



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

Date: 25/02/2019

Tender N°: T/FA/10/VISIBILITY/PRINTING/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: 2 lots of: Visibility clothes and paper printings
2. Product class / category: Supplies
3. Product stage: Finished products
4. INCOTERM (delivery conditions): **DDP<sup>1</sup> ACTED Dohuk office**
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	VISIBILITY CLOTHES	SUPPLIES	FRAMEWORK AGREEMENT FOR ONE YEAR – QTY'S WILL BE IDENTIFIED ALL OVER THE YEAR – FIXED PRICE PER ONE	NEW, COMPLETE AND READY-TO-USE	DDP / ACTED DOHUK, PREFERRED DELIVERY WITHIN 3 DAYS AFTER RECEPTION OF PURCHASE ORDER
2	PRINTING	SUPPLIES	FRAMEWORK AGREEMENT FOR ONE YEAR – QTY'S WILL BE IDENTIFIED ALL OVER THE YEAR – FIXED PRICE PER ONE	NEW, COMPLETE AND READY-TO-USE	DDP / ACTED DOHUK, PREFERRED DELIVERY WITHIN 3 DAYS AFTER RECEPTION OF PURCHASE ORDER

### RESPONSIBILITIES OF THE CONTRACTOR:

1. Terms of delivery: As per specific conditions above
2. Specification: As per specific conditions below
3. Date of delivery: **Preferred:** within 3 days after reception of purchase order
4. Validity of the contract: One year (fixed price framework agreements)
5. Validity of the offer: Six Months (Recommended)
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 (18<sup>th</sup> of March 2019)** at 16:00 (Iraqi time) in ACTED Iraq office at the following address:

<sup>1</sup> 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/>).



**ACTED representative office in Dohuk, IRAQ** (Golvin 67 St. Malta Islam Quarter/Dohuk/ KRI The 3rd Street from Malta Hill Traffic Light to Down Town, Dohuk, Iraq).

Or emailed to both: [iraq.tender@acted.org](mailto:iraq.tender@acted.org) and [tender@acted.org](mailto: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 and in Iraqi Dinar – IQD (Mandatory) and US Dollar – USD (Mandatory).
  3. A Copy of Company registration documents and license and a copy of ID representative are included (compulsory)
  4. Bidders should fill, sign, stamp and return the Offer form according to ACTED's format.
  5. Bidders will sign and return all pages of tender's documents for which they apply.
  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/VISIBILITY/PRINTING/DOHUK/25022019/001 - not to be opened before **18/03/2019**" and the purpose of the offer. or by E-mail at [iraq.tender@acted.org](mailto:iraq.tender@acted.org) and in cc [tender@acted.org](mailto:tender@acted.org) Late Bids will be automatically rejected.
  9. Unsealed envelopes and late offers will not be considered.
  10. Bidders are allowed to bid for one or more lots at the same time to be considered eligible (If applicale).
  11. **Bidders should provide offer(s) for all items in a lot to be considered eligible.**
  12. The answers to this tender should include a written quotation including all the service specifications, the price per unit and other relevant information for this tender.
  13. Alterations to any page, including the use of correction fluid, are not permitted.
  14. 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.
  15. 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](mailto: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.

**SELECTION CRITERIA:**

**QUALITY 30%**

- Best quality (quality test will be performed on the samples or site visit)
- Used machines and the supplier technical capacity in printing services

**PRICE 40%**

- Best price

**LEAD TIME AND EXPERINCE 30%**

- Best lead time
- The ability to prioritize ACTED requests and answer within 24 hours
- Past performance and experience with INGOs

**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 BE CONSIDERED ILLGIBLE IF:**

- The bid is late.
- Unsealed envelope.
- White ink is used, price correction by hand.
- All papers are not signed and stamped.
- Documents mentioned above 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/VISIBILITY/PRINTING/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)

