 6500/WorkCentre 6505, High Capacity Cyan Toner Cartridge 106R01594			PCE				
109	Phaser 6500/WorkCentre 6505, Standard Capacity Magenta Toner Cartridge 106R01592			PCE				



**LOT 2: INK (FRAMEWORK AGREEMENT) - CANON - \*\* ONLY ORIGINAL CARTRIDGE IS ACCEPTED**

No.	Brand	Printer Model	B&W / Colored	Item Description / Product no.	Measuring Unit	Unit Price IQD (EXW)	Unit Price USD (EXW)	Comments	
1	Canon	Canon i-SENSYS MF4010 i-SENSYS Laser Multifunction Printers	B&W	Canon FX10 Cartridge / /	PCE				
2		Canon i-SENSYS MF3010 i-SENSYS Laser Multifunction Printers	B&W	Canon 725 Cartridge / /	PCE				
3		SELPHY CP810	COLOR	SELPHY CP810 Ink & Paper Set		PCE			
4				KP-36IP 36 standard postcard-size prints. This 100 x 148mm (4x6") print size is used commonly in albums and photo frames. / KP-36IP 36		PCE			
5				KP-108IN 108 standard postcard-size prints. This 100 x 148mm (4x6") print size is used commonly in albums and photo frames. / KP-108IN		PCE			
6				KC-18IS 18 square-shaped stickers measuring 54 x 54mm (2.1x2.1"), ideal for decorations and imaginative projects using pictures from popular smartphone apps and compact cameras. / KC-18IS		PCE			
7				KC-36IP 36 credit-card size prints. This 54 x 86mm (2.1 x 3.4") size is great for smaller frames and for photos that are kept in your wallet or purse. / KC-36IP		PCE			
8				KC-18IF 18 credit-card size stickers measuring 54 x 86mm (2.1 x 3.4"). Stickers are ideal for creative craft projects and labeling. / KC-18IF		PCE			
9				KC-18IL 18 sheets each containing eight mini stickers. Use mini stickers for fun and creative craft projects and decoration. / KC-18IL		PCE			
10				Credit-card size paper cassette PCC-CP400 / PCC-CP400		PCE			
11	Canon	Canon image RUNNER 2520	B&W	image RUNNER 2520 / Canon C-EXV 33 Black Toner /	PCE				
12				Compatible Canon IR2520 Fuser / FM3-9382-FILM	PCE				
13				Canon drum / (2772B003, CEXV3233)	PCE				



14	Canon i-SENSYS MF8040Cn- i-SENSYS Laser Multifunction Printers	COLOR	Canon toner waste bin / (FM39276000)	PCE			
15			Black Cartridge / 716 Black /	PCE			
16			Cyan Cartridge / 716 Cyan /	PCE			
17			Magenta Cartridge / 716 Magenta /	PCE			
18			Yellow Cartridge / 716 Yellow /	PCE			
19		Canon i-SENSYS MF4410	B&W	Cartridge 728 / 728 Black /	PCE		
20		Canon imageRUNNER 2420	B&W	C-EXV 14 Toner Black: / / C-EXV 14	PCE		
21		Canon i-SENSYS MF4780	B&W	Cartridge 728 / / 728	PCE		
22		Canon i-SENSYS LBP6020	B&W	Black Cartridge 725 / / 725	PCE		
23		Canon i-SENSYS MF4570dn	B&W	Black Cartridge 728 / / 728	PCE		
24		Canon i-SENSYS LBP3010	B&W	Standard: Cartridge 712 / / 712	PCE		
25		Canon i-SENSYS MF628Cw	COLOR	Canon 731H Black High Capacity Toner Cartridge	PCE		
26				Canon 731H Cyan High Capacity Toner Cartridge	PCE		
27				Canon 731H Yellow High Capacity Toner Cartridge	PCE		
28	Canon 731H Magenta High Capacity Toner Cartridge			PCE			

