

NATIONAL CALL FOR TENDER FOR A FRAMEWORK AGREEMENT ACTED IRAQ

Date: 25/02/2019

Tender N°: T/FA/10/STATIONERY/DOHUK/25022019/001

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: Supplies
3. Product stage: Finished products
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	STATIONERY SUPPLIES	SUPPLIES	FRAMEWORK AGREEMENT FOR ONE YEAR – QUANTITIES WILL BE IDENTIFIED ALL OVER THE YEAR – FIXED PRICE PER UNIT	NEW, COMPLETE AND READY-TO-USE	DDP / ACTED OFFICE - DOHUK /DELIVERY WITHIN 24 HOURS AFTER RECEPTION OF PURCHASE ORDER

RESPONSIBILITIES OF THE CONTRACTOR:

1. Terms of delivery: DDP ACTED Dohuk office
2. Specification: As per specific conditions below
3. Date of delivery: within 24 hours after reception of purchase order
4. Validity of the contract: One year (fixed price framework agreements)
5. Validity of the offer: Six Months recommended (for selection stage, then for one year as per the duration of the framework agreement)
6. Payment terms: On monthly bases by cheque or Bank transfer

GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed **on 18/03/2019 (March 18th, 2019) at 16:00 (Iraq 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**

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

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/>).

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 and in Iraqi Dinar – IQD (Mandatory) and US Dollar – USD (Mandatory).
 3. Bidders will fill, sign, stamp and return the Offer form according to ACTED's format.
 4. Bidders will sign and return all pages of the Product Specifications for which they apply.
 5. The offer to the call for tender will not result in the award of a contract.
 6. The resulted contract of this tender does not imply in an exclusive clause for the hereby mentioned services.
 7. The offer must be submitted to ACTED purchase department in a sealed envelope with the mention **"T/FA/10/STATIONERY/DOHUK/25022019/001 – not to be opened before 18/03/2019"** and the purpose of the offer.
 8. Unsealed envelopes and late offers will not be considered.
 9. **Bidders should provide offer(s) for all items to be considered eligible.**
 10. Alterations to any page, including the use of correction fluid, are not permitted.
 11. On request, samples of the items should be available for delivery to ACTED Dohuk within 24 hours. Each sample should be labelled clearly with your company name.
 12. 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.

SPECIFIC CONDITIONS:

1. Six months of validity is recommended
2. The answers to this tender should include a written quotation including all the product specifications, the price per unit, technical specifications and unit.
3. Preference is given to suppliers with proof of experience in the same business.
4. Bidder are advised to consider this FWC is applicable for both large and small batches which shall be fulfilled on the same terms as defined in this tender document.
5. Bidders shall specify the lead time for the delivery upon submission of the orders in the tender documents.
6. Whenever needed, Bidder must provide samples of the minimum quality expected for each item along with a technical description.
7. The offer should include all transportation expenses; the supplier is responsible to deliver the requested items to the above-mentioned address.



REQUIRED DOCUMENTS:

- Company registration.
- Tax exemption certificate.
- ID of the legal representative.
- Evidence of experience undertaking similar work.
- Other supporting documents (If applicable).
- Certificate of Origin for all supplied items (if requested).

THE OFFER WILL NOT BE CONSIDERED ELLGIBLE IF:

- The bid is late.
- Unsealed envelope.
- White ink is used, price correction by hand.
- All papers are not signed and stamped.
- Documents mentioned as "compulsory" in Bidder's check-list are not attached.
- Electronic stamp and signature (in case of submission by e-mail).