**LOT 1- VISIBILITIES CLOTHES:**

#	Item Specifications & product stage	Unit of measure	Unit price in USD (DDP Dohuk & All taxes included)	Unit price in IQD (DDP Dohuk & All taxes included)	Supplier specifications if different
1	<b>Kaki/Beige/grey Vest (QTY 1 – 20)</b> S, M, L, XL Embroidered large ACTED logo at the back / Embroidered 2 small logos at the front / 10x10cm Velcro strip on front / 20x10cm Velcro strip on back (Sample is available at ACTED office)	PCE			
2	<b>Kaki/Beige/grey Vest (QTY 21 – 50)</b> S, M, L, XL Embroidered large ACTED logo at the back / Embroidered 2 small logos at the front / 10x10cm Velcro strip on front / 20x10cm Velcro strip on back (Sample is available at ACTED office)	PCE			
3	<b>Kaki/Beige/grey Vest (QTY 51 and more)</b> S, M, L, XL Embroidered large ACTED logo at the back / Embroidered 2 small logos at the front / 10x10cm Velcro strip on front / 20x10cm Velcro strip on back (Sample is available at ACTED office)	PCE			
4	<b>Safety vest (QTY 1 – 20) - One size</b> Yellow/Orange vests – One large printed logo at the back – 2 printed small logos on front – 100% Polyester - Thin	PCE			
5	<b>Safety vest (QTY 21 – 50) - One size</b> Yellow/Orange vests – One large printed logo at the back – 2 printed small logos on front – 100% Polyester - Thin	PCE			
6	<b>Safety vest (QTY 51 and more) - One size</b> Yellow/Orange vests – One large printed logo at the back – 2 printed small logos on front – 100% Polyester - Thin	PCE			
7	<b>Caps (QTY 1 – 20) - One size</b> Dark blue with stitched white logo/White with stitched blue logo – Cotton and Plastic	PCE			
8	<b>Caps (QTY 21 – 50) - One size</b> Dark blue with stitched white logo/White with stitched blue logo – Cotton and Plastic	PCE			

#	Item Specifications & product stage	Unit of measure	Unit price in USD (DDP Dohuk & All taxes included)	Unit price in IQD (DDP Dohuk & All taxes included)	Supplier specifications if different
9	<b>Caps (QTY 51 and more) - One size</b> Dark blue with stitched white logo/White with stitched blue logo – Cotton and Plastic	PCE			
10	<b>Round Cap (QTY 1 – 20)</b> S, M, L, XL Dark blue with stitched white logo/White with stitched blue logo – Cotton and Plastic	PCE			
11	<b>Round Cap (QTY 21 – 50)</b> S, M, L, XL Dark blue with stitched white logo/White with stitched blue logo – Cotton and Plastic	PCE			
12	<b>Round Cap (QTY 51 or more)</b> S, M, L, XL Dark blue with stitched white logo/White with stitched blue logo – Cotton and Plastic	PCE			
13	<b>Standard color (white or blue) T-Shirts (QTY 1 – 20)</b> S, M, L, XL White with 1,2 or 3 logos (1 large logo on back and two small logos on front) or Dark blue with 1,2 or 3 logos (1 large logo on back and two small logos on front) - Cotton	PCE			
14	<b>Standard color (white or blue) T-Shirts (QTY 21 – 50)</b> S, M, L, XL White with 1,2 or 3 logos (1 large logo on back and two small logos on front) or Dark blue with 1,2 or 3 logos (1 large logo on back and two small logos on front) - Cotton	PCE			
15	<b>Standard color (white or blue) T-Shirts (QTY 51 or more)</b> S, M, L, XL White with 1,2 or 3 logos (1 large logo on back and two small logos on front) or Dark blue with 1,2 or 3 logos (1 large logo on back and two small logos on front) - Cotton	PCE			
16	<b>Others color (black, red, orange...) T-Shirts (QTY 1 – 20)</b> S, M, L, XL with 1, 2 or 3 logos (1 big logo on back and two small logos on front) - Cotton	PCE			
17	<b>Others color (black, red, orange...) T-Shirts (QTY 21 – 50)</b> S, M, L, XL with 1, 2 or 3 logos (1 big logo on back and two small logos on front) - Cotton	PCE			

#	Item Specifications & product stage	Unit of measure	Unit price in USD (DDP Dohuk & All taxes included)	Unit price in IQD (DDP Dohuk & All taxes included)	Supplier specifications if different
18	<b>Others color (black, red, orange...) T-Shirts (QTY 51 or more)</b> S, M, L, XL with 1, 2 or 3 logos (1 big logo on back and two small logos on front) - Cotton	PCE			
19	<b>Polo Shirts standard colors (white or dark blue) - (QTY 1 – 20)</b> S, M, L, XL White with 1,2 or 3 logos (1 large logo on back and two small logos on front) or Dark blue with 1,2 or 3 logos (1 large logo on back and two small logos on front) - Cotton	PCE			
20	<b>Polo Shirts standard colors (white or dark blue) - (QTY 21 – 50)</b> S, M, L, XL White with 1,2 or 3 logos (1 large logo on back and two small logos on front) or Dark blue with 1,2 or 3 logos (1 large logo on back and two small logos on front) - Cotton	PCE			
21	<b>Polo Shirts standard colors (white or dark blue) - (QTY 51 and more)</b> S, M, L, XL White with 1,2 or 3 logos (1 large logo on back and two small logos on front) or Dark blue with 1,2 or 3 logos (1 large logo on back and two small logos on front) - Cotton	PCE			
22	<b>Polo Shirts other colors (black, red, orange, green...) (QTY 1 – 20)</b> S, M, L, XL with 1,2 or 3 logos (1 large logo on back and two small logos on front) - cotton	PCE			
23	<b>Polo Shirts other colors (black, red, orange, green...) (QTY 21 – 50)</b> S, M, L, XL with 1,2 or 3 logos (1 large logo on back and two small logos on front) - cotton	PCE			
24	<b>Polo Shirts other colors (black, red, orange, green...) ( QTY 51 and more)</b> S, M, L, XL with 1,2 or 3 logos (1 large logo on back and two small logos on front) - cotton	PCE			
25	<b>Overall - S, M, L, XL</b> Dark blue with one back and one front logo - Plastic	PCE			
26	<b>ACTED Flag - 40x60CM</b> Polyester, bright flag, white color with round logo with eyelets	PCE			
27	<b>Hoodie Jacket (QTY 1 -20)</b> S, M, L, XL White with blue Large Logo on back and two small logos on front or Dark blue with white Logo on back and two small logos on front	PCE			

