

INTERNATIONAL CALL FOR TENDER
Part A – Instructions to Bidders
ACTED NIGERIA

Date: **05/02/2019**

Tender No. : **T/35DOM/NFK/BMS/PROG/MDG/20190205/01**

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

PRODUCT SPECIFICATIONS:

1. Description:
 - Batch 1. Supply of non food items to Maiduguri
 - Batch 2. Supply of bama shelter kit to Maiduguri
 - Batch 3. PROCUREMENT, DELIVERY AND CONSTRUCTION OF BAMA SHELTERS IN DIKWA AS PER ANNEX 1 AND ANNEX 2
 - BATCH 4 COST OF TRANSPORTATION & CONSTRUCTION OF 500 BAMA REINFORCED SHELTERS TO MONGUNO AS PER ANNEX 1 AND ANNEX 2
 - BATCH 5 COST OF TRANSPORTATION & CONSTRUCTION OF 500 BAMA REINFORCED SHELTERS IN MAIDUGURI AS PER ANNEX 1 AND ANNEX 2
2. Product class / category: Supply, Transportation and Construction as per annex 1 and annex 2
3. Made in (product origin): Nigeria
4. Product stage: Finished
5. INCOTERM (delivery conditions): DDP to several locations (see Offer Form)
6. Quantity/unit: (see Offer Form)
7. Packaging requested: Kitting

Batch #	Description	Total qty	Unit	Incoterms/ delivery point	Delivery deadline
1	PROCUREMENT & SUPPLY OF NON FOOD ITEM TO MAIDUGURI	1,000	kit	ddp - maiduguri	28/02/2019
2	PROCUREMENT & SUPPLY OF Bama reinforced shelter kits	500	kit	ddp - maiduguri	28/02/2019
3	PROCUREMENT, DELIVERY AND CONSTRUCTION OF BAMA SHELTERS	500	kit	ddp - dikwa	14/03/2019
4	COST OF TRANSPORTATION & CONSTRUCTION OF 500 BAMA REINFORCED SHELTERS TO MONGUNO	1	job	ddp - monguno	01/04/2019
5	COST OF TRANSPORTATION & CONSTRUCTION OF 500 BAMA REINFORCED SHELTERS IN MAIDUGURI	1	job	ddp - maiduguri	01/04/2019

RESPONSIBILITIES OF THE CONTRACTOR:

1. Terms of delivery: Completion typically required in under **30 days** after the signature of the contract
2. Date of delivery: 14/03/2019
3. Validity of the offer: 6 Months

The answers to this tender should include the following elements:

- A written quotation including all the product specifications, the price per unit, quantity proposed and unit, and total price – **Prices have to be in NGN, with and without applicable taxes, incl delivery;**
- All the bidding documents have to be filled **in English;**
- A sample of the product;
- **An original and one copy of the bid must be provided;**
- **Annexes 1&2 must be attached to bid and signed /stamped by bidder.**
- Proofs of past performances in a similar field of activity;
- A Copy of Company registration documents, an ID copy of legal representative and license;
- A certificate of origin.

GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed **on** Tuesday , 19/02/2019 (February 19th , 2019) Nigeria time at the following address :

**ACTED Representative Office in Maiduguri
Plot No. 129, Goni Road, Maiduguri, Borno State, Nigeria**

OR can be downloaded from the ACTED website at www.acted.org under the section "Tender" or the section "Call for Tenders"; <https://www.acted.org/en/call-for-tenders/>

Or on IAPG www.iapg.org.uk website under the section "Latest tender".

Tenderers who will present their offer at ACTED bases other than Maiduguri must take into consideration the transport time from the local base to Maiduguri.

2. **PART A – Instructions to Bidders** must be attached, filled, signed and stamped by the supplier on every page (compulsory);
3. **PART B – Offer Form** must be attached, filled, signed and stamped by the supplier. The bid prices shall be in USD and all columns of items applied to have been filled (compulsory); on every page
4. **PART C – Company Profile Form (Bidder's questionnaire)** must be attached, filled, signed and stamped by the supplier on every page (compulsory);
5. **PART D – Bidder's Ethical Declaration** must be attached, filled, signed and stamped by the supplier on every page (compulsory);
6. Tenderers will sign and return all pages of the Product Specifications for which they apply.
7. ACTED Nigeria will not be responsible for any costs or expenses incurred by the Bidders in connection with the preparation and submission of their bids to ACTED.
8. The offer to the call for tender will not result in the award of a contract.
9. Several bidders or one can be selected. Bidders can bid for all, several or only one batch and would be considered as eligible.
10. The offer must be submitted to **ACTED Representative Office in Maiduguri, Plot No. 129, Goni Road, Maiduguri, Borno State, Nigeria** in a sealed envelope with the mention "**T/35DOM/NFK/BMS//PROG/MDG/20190205/01** - not to be opened before Tuesday 19/02/2019 (February 19th , 2019) Nigeria time and the purpose of the offer.
11. A tender opening session will take place **on the 20th February 2019 at 14-00h** in the ACTED representative office in Maiduguri ACTED office. The presence of bidders' representative is allowed. For all inquiries regarding this tender, please contact the ACTED representative office in Maiduguri not later **than February 19th, 2019 at 1200h** by