Name & Position of Bidder's authorized representative _____

Authorized signature _____

OFFER FORM - ACTED IRAQ

Date:

Tender N°: T/FA/10/STATIONERY/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: (_____)
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 TABLE:

Stationery (One Year Framework Agreement) – DDP- DOHUK

#	Item Specifications	Comments	Supplier's Specification (if different) – especially differences in packaging	Unit	Unit price - IQD (DDP DOHUK)	Unit Price – USD (DDP DOHUK)
1	AA batteries - lithium	Pack of 4		PACK		
2	AAA batteries - lithium	Pack of 4		PACK		
3	Plug extention/Extension Cable	Extension cable, good quality, min 4 plugs and 3m long reinforced cable. UK Plug		PCE		
4	LED light 18 watt	LED light 18 watt good quality		PCE		
5	Light bulb 10 watt	Light bulb 10 watt good quality		PCE		
6	Archive file box	Archive file box		PCE		
7	Sport bottle	Sport bottle , 0,6L capacity		PCE		
8	DVD Writeable	DVD-R – 4.7GB – Princo brand or equivalent		PCE		
9	USB Printer cable 2m	Min 2m long		PCE		
10	USB Printer cable 6m	Min 6m long		PCE		
11	Notebook A4 – Top Spiral – 21x29.7cm – 56~60GSM - 70 sheets	Sinar Line brand or equivalent – Softcover		PCE		
12	Notebook A5 – Top Spiral – 14.8x21cm (12.8x20.3cm alternatively) – 56~60GSM - 70 sheets	Sinar Line brand or equivalent – Softcover		PCE		

13	Writing notepad A4 - Legal Pad – 210x297mm - 56~60GSM – 40 sheets - White/Yellow Color	Sinar Line brand or equivalent – Notebook with lines Pack of 10 PCES		PCE		
14	Writing notepad A5 - Legal Pad – 148x210mm - 56~60GSM – 50 sheets - White/Yellow Color	Sinar Line brand or equivalent – Softcover notebook with spiral - Pack of 10 PCES		PCE		
15	Business Card Album 240 Card	Plastic foldable card album for credit card size – 240 cards		PACK		
16	Paper Envelope – Catalogue/Booklet Style - C2 - 458 mm x 648 mm – Khaki/White Color	Pack of 20 PCES		PACK		
17	Paper Envelope – Catalogue/Booklet Style - C3 - 324 mm x 458 mm – Khaki/White Color	Pack of 20 PCES		PACK		
18	Paper Envelope – Catalogue/Booklet Style - C4 - 229 mm x 324 mm – Brown/White Color	Pack of 20 PCES		PACK		
19	Paper Envelope – Catalogue/Booklet Style - C5 - 162 mm x 229 mm – Brown /White Color	Pack of 20 PCES		PACK		
20	Paper Envelope – Catalogue/Booklet Style - C6 - 114 mm x 162 mm – Brown /White Color	Pack of 20 PCES		PACK		
21	Paper Envelope – Catalogue/Booklet Style - C7 - 81 mm x 114 mm – Brown /White Color	Pack of 20 PCES		PACK		
22	Box File with ring – A4 (243mm x 325mm x 48mm) – ‘Alba Rado’ brand or equivalent – Different colours	A4 size, large box file in different colors Pack of 30 PCES		PCE		
23	Hard Plastic File with multi ring – A4 (243mm x 325mm x 48mm) – 2 inch thickness min	Arch File 2 Inch A4		PCE		
24	Expanding File – Foldermate brand or equivalent – Black color	A4 size, minimum 10 separation Pack of 10 PCES		PCE		
25	Hanging/Suspension Files – 227 x 345mm (capacity 32mm) – ~285gsm - Range of colors	Hanging file for cabinet archive		PCE		

26	Management File – A4 size – Plastic – Multiple colors	A4 Size punch file or equivalent		PCE		
27	Paper Tray 3 tier metallic – Vertical/Horizontal	Different colors		PCE		
28	Paper Tray 3 tier Wooden – Vertical/Horizontal	Dark colors		PCE		
29	Plastic Binding Sheet (Binding film) - A4 210 x 297mm – thickness 0.20mm - Transparent	Sinar Line brand or equivalent Pack of 100 PCES		PCE		
30	Plastic Folder type Popper fix (Translucent) - A4 338 x 241mm – Multiple colors	Pack of 20 PCES		PCE		
31	HR hanging files with hangers and plastic labels	Pack of 25 PCES		PACK		
32	Pocket file with button – A4 335 x 235mm - 20 leaves	Plastic folder with plastic button – 20PCES		PCE		
33	Spiral 12mm – Different Color	Box of 50 PCES (minimum)		BOX		
34	Spiral 14mm – Different Color	Box of 50 PCES (minimum)		BOX		
35	Spiral 16mm – Different Color	Box of 50 PCES (minimum)		BOX		
36	Spiral 18mm – Different Color	Box of 50 PCES (minimum)		BOX		
37	Spiral 20mm – Different Color	Box of 50 PCES (minimum)		BOX		
38	Transparency sheet - A3 439 x 33mm – Clear color	Dolphin Brand or equivalent – Pack of 100 Sheets		PACK		
39	Transparency sheet – A4 235 x 313mm – Clear color	Dolphin Brand or equivalent – Pack of 100 Sheets		PACK		