#	Item Specifications & product stage	Unit of measure	Unit price in USD (DDP Dohuk & All taxes included)	Unit price in IQD (DDP Dohuk & All taxes included)	Supplier specifications if different
28	<b>Hoodie Jacket (QTY 21 -50)</b> S, M, L, XL White with blue Large Logo on back and two small logos on front or Dark blue with white Logo on back and two small logos on front	PCE			
29	<b>Hoodie Jacket (QTY 51 and more)</b> S, M, L, XL White with blue Large Logo on back and two small logos on front or Dark blue with white Logo on back and two small logos on front	PCE			
30	<b>Carton bag</b> for Shopping with colored printed logo	PCE			
31	<b>Laptop Back bag</b> (leather type) heavy duty - with printed colored logo Dark blue or black	PCE			
32	<b>Branded lanyards</b> - gray background color and logo printed in dark blue (qty 1-50)	PCE			
33	<b>Branded lanyards</b> - gray background color and logo printed in dark blue (qty 51 and more)	PCE			
34	<b>Branded lanyards</b> - dark blue background color and logo printed in dark blue (qty 1-50)	PCE			
35	<b>Branded lanyards</b> - Dark blue background color and logo printed in dark blue (qty 51 and more)	PCE			
36	<b>Rain boot non-slip</b> , waterproof, dark blue with white ACTED logo, all sizes	PCE			
37	<b>Tote bag cotton 37*42cm</b> - beige color with blue large logo on one side	PCE			



**BIDDER'S COMMENTS/REMARKS:**

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

**BIDDER'S TERMS AND CONDITIONS:**

1. Validity of the offer: \_\_\_\_\_ (recommended: 6 months or more)
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- PRINTING:**

#	Item Specifications & product stage	Unit of measure	Unit price in USD (DDP Dohuk & All taxes included)	Unit price in IQD (DDP Dohuk & All taxes included)	Supplier specifications if different
<b>STENCILS</b>					
1	<b>Stencils (design &amp; production)</b> 50cm x 50cm Plastic with frame - For spray painting	PCE			
2	<b>Stencils (design &amp; production)</b> 50cm x 100cm Plastic with frame - For spray painting	PCE			
3	<b>Stencils (design &amp; production)</b> 200cm x 400cm Plastic with frame - For spray painting	PCE			
<b>STICKERS</b>					
4	<b>Stickers A3 - (QTY 1 – 100)</b> Laminated / gloss / matte / vinyl removable paper with colored content	PCE			
5	<b>Stickers A3 - (QTY 100 – 200)</b> Laminated / gloss / matte / vinyl removable paper with colored content	PCE			
6	<b>Stickers A3 - (QTY 200 – 500)</b> Laminated / gloss / matte / vinyl removable paper with colored content	PCE			
7	<b>Stickers A3 - (QTY 500 and more)</b> Laminated / gloss / matte / vinyl removable paper with colored content	PCE			
8	<b>Stickers A4 - (QTY 1 – 100)</b> Laminated / gloss / matte / vinyl removable paper with colored content	PCE			
9	<b>Stickers A4 - (QTY 100 – 200)</b> Laminated / gloss / matte / vinyl removable paper with colored content	PCE			
10	<b>Stickers A4 - (QTY 200 – 500)</b> Laminated / gloss / matte / vinyl removable paper with colored content	PCE			
11	<b>Stickers A4 - (QTY 500 and more)</b> Laminated / gloss / matte / vinyl removable paper with colored content	PCE			
12	<b>Stickers A5 - (QTY 1 – 100)</b> Laminated / gloss / matte / vinyl removable paper with colored content	PCE			
13	<b>Stickers A5 - (QTY 100 – 200)</b> Laminated / gloss / matte / vinyl removable paper with colored content	PCE			