telephone +2347030351860 or by E-mail at nigeria.tender@acted.org, CC noman.ashraf@acted.org and tender@acted.org.

12. Unsealed envelope and late offers will not be considered.
13. Quantities are subject to change.
14. All suppliers will receive a written notice after the selection process either a rejection notice if their offer hasn't been pre-selected, or a pre-selection notice in case their offer has been pre-selected.
15. Bidders should consult the ACTED website regularly for possible modifications to this call for bids.
16. Quantity are subject to changes. In that case, ACTED will consider the unit price as the reference during the offers' selection.
17. To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors' compliance requirements, all contract offers are subject to the condition that contractors do not appear on anti-terrorism lists, in line with ACTED's anti-terrorism policy. To this end, ACTED reserves the right to carry out anti-terrorism checks on contractor, its board members, staff, volunteers, consultants, financial service providers and sub-contractor."

NOTE: ACTED adopts a zero tolerance approach towards corruption and is committed to respecting the highest standards in terms of efficiency, responsibility and transparency in its activities. In particular, ACTED has adopted a participatory approach to promote and ensure transparency within the organization and has set up a Transparency focal point (Transparency Team supervised by the Director of Audit and Transparency) via a specific e-mail address. As such, if you witness or suspect any unlawful, improper or unethical act or business practices (such as soliciting, accepting or attempting to provide or accept any kickback) during the tendering process, please contact the following phone number +2347030351860 and/or send an e-mail to transparency@acted.org.

SPECIFIC CONDITIONS:

18. Offer with less than 6 months of validity will not be considered.
19. Preference is given to suppliers with proof of experience delivering NFIs and constructing BAMA shelters in Nigeria.
20. If two specifications of item are available, then these should be submitted on a separate Offer form with a clearly demarcated Option number (ie Option 1) and sub-total.
21. Bidders may submit color pictures of the purchased items (highly recommended)
22. Bidders may be required to submit samples for inspection. All samples should be submitted with the reference "T/35DOM/NFK/BMS/PROG/MDG/20190205/01, the Lot number and the date of submission at ACTED Maiduguri office.
23. Samples that do not meet the specifications of the tender will be rejected along with the entire Batch, unless they can be replaced within 24 hours. The prices quoted in the tender should be for items that meet the specifications and may not be amended following sample inspection.
24. Samples will only be accepted for batch that are labelled and requested. It is the responsibility of the supplier to collect samples after inspection.

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____



T/35DOM/NFK/BMS/PROG/MDG/20190205/01

Part B - OFFER FORM

ACTED Nigeria

Date: _____ (to be indicated by the bidder)

Tender n°: T/35DOM/NFK/BMS/PROG/MDG/20190205/01

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 FILL IN THE FOLLOWING TABLES, ONE FOR EACH BATCH, EACH BATCH CORRESPONDING TO Supply, construction and transportation of BAMA Shelters/NFI

BATCH 1 – PROCUREMENT & SUPPLY OF NON FOOD ITEM TO MAIDUGURI

Item	Item Specifications & product stage	Supplier's Specification (if different)	Brand Name	Country of Origin (made in)	INCOTERMS	Measuring Unit	Quantity	Unit Price excl all taxes (NGN) (DDP)	Unit Price incl all taxes (NGN) (DDP)	Total Price excl all taxes (NGN) (DDP)	Total Price incl all taxes (NGN) (DDP)
1	Blanket (woven 50% fibers 50% other fiber, Size: 150cmx200cm. Color: grey or brown				DDP	PCS	3000				
2	Jerry Can (20L: weight: 145g and Polyimide, 38 micro made of polyethylene 280 micro UV stabilized with non-coating				DDP	PCS	1000				
3	Jerry can (10L: weight: 80g and Polyimide, 38 micro made of polyethylene 280 micro UV stabilized with non-coating				DDP	PCS	2000				
4	Bathing soap 250g				DDP	PCS	7000				
5	Laundry soap 250g (Bar or Detergent)				DDP	PCS	7000				
6	Torch (solar rechargeable & hand size)				DDP	PCS	1000				
7	Cooking pot Volume 10 L- 25-28 inner Diameter Aluminum (with leg or not)				DDP	PCS	2000				
8	Cooking pot Volume 7 L 22-24 inner Diameter Aluminum (with leg or not)				DDP	PCS	1000				
9	Trays, stainless steel				DDP	PCS	2000				