**LOT 3: INK (FRAMEWORK AGREEMENT) - BROTHER - \*\* ONLY ORIGINAL CARTRIDGE IS ACCEPTED**

No.	Brand	Printer Model	B&W / Colored	Item Description / Product no.	Measuring Unit	Unit Price IQD (EXW)	Unit Price USD (EXW)	Comments
1	Brother	Brother MFC-6490CW	COLOR	Standard Black Ink Cartridge / / LC61BK	PCE			
2				Standard Cyan Ink Cartridge / / LC61C	PCE			
3				Standard Magenta Ink Cartridge / / LC61M	PCE			
4				Standard yellow Ink Cartridge / / LC61Y	PCE			
5				High Yield Black Ink Cartridge / / LC65HY-BK	PCE			
6				High Yield Cyan Ink Cartridge / / LC65HY-C	PCE			
7				High Yield Magenta Ink Cartridge / / LC65HY-M	PCE			



# ACTED

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8				High Yield yellow Ink Cartridge / / LC65HY-Y	PCE			
9				Multipack for Brother ( Includes 5 high yield compatible cartridges for Brother (2 black & 1 each of Cyan Magenta Yellow compatible cartridges). / /	PCE			
10				Comptible Fillserv Refill Kit for Brother / /	PCE			
11				Refillable Ink Cartridges for Brother MFC-6490CW ( Long Type ) / /	PCE			

**LOT 4: INK (FRAMEWORK AGREEMENT) - EPSON - \*\* ONLY ORIGINAL CARTRIDGE IS ACCEPTED**

No.	Brand	Printer Model	B&W / Colored	Item Description / Product no.	Measuring Unit	Unit Price IQD (EXW)	Unit Price USD (EXW)	Comments
1	Epson	Epson WorkForce WF-3520 All-in-One Printer	COLOR	127 Extra High-capacity Black / / T127120	PCE			
2				127 Extra High-capacity Cyan / / T127220	PCE			
3				127 Extra High-capacity Magenta / / T127320	PCE			
4				127 Extra High-capacity Yellow / / T127420	PCE			
5				127 Extra High-capacity Multi-pack color / / T127520	PCE			
6				126 High-capacity Black / / T126120	PCE			
7				126 High-capacity Cyan / / T126220	PCE			
8				126 High-capacity Magenta / / T126320	PCE			
9				126 High-capacity Yellow / / T126420	PCE			
10				126 High-capacity Multi-pack color / / T126520	PCE			
11		EPSON L355	COLOR	T6644 Yellow ink bottle 70ml / / C13T66444A	PCE			
12				T6643 Magenta ink bottle 70ml / / C13T66434A	PCE			
13				T6642 Cyan ink bottle 70ml / / C13T66424A	PCE			
14				T6641 Black ink bottle 70ml / / C13T66414A	PCE			
15		Epson WorkForce WF-3640 All-in-One Printer Ink	COLOR	2 Standard Black / 252 /	PCE			
16				Standard Black / 252 /	PCE			



17				Standard Cyan / 252 /	PCE			
18				Standard Magenta / 252 /	PCE			
19				Standard Yellow / 252 /	PCE			
20				high Black (( EXTRA )) / 252XL /	PCE			
21				High Cyan (( EXTRA )) / 252XL /	PCE			
22				High Magenta (( EXTRA )) / 252XL /	PCE			
23				High Yellow (( EXTRA )) / 252XL /	PCE			
24				Cyan, Magenta, Yellow Multi-Pack / 252 /	PCE			
25				Black, Cyan, Magenta, Yellow Combo-Pack / 252 /	PCE			
26				Continuous Ink System for EPSON Workforce / N/A /	PCE			
27				Ink Refill Kit For Epson Workforce WF-3520 Printer Dye Base-Ink-252 Cartridges / N/A /	PCE			

**LOT 5: INK (FRAMEWORK AGREEMENT) - XEROX - \*\* ONLY ORIGINAL CARTRIDGE IS ACCEPTED**

No.	Brand	Printer Model	B&W / Colored	Item Description / Product no.	Measuring Unit	Unit Price IQD (EXW)	Unit Price USD (EXW)	Comments
1	Xerox	Xerox 7020	COLOR	Xerox 7020 Inks Black	PCE			
2				Xerox 7020 Inks Yellow	PCE			
3				Xerox 7020 Inks Cyan	PCE			
4				Xerox 7020 Inks Magenta	PCE			
5				Xerox 7020 Drum	PCE			
6				Xerox 7020 Wastcontainer	PCE			
7				Xerox 7020 Fuser	PCE			
8	Xerox	Xerox 7220	COLOR	WorkCentre 7220/7225 Black Toner Cartridge / / 006R01457 - 006R01461	PCE			
9				WorkCentre 7220/7225 Yellow Toner Cartridge / / 006R01458 - 006R01462	PCE			



