

NATIONAL CALL FOR TENDER – INSTRUCTIONS TO BIDDERS
ACTED LEBANON

Date:

Tender N°: T/11DBH/90D/CBU/BRT/PRG/06-12-2018/001

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

PRODUCT SPECIFICATIONS:

1. Description: HYDRAULIC MODELLING Trainer and Expert (Lot 1)
2 SECONDED ENGINEER to NLWE (Lot 2)
2. Service class / category: Consultancy services
3. Quantity/unit;
date January 2019) The service will last for an estimated six (6) months (expected start
4. Location ACTED Beirut Office 8th floor, Eshmoun Bldg, Damascus
Road, Sodeco, Ashrafieh, Beirut

RESPONSIBILITIES OF THE CONTRACTOR:

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

The answers to this tender should include the following elements:

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

GENERAL CONDITIONS:

1. The **closing date** of this tender is **20/12/2018 5.00PM Local Lebanon time** in ACTED office at the following address :
8th floor, Eshmoun Bldg, Damascus Road, Sodeco, Ashrafieh, Beirut
Tel: +961 01 324331
or emailed both to : lebanon.tender@acted.org and in cc, tender@acted.org
2. Tenderers will fill, sign, stamp and return the Offer form according to ACTED's format.
3. Tenderers will sign and return all pages of the Consultancy Specifications for which they apply.
4. The offer to the call for tender will not result in the award of a contract.
5. The offer must be submitted to ACTED Logistics department in a sealed envelope stamped and signed by the company and indicating the tender title, date, and time of submission. The envelope must bear the mention (T/11DBH/90D/CBU/BRT/PRG/06-12-2018/001)- **not to opened before 21/12/2018** and the purpose of the offer.
6. The offers must be submitted in **English** and prices must be expressed in **USD**.



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7. **ALL THE PAGES OF TENDER DOCUMENTS** (instructions to bidders, offer form, Questionnaire, ToRs, Ethical declaration and bidders checklist) have to be signed stamped by the bidder.
8. Unsealed envelope and late offers will not be considered.
9. To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors' compliance requirements, all contract offers are subject to the condition that contractors do not appear on anti-terrorism lists, in line with ACTED's anti-terrorism policy. To this end, contractors' data shall be automatically processed.

SPECIFIC CONDITIONS:

The answers to this tender should include the following elements.

1. Team: Concise CV of each of the consultant/s on the team highlighting relevant qualifications.
2. Past project experience: Information provided for each relevant past project shall include a summary sheet (highlighting the client, description of the project, location of project, role of the company, project status-completed or ongoing). All documents shall be provided in English (except completion certificates if not available in English).
3. Methodology: Methodology proposed per deliverable.
4. Work plan: including timeline and estimated number of man-days per deliverable; to be finished prior to end of June 2019 (estimated start date beginning January 2019).
5. Costing of the service according to each of the deliverables
6. Risk analysis and mitigation plan
7. A written offer form (02 OFFER FORM).
8. The attached terms of reference signed.
9. Any relevant certifications the company or freelancer might have.
10. Any other documents relevant to the TOR.

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____



OFFER FORM ACTED Lebanon

Date:

Tender N°: T/11DBH/90D/CBU/BRT/PRG/0612-2018/001

To be Filled by Bidder (COMPULSORY)

Details of Bidding Company:

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

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

LOT1: HYDRAULIC MODELLING TRAINER AND EXPERT

#	<u>Specification</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit price [USD] excluding VAT</u>	<u>Unit price [USD] including VAT</u>	<u>Total Price [USD] (VAT excluded)</u>	<u>Total Price [USD] (VAT included)</u>
1	Key performance indicator document, including a statement of the end result once the KPIs are met	Report	1				
2	Monthly report of KPI achievements	Report	6				
3	Training curriculum, workplan of training with notes and practice exercises	Document	1				
4	Training sessions with feedback from trainer	Hours	60				

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

NB:

- (*) THE QUANTITIES OF TRAINING HOURS MENTIONED BELOW MIGHT BE SUBJECT TO CHANGE
- AFTER THE SUBMISSION OF EVERY DRAFT OF THE REPORT, THE CONSULTANT IS EXPECTED TO REVIEW THE CONTENT BASED ON THE COMMENTS AND RECOMMENDATIONS PROVIDED BY ACTED PROGRAM TEAM UNTIL A FINAL VERSION IS AGREED UPON IN ACCORDANCE WITH THE GENERAL TIMELINE OF THE PROJECT WITHOUT ANY ADDITIONAL FEE

BIDDER'S TERMS AND CONDITIONS:

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

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

TERMS OF REFERENCE (TOR) FOR CONSULTANCY CONTRACT**PROVISION OF CAPACITY BUILDING FOR NORTH LEBANON WATER ESTABLISHMENT**

Project Name: Support to the North Lebanon Water Establishment in improving water supply in target municipalities of Akkar district

Employer: ACTED

JOB DESCRIPTION**1. PROJECT BACKGROUND**

ACTED is a Non-Governmental Organization, with headquarters in France, active in 34 countries. In Lebanon, ACTED is operating since 2006 providing lifesaving humanitarian assistance for both Lebanese and refugee population.

