



## NATIONAL CALL FOR TENDER PART A- Instructions to bidders ACTED *Turkey*

Date: 15/01/2019

Tender N°: T/16/FWC/STATIONERY/ANT/15-01-2019/001

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

### PRODUCT SPECIFICATIONS:

1. Description: Stationery
2. Product class / category: Office supplies
3. Product stage: New
4. INCOTERM: All taxes, fees, and delivery charges are included in the price quoted
5. Quantity and specifications: As per request during the validity of the FA

Description	Product category	Qty	Product Stage	Location/Deadline
Stationery	Office supplies	As per request during the validity of the FA	New, according to technical specifications	As per request during the validity of the FA / Delivery within 3 working days after reception of purchase order

### RESPONSIBILITIES OF THE CONTRACTOR:

1. Date of delivery: Delivery within 3 working days after reception of purchase order
2. Validity of the offer: 14 months (**1 year fixed term framework agreement**)

### GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed on **01/02/2019 at 17:00 local time** in ACTED office at the following address : **General Şükrü kanatlı Mah. Atatürk Cad. No 190, Sarı Center kat 7-8. Antakya/Hatay,Turkey**. Or emailed to both: [turkey.tender@acted.org](mailto:turkey.tender@acted.org) and [tender@acted.org](mailto:tender@acted.org)
2. Tenderers will fill, sign, stamp and return the Offer form according to ACTED's format.
3. Tenderers will sign and return all pages of the Product 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 purchase department in a sealed envelope with the mention "**T/16/FWC/STATIONERY/ANT/15-01-2019/001** before **04/02/2019 at 11:00 local time**" and the purpose of the offer.
6. Quantities are indicative and are subject to change.
7. Unsealed envelope and late offers will not be considered.
8. 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



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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).*

**PART B - OFFER FORM ACTED Syria/Turkey**

Date:

Tender N°: T/16/FWC/STATIONERY/ANT/15-01-2019/001

**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.

PLEASE COMPLETE THE FOLLOWING TABLES:

No.	Item Specifications	Supplier's Specification (if different)	Brand Name	Country of Origin (made in)	Unit	Unit Price TRY including taxes	Supplier's Comments
1	Toner Cartridge for HP printer HP Yazıcı Toneri Kartuşu 78A (PrintPen)				Pcs/Adet		
2	Toner Cartridge for HP printer HP Yazıcı Toneri Kartuşu 83A (PrintPen)				Pcs/Adet		
3	Lexmark (or equivalent) Printer Cartridge CX310-410- 510 (Yazıcı Kartuşu) <b>Cyan</b>				Pcs/Adet		
4	Lexmark (or equivalent) Printer Cartridge CX310-410- 510 (Yazıcı Kartuşu) <b>Magenta</b>				Pcs/Adet		
5	Lexmark (or equivalent) Printer Cartridge CX310-410- 510 (Yazıcı Kartuşu) <b>Black</b>				Pcs/Adet		
6	Lexmark (or equivalent) Printer Cartridge CX310-410- 510 (Yazıcı Kartuşu) <b>Yellow</b>				Pcs/Adet		
7	Toner Cartridge for HP printer HP Yazıcı Toneri Kartuşu CF403X Magenta (PrintPen)				Pcs/Adet		
8	Toner Cartridge for HP printer HP Yazıcı Toneri Kartuşu CF402X Yellow (PrintPen)				Pcs/Adet		
9	Toner Cartridge for HP printer HP Yazıcı Toneri Kartuşu				Pcs/Adet		

	CF401X Cyan (PrintPen)						
10	Toner Cartridge for HP printer HP Yazıcı Toneri Kartuşu CF400X Black (PrintPen)				Pcs/Adet		
11	Toner Cartridge for HP M553 HP M553 Yazıcı Toneri Kartuşu 508A Black (PrintPen)				Pcs/Adet		
12	Toner Cartridge for HP M553 HP M553 Yazıcı Toneri Kartuşu 508A Cyan (PrintPen)				Pcs/Adet		
13	Toner Cartridge for HP M553 HP M553 Yazıcı Toneri Kartuşu 508A Yellow (PrintPen)				Pcs/Adet		
14	Toner Cartridge for HP M553 HP M553 Yazıcı Toneri Kartuşu 508A Magenta (PrintPen)				Pcs/Adet		
15	Wireless mouse-Kablosuz fare				Pcs/Adet		
16	Keyboard stickers – English (Q) İngilizce (Q) klavye yapıştırma Harfleri				Pcs/Adet		
17	Keyboard stickers – Turkish Türkçe (Q) klavye yapıştırma Harfleri				Pcs/Adet		
18	Keyboard stickers – Arabic Arapça				Pcs/Adet		

