



TENDER FOR A FRAMEWORK AGREEMENT ACTED JORDAN

Date: 09/12/2018

Tender N°: T/FA/13/Furniture/AMM/09-12-2018

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

PRODUCT SPECIFICATIONS:

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

Lot #	Lot description	Number of items within the lot	Qty	INCOTERMS/ Delivery point
1	Household Furniture – Textiles	45	Framework agreement for one year – QTYs will be identified all over the year – Fixed price per item	DDP – Amman, Mafrag, Za’atari, Azraq, Irbid
2	Household Furniture – Electrical items	25	Framework agreement for one year – QTYs will be identified all over the year – Fixed price per item	DDP – Amman, Mafrag, Za’atari, Azraq, Irbid
3	Household Furniture – Small items	22	Framework agreement for one year – QTYs will be identified all over the year – Fixed price per item	DDP – Amman, Mafrag, Za’atari, Azraq, Irbid
4	Household Furniture – Safety related items	9	Framework agreement for one year – QTYs will be identified all over the year – Fixed price per item	DDP – Amman, Mafrag, Za’atari, Azraq, Irbid
5	Household Furniture – Furniture	31	Framework agreement for one year – QTYs will be identified all over the year – Fixed price per item	DDP – Amman, Mafrag, Za’atari, Azraq, Irbid
6	Office Furniture	18	Framework agreement for one year – QTYs will be identified all over the year – Fixed price per item	DDP – Amman, Mafrag, Za’atari, Azraq, Irbid

SPECIAL CONDITIONS:

- **For several lots above, bidders can bid for one lot or more – but needs to submit offer(s) for ALL items in the lot.**
- **Refer to Annex B for pictures as examples of all possibly requested items.**



RESPONSIBILITIES OF THE CONTRACTOR:

1. Delivery Time: **Preferred within 3 (three) days of receiving purchase order**
2. Validity of the offer: **(recommended: 6 months or more)**

The answers to this tender should include the following elements:

- A written quotation including all the product specifications, the price per unit and total price;
- An ID of the legal representative
- A sample of the product or if there are different options, a sample of each option needs to be submitted
- Colour pictures of items
- Proof of past performances

GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed **on Sunday 23rd December 2018 at 3PM (Jordan time)** in ACTED office at the following address :

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

Or emailed to

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

2. Offers shall be submitted **in English and in JOD** and should **include and exclude sales tax and duty** as this project **MAY** be tax exempted, offers include all delivery charges.
3. Bidders will fill all items in the one lot, otherwise his offer will be not eligible to be considered
4. Bidders will fill, sign, stamp each page and return the Offer form according to ACTED's format.
5. Bidders will sign and return all pages of the Product Specifications for which they apply.
6. **The offer to the call for tender will not result in the award of a contract**
7. Unsealed envelopes and late offers will not be considered.
8. **The Number of (Quantities) are indicative and are subject to change.**
9. The offer must be submitted to ACTED Jordan purchase department in a sealed envelope with the mention "**T/FA/13/Furniture/AMM/09-12-2018**-not to be opened before **24/12/2018**" and the purpose of the offer.
10. Any bid with missing required documents will be automatically rejected.
11. Bidders are invited to attend the Purchase Committee Stage which will be held on **Monday 24th December 2018** at 11 am at the ACTED Jordan office, in which submissions are opened and deemed eligible for consideration based on the administrative requirements. Please send an email to Jordan.tender@acted.org CC tender@acted.org to register interest in attending, ACTED Jordan will then inform you if this date changes.
12. For all inquiries regarding this tender, please contact the ACTED representative office in Amman not later than **17/12/2018** at 1:00 PM by telephone + 962-6-4636275 or by E-mail at jordan.tender@acted.org, Cc tender@acted.org.
13. To report any concerns or issues relating to this tender that wish to remain anonymous please email transperancy@acted.org in which emails are received by HQ.