40	Ink for stamp Pad – Black/Red/Blue Color – 100ml	Small size bottle		PCE		
41	Big Calculator	Table calculator – AAA battery power		PCE		
42	Small Pocket size Calculator	Table calculator – AA battery power or similar		PCE		
43	Dymo Labeling Machine – DYMO LabelManager 210D – Large display and QWERTY keyboard – 6.4in x 6.0in x 2.5in – Any color	Dymo brand or equivalent		PCE		
44	Label Machine Ink	Suitable for the model above		PCE		
45	Paper for label machine	Suitable for the model above		PCE		
46	Laminating Machine A3 - Bright Office brand or equivalent – 300mm~330mm laminating width – Any color	230B laminator 1 set		PCE		
47	Laminating Machine A4 – Bright Office brand or equivalent – 210mm~260mm laminating width - Any color	260mm laminator 1 set		PCE		
48	Paper Cutter (type Stanley Knife) – Stainless Steel – 158mm x 38mm – Any color	Big size – Retractable razor		PCE		
49	Paper Cutting Hand Machine – A4 Size - ~10 sheets cutting capacity – Color White, Blue, Black or Brown	Manual cut machine different sizes		PCE		
50	Punch Machine (manual) - 2 holes Heavy duty – ~318x159x132mm – Any color	Table punch machine		PCE		
51	Punch Machine - 2 holes Medium – Min 20~25 sheets capacity – 6mm hole diameter – Any color	Medium size		PCE		

52	Scissor – 25cm length – stainless steel blade – Any color or equivalent	Medium size		PCE		
53	Scissor – 35cm length – stainless steel blade – Any color or equivalent	Big Size		PCE		
54	Spiral binding machine – Min binding size 297 x 210mm (A4) Min binding thickness 25 sheets – Any color	Spiral machine for different sizes of paper – Manual		PCE		
55	Stapler Machine Heavy Duty – ~200 sheets capacity – 383 x 71 x 153mm (throat depth 80mm) – Any color	C-12 Stapler Machine		PCE		
56	Stapler Machine Medium – ~100 sheets capacity - 123 x 54 x 36mm (throat depth 65mm) – Any color	C-10 Stapler Machine – Medium size		PCE		
57	Stapler Machine small – ~20 sheets capacity - 83 x 25 x 52mm – Any color	C-10 - Tip top brand or equivalent - Small size		PCE		
58	Double Clip (Binder Clip) large	51mm or similar Pack of 12 PCES		PCE		
59	Double Clip (Binder Clip) medium	41mm or similar Pack of 12 PCES		PCE		
60	Double Clip (Binder Clip) small	25mm or similar Pack of 12 PCES		PCE		
61	Drawing pin – 10mm - Multi-Color	Maped brand or equivalent - Pack of 25 PCES		PCE		
62	Drawing pin (Thumb pin) - Steel alloy – Metallic color	Pack of 300 PCES		PCE		
63	Eraser – 62 x 22 x 12mm – White color	Soft eraser Pack of 20 PCES		PCE		
64	Gum Stick 11g Transparent adhesive	Uhu brand or equivalent – 21g size Pack of 12 PCES		PCE		

