

## NATIONAL CALL FOR TENDER – INSTRUCTIONS TO BIDDERS

### ACTED LEBANON

Date: 04-02-2019

Tender N°: T/11CQC/T16/ATS/BRT/PRG/04-02-2019

ACTED is requesting through this tender a company/consultant to provide detailed written offers for the supply of the following items:

#### PRODUCT SPECIFICATIONS:

1. Description: Supplies

Lot no.	Description	INCOTERMS	Category
1	Industrial Sewing Machines	DDP Ghobairy and Bsaba SDC's	Supplies
2	Sewing Materials	DDP Ghobairy and Bsaba SDC's	Supplies
3	Fabrics	DDP Ghobairy and Bsaba SDC's	Supplies
4	Furniture	DDP Ghobairy and Bsaba SDC's	Supplies

2. Location: DDP Ghobairy and Bsaba Social Development Centers - LEBANON
3. Product class / category: Supplies

#### RESPONSIBILITIES OF THE CONTRACTOR:

1. Terms of delivery: Deadline depending on contract signature.
2. Validity of the offer: 6 months

#### GENERAL CONDITIONS:

- The **closing date** of this tender is **18/02/2019 5.00PM Local Lebanon time** in ACTED office at the following address :  
8th floor, Eshmoun Bldg, Damascus Road, Sodeco, Ashrafieh, Beirut  
Tel: +961 01 324331
- Tenderers will fill, sign, stamp and return the Offer form according to ACTED's format.
- The offer to the call for tender will not result in the award of a contract.
- The offer must be submitted to ACTED Logistics department in a sealed envelope stamped and signed by the company and indicating the tender title, date, and time of submission. The envelope must bear the mention (T/11CQC/T16/ATS/BRT/PRG/04-02-2019) - **not to open before 19/02/2019** and the purpose of the offer. or by email to both emails addresses : [lebanon.tender@acted.org](mailto:lebanon.tender@acted.org) and in cc, [tender@acted.org](mailto:tender@acted.org)
- The offers must be submitted in **English** and prices must be expressed in **USD**.
- A copy of the legal representative ID has to be provided with the tender documents.
- ALL THE PAGES OF TENDER DOCUMENTS** (instructions to bidders, offer form, Questionnaire, Ethical declaration and bidders checklist) have to be signed and stamped by the bidder.

8. A tender opening session will take place on **February 19<sup>th</sup>, 2019** in the ACTED representative office 8th floor, Eshmoun Bldg, Damascus Road, Sodeco, Ashrafieh, Beirut. The presence of bidders' representative is allowed and have to manifest their interest in order to get the meeting time for tender opening session. Indeed, this piece of information will be provided later. For all inquiries regarding this tender, please contact the ACTED representative office in Lebanon not later than **February 14<sup>th</sup>, 2019 at 17:00** (local Lebanese time) by E-mail at [lebanon.tender@acted.org](mailto:lebanon.tender@acted.org), Cc [tender@acted.org](mailto:tender@acted.org)
9. Unsealed envelope and late offers will not be considered.
10. 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).

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

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

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

**OFFER FORM ACTED Lebanon**

Date:

Tender N°: T/11CQC/T16/ATS/BRT/PRG/01-02-2019

**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.




**Lot 1 : Sewing Machines**




ITEMS AND QUANTITIES MIGHT BE SUBJECT TO CHANGE ACCORDING TO THE NEEDS OF THE PROJECT

ALL PRICES SHOULD INCLUDE DELIVERY COST TO DESIGNATED LOCATIONS (GHOBEIRY SDC AND BSABA SDC)

	Description	Quantity	Unit	Supplier's Specifications	Equivalent Brand	Unit price Excluding VAT (USD)	Unit price Including VAT (USD)	Total price Excluding VAT (USD)	Total price Including VAT (USD)
1	Industrial Single Needle Lockstitch Sewing Machine Brand Preferences: (Juki or typical) Low energy consumption and soundless 	16	Piece						
2	Industrial Overlock Stitching Machine Brand Preferences: (Juki or typical) 	4	Piece						

3	Industrial Lockstitch needles - Size from 70 to 110 Brand Preference: Groz-Beckert 	9	Pack						
4	Industrial Overlock needles - Size from 80 to 100 Brand Preference: Groz-Beckert 	9	Pack						
5	Zipper foot for the lockstitch machine (dependent on the brand of the machine)	16	Piece						

									
6	Leather foot for the lockstitch machine (depending on the brand of the machine) 	16	Piece						
7	Ruffler foot for the lockstitch machine (depending on the brand of the machine) 	16	Piece						
8	4" Magnetized Flathead Screwdriver	20	Piece						