The North Lebanon Water Establishment and ACTED are currently executing a program for improving the water supply management in North Lebanon under MADAD funding. The support is provided through equipment and software provision, a customized training course on hydraulic modelling (WaterCAD) and the integration of WaterCAD for the design and analysis of water distribution systems in Tripoli and the North. Hydraulic models provide a comprehensive yet easy-to-use decision-support tool for water distribution networks, improving the knowledge of how NLWE infrastructure behaves as a system, how it reacts to operational strategies, and how it should grow as population and demands increase.

ACTED previously engaged an Expert to develop a Roadmap to integrate hydraulic modelling and the use of WaterCAD in the North Lebanon Water Establishment, as well as providing a tailored capacity building training in WaterCAD of staff NLWE, and support in a review of the data that would be linked to WaterCAD from their ArcGIS account. The Roadmap to integrate WaterCAD software includes all steps required to institutionalise the use of WaterCAD within the NLWE,

To launch Phase 2 of this support, ACTED intends to hire a Hydraulic Modelling Technical Expert to support in the implementation of the Roadmap, provide advanced trainings and ongoing coaching to the NLWE Technical team in real life cases from concept design to tender documents. The Expert will also provide technical support to two engineers seconded to the NLWE to work on the data formatting, data migration and modelling on WaterCAD for a period of 6 months.

2. OBJECTIVE & EXPECTED DELIVERABLES**2.1 Objective of the Consultancy**

The project seeks the services of a professional consultant with substantial experience in the use of WaterCAD in water utilities. The main objectives of this consultancy are:

Objective 1. Preparation of Key Performance Indicators

Develop a six month workplan in coordination with the NLWE focal points to determine key performance indicators (KPIs) for the integration of WaterCAD over the six month period. ACTED will second two technical staff to NLWE to support in data formatting, migration, identification and rectification of data gaps and then building the WaterCAD model. The Expert will be required to confirm the completion of these KPI's on a monthly basis. In the event that they are not reached in a single month, the Expert will be required to revise the document to ensure the overall agreed objectives are met.

Objective 2. Provision of Advanced training in WaterCAD

The consultant will deliver a training course for at least four persons from the NLWE delivered over at least X sessions of X hours. The final training schedule will be agreed with the NLWE; however there should at least one session per week. The training will include customized examples and application on NLWE existing infrastructure, and the provision of at least one guided practice example related to NLWE services for the students outside the time of each training sessions, which should be reviewed during the following session. The

trainings notes will be provided to NLWE, as to allow them to train new staff. The following trainings have been preliminarily identified, and the full schedule will be agreed with NLWE based on a preliminary meeting.

1. Advanced water distribution modeling and management
2. Water leakage and reduction of NRW
3. Water Quality
4. Optimization on WaterCAD/WaterGEMS
5. Incorporating SCADA information in WaterCad

The NLWE has two WaterCAD licences. Experts who provide use of additional licence/s for the training session considered an asset for the selection.

Objective 3. Technical support to the WaterCAD unit

The expert will provide ongoing structured guidance to NLWE and these two seconded staff to ensure that the objectives of their missions are achieved, according to key performance indicators set with NLWE and ACTED. This guidance will be provided in the form of ad-hoc support throughout the period on phone or email, and a monthly meeting in person to review progress of the KPIs.

2.2 Outputs

The consultant shall be solely responsible for the quality and integrity of its services including the deliverable outputs outlined in this Terms of Reference. The consultant shall coordinate all work assignments with ACTED, and conduct discussions and consultations the North Lebanon Water Establishment (NLWE) when necessary. **The consultant shall deliver the following outputs under the agreed time frame:**