10			WorkCentre 7220/7225 Magenta Toner Cartridge / / 006R01459 - 006R01463	PCE		
11			WorkCentre 7220/7225 Cyan Toner Cartridge / / 006R01460 - 006R01464	PCE		
12			Staple Cartridge (Convenience Stapler, BR, Office, Advanced & Integrated Finishers) 5,000 staples / 008R12964	PCE		
13			WorkCentre 7220/7225 Second Bias Transfer Roller / 008R13086	PCE		
14			WorkCentre 7220/7225 Fuser 220v / 008R13088	PCE		
15			WorkCentre 7220/7225 Transfer Belt / 001R00610	PCE		
16			WorkCentre 7220/7225 Waste Container / 008R13089	PCE		
17			WorkCentre 7220/7225 Black Print ( Drum ) / 013R00657	PCE		
18			WorkCentre 7220/7225 Yellow Print ( Drum ) / 013R00658	PCE		
19			WorkCentre 7220/7225 Magenta ( Drum ) / 013R00659	PCE		
20			WorkCentre 7220/7225 Cyan Print ( Drum ) / 013R00660	PCE		
21		Xerox 7845	Black Toner Cartridge / / 006R01517	PCE		
22			Cyan Toner Cartridge / / 006R01520	PCE		
23			Magenta Toner Cartridge / / 006R01519	PCE		
24			Yellow Toner Cartridge / / 006R01518	PCE		
25			Black Drum Cartridge ( R1 ) / 013R00662	PCE		
26			WorkCentre 7845 Second Bias Transfer Roller	PCE		
27			Yellow Drum Cartridge ( R4 ) / 013R00662	PCE		
28			Magenta Drum Cartridge ( R3 ) / 013R00662	PCE		
29			Cyan Drum Cartridge ( R2 ) / 013R00662	PCE		
30			Staple Pack / 008R12925	PCE		
31			Staple Pack / 008R12964	PCE		
32			Waste Container / 008R13061	PCE		
33			Transfer Belt Cleaner / 001R00613	PCE		
34			Xerox WorkCentre 7845 Fuser 220v / 604K62230	PCE		



35	Xerox 6605	COLOR	Phaser 6600/WorkCentre 6605, High Capacity Cyan Toner Cartridge / / 106R02225	PCE					
36			Phaser 6600/WorkCentre 6605, High Capacity Magenta Toner Cartridge / / 106R02226	PCE					
37			Phaser 6600/WorkCentre 6605, High Capacity Yellow Toner Cartridge / / 106R02227	PCE					
38			Phaser 6600/WorkCentre 6605, High Capacity Black Toner Cartridge / / 106R02228	PCE					
39			Phaser 6600/WorkCentre 6605, Std Capacity Cyan Toner Cartridge / / 106R02241	PCE					
40			Phaser 6600/WorkCentre 6605, Std Capacity Magenta Toner Cartridge / / 106R02242	PCE					
41			Phaser 6600/WorkCentre 6605, Std Capacity Yellow Toner Cartridge / / 106R02243	PCE					
42			Phaser 6600/WorkCentre 6605, Std Capacity Black Toner Cartridge / / 106R02244	PCE					
43			Imaging Unit For The Phaser WorkCentre 6600,6605,6655, 60K Pages / 108R01121	PCE					
44			Waste Cartridge For Phaserworkcentre 6600,6605,6655, 30K Pages / 108R01124	PCE					
45			Phaser 6600/WorkCentre 6605, Fuser Assembly (long-Life Item, Typically Not Required) / 115R00076	PCE					
46			Transfer Unit Kit For The Phaser 6600, WorkCentre 6600,6605,6655, (typically Long Life Maintenance Item) / 108R01122	PCE					
47			Xerox Work Center 6515	Color	Genuine Xerox Cyan Standard Capacity Toner Cartridge, WorkCentre 6515, Phaser 6510, (1,000 Pages)	PCE			
48					Genuine Xerox Magenta Standard Capacity Toner Cartridge, WorkCentre 6515, Phaser 6510, (1,000 Pages)	PCE			
49	Genuine Xerox Yellow Standard Capacity Toner Cartridge, WorkCentre 6515, Phaser 6510, (1,000 Pages)	PCE							
50	Genuine Xerox Black Standard Capacity Toner Cartridge, WorkCentre 6515, Phaser 6510, (2,500 Pages)	PCE							
51	Waste Cartridge For Phaser 6510 / WorkCentre 6515, VersaLink C500/C505/C600/C605, 30K Pages)	PCE							