65	Gum stick 22g - Transparent adhesive	Uhu brand or equivalent – 40g size Pack of 12 PCES		PCE		
66	Gum Stick 7g – 8.00cm height, 2.00cm diameter – Transparent adhesive	Uhu brand or equivalent – 7g size Pack of 12 PCES		PCE		
67	Glue 125 ml UHU	UHU or similar		PCE		
68	Paint brush set of 6 pces different sizes	6 pces different sizes		PACK		
69	Key Box 24 – Steelmaster brand or equivalent – 219 x 254 x 47.7mm – Black/Metallic color	24 keys capacity		PCE		
70	Paper Clip - 26mm – Metallic color	Small box Pack of 100 PCES		PCE		
71	Paper Clip - 33mm – Metallic color	Small box Pack of 100PCES		PCE		
72	Plastic Card Holder Heavy duty - 100 x 68mm – Transparent/clear color	Plastic B8 Horizontal ID Name Cards Badge Holder Pack of 25 PCES		PCE		
73	Rubber Band – Size 16 (63.5 x 15.8mm) - Beige color	Currency size rubber band Pack weight 1 lb		PCE		
74	Sharpener Normal Plastic - Steel cutter – ~28mm length – 1 hole – Any color	Plastic Sharpener with container Pack of 4 pieces		PCE		
75	Sharpener Steel case – Steel cutter – ~28mm length 1 hole – Metallic color	Metallic Sharpener without container Pack of 4 pieces		PCE		
76	Stamp made on order – Trodat Printy 46040 or equivalent – Blue ink color	On demand Auto-self inking stamp		PCE		
77	Stamp Ink Pad Medium Size Black/Red/Blue Color with cover	With cover		PCE		

78	Stapler pin - 24/6 size – Steel wire – Metallic color	Delta Brand or Equivalent Pack of 5000 PCES		PCE		
79	Stapler Remover – ~61 x 40 x 60mm - Any color	Two opposing, pivot-mounted pairs of thin style		PCE		
80	Steel Scale (Ruler) – 330 x 26mm – Metallic color	30cm size metric scale (ruler) Pack of 10 PCES		PCE		
81	Waste bins big size	Metallic bin with tap – 10lt		PCE		
82	Waste bins big size	Plastic bin with tap – 10lt		PCE		
83	Waste bins small	Metallic bin with tap – 05lt		PCE		
84	Waste bins small	Plastic bin with tap – 05lt		PCE		
85	Color Paper 100 sheets - A4 (210x297mm) – Multiple color	Sinar Line brand or equivalent Ream of 250 Sheets		REAM		
86	Paper recharge type Dymo Label – Standard D1 Labeling Tape for LabelManager Label Makers - Tape size 6mm Width x 7m Length - Black ink color on white tape	Dymo brand or equivalent Pack of minimum 5 PCES		PCE		
87	Flip chart paper (plain) – Vertical – 635 x 762mm - White color	Ream of 20 Sheets		REAM		
88	Laminating Pouch A4 – 216 x 303mm – 80 micron thickness (minimum) - Transparant/Clear color	Pack of 100 PCES (Minimum)		PCE		
89	Laminating Pouch A3 – 311 x 432mm – 80 micron thickness (minimum) – Transparent/Clear color	Pack of 100 PCES (Minimum)		PCE		
90	Memo Cube White Paper / Glued – 10x10x10cm	Block of 400 sheets		PCE		

91	Memo Cube Colour Paper / Glued – 10x10x10cm	Block of 400 sheets		PCE		
92	Plotter Roll - 24" x 150' – Smooth paper finish – White color	Sinar Line brand or equivalent		PCE		
93	Plotter Roll 900 x 50 ml x 2 inch – Smooth paper finish – White color	Sinar Line brand or equivalent		PCE		
94	A4 clipboard - 17.6 x 9.6 x 5.8in – Light Brown color	A4 size – Pack of 30 PCES		PCE		
95	Flip chart stand	Dimensions 953x1300 cm		PCE		
96	Notice board 500x350mm	Cork or equivalent material pin board		PCE		
97	Notice board 900x600mm	Cork or equivalent material pin board		PCE		
98	Notice board pins	Pack of 35 pcs		SET		
99	White board 500x350mm	White bard 30x40cm - magnet		PCE		
100	White board 900x600mm	White bard 60x90cm - magnet		PCE		
101	Information Blue board 500x350mm	Information board		PCE		
102	Information Blue 900x600mm	Information board		PCE		
103	Magnet balls set 6 pces (small)	Pack of 6 small pces		PACK		
104	Magnet balls set 12 pces (big)	Pack of 12 small pces		PACK		

