

**NATIONAL CALL FOR TENDER FOR FRAMEWORK AGREEMENT -
ACTED Iraq**

Date: 25/02/2019

Tender N°: T/FA/10/CLEANING AND KITCHEN SUPPLIES/DOHUK/25022019/001

To support its ongoing operations in Iraq, ACTED is launching a national competitive bidding and is requesting through this tender a company to provide detailed written quotations for the supply of the following products:

PRODUCT SPECIFICATIONS:

1. Description: **2 lots of:** Cleaning supplies and Consumable kitchen supplies and tools
2. Product class / category: Supplies
3. Product stage: New, Complete and ready-to-use
4. INCOTERM (delivery conditions): **DDP¹ ACTED office in Dohuk**
5. Quantities and specifications: As per request during the validity of the Framework Contract

Lot #	Description	Product category	Qty	Product stage	INCOTERM/Delivery Point and Deadline
1	Cleaning Supply	Supplies	Framework agreement for one year – QTYs will be identified all over the year – Fixed price per one	New, Complete and ready-to-use	DDP / ACTED Dohuk, within 3 days after reception of purchase order
2	Consumable Kitchen supply and tools	Supplies	Framework agreement for one year – QTYs will be identified all over the year – Fixed price per one	New, Complete and ready-to-use	DDP / ACTED Dohuk, within 3 days after reception of purchase order

RESPONSIBILITIES OF THE CONTRACTOR:

1. Terms of delivery: DDP to respective ACTED Base in Dohuk
2. Date of delivery: **Recommended:** within 3 days after reception of purchase order
3. Validity of the offer: **One year (fixed price framework agreements)**

GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed on **18/03/2019 (March 18th, 2019) at 16:00 (Iraqi time)** in ACTED Iraq office at the following address:

ACTED representative office in Dohuk: Golvin 67 St. Malta Islam Quarter - Dohuk 3rd Street from Malta Hill Traffic Light to **Down Town**

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

Or emailed to both: iraq.tender@acted.org and tender@acted.org

In case of electronic submission, please:

- Mention the tender reference number mentioned above in the subject tab.
 - Fill the tender document, sign, stamp, scan and send. **Electronic stamp and signatures are not acceptable.**
2. Offers shall be submitted **in English.**
 3. Prices should be defined in **USD (United States Dollar) and IQD.**
 4. **Bidders are requested to fill in, sign, stamp and return Instructions for bidders, Offer Form, bidders questionnaire, Ethical Declaration and bidders check-list according to ACTED format below** (Note: All pages of the Instruction to Bidders, Offer Form, Bidders Questionnaire and ethical declaration must be stamped and signed, **This is Compulsory**;
 5. Bidders must also attach a valid copy of the Company registration certificate and/or licence and an ID copy of legal representative (**compulsory**) ;
 6. The offer to the call for tender will not result in the award of a contract.
 7. The resulted contract of this tender does not imply in an exclusive clause for the hereby mentioned services.
 8. The offer must be submitted to ACTED purchase department in a sealed envelope with the mention **"T/FA/10/CLEANING AND KITCHEN SUPPLIES/DOHUK/25022019/001" not to be opened before 18/03/2019"** and the purpose of the offer.
 9. All offers delivered in a sealed envelope to the ACTED Office listed above must be signed and stamped on each page (compulsory);
 10. Alterations to any page, including the use of correction fluid, are not permitted.
 11. To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors' compliance requirements, all contract offers are subject to the condition that contractors do not appear on anti-terrorism lists, in line with ACTED's anti-terrorism policy. To this end, ACTED reserves the right to carry out anti-terrorism checks on contractor, its board members, staff, volunteers, consultants, financial service providers and sub-contractor.