52				Cyan Drum Cartridge For Phaser 6510 / WorkCentre 6515, 48K Pages	PCE			
53				Magenta Drum Cartridge For Phaser 6510 / WorkCentre 6515, 48K Pages	PCE			
54				Yellow Drum Cartridge For Phaser 6510 / WorkCentre 6515, 48K Pages	PCE			
55				Black Drum Cartridge For Phaser 6510 / WorkCentre 6515, 48K Pages	PCE			

**LOT 6: INK (FRAMEWORK AGREEMENT) - EVOLIS/PC42T - \*\* ONLY ORIGINAL CARTRIDGE IS ACCEPTED**

No.	Brand	Printer Model	B&W / Colored	Item Description / Product no.	Measuring Unit	Unit Price IQD (EXW)	Unit Price USD (EXW)	Comments
1	Evolis	Evolis PRIMACY PM1H0000RD ID Card Printer	COLOR	Evolis R5F008AAA Color Ribbon YMCKO-ID	PCE			
2				ID Card Blank	PCE			
3				Hologram Overlay Varnish Ribbon - R4002	PCE			
4				Hologram Overlay Varnish Ribbon cassette - RVA022NA	PCE			
5	PC42t	PC42t Thermal Transfer Desktop Printer	COLOR	50 mm x 25 mm SILVER Polyester Security Label – 1,000 labels per roll	Roll			
				Resin Ribbons 60 mm x 74 Meters	PCE			

**DELIVERY CHARGES:**

Location	Delivery cost per order (IQD), regardless of number of items in order (DDP & taxes included)	Delivery cost per order (USD), regardless of number of items in order (DDP & taxes included)	Lead-time: Days needed to deliver items after receiving approved purchase order
Erbil			(-----) calendar days
Dohuk			(-----) calendar days
Kalar			(-----) calendar days
Salamiyah			(-----) calendar days
Telafar			(-----) calendar days





**ACTED**

T/FA/10/INK\_TONERS/ERB/25112018/001

**BIDDER'S COMMENTS/REMARKS:**

1. \_\_\_\_\_
2. \_\_\_\_\_

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

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



## BIDDER'S QUESTIONNAIRE – ACTED Iraq

Date:

Tender N°: T/FA/10/INK\_TONERS/ERB/25112018/001

### 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"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	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		type of ID	



Document (ID) number			
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"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	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"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	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"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
No. of Children:		Legal minimum wage paid?	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
In what capacity?		Paid vacations are offered?	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
What are their ages?		Are flexible working hours offered?	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Name of insurance company:		Staff covered by health insurance?	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>



<i>Description of the Company</i>							
Type of Business (multiple choices possible):	<input type="checkbox"/> <b>Manufacturer</b> <input type="checkbox"/> <b>Authorised Agent</b> <input type="checkbox"/> <b>Trader</b> <input type="checkbox"/> <b>Consulting Company</b> <input type="checkbox"/> <b>Other (Please Specify)</b>						
Sector of Business (multiple choices possible):	<input type="checkbox"/> <b>Goods/Supply</b> <input type="checkbox"/> <b>Equipment</b> <input type="checkbox"/> <b>Works</b> <input type="checkbox"/> <b>Services</b> <input type="checkbox"/> <b>Other (Please Specify)</b>						
Year Established:				Country of registration:			
Licence number:				Valid until:			
Working languages:	<input type="checkbox"/> <b>English</b> <input type="checkbox"/> <b>French</b> <input type="checkbox"/> <b>Spanish</b> <input type="checkbox"/> <b>Russian</b> <input type="checkbox"/> <b>Arabic</b> <input type="checkbox"/> <b>Chinese</b> <input type="checkbox"/> <b>Other (Please Specify)</b>						
Technical documents available in:	<input type="checkbox"/> <b>English</b> <input type="checkbox"/> <b>French</b> <input type="checkbox"/> <b>Spanish</b> <input type="checkbox"/> <b>Russian</b> <input type="checkbox"/> <b>Arabic</b> <input type="checkbox"/> <b>Chinese</b> <input type="checkbox"/> <b>Other (Please Specify)</b>						
<b>B. Financial Information</b>							
VAT Number:				Tax Number:			
Bank Name:				Bank Account Number:			
Bank Address:				Account Name:			
Swift/BIC number:				Standard Payment Terms:	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Attached</b>		
Has the company been audited in the last 3 years?							
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:			
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>Organis ation</i>	<i>Contact person</i>	<i>Phone/E-mail</i>	<i>Goods/Works/Services</i>	<i>Valu e (US D)</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"/> <b>National</b> <input type="checkbox"/> <b>Restricted to (specify location)</b>			
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	
<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.)	
1)	6)
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, 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