#	Item Specifications & product stage	Unit of measure	Unit price in USD (DDP Dohuk & All taxes included)	Unit price in IQD (DDP Dohuk & All taxes included)	Supplier specifications if different
14	<b>Stickers A5 - (QTY 200 – 500)</b> Laminated / gloss / matte / vinyl removable paper with colored content	PCE			
15	<b>Stickers A5 - (QTY 500 and more)</b> Laminated / gloss / matte / vinyl removable paper with colored content	PCE			
16	<b>Stickers A7 - (QTY 1 – 100)</b> Laminated / gloss / matte / vinyl removable paper with colored content	PCE			
17	<b>Stickers A7 - (QTY 100 – 200)</b> Laminated / gloss / matte / vinyl removable paper with colored content	PCE			
18	<b>Stickers A7 - (QTY 200 – 500)</b> Laminated / gloss / matte / vinyl removable paper with colored content	PCE			
19	<b>Stickers A7 - (QTY 500 and more)</b> Laminated / gloss / matte / vinyl removable paper with colored content	PCE			
<b>BANNERS</b>					
20	<b>Banners with eyelets</b> - As per request Plastic/cloth (Suitable for outdoor) - Printed	PCE			
21	<b>Roll-up banners with stand</b> - As per request Plastic/cloth (Suitable for outdoor) - Printed	PCE			
22	<b>Roll-up banners</b> - As per request Plastic/cloth (Suitable for outdoor) - Printed	PCE			
<b>CARBON COPIES BOOK</b>					
23	<b>Carbon copies A4 book (QTY 1-20)</b> Including serial numbers - 25 pages * 4 copies with different color (including the original) = 100 sheets for each carbon copy book	PCE			
24	<b>Carbon copies A4 book (QTY 21-50)</b> Including serial numbers - 25 pages * 4 copies with different color (including the original) = 100 sheets for each carbon copy book	PCE			
25	<b>Carbon copies A4 book (QTY 51 and more)</b> Including serial numbers - 25 pages * 4 copies with different color (including the original) = 100 sheets for each carbon copy book	PCE			
26	<b>Carbon copies A5 book (QTY 1-20)</b> Including serial numbers - 25 pages * 4 copies with different color (including the original) = 100 sheets for each carbon copy book	PCE			
27	<b>Carbon copies A5 book (QTY 21-50)</b> Including serial numbers - 25 pages * 4 copies with different color (including the original)	PCE			

#	Item Specifications & product stage	Unit of measure	Unit price in USD (DDP Dohuk & All taxes included)	Unit price in IQD (DDP Dohuk & All taxes included)	Supplier specifications if different
	= 100 sheets for each carbon copy book				
28	<b>Carbon copies A5 book (QTY 51 and more)</b> Including serial numbers - 25 pages * 4 copies with different color (including the original) = 100 sheets for each carbon copy book	PCE			
<b>LEAFLETS</b>					
29	<b>A4 Leaflet printing (QTY 1 -100)</b> 130gsm paper, colored, 2 folds, double sides	PCE			
30	<b>A4 Leaflet printing (QTY 101 -200)</b> 130gsm paper, colored, 2 folds, double sides	PCE			
31	<b>A4 Leaflet printing (QTY 201 -500)</b> 130gsm paper, colored, 2 folds, double sides	PCE			
32	<b>A4 Leaflet printing (QTY 501 and more)</b> 130gsm paper, colored, 2 folds, double sides	PCE			
33	<b>A4 Leaflet printing (QTY 1 -100)</b> 200gsm paper, colored, 2 folds, double sides	PCE			
34	<b>A4 Leaflet printing (QTY 101 -200)</b> 200gsm paper, colored, 2 folds, double sides	PCE			
35	<b>A4 Leaflet printing (QTY 201 -500)</b> 200gsm paper, colored, 2 folds, double sides	PCE			
36	<b>A4 Leaflet printing (QTY 501 and more)</b> 200gsm paper, colored, 2 folds, double sides	PCE			
<b>FLYERS</b>					
37	<b>99mm x 210mm Flyers printing (QTY 1 -100)</b> 130gsm paper, colored, double sides	PCE			
38	<b>99mm x 210mm Flyers printing (QTY 101 -200)</b> 130gsm paper, colored, double sides	PCE			
39	<b>99mm x 210mm Flyers printing (QTY 201 -500)</b> 130gsm paper, colored, double sides	PCE			
40	<b>99mm x 210mm Flyers printing (QTY 500 and more)</b> 130gsm paper, colored, double sides	PCE			
41	<b>99mm x 210mm Flyers printing (QTY 1 -100)</b> 200gsm paper, coloured, double sides	PCE			