105	Masking tape 21mm x 54.8m – Cream color/Mini crepe paper	Pack of 24 PCES		PCE		
106	Packing Tape 48mm x 54.8m – Brown color	2" Brown Color or equivalent – Pack of 24 PCES		PCE		
107	Transparent Tape – 2.54 x 1.25 x 1143cm – Clear color	Without dispense		ROLL		
108	Adhesive tape type scotch - 2' length – Single-sided - Clear color	2"Transparent tape		ROLL		
109	Adhesive tape type scotch - 3' length – - Single-sided - Clear color	3"Transparent tape		ROLL		
110	Duct tape- 3' length – Single sided	Gray or Black color		ROLL		
111	Fax Rolls(Thermal paper) for MPOS printer	Sizes: 210*15, 210*30, 210*50, 210*100 216*15, 216*30, 216*50, 216*100		ROLL		
112	Warning Tape - Two colors Black and Yellow or Red and White	100m Length (minimum) – Pack of 5 PCES		ROLL		
113	Highlighter (Chisel tip) – Flat barrel - ~130 x 26 x 17mm - Multiple colors (single color per pen)	Pack of 5 PCES		PCE		
114	Lead Pencil – HB=2 pencil – 'Black Peps' brand or equivalent	Pack of 12 PCES		PCE		
115	Marker for white Board – Erasable – 2mm – Different colors	Pack of 10 Pens – Artline or Bic Brand Equivalent		PACK		
116	Marker Permanent – Instant Dry – Waterproof writing – Different colors	Snowman brand		PCE		
117	Pen Fluid	White fluid for correction – Pen style		PCE		
118	Pen Fluid set with thinner	White fluid for correction – Brush style		PCE		

119	Sticky note 3inx3in – Different color	Pack of 5 pads with 90sheets, good adhesive quality		PACK		
120	Staples 24/6	1000 PCES per pack		PACK		
121	Staples 23/8	500 PCES per pack		PACK		
122	A4 Paper - 210x297mm – ~80gsm - White color	500 sheets per ream		REAM		
123	A3 Paper - 297 x 420 mm – ~80gsm - White color	500 sheets per ream		REAM		
124	A4 Paper - 210x297mm – ~80gsm - Multiple colors	500 sheets per ream		REAM		
125	Ballpoint Pens - 1.00mm tip – Tri-More brand or equivalent – Low viscosity ink - Blue or Red color	Blue ball-point pen, medium-thickness point. Please specify packaging unit. Preferred: approx. 125 boxes of 36 pens per box.		PENS		
126	HB Pencils (wood) – Black lead color	30 pencils per pack		PENCILS		
127	Whiteboard Markers Dry-erase – Plastic – ~130 x 13mm – Multiple colors (3 different minimum)	~12 Pens per pack		PACK		
128	Whiteboard Eraser type Dry-wipe - ~105 x 55 x 20mm – Black color	Pack of 5 PCES		PCE		
129	Crayons – Crayola brand or equivalent – Multiple colors	Packs 8 crayons of different colours (minimum)		PACK		
130	Pencils, colour - ~175mm length – Crayola brand or equivalent - Multiple colors	Packs 8 pencils of different colours (minimum)		PACK		
131	Spiral Notebook (Lined) - A4 210x297mm - ~80gsm – White color	100-200 sheets per notebook		PCE		



132	Scissors (rounded tip) – 91 x 10 x 168mm (80mm blade minimum) – Any color	Pack of 5 PCES		PCE		
133	Plastic Scale (Ruler) – 330 x 26mm – White color	30cm size metric scale (ruler) Pack of 10 PCES		PACK		
134	Lined exercise book – A5 210 x 148mm - with cover - ~50 pages - ~80gsm – White color	50 pages minimum		PCE		

BIDDER'S COMMENTS/REMARKS:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

BIDDER'S TERMS AND CONDITIONS:

1. Valid of the offer: _____ (recommended : Six (6) months or more)
2. Terms of delivery: _____ (recommended : After 24 hours from receiving the official purchase order)
3. Terms of payment: On monthly bases.