Objective number	Output/s	Due date
1	Key performance indicator document, including a statement of the end result once the KPIs are met	Two weeks after contract signature. Signed by NLWE
	Monthly report of KPI achievements, including: <ul style="list-style-type: none"> • Progress report • Barriers and recommended mitigation measures • Impact on upcoming KPI's (if any) and revision if required 	Due on the 7 th of each month for the previous month
2	Training plan: <ul style="list-style-type: none"> • List of sessions, topics and expected outcomes • Workplan of training sessions • Signed by NLWE 	One month after contract signature. Signed by NLWE
	Delivery of at least 60 hours training sessions for at least 4 NLWE staff	End of contract
	Documented trainer feedback sent at the end of each session (progress of trainees)	After each session
	Short questionnaire with documented trainee feedback at the end of each session (progress of trainees)	After each session
	Training book: compilation of training notes	Prior to first training session
	Practice exercise submitted for each session (based on NLWE case studies)	End of each training session
3	Monthly meeting to review progress on KPIs at the NLWE offices in Tripoli	Meeting minutes

3. REPORTING AND CONTRACT PERIOD

5.1 The Consultant will report directly to ACTED's WASH Technical Coordinator, who will supervise the assignment. Contact address; E-Mail: ciara.noone@acted.org



5.2 The intended start date is January 2019. The consultant shall commence the consulting service upon the effective date of the contract notice to proceed, and the deadline to implement the specific work will be a maximum period of 6 months.

4. REQUIRED EXPERTISE

The consultant shall be composed of qualified staff with sufficient skills and a minimum of 5 years of demonstrated experiences in the same field which is necessary to undertake the range of tasks set out in this Terms of Reference.

5. CONFIDENTIALITY STATEMENT

All data and information received from ACTED, NLWE, QWE and any other stakeholder for the purpose of this assignment are to be treated confidentially and are only to be used in connection with the execution of this Terms of Reference. The contents of written materials obtained and used in this assignment may not be disclosed of to any third parties without the expressed advance written authorization of the ACTED.

1. OFFER

The consultant should provide the following components for the evaluation of the offer:

Technical Proposal Evaluation	Score Weight
CV of the consultant on the team highlighting relevant qualifications;	20
Past experience Example of previous work of a similar scope (locally and/or internationally)	20
Interview of the consultant	20
Costing of the service according to: <ul style="list-style-type: none"> Technical support to NLWE, cost provided per output (Objectives 1 and 3) Advanced training, cost provided per hour (Objective 2) 	40

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

End of Lot 1

LOT 2: SECONDED ENGINEER TO NLWE

#	<u>Specification</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit price [USD] excluding VAT</u>	<u>Unit price [USD] including VAT</u>	<u>Total Price [USD] (VAT excluded)</u>	<u>Total Price [USD] (VAT included)</u>
1	Weekly workplan (ACTED to provide template)	report	24				
2	Weekly report of progress, including barriers and mitigation (ACTED to provide template)	report	24				
3	Confirmation of monthly key performance indicators (ACTED to provide template)	report	6				

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

NB:

- (*) THE QUANTITIES OF TRAINING HOURS MENTIONED BELOW MIGHT BE SUBJECT TO CHANGE
- AFTER THE SUBMISSION OF EVERY DRAFT OF THE REPORT, THE CONSULTANT IS EXPECTED TO REVIEW THE CONTENT BASED ON THE COMMENTS AND RECOMMENDATIONS PROVIDED BY ACTED PROGRAM TEAM UNTIL A FINAL VERSION IS AGREED UPON IN ACCORDANCE WITH THE GENERAL TIMELINE OF THE PROJECT WITHOUT ANY ADDITIONAL FEE

BIDDER'S TERMS AND CONDITIONS:

3. Valid of the offer: _____ (recommended: 6 months or more)
4. Terms of delivery: _____

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

TERMS OF REFERENCE (TOR) FOR JUNIOR CONSULTANCY CONTRACT**PROVISION OF ENGINEERING SERVICES TO THE NORTH LEBANON WATER ESTABLISHMENT**

Project Name: Support to the North Lebanon Water Establishment in improving water supply services

Employer: ACTED

JOB DESCRIPTION**6. PROJECT BACKGROUND**

ACTED is a Non-Governmental Organization, with headquarters in France, active in 34 countries. In Lebanon, ACTED is operating since 2006 providing lifesaving humanitarian assistance for both Lebanese and refugee population. The North Lebanon Water Establishment and ACTED are currently executing a program for improving the water supply management in North Lebanon under MADAD funding. The support is provided through equipment and software provision, a customized training course on hydraulic modelling (WaterCAD) and the integration of WaterCAD for the design and analysis of water distribution systems in Tripoli and the North. Hydraulic models provide a comprehensive yet easy-to-use decision-support tool for water distribution networks, improving the knowledge of how NLWE infrastructure behaves as a system, how it reacts to operational strategies, and how it should grow as population and demands increase.