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____



OFFER FORM – ACTED JORDAN

Date:

Tender N°: T/FA/13/Furniture/AMM/09-12-2018

To be Filled by Bidder (COMPULSORY)

Details of Bidding Company:

1. Company Name: (_____)

2. Company Authorized Representative Name: (_____)

3. Company Registration No: (_____)

No/Country/ Ministry

4. Company Specialization: (_____)

5. Mailing Address: (_____)

Country/Governorate. /City/St name/Shop-Office No

a. Contact Numbers: (Land Line: _____ / Mobile No: _____)

b. E-mail Address: (_____)

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



LOT 1: HOUSEHOLD FURNITURE – TEXTILES

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

N	Description	Unit	Suppliers Specifications	Tax Percentage	Unit price in JOD excluding TAX	Unit price in JOD including TAX
1	Bath Mat, various colors, small, 40x60cm	Piece				
2	Bath Mat, various colors, medium, 60x100cm	Piece				
3	Hand Towel, 40x70cm	Piece				
4	Bath Towel, 70x140cm	Piece				
5	Fitted Bed Sheet, Cotton, various colors, Single Bed	Piece				
6	Fitted Bed Sheet, Cotton, various colors, Double Bed	Piece				
7	Bed Sheet, various colors, Cotton, 150x260cm	Piece				
8	Bed Sheet, various colors, Cotton, 240x260cm	Piece				
9	Mattress Protector, single bed	Piece				
10	Mattress Protector, double bed	Piece				
11	Quilt, washable, warm for winter, 150x200cm	Piece				
12	Quilt cover and pillowcase, 150x200cm	Set				
13	Blanket (single bed) for winter - wool	Piece				



14	Blanket (double bed) for winter - wool	Piece				
15	Blanket (single bed) for winter - polyester	Piece				
16	Blanket (double bed) for winter - polyester	Piece				
17	Blanket (single bed) for summer	Piece				
18	Blanket (double bed) for summer	Piece				
19	Couch cover, 2 Seater	Piece				
20	Couch cover, 3 Seater	Piece				
21	Pillow, sleeping, firm, 50x80cm	Piece				
22	Pillow, sleeping, memory foam, 50x80cm	Piece				
23	Cushion, inner filling, 50x50cm	Piece				
24	Cushion, inner filling, 40x65cm	Piece				
25	Pillow cover, cotton, 50x80cm	Piece				
26	Cushion cover, cotton, 50x50cm	Piece				
27	Cushion cover, cotton, 40x65cm	Piece				
28	Chair Pad, 35x40cm	Piece				
29	Rug, 130x190cm	Piece				
30	Rug, 200x200cm	Piece				



31	Rug, 200x270cm	Piece				
32	Curtain 2x1.5m	Piece				
33	Curtain 3 x 2m	Piece				
34	Curtain 3x3 m	Piece				
35	Curtain rod set, 100cm	Piece				
36	Curtain rod set, 200cm	Piece				
37	Curtain rod set, 300cm	Piece				
38	Roller Blinds, 80x200cm	Piece				
39	Roller Blinds, 120x200cm	Piece				
40	Venetian blinds, white aluminum, 50x200cm	Piece				
41	Venetian blinds, white aluminum, 100x200cm	Piece				
42	Venetian blinds, white aluminum, 150x200cm	Piece				
43	Shower Curtain, 2x2m	Piece				
44	Shower curtain rod	Piece				
45	Shower curtain rings, pack of 10	Pack of 10				

DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:



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

BIDDER'S TERMS AND CONDITIONS:

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

BIDDER'S COMMENTS/REMARKS:

1. _____
2. _____

END OF LOT 1



LOT 2: HOUSEHOLD FURNITURE – ELECTRICAL ITEMS

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

N	Description	Unit	Suppliers Specifications	Tax Percentage	Unit price in JOD excluding TAX	Unit price in JOD including TAX
1	Bed Side Lamp	Piece				
2	Tall Standing Lamp	Piece				
3	Clamp Lamp	Piece				
4	Pendant Lamp, ceiling, ø 30cm	Piece				
5	Pendant Lamp, ceiling, ø 50cm	Piece				
6	Ceiling lamp, Ceiling track, 3-spots	Piece				
7	Ceiling Lamp, ø 40cm	Piece				
8	LED Office Ceiling Lighting, 50cm	Piece				
9	LED Office Ceiling Lighting, 100cm	Piece				
10	LED Office Ceiling Lighting, 150cm	Piece				
11	Electric Kettle	Piece				
12	Fan - with stand	Piece				
13	Electric Panel Heater, also for Bathroom suitable, 60x40cm, 1000W	Piece				
14	Electric Heater, portable, Various heat settings from 700W to 4,000W	Piece				
15	Gas heater - compatible with standard gas and cylinders in Jordan - electric igniter	Piece				



16	Iron, 2,600W, easy water fill tank	Piece				
17	Single Hot Plate, electric, 1500W	Piece				
18	Double Hot Plate, electric, 1500W	Piece				
19	Water cooler with base stand - hot and cold	Piece				
20	Vacuum, bag less, for carpet and hard floor, 1200W	Piece				
21	Barbecue / Grill, Jordanian Type	Piece				
22	Microwave, 17L capacity, 700W	Piece				
23	Toaster	Piece				
24	Hand Mixer	Piece				
25	Flush tank	Piece				

DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:

Location	Minimum order for free delivery in JOD	Transportation fees if order is less than the minimum order (JOD)	Lead Time of Delivey items after receiving the Purchase Order (Calendar Days)
Amman			



Mafrq / Zaatari / Zaatari Camp			
Azraq / Azraq Camp			
Irbid			

BIDDER'S TERMS AND CONDITIONS:

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

BIDDER'S COMMENTS/REMARKS:

- 3. _____
- 4. _____

END OF LOT 2



LOT 3: HOUSEHOLD FURNITURE – SMALL ITEMS

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

N	Description	Unit	Suppliers Specifications	Tax Percentage	Unit price in JOD excluding TAX	Unit price in JOD including TAX
1	Bin Plastic, with lid, for bathroom, 12L	Piece				
2	Cloth Peg, plastic, pack of 10	Pack of 10				
3	Drying Rack - for clothing	Piece				
4	Hangers, for clothing, pack of 10	Pack of 10				
5	Ironing Table	Piece				
6	Laundry Basket	Piece				
7	Toilet Brush and Holder	Piece				
8	Toilet Mirror	Piece				
9	Soap Dish	Piece				
10	Soap Dispenser	Piece				
11	Toothbrush Holder	Piece				
12	Toilet Seat	Piece				
13	Towel Rack	Piece				
14	Hook, stainless steel	Piece				
15	Shower head	Piece				



16	Shower hose, 2m	Piece				
17	Riser Rail for shower	Piece				
18	Handheld Bidet Toilet Water Spray	Piece				
19	Mirror, Bedroom, 60x90cm	Piece				
20	Standing Mirror, 50x170cm	Piece				
21	Vase, small, 20 cm	Piece				
22	Vase, medium, 40 cm	Piece				

DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:

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

BIDDER'S TERMS AND CONDITIONS:

7. Valid of the offer: _____ (recommended: 6 months or more)
8. Terms of delivery: _____ (DDP – recommended: within three days of receiving signed Purchase order)



9. Terms of payment: _____ (14 days after delivery)

BIDDER'S COMMENTS/REMARKS:

- 5. _____
- 6. _____

END OF LOT 3



LOT 4: HOUSEHOLD FURNITURE – SAFETY RELATED ITEMS

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

****PLEASE ADD THE BATCH NUMBER FOR EVERY ITEM IN THIS LOT**

****EXPIRY DATE OF ALL ITEMS IN THIS LOT MUST BE AFTER AT LEAST 12 MONTHS FROM DELIVERY DATE**

N	Description	Unit	Batch Number	Suppliers Specifications	Tax percentage	Unit price in JOD excluding TAX	Unit price in JOD including TAX
1	Fire extinguisher - CO2 5kg	Piece					
2	Fire extinguisher - Powder 6kg	Piece					
3	Fire Blankets	Piece					
4	General signage glow in the dark signage (exit, fire instructions, etc)	Piece					
5	Battery powered smoke detectors	Piece					
6	Battery powered heat detectors	Piece					
7	First aid kit for Cars (5 person kit)	Piece					
8	First aid kit for offices (10 person kit)	Piece					
9	First aid kit for offices (20 person kit)	Piece					

DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:

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

BIDDER'S TERMS AND CONDITIONS:

- 10. Valid of the offer: _____ (recommended: 6 months or more)
- 11. Terms of delivery: _____ (DDP – recommended: within three days of receiving signed Purchase order)
- 12. Terms of payment: _____ (14 days after delivery)

BIDDER'S COMMENTS/REMARKS:

- 7. _____
- 8. _____

END OF LOT 4



LOT 5: HOUSEHOLD FURNITURE – FURNITURE

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

N	Description	Unit	Suppliers Specifications	Tax percentage	Unit price in JOD excluding TAX	Unit price in JOD including TAX
1	Bed side table - 3 lockable drawers	Piece				
2	Chair, Wood (diner table chair)	Piece				
3	Wardrobe Wood, space to hang clothes, 80x50x190m	Piece				
4	Coffee table, wood, 90x50cm	Piece				
5	Armchair	Piece				
6	Couch - 2 persons	Piece				
7	Couch - 3 persons	Piece				
8	Dining table - wood - 150 x 100 cm, 6 persons, without chairs	Piece				
9	Dining table - wood - 200 x 100 cm, 6 persons, without chairs	Piece				
10	Dining table – wood – round, 4 persons, without chairs	Piece				
11	Single bed, frame and slatted bed base	Piece				
12	Mattress, Spring Mattress, >18cm thickness, single bed	Piece				
13	Mattress, Foam Mattress, >18cm thickness, single bed	Piece				
14	Double Bed, frame and slatted bed base	Piece				
15	Mattress, Spring Mattress, >18cm thickness, double bed	Piece				



16	Mattress, Foam Mattress, >18cm thickness, double bed	Piece				
17	Plastic Chairs	Piece				
18	Chest of 4 drawers, approx 80x100cm	Piece				
19	TV Table, 90x40cm	Piece				
20	Outdoor couch - 2 persons	Piece				
21	Outdoor couch - 3 persons	Piece				
22	Outdoor chair	Piece				
23	Outdoor table, 200 x 100 cm, plastic	Piece				
24	Outdoor table, 200 x 100 cm, wood	Piece				
25	Outdoor coffee table, 100 x 100 cm, wood	Piece				
26	Wash Stand, without sink, 70x40xm	Piece				
27	Gazebo, 300x300cm	Piece				
28	Gazebo, 500x500cm	Piece				
29	Parasol with base, diameter 300cm	Piece				
30	Parasol with base, diameter 500cm	Piece				
31	Shelving unit, bedroom, 40x150cm	Piece				



DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:

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

BIDDER'S TERMS AND CONDITIONS:

- 13. Valid of the offer: _____ (recommended: 6 months or more)
- 14. Terms of delivery: _____ (DDP – recommended: within three days of receiving signed Purchase order)
- 15. Terms of payment: _____ (14 days after delivery)

BIDDER'S COMMENTS/REMARKS:

- 9. _____
- 10. _____

END OF LOT 5



LOT 6: OFFICE FURNITURE

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

N	Description	Unit	Suppliers Specifications	Tax percentage	Unit price in JOD excluding TAX	Unit price in JOD including TAX
1	Desk, wood, 3 drawers (including one lockable drawer), 90x50 cm	Piece				
2	Desk, wood, 3 drawers (including one lockable drawer), 120x80 cm	Piece				
3	Desk, wood, 3 drawers (including one lockable drawer), 150x80 cm	Piece				
4	Hanging file cabinet, metal, lockable, 2 drawers	Piece				
5	Hanging file cabinet, metal, lockable, 3 drawers	Piece				
6	Hanging file cabinet, metal, lockable, 4 drawers	Piece				
7	Meeting table - wood – 140x300	Piece				
8	Meeting table - wood – 140x400cm	Piece				
9	Meeting table - wood – 140x600cm	Piece				
10	Revolving office chairs - plastic base with armrest - ergonomic shape	Piece				
11	Revolving office chairs - plastic base with armrest - ergonomic shape	Piece				
12	Revolving office chairs - plastic base with armrest - ergonomic shape	Piece				
13	Shelve - metal - lockable - 175x80cm	Piece				
14	Shelves, wood, bookshelf with at least 4 shelves, 80x190cm	Piece				



15	Shelving unit, steel, heavy duty, WxDxH: 100x45x190ccm	Piece				
16	Shelving unit, steel, heavy duty, WxDxH: 150x45x190ccm	Piece				
17	Conference Room Chairs	Piece				
18	Conference Room Chairs, with armrest	Piece				

DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:

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

BIDDER'S TERMS AND CONDITIONS:

- 16. Valid of the offer: _____ (recommended: 6 months or more)
- 17. Terms of delivery: _____ (DDP – recommended: within three days of receiving signed Purchase order)
- 18. Terms of payment: _____ (14 days after delivery)

BIDDER'S COMMENTS/REMARKS:



- 11. _____
- 12. _____

END OF LOT 6



Annex A: Evaluation Criteria

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

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



BIDDER'S QUESTIONNAIRE – ACTED JORDAN

Date:

Tender N°: T/FA/13/Furniture/AMM/09-12-2018

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



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



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

B. Financial Information

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

C. Experience

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

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

What is your company's main area of expertise?	
What is your company's business coverage area?	<input type="checkbox"/> National <input type="checkbox"/> Restricted to (specify location)
To which countries has your company exported and/or managed projects in the last 3 years?	
Provide any other information that demonstrates your company's qualifications and experience (eg. awards)	
List any national or international Trade/Professional Organisations of which your company is a member	

D. Technical Capability

Type of Quality Assurance Certificate		<input type="checkbox"/> Attached
Type of Certification/Qualification Documents		<input type="checkbox"/> Attached
International Offices/Representation		
List below up to 10 of the core Goods and/or Services your company sells:		
1)	6)	
2)	7)	
3)	8)	
4)	9)	
5)	10)	



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



Do you agree with terms of payment of 30 days?

Yes No

Do you accept visit of ACTED staff & external auditors to your office?

Yes No

PART II: CERTIFICATION

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

Name:	<input type="text"/>	Date:	<input type="text"/>
Title/Position	<input type="text"/>	Place:	<input type="text"/>
E-mail address (for contact for verification purposes):	<input type="text"/>	Signature:	<input type="text"/>
Phone number (for contact for verification purposes):	<input type="text"/>	Company Stamp:	<input type="text"/>

Check list of supporting documents

For ACTED use only

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



BIDDER'S ETHICAL DECLARATION – ACTED JORDAN

Date:

Tender N°: T/FA/13/Furniture/AMM/09-12-2018

Bidder's name: _____

Bidder's address: _____

CODE OF CONDUCT:

1. Labour Standards

The labour standards in this code are based on the conventions of the International Labour Organisation (ILO).

- *Employment is freely chosen*

There is no forced, bonded or involuntary prison labour. Workers are not required to lodge `deposits' or their identity papers with the employer and are free to leave their employer after reasonable notice.

- *Freedom of association and the right to collective bargaining are respected*

Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively. The employer adopts an open attitude towards the legitimate activities of trade unions. Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace. Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

- *Working conditions are safe and hygienic*

A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment. Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers. Access to clean toilet facilities and potable water and, if appropriate, sanitary facilities for food storage shall be provided. Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers. The company observing the standards shall assign responsibility for health and safety to a senior management representative.