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

REQUIRED DOCUMENTS TO BE SUBMITTED TO ACTED:

1. PART A – Instructions to Bidders must be attached, filled, signed and stamped by the supplier on every page (**compulsory**);
2. PART B – Offer Form must be attached, filled, signed and stamped by the supplier on every page. The bid prices shall be in USD and IQD and all columns of items applied to have been filled (**compulsory**);
3. PART C – Bidder Questionnaire Form must be attached, filled, signed and stamped by the supplier on every page (**compulsory**);
4. PART D – Bidder's Ethical Declaration must be attached, filled, signed and stamped by the supplier on every page (**compulsory**);
5. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past similar items deliveries);
6. ANNEXES – Application Letter on Company Template;



7. ANNEXES – A valid copy of a government issued ID (drivers license or passport) for the company's authorized representative in addition to a copy of A valid Certificate of Incorporation and Official Operational License (**Compulsory**);
8. ANNEXES – Color pictures (or samples) of item(s);
9. An original and one copy of the bid must be provided;
10. All bidding documents must be filled in English (**Compulsory**).

SPECIFIC CONDITIONS:

1. Bidders can provide offers only for one lot or more.
2. The submission of offer(s) to this call for tender may not result in the award of a contract;
3. Prices for the above items must be quoted **all taxes included**.
4. **Unit prices for the above mentioned items shall be quoted.**
5. Quantities may be subject to change prior to the contract award.
6. Prices of the above items must include custom duties/taxes and transportation costs to the mentioned ACTED office.
7. Bidders shall specify the lead time for the delivery upon submission of the orders in the tender documents.
8. Bidder must provide samples of the minimum quality expected for each item along with a technical description.
9. The answers to this tender should include a written quotation including all the product specifications, the price per unit and estimation, technical specifications and unit.

SELECTION CRITERIA:

QUALITY 30%

- Best quality (quality test will be performed on the samples).

PRICE 40%

- Best price.
- Best price for the first 16 items in lot one and the first 11 items in lot two.
- Best price of estimation.

LEAD TIME AND EXPERINCE 30%

- Accuracy of supplier in delevering the supplies in terms of quality and quantity.
- Best lead time.
- The ability to prioritize ACTED requests and answer within 24 hours.
- Past performance and experience with INGOs.

Name & Position of Bidder's authorized representative _____

Authorized signature _____

OFFER FORM - ACTED IraqDate:Tender N°: T/FA/10/CLEANING AND KITCHEN SUPPLIES/DOHUK/25022019/001**To be Filled by Bidder (COMPULSORY)****Details of Bidding Company:**

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

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

PLEASE FILL IN THE FOLLOWING TABLES: (Bidders are allowed to bid for one or more lots)

NOTE: THE ESTIMATED QUANTITY IN THE TABLE BELOW IS PROVIDED AS INFORMATION. THE REQUIRED QUANTITIES MAY VARY ACCORDING TO ACTED NEEDS, THUS ACTED IS NOT BOUND TO ORDER THE QUANTITIES SPECIFIED IN THE TABLE EACH MONTHS.

LOT 1- CLEANING SUPPLIES – DDP DOHUK

No	Items	Specification	Unit	Price/unit USD (DDP DOHUK)	Price/unit IQD (DDP DOHUK)	Estimated quantity per month	Price for estimated quantity USD (DDP DOHUK)	Price for estimated quantity IQD (DDP DOHUK)	Supplier specification if different
1	Toilet paper	Good quality Toilet paper, pack of 32 rolls, rolls of 800 sheets or equivalent, soft	PACK			40			
2	Kitchen paper	Thick, good quality Kitchen paper big roll of 85m length X 25cm wide or equivalent	PACK			120			
3	Tissue	300 facial tissues 21.5 x 21cm 2ply or equivalent	PACK			25			
4	Big garbage bag	60L (82cm X 35 cm) Good quality, Thick, roll of 30 bags	ROLL			35			
5	Small Garbage bag	15L (40cm X 32 cm) Good quality, Thick, roll of 30 bags	ROLL			40			
6	Floor cleaning towel	Micro fiber towel, size 100X60cm, work well on wood, ceramic, wet and dry floor outdoor and indoor	PCE			60			
7	Toilet cleaning liquid	Bottle of 1L or equivalent, good cleaning, kill bacteria, keep its color for long, good odor elimination	PCE			40			
8	Window cleaning towel	Cleaning cloth, size 22 X 20cm, microfiber, lint free, quickly and easy cleaning	PCE			55			
9	Floor super gel cleaner	Floor super gel, can of 1KG, multipurpose active cleaner and freshener	PCE			50			
10	Hand washing liquid	Plastic bottle of 500ml or equivalent, good quality, good hand hygiene, light, soft, good	PCE			65			
11	Dish washing liquid	Good quality dishwashing liquid 1L with good smell	PCE			40			