ACTED previously engaged an expert to develop a Roadmap to integrate hydraulic modelling and the use of WaterCAD in the North Lebanon Water Establishment, as well as providing a tailored capacity building training in WaterCAD of staff NLWE, and support in a review of the data that would be linked to WaterCAD from their ArcGIS account.

To launch Phase 2 of this support, ACTED intends to hire two engineers who will be seconded to the NLWE to support formatting and migrating available data to WaterCAD, identifying and rectifying gaps in data and building the WaterCAD model, and establishing a workflow between the ArcGIS and WaterCAD, and the NLWE departments over a period of six months.

7. OBJECTIVE & EXPECTED DELIVERABLES**2.1 Objective of the Consultancy**

The North Lebanon Water Establishment is investing in improving its design, operation and maintenance capacities by migrating many of their functions to a centralized hydraulic model, and ACTED is providing the needed support. The Engineer will be seconded to the North Lebanon Water Establishment (NLWE) for a period of six months to support in formatting and migrating data, and building the hydraulic model.

The Engineer will be seconded to the NLWE in Tripoli where they will be stationed daily and work under the supervision of the NLWE Technical Department.

Key performance indicators will be established at the start of the consultancy based on the objectives and time of the consultancy. The Junior Consultant will feedback on the document; however the final document will be prepared by ACTED and NLWE. Signature of this document will be required to launch the consultancy. The KPIs will then be reviewed monthly.

The scope of the work will be confirmed in weekly workplans approved by the NLWE and ACTED, and the duties and responsibilities include, but are not limited to:

Objective 1. Support in preparation of the database:

- Cleaning of existing data (remove overlaps between various versions / sources)
- Information on the network that is available from other information systems, for instance from invoicing department (subscriptions in order to determine the water demand ...)
- GPS location of pipes, pipe diameter, pipe material, age etc.

- Verify the quality of data by undertaking quality checks in the field. If essential data is missing, field trips should be organized to collect additional data that is needed to obtain a complete database, including elevation data
- Information on pumping schedule and distribution schedule
- Information on Water demand patterns (from existing flow meters) in order to perform extended period simulations

Objective 2. Data migration to WaterCAD and hydraulic analysis

- Entering demand information
- Entering / importing basemaps, cadastral data, elevation data from GIS / DEM / Toposurvey
- Entering additional information for tanks and pumps (including controls and schedules)
- Adding valves (PRVs in particular)
- Model validation
- Run Steady-State analysis for the system

Objective 3. Effective coordination

- Under the management of the NLWE, the Engineer will be required to coordinate with all NLWE teams to ensure the efficient completion of the tasks:
 - Coordination with the Operation and Maintenance Departments and sub offices to validate, check overlaps/discrepancies in the data and acquire missing data
 - Coordination with the field teams to acquire additional data related to pumping stations, tanks, valves (PRVs in particular), Demand pattern data (from flowmeters).

2.2 Reporting

- The Engineer will be required to provide clear reports as requested, including weekly reports of progress related to the objectives of the mission
- Any potential delays in implementation must be reported in a timely manner to ensure that the objectives of the mission are met
- Reports will be submitted to both NLWE and ACTED

2.4 Outputs

The Junior Consultant Engineer shall be solely responsible for the quality and integrity of its services including the deliverable outputs outlined in this Terms of Reference. The Junior Consultant shall coordinate all work assignments with ACTED, and conduct discussions and consultations the North Lebanon Water Establishment (NLWE) when necessary. **The consultant shall deliver the following outputs under the agreed time frame:**

Output/s	Due date
Signature of monthly key performance indicators confirmed by NLWE and ACTED	Within two weeks of signed contract
Weekly workplan (ACTED to provide template)	Due on Friday COB of each week
Weekly report of progress, including barriers and mitigation (ACTED to provide template)	Due on Friday COB of each week
Confirmation of monthly key performance indicators	Monthly

8. REPORTING AND CONTRACT PERIOD

The Consultant will report daily to the directly to the focal point assigned by the North Lebanon Water Establishment and ACTED’s WASH Program Manager, who will jointly supervise the assignment. Contact address; E-Mail:Rawad.amine@acted.org



The intended start date is January 2019. The consultant shall commence the consulting service upon the effective date of the contract notice to proceed, and the deadline to implement the specific work will be a maximum period of 6 months.