									
9	Steam Iron Tank Capacity: 2L 	2	Piece						
10	Iron Board from metal with cover 	2	Piece						
		Total (USD)							

**BIDDER'S TERMS AND CONDITIONS:**

1. Valid of the offer: \_\_\_\_\_ (recommended: 6 months or more)
2. Terms of delivery: Ghobeiry & Bsaba (DDP)

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

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

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




**End of Lot 1**



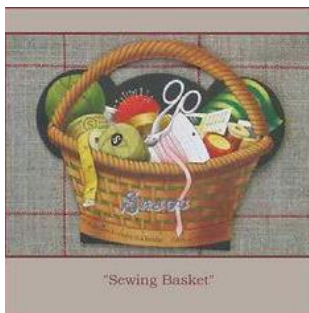





**Lot 2: Sewing Materials:**



ITEMS AND QUANTITIES MIGHT BE SUBJECT TO CHANGE ACCORDING TO THE NEEDS OF THE PROJECT


ALL PRICES SHOULD INCLUDE DELIVERY COST TO DESIGNATED LOCATIONS (GHOBEIRY SDC AND BSABA SDC)



	Description	Quantity	Unit	Supplier's Specifications	Equivalent Brand	Unit price Excluding VAT (USD)	Unit price Including VAT (USD)	Total price Excluding VAT (USD)	Total price Including VAT (USD)
1	8" Red Handled Scissors Brand: Mundial or similar Type: industrial forged 	4	Piece						
2	10" Black Handled Scissors Brand: Mundial or similar Type: industrial forged 	4	Piece						
3	7" All purpose scissors 	4	Piece						



4	<p>5" Thread Clip</p> 	16	Piece						
5	<p>Measuring tape in CM any color</p> 	16	Piece						
6	<p>Hand Sewing Needles: Basket Card that includes all sizes of needles for hand sewing</p> 	16	Piece						



7	<p>One kilogram of German made no-head Pins</p> 	3	Kg						
8	<p>Pin Cushion - preferably those that can be attached on the sewing machine</p> 	24	Piece						
9	<p>Pin Magnet</p> 	6	Piece						

10	<p>Pattern Canvas (قماش خام)</p> <p>Width: 1.5 m</p> <p>Color: Beige and normal thickness</p> <p>Weight: not too heavy and not too light</p> 	300	Yard						
11	<p>Threads</p> <p>Color: Black</p> <p>Type: cotton or polyester</p> <p>works on lockstitch and overlock stitching machines</p> 	80	Cone						

12	<p>Threads Color: White Type: cotton or polyester works on lockstitch and overlock stitching machines</p> 	50	Cone						
13	<p>Threads Color: Blue Type: cotton or polyester works on lockstitch and overlock stitching machines</p>	7	Cone						
14	<p>Threads Color: Grey Type: cotton or polyester works on lockstitch and overlock stitching machines</p>	50	Cone						
15	<p>Threads Color: Bois de rose Type: cotton or polyester works on lockstitch and overlock stitching machines</p>	7	Cone						
16	<p>Threads Color: Brown Type: cotton or polyester works on lockstitch and overlock stitching machines</p>	14	Cone						
17	<p>Threads Color: Sky Blue Type: cotton or polyester works on lockstitch and overlock stitching machines</p>	7	Cone						

18	Threads Color: Gold Type: cotton or polyester works on lockstitch and overlock stitching machines	7	Cone						
19	Threads Color: Lilac Type: cotton or polyester works on lockstitch and overlock stitching machines	7	Cone						
20	Threads Color: Red Type: cotton or polyester works on lockstitch and overlock stitching machines	7	Cone						
21	5" Plastic Handled Seam Ripper 	16	Piece						
22	6" Angled stainless steel Tweezer 	4	Piece						

23	<p>Regular Pattern Rulers Set includes:</p> <p>55cm Ruler</p> <p>3250 Curve Ruler</p> <p>3245 Cutting Ruler</p> <p>61cm Curve Ruler</p> <p>6501 Clothing Ruler</p> <p>3231 Comma Ruler</p> <p>3220 Triangle Scale Ruler</p> <p>6403 Button Ruler</p> <p>6301 Arm Sleeve Ruler</p> <p>50cm Flexible Curve Ruler</p> 	2	Set						
24	<p>Pattern Tracing Wheel with Wood Handle</p> 	4	Piece						



25	<p>Pattern Paper Thickness: 80 gram Width: 1.5m Color: beige or white</p> 	150	Meter						
26	<p>Erasable Marking Pen gone with water or steam-iron Color: 6 blue and 6 red</p> 	12	Piece						
27	Masking Tape (2" x 60 yds)	6	Piece						





									
28	<p> Zippers for Canvas  Type: Invisible  Color: Off-white  Size: 2  Length: 60cm </p> 	48	Piece						
29	<p> Zippers for Canvas  Type: Regular  Color: Off-white  Size: 2  Length: 60cm </p> 	48	Piece						
30	<p> Zippers for final designs  Type: Invisible </p>	18	Piece						