12	Dish washing machine salt	Good quality Dishwashing salt 1KG	PCE			8			
13	Glass cleaner	Plastic bottle of 500ml or equivalent, good quality, safe and non-toxic	PCE			30			
14	Dish washing Steel wool	Dish steel wool, high elasticity and strong detergency, 18g/pce	PACK			30			
15	Oil remover	Spray bottle of 500mL, Non-toxic, non-corrosive, non-hazardous, easy remove burnt and hard oils	PCE			30			
16	Dish washing sponge	Good quality dish sponge, Double sided for multiple cleaning task, 12 x 8cm or equivalent size	PACK			30			
17	Desk and furniture cleaning towel	Soft, fine microfiber, leaves zero scratches and residue. pack of 4 PCE 36 x 38cm or equivalent soft cleaning cloth	PACK			40			
18	Bleach	Good quality Bleach for Cleans Disinfects (Plastic bottle of 1L)	PCE			12			
19	Clothes washing detergent (Persil)	Liquid detergent 3L, 2 in one clothes freshener + cleaning	PCE			8			
20	Broom	Good quality broom, paired with handle 120cm X 25 cm	PCE			10			
21	Floor squeegee mop	Good quality Squeegee mop size 42cm, Soft, Flexible double moss foam blade	PCE			10			
22	Floor squeegee mop Handle	Good quality handle, 120cm plastic or steel not broken easily	PCE			10			
23	Cleaning Gloves	Good quality gloves, size large, thick, Cloud-soft lining, water proof	PCE			15			
24	Medium trash can	Good quality Plastic trash can, size 38 X 40 X 25cm	PCE			10			
25	Bathroom brush	Plastic bathroom brush, pair with brush holder, size 15 X 15 X 30cm	PCE			15			
26	Cleaning plastic bucket	Good quality plastic bucket, size 37.8 x 30 x 29 cm or equivalent	PCE			10			

27	Mop	Mop with handle 120 x 42cm	PCE			10			
28	Feet Rug	Large size 81X50cm, Medium size 60X40cm or equivalent, comfortable, super absorbent,	PCE			10			
29	Hand towel	Good quality hand towel, size 30X22cm, cotton, soft	PCE			10			
30	Air freshener	Fabric freshener 300ml or equivalent, liquid spray	PCE			35			
31	Hose	PVC water hose, 20mm diameter, length per meter	PCE			50			
32	Cleaning plunger	plastic plunger, with handle 60cm, and strong pump	PCE			10			
33	Dustpan	Plastic dustpan, pair with handle 120cm	PCE			10			
34	Rat Trap	Rat Trap Glue rat trap, A4 size	PACK			10			
35	General Bug Poison	General Bug Poison Spray / 425g or equivalent	PCE			10			
36	Roach spray killer	Roach spray killer Spray roach killer of 300ml, scented or regular	PCE			10			



DELIVERY CHARGES:

INCLUDED IN PRICES IN THE TABLE ABOVE

BIDDER'S COMMENTS/REMARKS:

1. _____
2. _____

BIDDER'S TERMS AND CONDITIONS:

1. Validity of the offer: _____ (Recommended 6 months)
2. Terms of delivery: _____
3. Terms of payment: on monthly bases. 100% after completing the service by cheque or bank transfer