#	Item Specifications & product stage	Unit of measure	Unit price in USD (DDP Dohuk & All taxes included)	Unit price in IQD (DDP Dohuk & All taxes included)	Supplier specifications if different
42	<b>99mm x 210mm Flyers printing (QTY 101 -200)</b> 200gsm paper, coloured, double sides	PCE			
43	<b>99mm x 210mm Flyers printing (QTY 201 -500)</b> 200gsm paper, coloured, double sides	PCE			
44	<b>99mm x 210mm Flyers printing (QTY 500 and more)</b> 200gsm paper, coloured, double sides	PCE			
<b>BOOKLETS - pages are multiple of 4, number of pages to be specified in the order</b>					
45	<b>A4 booklet printing (QTY 1 - 50)</b> 130gsm paper, coloured, long or short edge bound, double sides, 4 pages	PCE			
	<b>Additional 4 pages up to 16 pages</b>	4 pages			
46	<b>A4 booklet printing (QTY 1 - 50)</b> 130gsm paper, coloured, long or short edge bound, double sides, 20 pages	PCE			
	<b>Additional 4 pages up to 32 pages</b>	4 pages			
47	<b>A4 booklet printing (QTY 1 - 50)</b> 130gsm paper, coloured, long or short edge bound, double sides, 36 and more pages	PCE			
48	<b>A4 booklet printing (QTY 51 - 100)</b> 130gsm paper, coloured, long or short edge bound, double sides, 4 pages	PCE			
	<b>Additional 4 pages up to 16 pages</b>	4 pages			
49	<b>A4 booklet printing (QTY 51 - 100)</b> 130gsm paper, coloured, long or short edge bound, double sides, 20 pages	PCE			
	<b>Additional 4 pages up to 32 pages</b>	4 pages			
50	<b>A4 booklet printing (QTY 51 - 100)</b> 130gsm paper, coloured, long or short edge bound, double sides, 36 and more pages	PCE			
51	<b>A4 booklet printing (QTY 101 - 200)</b> 130gsm paper, coloured, long or short edge bound, double sides, 4 pages	PCE			
	<b>Additional 4 pages up to 16 pages</b>	4 pages			
52	<b>A4 booklet printing (QTY 101 - 200)</b> 130gsm paper, coloured, long or short edge bound, double sides, 20 pages	PCE			
	<b>Additional 4 pages up to 32 pages</b>	4 pages			

#	Item Specifications & product stage	Unit of measure	Unit price in USD (DDP Dohuk & All taxes included)	Unit price in IQD (DDP Dohuk & All taxes included)	Supplier specifications if different
53	<b>A4 booklet printing (QTY 101 - 200)</b> 130gsm paper, coloured, long or short edge bound, double sides, 36 and more pages	PCE			
54	<b>A4 booklet printing (QTY 201 - 500)</b> 130gsm paper, coloured, long or short edge bound, double sides, 4 pages	PCE			
	<b>Additional 4 pages up to 16 pages</b>	4 pages			
55	<b>A4 booklet printing (QTY 201 - 500)</b> 130gsm paper, coloured, long or short edge bound, double sides, 20 pages	PCE			
	<b>Additional 4 pages up to 32 pages</b>	4 pages			
56	<b>A4 booklet printing (QTY 201 - 500)</b> 130gsm paper, coloured, long or short edge bound, double sides, 36 and more pages	PCE			
57	<b>A4 booklet printing (QTY 501 and more)</b> 130gsm paper, coloured, long or short edge bound, double sides, 4 pages	PCE			
	<b>Additional 4 pages up to 16 pages</b>	4 pages			
58	<b>A4 booklet printing (QTY 501 and more)</b> 130gsm paper, coloured, long or short edge bound, double sides, 20 pages	PCE			
	<b>Additional 4 pages up to 32 pages</b>	4 pages			
59	<b>A4 booklet printing (QTY 501 and more)</b> 130gsm paper, coloured, long or short edge bound, double sides, 36 and more pages	PCE			
60	<b>A5 booklet printing (QTY 1 - 50)</b> 130gsm paper, coloured, long or short edge bound, double sides, 4 pages	PCE			
	<b>Additional 4 pages up to 16 pages</b>	4 pages			
61	<b>A5 booklet printing (QTY 1 - 50)</b> 130gsm paper, coloured, long or short edge bound, double sides, 20 pages	PCE			
	<b>Additional 4 pages up to 32 pages</b>	4 pages			
62	<b>A5 booklet printing (QTY 1 - 50)</b> 130gsm paper, coloured, long or short edge bound, double sides, 36 and more pages	PCE			
63	<b>A5 booklet printing (QTY 51 - 100)</b> 130gsm paper, coloured, long or short edge bound, double sides, 4 pages	PCE			
	<b>Additional 4 pages up to 16 pages</b>	4 pages			