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____



BIDDER'S QUESTIONNAIRE – ACTED Iraq

Date:

Tender N°: T/FA/10/STATIONERY/DOHUK/25022019/001

PART I: INFORMATION			
A. Company Details and General Information			
Name of Company		Trading As	
Address (headquarters)		Telephone	
Zip Code (headquarters)		Fax	
City (headquarters)		E-mail address 1	
PO Box		E-mail address 2	
Country (headquarters)		Website address	
Parent Company or name of owner		Subsidiaries/ Associates/ Overseas Representative	
Sales Person's Name		Sales Person's Position	
Sales Person's phone		Sales Persons' E-mail	
<i>Governance of the company: Chairman, Vice-Chairman, Treasurer or Secretary of the Board of Directors or Board of Trustees</i>			
Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number		Type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	



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



pseudonyms not listed as "Name")			
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 choices possible):	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Authorized Agent <input type="checkbox"/> Trader <input type="checkbox"/> Consulting Company <input type="checkbox"/> Other (Please Specify)		
Sector of Business (multiple choices possible):	<input type="checkbox"/> Goods/Supply <input type="checkbox"/> Equipment <input type="checkbox"/> Works <input type="checkbox"/> Services <input type="checkbox"/> Other (Please Specify)		
Year Established:		Country of registration:	
Licence number:		Valid until:	
Working languages:	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Russian <input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Other (Please Specify)		
Technical documents available in:	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Russian <input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Other (Please Specify)		
B. Financial Information			
VAT Number:		Tax Number:	



Bank Name:		Bank Account Number:	
Bank Address:		Account Name:	
Swift/BIC number:		Standard Payment Terms:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the company been audited in the last 3 years?		<input type="checkbox"/> Attached	
Please attach a copy of the company's most recent Annual or Audited Financial Report			
Annual Value of Total Sales for the last 3 Years:			
Year:	USD:	Year:	USD:
Annual Value of Export Sales for the last 3 years:			
Year:	USD:	Year:	USD:
C. Experience			
Company's recent business with ACTED and/or other International Aid Agencies or United Nations Agencies:			
	<i>Organi sation</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 location	
To which countries has your company exported and/or managed projects in the last 3 years?			
Provide any other information that demonstrates your company's qualifications and experience (eg. awards)			
List any national or international Trade/Professional Organisations of which your company is a member			
D. Technical Capability			
Type of Quality Assurance Certificate		<input type="checkbox"/> Attached	
Type of Certification/Qualification Documents		<input type="checkbox"/> Attached	
International Offices/Representation			
List below up to 10 of the core Goods and/or Services your company sells:			
1)	6)	
2)	7)	
3)	8)	
4)	9)	



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



If you answered yes, please provide details:		
Has your company ever been declared to be in serious breach of contract for failure to comply with its contractual obligations, following another procurement procedure or grant award procedure financed by a donor country?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If you answered yes, please provide details:		
Has your company ever been declared to be in serious breach of contract for failure to comply with its contractual obligations, following another procurement procedure or grant award procedure financed by a donor country?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If you answered yes, please provide details:		
Has your company ever been in any dispute with any Government Agency, the United Nations, or International Aid Organisations (including ACTED)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If you answered yes, please provide details:		
Do you agree with terms of payment of 30 days?	<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:		Date:	
Title/Position		Place:	
E-mail address (for contact for verification purposes):		Signature:	
Phone number (for contact for verification purposes):		Company Stamp:	

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

Name & Position of Bidder's authorized representative _____

Authorized signature _____



BIDDER'S ETHICAL DECLARATION - ACTED IRAQ

Date:

Tender N°: T/FA/10/STATIONERY/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:

Tender N°: T/FA/10/STATIONERY/DOHUK/25022019/001

Company :

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)		
	Included		Present		Comments
	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.					
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 and in IQD (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.					
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 are included					
10. ANNEXES – Color pictures (or samples) of item(s) are included					
11. ANNEXES – ID of legal representative.					
12. ANNEXES - Certificate of origins are included.					

Name & Position of Bidder's authorized representative _____

Authorized signature _____