9. REQUIRED EXPERTISE

The consultant shall be composed of qualified staff with sufficient skills and experiences necessary to undertake the range of tasks set out in this Terms of Reference. These include, but are not limited to:

- Educational background in engineering with a focus on water distribution related works;
- Excellent working knowledge and at least 2 years' experience in ArcGIS or similar, WaterCAD and AutoCAD
- Experience in data management and formatting;
- Experience in surveying using GPS
- Strong communication, inter-personal skills, and diplomacy;
- Strong organizational skills and attention to detail;
- Highly self-motivated with the ability to achieve targets set in agreed timelines;
- Ability to work with culturally diverse groups of people;
- Spoken Arabic is required. Spoken and written English is strongly preferred. Spoken French is an asset.
- Ability to communicate effectively through email

10. CONFIDENTIALITY STATEMENT

All data and information received from ACTED, NLWE, QWE and any other stakeholder for the purpose of this assignment are to be treated confidentially and are only to be used in connection with the execution of this Terms of Reference. The contents of written materials obtained and used in this assignment may not be disclosed of to any third parties without the expressed advance written authorization of the ACTED.

11. OFFER

The consultant should provide the following components for the evaluation of the offer:

Technical Proposal Evaluation	Score Weight
CV of the consultant highlighting relevant qualifications;	40
Interview of the consultant	40
Costing of the service	20

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

End of Lot 2

BIDDER'S ETHICAL DECLARATION - ACTED Lebanon

Date:

Tender N°: [T/11DBH/90D/CBU/BRT/PRG/0612-2018/001](#)

Tenderer's name: _____

Tenderer's address: _____

CODE OF CONDUCT:**1. Labour Standards**

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

- *Employment is freely chosen*

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

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

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

- *Working conditions are safe and hygienic*

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

- *Child Labour shall not be used*

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

- *Living wages are paid*

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

measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the express and informed permission of the worker concerned. All disciplinary measures should be recorded.

- *Working hours are not excessive*

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

- *No discrimination is practised*

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

- *Regular employment is provided*

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

- *No harsh or inhumane treatment is allowed*

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

B. Environmental Standards

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

- *Waste Management*

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

- *Packaging and Paper*

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

- *Conservation*

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

- *Energy Use*

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

- *Safety precautions for transport and cargo handling*

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

C. Business Behaviour

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

The supplier should not be engaged

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

D. ACTED procurement rules and regulations

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

Operating Principles

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

ACTED will:

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

ACTED expects suppliers to:

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

Both parties will

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



- seek arbitration in the case of unresolved disputes.

Qualifications to the Policy Statement

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

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

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

Name & Position of Tenderer's authorized representative _____

Authorized signature _____

PART I: INFORMATION

A. Company Details and General Information

Name of Company		Trading As	
Address (headquarters)		Telephone	
Zip Code (headquarters)		Fax	
City (headquarters)		E-mail address 1	
PO Box		E-mail address 2	
Country (headquarters)		Website address	
Parent Company or name of owner		Subsidiaries/ Associates/ Overseas Representative	
Sales Person's Name		Sales Person's Position	
Sales Person's phone		Sales Persons' E-mail	

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

Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID)		Type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as)		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	
Province/Region		E-mail address	
Is the individual a U.S. citizen or legal permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications	

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

Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID)		type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as)		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	
Province/Region		E-mail addresses	
Is the individual a U.S. citizen or legal permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications	

Management of the company: Chief Finance Officer or Chief Accountant

Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID)		type of ID	

ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as)		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	
Province/Region		E-mail addresses	
Is the individual a U.S. citizen or legal permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications	

Company's staff & insurance

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

Description of the Company

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

B. Financial Information

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

C. Experience

Company's recent business with ACTED and/or other International Aid Agencies or United Nations Agencies:							
	<i>Organisation</i>	<i>Contact person</i>	<i>Phone/E-mail</i>	<i>Goods/Works/Services</i>	<i>Value (USD)</i>	<i>Year</i>	<i>Destination</i>
1							
2							
3							
4							
5							
What is your company's main area of expertise?							
What is your company's business coverage area?		<input type="checkbox"/> National		<input type="checkbox"/> Restricted to (specify locations):			
To which countries has your company exported and/or managed projects in the last 3 years?							
Provide any other information that demonstrates your company's qualifications and experience (eg.							

List any national or international Trade/Professional Organisations of which your company is a member	
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.)	
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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:	

Has your company ever been declared to be in serious breach of contract for failure to comply with its contractual obligations?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:		
Has your company ever been in any dispute with any Government Agency, the United Nations, or International Aid Organization?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:		
Do you agree with terms of payment of 30 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you accept visit of ACTED staff & external auditors to your office?
		<input type="checkbox"/> Yes <input type="checkbox"/> No

PART II: CERTIFICATION

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

Name:	<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 CHECK LIST ACTED Lebanon

Date: _____

Tender N°: T/11DBH/90D/CBU/BRT/PRG/06-12-2018/001

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

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

Name & Position of Bidder's authorized representative _____

Authorized signature _____