	(Q) klavye yapıştırma Harfleri						
19	Stamp – as per ACTED design Kaşe- ACTED tarafından dizayn edileceği şekilde.				Pcs/Adet		
20	Batteries AA – pack of 4 Pil AA- 4'lü paket				Pack/Paket		
21	Batteries AAA – pack of 4 Pil AAA- 4'lü paket				Pack/Paket		
22	Batteries 1604S 6F22 9V super heavy duty – pack of 2 Pil, ,super güçlü, 1604S 6F22 9V – 2'li paket				Pack/Paket		
23	A4 Double A paper – box of 5 reams (500 pages per ream) A4 Duple A kağıt- Koli- 5 x 500 sayfa kağıt topu				Box of 5 reams/ 5 toplu kutu		
24	A3 Double A paper – ream of 500 pages A3 Duple A kağıt- 500 sayfalık kağıt topu				Ream / Top		
25	A4 Colored paper – ream of 500, various colors A4 Renkli kağıt- 500 sayfalık kağıt topu, Çeşitli renklerde				Ream / Top		
26	A4 Photo / Plastified paper – ream of 100, compatible with all inkjet printers A4 fotoğraf kağıdı- 100 sayfalık kağıt topu, plastifiye edilmiş(plastik kaplamalı) Tüm				Ream / Top		

	mürekkep püskürtmeli yazıcılarda kullanıma uygun						
27	Office folder A4 – lever arch file, 2 holes, various colors with metal clips,cardboard Ofis Dosyası A4 – Arşiv dosyası, 2 delikli dosyalama,metal klips, kaldıracağı, mukavva,çeşitli renkte				Pcs / Adet		
28	Office folder A4 – thin, lever arch file, 2 holes, various colors Ofis Dosyası A4 – Arşiv dosyası ince, 2 delikli dosyalama,metal klips, kaldıracağı, mukavva, çeşitli renkte				Pcs / Adet		
29	Hanging folder pack of 10 Askılı Dosya 10'lu paket				Pack / Paket		
30	Report cover A4 – transparent, pack of 5 Sıkıştırılmalı rapor dosyası A4 – 5'li paket				Pack / Paket		
31	Spring file A4 – pack of 5 Yaylı Dosya A4- 5'li paket				Pack / Paket		
32	Plastic pockets – transparent file A4, pack of 100 Poşet dosya A4- 100' lü paket				Pack / Paket		
33	Clip board – A4				Pcs / Adet		

	Kapaklı sıkıştırılmalı sekreterlik dosyası A4						
34	Notebook – A4 softcover, pack of 5,each one min 100 pages Not defteri A4 yumuşak kapaklı,100 yapraklı- 5’li paket,				Pack / Paket		
35	Notebook – A4 hardcover, pack of 5, each one min 100 pages Not defteri A4 sert kapaklı,100 yapraklı- 5’li paket,				Pack / Paket		
36	Notebook – A5 softcover, pack of 5, each one min 100 pages Not defteri A5 yumuşak kapaklı, en az 100 yapraklı- 5’li paket,				Pack / Paket		
37	Notebook – A5 hardcover, pack of 5, each one min 100 pages Not defteri A5 sert kapaklı, en az 100 yapraklı- 5’li paket,				Pack / Paket		
38	Envelope A4 – box of 100, brown or white Zarf A4 – 100’lü kutu, kahverengi veya beyaz				Box / Kutu		
39	Envelope A5 – box of 100, brown or white Zarf A5 – 100’lü kutu,				Box / Kutu		



	kahverengi veya beyaz						
40	File separators/dividers – letters and numbers, A4 Dosya ayracı, harf ve rakamli,A4				Pack / Paket		
41	Post it notes – 3"x3", various colors, pack of 12 pads Yapışkanlı not kağıdı- 3"x3", çeşitli renkte 12'li paket				Pack / Paket		
42	Post it notes – 1.5"x2", various colors, pack of 12 pads Yapışkanlı not kağıdı- 1.5"x2", çeşitli renkte 12'li paket				Pack / Paket		
43	Post it flags – various colors, pack of 4 Yapışkanlı not kağıdı İnce 4 farklı Renk Beyaz Dispanser				Pack / Paket		
44	Desk pen holder Masa üstü kalemlik				Pcs /Adet		
45	Desk 3 tier tray Masa üstü evrak rafı,3 katlı				Pcs /Adet		
46	Office trash bin Ofis çöp kovası				Pcs /Adet		
47	Laptop stand(standı)				Pcs /Adet		
48	Glue stick pack of 5, non-solvent Stick Yapıştırıcı 5'li paket, solventsiz				Pack / Paket		
49	Blu tack pack of 5 reusable				Pack / Paket		