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

End of lot 1

LOT 2- CONSUMABLE KITCHEN SUPPLIES AND TOOLS - DOHUK:

No	Items	Specification	Unit	Price/unit USD (DDP DOHUK)	Price/unit IQD (DDP DOHUK)	Estimated quantity per month	Price for estimated quantity USD (DDP DOHUK)	Price for estimated quantity IQD (DDP DOHUK)	Supplier specification if different
1	Sugar	(Regular) White Granulated Sugar – 1kg	KG			50			
2	Grounded coffee	Preferred brand: Hamwi without cinnamon 200g or equivalent	KG			8			
3	Instant coffee	Preferred brand: Nescafe Nestle Gold or equivalent quality	KG			8			
4	Tea	Preferred brands: Mahmood or equivalent quality- 450 g	KG			15			
5	Tea bag	Preferred brands: Ahmed or equivalent quality	PACK			40			
6	Instant coffee 3 in 1	3 in 1 coffee of 20g x 24 sticks Preferred brand: Nescafe Nestle or equivalent quality	PACK			20			
7	Water	Water bottle (20L) for water dispenser Mineral sealed water	PCE			80			
8	Disposable carton cups	Carton cup of 120ml capacity or equivalent size	PACK			40			
9	Powder milk	Bag or can of 1kg or equivalent	KG			15			
10	Tea Spoon	Disposable plastic tea spoon	PACK			40			
11	Butter cookies	Regular or with flavors	PACK			5			
12	Whole meal biscuit	Regular or with flavors	PACK			5			
13	Salt Crackers	Regular or with flavors	PCE			5			
14	Tuna Can	Tuna can of 160g weight or equivalent (In water or Oil)	PCE			8			
15	Green peas	Can of 400g or equivalent	PCE			8			

16	White beans	White beans (Canned) Can of 400g or equivalent	PCE			8			
17	Pasta (spaghetti)	Regular Pasta , bag of 500g	PCE			8			
18	Ketchup	Glass or Plastic bottle of 300g or equivalent (Regular)	PCE			8			
19	Mayonnaise	Glass or Plastic bottle Of 500ml or equivalent (Regular)	PCE			8			
20	Sunflower Oil	Cooking sunflower oil in Plastic bottle of 1L	PCE			10			
21	Rice	White rice (Regular)	KG			50			
22	Beans	Raw Kidney Beans, white beans, bag of 1kg or equivalent	KG			20			
23	Lentils	Raw Red Lentils, bag of 1kg or equivalent	KG			15			
24	Salt	Regular white salt, bag of 1kg or equivalent	KG			20			
25	Chickpeas	Bag of 1kg or equivalent	KG			10			
26	Tomato Paste	Can or Glass jar of 830g or equivalent	KG			8			
27	Mushroom	Can or glass jar of 400g or equivalent	KG			10			
28	Spice - Assorted	Packet or plastic jar of 50g or equivalent	PCE			10			
29	Vinegar	Glass or plastic bottle, regular 1L or equivalent	L			8			
30	Oats	White Oats/ Bag or can/ 500g or equivalent	PCE			8			
31	Almonds/cashew/ Roasted almonds/cashews	Roasted Almonds/Cashews in can or bag of 400g or equivalent	KG			8			
32	Candles	Medium size candles (15cm long or equivalent)	PCE			16			
33	Drinking water	Mineral sealed water	PCE			32			