- *Child Labour shall not be used*

There shall be no new recruitment of child labour. Companies shall develop or participate in and contribute to policies and programmes, which provide for the transition of any child found to be performing child labour to enable her/him to attend and remain in quality education until no longer a child. Children and young people under 18 years of age shall not be employed at night or in hazardous conditions. These policies and procedures shall conform to the provisions of the relevant International Labour Organisation (ILO) standards.

- *Living wages are paid*

Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmarks. In any event wages should always be high enough to meet basic needs and to provide some discretionary income. All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment, and about the particulars of their wages

for the pay period concerned each time that they are paid. Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the express and informed permission of the worker concerned. All disciplinary measures should be recorded.

- *Working hours are not excessive*

Working hours comply with national laws and benchmark industry standards, whichever affords greater protection. In any event, workers shall not on a regular basis be required to work in excess of the local legal working hours. Overtime shall be voluntary, shall not exceed local legal limits, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

- *No discrimination is practised*

There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

- *Regular employment is provided*

To every extent possible work performed must be on the basis of a recognised employment relationship established through national law and practice. Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

- *No harsh or inhumane treatment is allowed*

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

B. Environmental Standards

Suppliers should as a minimum comply with all statutory and other legal requirements relating to the environmental impacts of their business. Detailed performance standards are a matter for suppliers, but should address at least the following:

- *Waste Management*

Waste is minimised and items recycled whenever this is practicable. Effective controls of waste in respect of ground, air, and water pollution are adopted. In the case of hazardous materials, emergency response plans are in place.

- *Packaging and Paper*

Undue and unnecessary use of materials is avoided, and recycled materials used whenever appropriate.

- *Conservation*

Processes and activities are monitored and modified as necessary to ensure that conservation of scarce resources, including water, flora and fauna and productive land in certain situations.

- *Energy Use*

All production and delivery processes, including the use of heating, ventilation, lighting, IT systems and transportation, are based on the need to maximise efficient energy use and to minimise harmful emissions.

- **Safety precautions for transport and cargo handling**

All transport and cargo handling processes are based on the need to maximise safety precautions and to minimise potential injuries to ACTED beneficiaries and staff as well as the suppliers' employees or those of its subcontractors.

C. Business Behaviour

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

The supplier should not be engaged

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

D. ACTED procurement rules and regulations

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

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

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

Operating Principles

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

ACTED will:

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

ACTED expects suppliers to:

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

Both parties will



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

Qualifications to the Policy Statement

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

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

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

Name & Position of Bidder's authorized representative _____

Authorized signature _____



BIDDER'S CHECK LIST - ACTED JORDAN

Date: _____

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

Description	To be filled in by Bidder		For ACTED use only (to be filled in by Purchase Committee)		Comments
	Included		Present		
	Yes	No	Yes	No	
1. An original copy of the bid has been provided (suppliers may choose to submit a digital scanned copy on a CD/DVD/USB)					
2. PART 1 (form PRO-05) – Instructions to Bidders is attached, filled, signed and stamped by the supplier. (compulsory)					
3. PART 2 (form PRO-06) – Offer Form is attached, filled, signed and stamped by the supplier. (compulsory)					
4. The prices in the Offer Form are in JOD (compulsory), excludes and includes all applicable taxes.					
5. PART 3 (form PRO-06-01) – Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier. (compulsory)					
6. PART 4 – (form PRO-06-02) – Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier. (compulsory)					
7. The Bidding documents are filled in English. (compulsory)					
8. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) are provided					
9. ANNEXES – A Copy of Company registration documents, an ID copy of the legal representative and license are included					
10. ANNEXES – Color pictures (or samples) of all offered item(s) are included (compulsory)					

Name & Position of Bidder's authorized representative _____

Authorized signature _____