	Hamur yapıştırıcı5'li paket, tekrar kullanılabilir					
50	Stapler – Zimba makinesi				Pcs /Adet	
51	Staples No 23/12 box of 1000 Zimba teli No 23/12 1000'li kutu				Box / Kutu	
52	Staples No 24/6 box of 1000 Zimba teli No 24/6 1000'li kutu				Box / Kutu	
53	Staples remover – Zimba teli sökücü				Pcs /Adet	
54	Paper clips – 3cm, box of 100 Ataş- 3cm , 100'lü kutu				Box / Kutu	
55	Paper clips – 5cm, box of 100 Ataş- 5cm , 100'lü kutu				Box / Kutu	
56	Binding clips – 2.5", box of 12 Klips kağıt tutucu 2.5" 12'li kutu				Box / Kutu	
57	Binding clips – 2", box of 12 Klips kağıt tutucu 2" 12'li kutu				Box / Kutu	
58	Binding clips – 1", box of 12 Klips kağıt tutucu 1" 12'li kutu				Box / Kutu	
59	Hole puncher, adjustable minimum 40 pages capacity Delgeç, ayarlanabilir, en az 40 kağıt kapasiteli				Pcs /Adet	
60	Scissors minimum 20 cm Makas en az 20 cm				Pcs /Adet	
61	Ruler 30cm Cetvel 30 cm				Pcs /Adet	
62	Calculator Hesap makinesi				Pcs /Adet	

63	Calculator – scientific Hesap makinesi – bilimsel				Pcs /Adet		
64	Scotch tape (or equivalent) – for dispenser Şeffaf bant – dispanser için				Roll / Rulo		
65	Scotch tape (or equivalent) dispenser Şeffaf bant dispanseri				Pcs / Adet		
66	Scotch tape (or equivalent) – thick, for packing boxes Koli bandı - kalın				Roll / Rulo		
67	Duct tape – Tamir bandı 50mm x 50 m				Roll / Rulo		
68	Double sided tape Çift taraflı bant				Roll / Rulo		
69	Map Tube with tap –Harita tüpü(silindir) kapaklı				Pcs / Adet		
70	Pens – box of 12, black, blue or red Tükenmez kalem- siyah-mavi veya kırmızı 12'li kutu				Box / Kutu		
71	Pens – box of 12, black, blue or red, high quality Tükenmez kalem- siyah-mavi veya kırmızı 12'li kutu, yüksek kalite				Box / Kutu		
72	Correctors/ white out markers – pack of 5 Daksil/ Kalem daksil 5'li paket				Pack / Paket		
73	Pencils – box of 12				Box / Kutu		

	Kurşun kalem- 12'li kutu					
74	Eraser – pack of 10 Silgi – 10'lu kutu				Pack / Paket	
75	Pencil sharpener – pack of 10 Kalem traş- pack of 10				Pack / Paket	
76	Highlighter – pack of 4, various colors Fosforlu kalem – 4'lü paket çeşitli renklerde				Pack / Paket	
77	White board marker – pack of 12, various colors- Beyaz tahta kalemi-12'li paket çeşitli renkler				Pack / Paket	
78	Permanent marker – pack of 12, various colors-Kalıcı yazı kalemi 12'li kutu çeşitli renklerde				Pack / Paket	
79	White board eraser – pack of 5 Beyaz tahta silgisi – 5'li paket				Pack / Paket	
80	Lamination sleeve – A4, pack of 100 Laminasyon filmi – A4, 100'lü paket				Pack / Paket	
81	Rubber bands – box of 100 Paket lastiği- 100'lü kutu				Box / Kutu	
82	Archive box – cardboard, pack of 12 Karton arşiv kutusu- 12'li kutu				Pack / Paket	
83	USB stick – 8GB USB bellek- 8GB				Pcs / Adet	

84	USB stick – 16GB USB bellek- 16GB				Pcs / Adet		
85	USB stick – 32GB USB bellek- 32GB				Pcs / Adet		
86	Laptop bag 15.6 inches Laptop çantası 15.6 inç				Pcs / Adet		
87	Laptop bag 17 inches Laptop çantası 17 inç				Pcs / Adet		
88	Hole puncher,adjustable minimum 60 pages capacity Delgeç, ayarlanabilir, en az 60 sayfa kağıt kapasiteli				Pcs / Adet		
89	Ink various color for stamp – Damga/kaşe mürekkebi – çeşitli renkte				Pcs / Adet		
90	Tape – laminated 9mm 0.35” for Brother(label printer) P- touch 7100 Kaset-lamine 9mm 0.35” Brother (etiket yazıcı) P-touch 7100 için.				Pcs / Adet		
91	Earphone with microphone suitable for mobile-phones and computers Mikrofonlu Kulaklık(kulakıçi) – cep telefonu ve bilgisayara uyumlu.				Pcs / Adet		