34	Powder juice	Bottle or plastic jar/ 750g or equivalent	PCE			8			
35	Assorted soda	Can of 330ml	PCE			8			
36	Assorted Juice	Glass or plastic bottle of 1L or equivalent	PCE			8			
37	Assorted juice	Can of 330ml	PCE			8			
38	Disposable Plastic cups	Plastic cup of 150ml capacity or equivalent size	PACK			40			
39	Fruit	One or different type of fruit	PCE			8			
40	Mug	Porcelain mug, capacity of 350ml or equivalent	PCE			24			
41	Glass cups	Glass cups (Transparent), capacity of 200ml or equivalent	PCE			24			
42	Plates	Porcelain plate of 9 inch diameter or equivalent	PCE			24			
43	Spoon	Spoon (Steel) Meal size steel spoon	PACK			12			
44	Knife	Knife (Steel) Meal size steel knife	PACK			12			
45	Fork	Fork (Steel) Meal size steel fork	PACK			12			
46	Electric Kettle	Stainless steel electric kettle capacity of 2L or equivalent 220V/ British socket type	PCE			8			
47	Saucepan	Stainless steel saucepan (8 inch diameter, capacity of 2L or equivalent)	PCE			8			
48	Frying pan	Stainless steel frying pan (10 inch diameter or equivalent)	PCE			8			
49	Food cover	Food cover nylon 30cm x 300m	PCE			16			
50	Cover aluminum	Food cover aluminum (Tinfoil) 30cm x 300m	PCE			20			



51	Meal size fork	Meal size fork (plastic) Disposable plastic fork, meal size	PCE			12			
52	Meal size knife	Meal size knife (plastic) Disposable plastic knife, meal size	PCE			12			
53	Plastic plate	Disposable Plastic plate Preferred size: 7 inch round plastic plate or equivalent size	PCE			40			
54	Jerry can	Heavy duty for emergency usage to be filled by Kerosene	PCE			16			
55	Plastic Box	Big size 100L, Plastic transparent box with Lid to store HDDP Plastic	PCE			16			
56	Cartoon bag	Cartoon bag for shopping medium size	PCE			24			

DELIVERY CHARGES: INCLUDED IN PRICES IN THE TABLE ABOVE

BIDDER'S COMMENTS/REMARKS:

1. _____
2. _____

BIDDER'S TERMS AND CONDITIONS:

1. Validity of the offer: _____ (Recommended 6 months)
2. Terms of delivery: _____
3. Terms of payment: on monthly bases. 100% after completing the service by cheque or bank transfer

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

End of lot 2



BIDDER'S ETHICAL DECLARATION - ACTED Iraq

Date:

Tender N°: T/FA/10/CLEANING AND KITCHEN SUPPLIES/DOHUK/25022019/001

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' employees or those of its subcontractors.

C. Business Behaviour

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

The supplier should not be engaged

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

D. ACTED procurement rules and regulations

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

Operating Principles

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

ACTED will:

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

ACTED expects suppliers to:

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



Both parties will

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

Qualifications to the Policy Statement

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

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

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

Name & Position of Bidder's authorized representative _____

Authorized signature _____



BIDDER'S CHECK LIST - ACTED Iraq

Date:

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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 for one original)					
2. PART 1 (form PRO-05) – Instructions to Bidders is attached, filled, signed and stamped by the supplier on every page. (compulsory)					
3. PART 2 (form PRO-06) – Offer Form must be attached, filled, signed and stamped by the supplier on every page. The bid prices shall be in USD and IQD and all columns of items applied to have been filled. (compulsory)					
4. The prices in the Offer Form are in IQD and USD (compulsory)					
5. PART 3 (form PRO-06-01) – Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier on every page. (compulsory)					
6. PART 4 – (form PRO-06-02) – Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier on every page. (compulsory)					
7. ANNEXES – A valid copy of a government issued ID (drivers license or passport) for the company's authorized representative in addition to a copy of A valid Certificate of Incorporation and Official Operational License (Compulsory);					
8. The Bidding documents are filled in English. (compulsory)					
9. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) are provided (recommended)					
10. ANNEXES – A Copy of Company registration documents and license are included (compulsory)					
11. ANNEXES – Colour pictures (or samples) of item(s) are included (compulsory)					
12. Application Letter on Company Template					

Name & Position of Bidder's authorized representative _____

Authorized signature _____