ACTED

T/35DOM/NFK/BMS//PROG/MDG/20190205/01

	(40cm diameter - flat surface)									
10	Drinking Cup 0.4 liters metallic stainless steel				DDP	PCS	6000			
11	Kitchen knife 15cm of useable blade				DDP	PCS	1000			
12	Serving spoon 35ml stainless steel				DDP	PCS	2000			
13	Mosquito Net Double bed size (double size bed 1.8m x 1.8m x 2m)				DDP	PCS	2000			
14	Reusable sanitary pads				DDP	PCS	2000			
15	Synthetic mat				DDP	PCS	3000			
16	Woven bag ("Ghana must go bag") for items (apart from mattress) with ACTED logo, colour grey				DDP	PCS	1000			
17	Kitting of items				DDP	Items	1000			
TOTAL BATCH 1 incl all taxes (N) - DDP										
Contractor is responsible for kitting of items, logistics, handling and offloading of all goods.										

BIDDER'S COMMENTS/REMARKS:

1. _____

DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:

..... Days for 50% of the items
..... Days for 100% of the items

BIDDER'S TERMS AND CONDITIONS:

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

******* END OF BATCH 1 *******

**ACTED**

T/35DOM/NFK/BMS//PROG/MDG/20190205/01

BATCH 2: PROCUREMENT AND SUPPLY OF 500 BAMA SHELTER KITS TO MAIDUGURI

Item	Item Specifications & product stage	Supplier's Specification (if different)	Brand Name	Country of Origin (made in)	INCOTERMS	Measuring Unit	Quantity	Unit Price excl all taxes (NGN) (DDP)	Unit Price incl all taxes (NGN) (DDP)	Total Price excl all taxes (NGN) (DDP)	Total Price incl all taxes (NGN) (DDP)
1	Plastic sheeting (4X5m)				DDP	Sheet	1,500				
2	Obeche Wooden poles, 2X4 Inches 3200mm length				DDP	PCS	6,000				
3	Obeche Wooden poles, 2X3 Inches 3200mm length				DDP	PCS	12,000				
4	Wooden Battern 1.5 x 0.5 Inches 3300mm				DDP	PCS	6,000				
5	Nails - 4 inches				DDP	kg	1,000				
6	Nails - 3 inches				DDP	kg	2,500				
7	Nails - 1 1/2 inches				DDP	kg	2,000				
8	Rope 10mm Twisted				DDP	m	10,000				
9	Tie wire, galvanised steel, 1.5mm				DDP	m	15,000				
10	Wind security (langa langa) 1m length				DDP	PCS	3,000				
11	Cap Nails				DDP	Packet	500				
12	Hinges				DDP	pair	2,500				
13	Temiguard anti termite chemicals				DDP	Ltr	500				
14	Used engine oil				DDP	Ltr	1,000				
TOTAL BATCH 2 incl all taxes (N) - DDP											
Contractor is responsible for kitting of items, logistics, handling and offloading of all goods.											

BIDDER'S COMMENTS/REMARKS:

1. _____



ACTED

T/35DOM/NFK/BMS//PROG/MDG/20190205/01

DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:

..... Days for 50% of the items
..... Days for 100% of the items

BIDDER'S TERMS AND CONDITIONS:

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

******* END OF BATCH 2 *******

BATCH 3: PROCUREMENT, DELIVERY & CONSTRUCTION OF 500 BAMA SHELTERS IN DIKWA AS PER ATTACHED ANNEX 1 AND ANNEX 2

Item	Item Specifications & product stage	Supplier's Specification (if different)	Brand Name	Country of Origin (made in)	INCOTERMS	Measuring Unit	Quantity	Unit Price excl all taxes (NGN) (DDP)	Unit Price incl all taxes (NGN) (DDP)	Total Price excl all taxes (NGN) (DDP)	Total Price incl all taxes (NGN) (DDP)
1	Plastic sheeting (4X5m)				DDP	Sheet	1,500				
2	Obeche Wooden poles, 2X4 Inches 3200mm length				DDP	PCS	6,000				
3	Obeche Wooden poles, 2X3 Inches 3200mm length				DDP	PCS	12,000				
4	Wooden Battern 1.5 x 0.5 Inches 3300mm				DDP	PCS	6,000				
5	Nails - 4 inches				DDP	kg	1,000				
6	Nails - 3 inches				DDP	kg	2,500				
7	Nails - 1 1/2 inches				DDP	kg	2,000				
8	Rope 10mm Twisted				DDP	m	10,000				
9	Tie wire, galvanised steel, 1.5mm				DDP	m	15,000				
10	Wind security (langa langa) 1m length				DDP	PCS	3,000				
11	Cap Nails				DDP	Packet	500				
12	Hinges				DDP	pair	2,500				
13	Temiguard anti termite chemicals				DDP	Ltr	500				
14	Used engine oil				DDP	Ltr	1,000				
15	Transportion to Dikwa				DDP	kits	500				
16	Labour for construction of 500 shelters				DDP	JOB	1				
TOTAL BATCH 3 incl all taxes (N) - DDP											
Contractor is responsible for kitting of items, logistics, handling and offloading of all goods.											