#	Item Specifications & product stage	Unit of measure	Unit price in USD (DDP Dohuk & All taxes included)	Unit price in IQD (DDP Dohuk & All taxes included)	Supplier specifications if different
64	<b>A5 booklet printing (QTY 51 - 100)</b> 130gsm paper, coloured, long or short edge bound, double sides, 20 pages	PCE			
	<b>Additional 4 pages up to 32 pages</b>	4 pages			
65	<b>A5 booklet printing (QTY 51 - 100)</b> 130gsm paper, coloured, long or short edge bound, double sides, 36 and more pages	PCE			
66	<b>A5 booklet printing (QTY 101 - 200)</b> 130gsm paper, coloured, long or short edge bound, double sides, 4 pages	PCE			
	<b>Additional 4 pages up to 16 pages</b>	4 pages			
67	<b>A5 booklet printing (QTY 101 - 200)</b> 130gsm paper, coloured, long or short edge bound, double sides, 20 pages	PCE			
	<b>Additional 4 pages up to 32 pages</b>	4 pages			
68	<b>A5 booklet printing (QTY 101 - 200)</b> 130gsm paper, coloured, long or short edge bound, double sides, 36 and more pages	PCE			
69	<b>A5 booklet printing (QTY 201 - 500)</b> 130gsm paper, coloured, long or short edge bound, double sides, 4 pages	PCE			
	<b>Additional 4 pages up to 16 pages</b>	4 pages			
70	<b>A5 booklet printing (QTY 201 - 500)</b> 130gsm paper, coloured, long or short edge bound, double sides, 20 pages	PCE			
	<b>Additional 4 pages up to 32 pages</b>	4 pages			
71	<b>A5 booklet printing (QTY 201 - 500)</b> 130gsm paper, coloured, long or short edge bound, double sides, 36 and more pages	PCE			
72	<b>A5 booklet printing (QTY 501 and more)</b> 130gsm paper, coloured, long or short edge bound, double sides, 4 pages	PCE			
	<b>Additional 4 pages up to 16 pages</b>	4 pages			
73	<b>A5 booklet printing (QTY 501 and more)</b> 130gsm paper, coloured, long or short edge bound, double sides, 20 pages	PCE			
	<b>Additional 4 pages up to 32 pages</b>	4 pages			
74	<b>A5 booklet printing (QTY 501 and more)</b> 130gsm paper, coloured, long or short edge bound, double sides, 36 and more pages	PCE			
75	<b>A6 booklet printing (QTY 1 - 50)</b> 130gsm paper, coloured, long or short edge bound, double sides, 4 pages	PCE			
	<b>Additional 4 pages up to 16 pages</b>	4 pages			

#	Item Specifications & product stage	Unit of measure	Unit price in USD (DDP Dohuk & All taxes included)	Unit price in IQD (DDP Dohuk & All taxes included)	Supplier specifications if different
76	<b>A6 booklet printing (QTY 1 - 50)</b> 130gsm paper, coloured, long or short edge bound, double sides, 20 pages	PCE			
	<b>Additional 4 pages up to 32 pages</b>	4 pages			
77	<b>A6 booklet printing (QTY 1 - 50)</b> 130gsm paper, coloured, long or short edge bound, double sides, 36 and more pages	PCE			
78	<b>A6 booklet printing (QTY 51 - 100)</b> 130gsm paper, coloured, long or short edge bound, double sides, 4 pages	PCE			
	<b>Additional 4 pages up to 16 pages</b>	4 pages			
79	<b>A6 booklet printing (QTY 51 - 100)</b> 130gsm paper, coloured, long or short edge bound, double sides, 20 pages	PCE			
	<b>Additional 4 pages up to 32 pages</b>	4 pages			
80	<b>A6 booklet printing (QTY 51 - 100)</b> 130gsm paper, coloured, long or short edge bound, double sides, 36 and more pages	PCE			
81	<b>A6 booklet printing (QTY 101 - 200)</b> 130gsm paper, coloured, long or short edge bound, double sides, 4 pages	PCE			
	<b>Additional 4 pages up to 16 pages</b>	4 pages			
82	<b>A6 booklet printing (QTY 101 - 200)</b> 130gsm paper, coloured, long or short edge bound, double sides, 20 pages	PCE			
	<b>Additional 4 pages up to 32 pages</b>	4 pages			
83	<b>A6 booklet printing (QTY 101 - 200)</b> 130gsm paper, coloured, long or short edge bound, double sides, 36 and more pages	PCE			
84	<b>A6 booklet printing (QTY 201 - 500)</b> 130gsm paper, coloured, long or short edge bound, double sides, 4 pages	PCE			
	<b>Additional 4 pages up to 16 pages</b>	4 pages			
85	<b>A6 booklet printing (QTY 201 - 500)</b> 130gsm paper, coloured, long or short edge bound, double sides, 20 pages	PCE			
	<b>Additional 4 pages up to 32 pages</b>	4 pages			