## BIDDER'S ETHICAL DECLARATION

Date:

Tender N°: T/FA/10/INK\_TONERS/ERB/25112018/001

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' employees or those of its subcontractors.

## **C. Business Behaviour**

The conduct of the supplier should not violate the basic rights of ACTED's beneficiaries.

The supplier should not be engaged

1. in the manufacture of arms
2. in the sale of arms to governments which systematically violate the human rights of their citizens; or where there is internal armed conflict or major tensions; or where the sale of arms may jeopardise regional peace and security.

## **D. ACTED procurement rules and regulations**

Suppliers should comply with ACTED procurement rules and regulations outlines in ACTED Logistics Manual Version 1.2. or above. In particular, ACTED's procurement policy set out in Section 2.1 and 2.4. (Contract awarding). By doing so, Suppliers acknowledge that they do not find themselves in any of the situations of exclusion as referred to under section 2.4.2.

## **Operating Principles**

The implementation of the Code of Conduct will be a shared responsibility between ACTED and its suppliers, informed by a number of operating principles, which will be reviewed from time to time.

ACTED will:

1. Assign responsibility for ensuring compliance with the Code of Conduct to a senior manager.
2. Communicate its commitment to the Code of Conduct to employees, supporters and donors, as well as to all suppliers of goods and services.
3. Make appropriate human and financial resources available to meet its stated commitments, including training and guidelines for relevant personnel.
4. Provide guidance and reasonable non-financial support to suppliers who genuinely seek to promote and implement the Code standards in their own business and in the relevant supply chains, within available resources.
5. Adopt appropriate methods and systems for monitoring and verifying the achievement of the standards.
6. Seek to maximise the beneficial effect of the resources available, e.g. by collaborating with other NGOs, and by prioritising the most likely locations of non-compliance.

ACTED expects suppliers to:

1. Accept responsibility for labour and environmental conditions under which products are made and services provided. This includes all work contracted or sub-contracted and that conducted by home or other out-workers.
2. Assign responsibility for implementing the Code of Conduct to a senior manager.
3. Make a written Statement of Intent regarding the company's policy in relation to the Code of Conduct and how it will be implemented, and communicate this to staff and suppliers as well as to ACTED.

Both parties will

1. Require the immediate cessation of serious breaches of the Code and, where these persist, terminate the business relationship.
2. Seek to ensure all employees are aware of their rights and involved in the decisions which affect them.



3. Avoid discriminating against enterprises in developing countries.
4. Recognise official regulation and inspection of workplace standards, and the interests of legitimate trades unions and other representative organisations.
5. Seek arbitration in the case of unresolved disputes.

### **Qualifications to the Policy Statement**

The humanitarian imperative is paramount. Where speed of deployment is essential in saving lives, ACTED will purchase necessary goods and services from the most appropriate available source.

ACTED can accept neither uncontrolled cost increases nor drops in quality. It accepts appropriate internal costs but will work with suppliers to achieve required ethical standards as far as possible at no increase in cost or decrease in quality.

I undersigned \_\_\_\_\_, agree to adopt the above Code of Conduct and to commit to comply with the labour and environmental standards specified, both in my own company and those of my suppliers.

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

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



## BIDDER'S CHECK LIST

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

Tender N°: T/FA/10/INK\_TONERS/ERB/25112018/001

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 ( <b>compulsory for one original</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 IQD and USD					
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: <ul style="list-style-type: none"> <li>- Company registration.</li> <li>- Tax exemption certificate.</li> <li>- ID of the legal representative.</li> <li>- Evidence of experience undertaking similar work.</li> <li>- Other supporting documents (if applicable).</li> <li>- Certificate of Origin for all supplied items (if requested).</li> </ul>					
10. ANNEXES – Color pictures (or samples) of item(s) are included					

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

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