92	Push pins for pinboard(map pins) box of 18 pcs Raptiye/harita çivisi 18'li kutu				Box / Kutu		
93	Toner Cartridge for HP printer (Laserjet MFP M630) HP Yazıcı Toneri Kartuşu (Laserjet MFP M630) CF281X /M630 (PrintPen)				Pcs / Adet		
94	Laptop back bag(high quality) Sırt çantası (yüksek kalite)				PCS/Adet		
95	Stapler metal (big size) Zimba(büyük boy metal zimba)				Pcs/Adet		
96	Cork Board (60x90cm) Mantar pano(60x90cm)				Pcs/Adet		
97	HP Cartridge filling (Black)(HP 278A-HP283A- HPCF400X) HP Toner dolumu (siyah)				Pcs/Adet		
98	HP Cartridge filling(Cyan-Magenta-Yellow)(401X-402X-403X) HP toner dolumu (Mavi-Kırmızı-Sarı)(401X-402X-403X)				Pcs/Adet		

**BIDDER'S COMMENTS/REMARKS:**

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



**DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:**

..... Days for 100% of the services

**BIDDER'S TERMS AND CONDITIONS:**

1. Valid of the offer: \_\_\_\_\_ (recommended: 14 months or more)
2. Terms of delivery: \_\_\_\_\_
3. Terms of payment: \_\_\_\_\_

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

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

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

*NB: in case of Request for Quotation, please attach the service proposal to the present offer form*



Form PRO-06-01 Version 1.3

## PART C- BIDDER'S QUESTIONNAIRE ACTED Syria/Turkey

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

Tender N°: T/16/FWC/STATIONERY/ANT/15-01-2019/001

**A. Company Name:** \_\_\_\_\_

<b>B. Company Owner(s) / Partners full names:</b> 1 _____ 2 _____ 3 _____ 4 _____	<b>C. Company Legal Authorized Representative for this tender:</b>  Complete Name: _____  Position in the Company: _____  Signature: _____
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**D. Additional Information about the Company:**

1 Official Date of Registration: \_\_\_\_\_

2 Company Type / Profession as per Registration: \_\_\_\_\_

3 Full Name of the Three Company Representatives:

Name	Position	Location	Mobile Number

4 Total number of full time employees: \_\_\_\_\_

5 Company Telephone Number: \_\_\_\_\_

6 Company Fax Number: \_\_\_\_\_

7 Email Address: \_\_\_\_\_

8 Have you worked with NGOs before? If Yes, please list them with detailed information:

- 
- 
- 

9 Have you worked on similar types of projects before? If Yes, please list them below with detailed information (if needed please provide separate list):

- 
- 
- 

10 Bank Accounts:  
(Please mention yes or no only)

In [Country]	In Europe	Other

**E. Past Performances:**

**1 Contract Award History**  
Please the last supply contracts awarded by your company since 2009 up to now

No	Project Description	Location	Partner Name	Duration	Project Cost (USD)





1					
2					
3					
4					
5					

**2 Company Assets as of January 1<sup>st</sup> 2017:**

*Please list your Company main assets (machine, equipment, premises & warehouses, trucks & heavy machines, production center, etc)*

No	Description	Location/Address	Quantity
1			
2			
3			
4			
5			

I undersigned, certify that I am the designated legal representative of this Company, that the information provided above is correct and I am aware of the fact that I will be held responsible for providing false information.

I declare and certify that the information above is true and accurate to the best of my knowledge. I understand and accept any false or inaccurate information may result in the cancellation of any offer made by the Bidder, even if discovered later.

Name \_\_\_\_\_

Position: \_\_\_\_\_

Signature & Stamp: \_\_\_\_\_

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



## PART D - BIDDER'S ETHICAL DECLARATION

Date:

Tender N°: T/16/FWC/STATIONERY/ANT/15-01-2019/001

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'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:

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 \_\_\_\_\_



## PART E- BIDDER'S CHECK LIST ACTED Turkey

Date:

Tender N°: T/16/FWC/STATIONERY/ANT/15-01-2019/001

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 of the bid have been provided <b>(compulsory)</b>					
2. PART 1 (form PRO-05) – Instructions to Bidders is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
3. PART 2 (form PRO-06) – Offer Form is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
4. The prices in the Offer Form are in TRY <b>(compulsory)</b>					
5. PART 3 (form PRO-06-01)– Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
6. PART 4 – (form PRO-06-02)– Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
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 and ID of the legal representative of the company are included					
10. ANNEXES – Color pictures of item(s) are included <b>(compulsory)</b>					

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

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