#	Item Specifications & product stage	Unit of measure	Unit price in USD (DDP Dohuk & All taxes included)	Unit price in IQD (DDP Dohuk & All taxes included)	Supplier specifications if different
86	<b>A6 booklet printing (QTY 201 - 500)</b> 130gsm paper, coloured, long or short edge bound, double sides, 36 and more pages	PCE			
87	<b>A6 booklet printing (QTY 501 and more)</b> 130gsm paper, coloured, long or short edge bound, double sides, 4 pages	PCE			
	<b>Additional 4 pages up to 16 pages</b>	4 pages			
88	<b>A6 booklet printing (QTY 501 and more)</b> 130gsm paper, coloured, long or short edge bound, double sides, 20 pages	PCE			
	<b>Additional 4 pages up to 32 pages</b>	4 pages			
89	<b>A6 booklet printing (QTY 501 and more)</b> 130gsm paper, coloured, long or short edge bound, double sides, 36 and more pages	PCE			
90	Staple option for booklet	PCE			
<b>REPORTS</b>					
91	<b>A4 report with spiral binding (1-50 pages)</b> 130gsm paper, colored, one side	PCE			
92	<b>A4 report with spiral binding (51-200 pages)</b> 130gsm paper, colored, one side	PCE			
93	<b>A4 report with spiral binding (201 or more pages pages)</b> 130gsm paper, colored, one side	PCE			
94	<b>A4 report with spiral binding (1-50 pages)</b> 130gsm paper, colored, double sides	PCE			
95	<b>A4 report with spiral binding (51-200 pages)</b> 130gsm paper, colored, double sides	PCE			
96	<b>A4 report with spiral binding (201 or more pages pages)</b> 130gsm paper, colored, double sides	PCE			
<b>POSTERS</b>					
97	<b>A0 - Poster (QTY 1 -100)</b> 200gsm paper, coloured, one side	PCE			
98	<b>A0 - Poster (QTY 101 -200)</b> 200gsm paper, coloured, one side	PCE			
99	<b>A0 - Poster (QTY 201 -500)</b> 200gsm paper, coloured, one side	PCE			



#	Item Specifications & product stage	Unit of measure	Unit price in USD (DDP Dohuk & All taxes included)	Unit price in IQD (DDP Dohuk & All taxes included)	Supplier specifications if different
100	<b>A0 - Poster (QTY 501 and more)</b> 200gsm paper, coloured, one side	PCE			
101	<b>A1 - Poster (QTY 1 -100)</b> 200gsm paper, coloured, one side	PCE			
102	<b>A1 - Poster (QTY 101 -200)</b> 200gsm paper, coloured, one side	PCE			
103	<b>A1 - Poster (QTY 201 -500)</b> 200gsm paper, coloured, one side	PCE			
104	<b>A1 - Poster (QTY 501 and more)</b> 200gsm paper, coloured, one side	PCE			
105	<b>A2 - Poster (QTY 1 -100)</b> 200gsm paper, coloured, one side	PCE			
106	<b>A2 - Poster (QTY 101 -200)</b> 200gsm paper, coloured, one side	PCE			
107	<b>A2 - Poster (QTY 201 -500)</b> 200gsm paper, coloured, one side	PCE			
108	<b>A2 - Poster (QTY 501 and more)</b> 200gsm paper, coloured, one side	PCE			
109	<b>A3 - Poster (QTY 1 -100)</b> 200gsm paper, coloured, one side	PCE			
110	<b>A3 - Poster (QTY 101 -200)</b> 200gsm paper, coloured, one side	PCE			
111	<b>A3 - Poster (QTY 201 -500)</b> 200gsm paper, coloured, one side	PCE			
112	<b>A3 - Poster (QTY 501 and more)</b> 200gsm paper, coloured, one side	PCE			
113	<b>A4 - Poster (QTY 1 -100)</b> 200gsm paper, coloured, one side	PCE			
114	<b>A4 - Poster (QTY 101 -200)</b> 200gsm paper, coloured, one side	PCE			
115	<b>A4 - Poster (QTY 201 -500)</b> 200gsm paper, coloured, one side	PCE			
116	<b>A4 - Poster (QTY 501 and more)</b> 200gsm paper, coloured, one side	PCE			