ACTED

T/35DOM/NFK/BMS//PROG/MDG/20190205/01

BIDDER'S COMMENTS/REMARKS:

1. _____

DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:

..... Days for 50% of the items
..... Days for 100% of the items

BIDDER'S TERMS AND CONDITIONS:

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

******* END OF BATCH 3 *******



BATCH 4: COST OF TRANSPORTATION & CONSTRUCTION OF 500 BAMA REINFORCED SHELTERS IN MONGUNO AS PER ATTACHED ANNEX 1 AND ANNEX 2

Item	Item Specifications & product stage	Supplier's Specification (if different)	Brand Name	Country of Origin (made in)	INCOTERMS	Measuring Unit	Quantity	Unit Price excl all taxes (NGN) (DDP)	Unit Price incl all taxes (NGN) (DDP)	Total Price excl all taxes (NGN) (DDP)	Total Price incl all taxes (NGN) (DDP)
1	Labour Cost for construction of 500 BAMA Reinforced Shelters in Monguno				DDP	JOB	1				
2	Transportation of 500 BAMA Shelters from Maiduguri to Monguno				DDP	LUMPSUM	1				
TOTAL BATCH 4 incl all taxes (N) - DDP											
Contractor is responsible for kitting of items, logistics, handling and offloading of all goods.											

BIDDER'S COMMENTS/REMARKS:

1. _____

DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:

..... Days for 50% of the items
..... Days for 100% of the items

BIDDER'S TERMS AND CONDITIONS:

- Valid of the offer: _____ (recommended: 6 months or more)
- Terms of delivery: _____
- Terms of payment: _____

******* END OF BATCH 4 *******



T/35DOM/NFK/BMS//PROG/MDG/20190205/01

BATCH 5: COST OF TRANSPORTATION & CONSTRUCTION OF 500 BAMA REINFORCED SHELTERS IN MAIDUGURI AS PER ATTACHED ANNEX 1 AND ANNEX 2

Item	Item Specifications & product stage	Supplier's Specification (if different)	Brand Name	Country of Origin (made in)	INCOTERMS	Measuring Unit	Quantity	Unit Price excl all taxes (NGN) (DDP)	Unit Price incl all taxes (NGN) (DDP)	Total Price excl all taxes (NGN) (DDP)	Total Price incl all taxes (NGN) (DDP)
1	Labour Cost for construction of 500 BAMA Reinforced Shelters in Maiduguri				DDP	JOB	1				
2	Transportation of 500 BAMA Shelters From Warehouse in Maiduguri To Construction Site within Maiduguri				DDP	LUMPSUM	1				

BIDDER'S COMMENTS/REMARKS:

1. _____

DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:

..... Days for 50% of the items
 Days for 100% of the items

BIDDER'S TERMS AND CONDITIONS:

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

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

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

******* END OF BATCH 5 *******

BIDDER'S ETHICAL DECLARATION

ACTED Nigeria

Date: _____ **(to be indicated by the bidder)**

Tender n°: T/35DOM/NFK/BMS//PROG/MDG/20190205/01

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:

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 _____ [\[tenderer's name\]](#), agree to adopt the above Code of Conduct and to commit to comply with the labour and environmental standards specified, both in my own company and those of my suppliers.

Name & Position of Tenderer's authorized representative _____

Authorized signature _____

BIDDER'S CHECK LIST - ACTED Nigeria

Date: _____ **(to be indicated by the bidder)**

Tender n°: **T/35DOM/NFK/BMS//PROG/MDG/20190205/01**

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 (compulsory)					
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 NGN (compulsory)					
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 legal representative and license are included (compulsory)					
10. ANNEXES – Color pictures (or samples) of item(s) are included					
11. ANNEXES – Annexes 1&2 signed, stamped and attached (compulsory)					

Name & Position of Bidder's authorized representative _____

Authorized signature _____