#	Item Specifications & product stage	Unit of measure	Unit price in USD (DDP Dohuk & All taxes included)	Unit price in IQD (DDP Dohuk & All taxes included)	Supplier specifications if different
117	<b>A5 - Poster (QTY 1 -100)</b> 200gsm paper, coloured, one side	PCE			
118	<b>A5 - Poster (QTY 101 -200)</b> 200gsm paper, coloured, one side	PCE			
119	<b>A5 - Poster (QTY 201 -500)</b> 200gsm paper, coloured, one side	PCE			
120	<b>A5 - Poster (QTY 501 and more)</b> 200gsm paper, coloured, one side	PCE			
121	<b>A0 - Poster</b> PP paper, coloured, one side	PCE			
122	<b>A1 - Poster</b> PP paper, coloured, one side	PCE			
<b>CARDS</b>					
123	<b>ID Card - Credit card size</b> PVC, coloured, printed, double sides	Set of 50 cards			
124	<b>ID Card - Credit card size</b> PVC, coloured, printed, double sides	Set of 100 cards			
125	<b>Business card - Card Credit card size</b> Tick, bright paper, double sides	Set of 50 cards			
126	<b>Business card - Card Credit card size</b> Tick, bright paper, double sides	Set of 100 cards			
<b>CERTIFICATES</b>					
127	<b>A4 Printed certificate (QTY 1-50)</b> minimum 180gsm bright paper, one size, with decorative border	PCE			
128	<b>A4 Printed certificate (QTY 50-100)</b> minimum 180gsm bright paper, one size, with decorative border	PCE			
129	<b>A4 Printed certificate (QTY 100 and more)</b> minimum 180gsm bright paper, one size, with decorative border	PCE			
<b>GOODIES</b>					
130	<b>Mug 300ml - Ceramic - Printed with a logo or equivalent drawing</b>	PCE			
131	<b>Blue pen with 1, 2 or 3 logos printed</b>	PCE			
132	<b>USB stick 4Go with 1, 2 or 3 logos printed</b>	PCE			

#	Item Specifications & product stage	Unit of measure	Unit price in USD (DDP Dohuk & All taxes included)	Unit price in IQD (DDP Dohuk & All taxes included)	Supplier specifications if different
133	<b>USB stick 8Go</b> with 1, 2 or 3 logos printed	PCE			
134	<b>A5 Notebook 50 pages</b> , with customizable cover	PCE			
<b>SIGN BOARDS</b>					
135	<b>Sign board</b> with metal backed frame and 2 iron poles size of the plate: 260x200cm size of the poles : 4m in total (60 cm underground, 140 cm from ground surface to the bottom of the frame and 200cm height of the frame)	PCE			
136	<b>Sign board</b> with metal backed frame, without pole, size of the plate : 60x90cm	PCE			
137	<b>Billboard horizontal (2mX1m)</b> light box structure with install (Flex type)	PCE			
138	<b>Billboard horizontal (2mX1m)</b> flat frame structure with install	PCE			
<b>VOUCHERS</b>					
139	<b>Voucher book</b> , 25 vouchers per book, weight = 100-120 gram/voucher. Glossy with serial numbers + QR code. Colored with unique design from one side	BOOK			
140	<b>Voucher book</b> , 25 vouchers per book, weight = 100-120 gram/voucher. Glossy with serial numbers + golden stamp. Colored with unique design from one side	BOOK			
141	<b>Voucher book</b> , 25 vouchers per book, weight = 100-120 gram/voucher. <b>Not Glossy</b> with serial numbers. Colored with unique design from <b>Two side</b>	BOOK			
<b>PIN BADGE</b>					
142	Round plastic badge, 5cm diameter, with pin, customizable	PCE			



**BIDDER'S COMMENTS/REMARKS:**

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

**BIDDER'S TERMS AND CONDITIONS:**

1. Validity of the offer: \_\_\_\_\_ (recommended: 6 months or more)
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 QUESTIONNAIRE – ACTED Iraq

Date:

Tender N°: T/FA/10/VISIBILITY/PRINTING/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	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	Professional Licenses – State Issued Certifications	



resident?			
<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"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	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 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	
<b>Company's staff &amp; insurance</b>			
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
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
<b>Description of the Company</b>			
Type of Business (multiple choices possible):	<input type="checkbox"/> <del>Manufacturing</del> <input type="checkbox"/> <del>Authorized Agent</del> <input type="checkbox"/> <del>Trader</del> <input type="checkbox"/> Consulting Company <input type="checkbox"/> Other (Please Specify)		
Sector of Business (multiple choices possible):	<input type="checkbox"/> Goods/Suppl <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>B. Financial Information</b>			
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:
Year:	USD:	Year:	USD:
Annual Value of Export Sales for the last 3 years			
Year:	USD:	Year:	USD:
Year:	USD:	Year:	USD:





C. Experience							
Company's recent business with ACTED and/or other International Aid Agencies or United Nations Agencies:							
	Organisat ion	Contact person	Phone/E-mail	Goods/Works/Services	Valu e (USD )	Year	Destination
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/VISIBILITY/PRINTING/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/VISIBILITY/PRINTING/DOHUK/25022019/001

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

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

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

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