	Color: White Size: 2 Length: 60cm								
31	Zipper for final design Type: Invisible Color: Grey Size: 2 Length: 60cm	10	Piece						
32	Zipper for final design Type: Invisible Color: Black Size: 2 Length: 60cm	10	Piece						
33	Zipper for final design Type: Invisible Color: Bois de Rose Size: 2 Length: 60cm	10	Piece						
34	Zipper for final design Type: Invisible Color: Sky Blue Size: 2 Length: 60cm	2	Piece						
35	Zipper for final design Type: Invisible Color: Gold Size: 2 Length: 60cm	2	Piece						
36	Zipper for final design Type: Invisible	2	Piece						

	Color: Lilac Size: 2 Length: 60cm								
37	Zipper for final designs Type: Invisible Color: Red Size: 2 Length: 60cm	2	Piece						
38	Zipper for final designs Type: Invisible Color: Black Size: 2 Length: 20cm	16	Piece						
39	Zipper for final designs Type: Invisible Color: White Size: 2 Length: 20cm	8	Piece						
40	Zipper for final designs Type: Invisible Color: Dark Blue Size: 2 Length: 20cm	8	Piece						
41	Zipper for final designs Type: Invisible Color: Grey Size: 2	8	Piece						

	Length: 20cm								
42	Zippers for final designs Type: Regular Color: Blue Size: 2 Length: 20cm	8	Piece						
43	Capsons كبسون Color: Black Type: Metal Size: medium 	6	Pack						
44	Chrome/Silver Metal Folding Commercial Clothes Rack with wheels (2m height * 1.5m length) 	8	Piece						

45	Plastic Hanger - different colors 	72	Piece						
46	Female Dressmaking Mannequin with stand size: 38 Color: White, beige or black 	4	Piece						
		<b>Total (USD)</b>							

**BIDDER'S TERMS AND CONDITIONS:**

- Valid of the offer: \_\_\_\_\_ (recommended: 6 months or more)
  - Terms of delivery: Ghobeiry SDC and Bsaba SDC (DDP)
- ame of Bidder's Authorized Representative: \_\_\_\_\_


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



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

**End of Lot 2**

**Lot 3: Fabrics:**

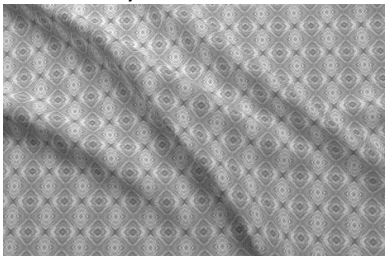

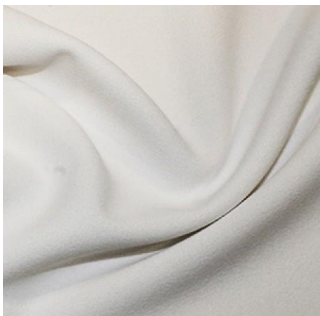
**ITEMS AND QUANTITIES MIGHT BE SUBJECT TO CHANGE ACCORDING TO THE NEEDS OF THE PROJECT**  
**ALL PRICES SHOULD INCLUDE DELIVERY COST TO DESIGNATED LOCATIONS (GHOBEIRY SDC AND BSABA SDC)**

	Description	Quantity	Unit	Unit price Excluding VAT (USD)	Unit price Including VAT (USD)	Total price Excluding VAT (USD)	Total price Including VAT (USD)
1	<p>Men's suit Fabric  Number of designs: 4 (with a difference in colors and feel)  Number of meter per design: 6  Designs and colors like the picture or similar</p> 	24	Meter				



2	<p>Shirt's Fabric Number of designs: 4 with a difference in colors and feel) Number of meter per design: 6 Desings and colors like the picture or similar</p> 	24	Meter				
3	<p>Smoothly Crepe fabric for shirts Color: Black</p> 	15	Meter				


4	<p>Smoothly Crepe fabric for shirts Color: White</p> 	15	Meter				
5	<p>Crepe fabric for the Pants Color: Black</p> 	8	Meter				
6	<p>Velvet fabric for the Pants Color: Dark Blue</p> 	6	Meter				



7	<p>Brocade fabric Color: Grey</p> 	6	Meter				
8	<p>Velvet fabric for the dress Color: Black</p> 	8	Meter				
9	<p>Crepe fabric for the dress Color: White</p> 	8	Meter				

10	<p>Satin Lycra fabric for the dress Color: Bois de Rose</p> 	8	Meter				
11	<p>Denim fabric for the skirt Color: Brown</p> 	15	Meter				

12	<p>Full Circle of printed razmir: flowered razmir or basic razmir Colors: bois de rose, white, sky blue, gold, lilac, grey, black and red Number of meter per color: 4</p> 	30	Meter				
13	<p>Brocade fabric for the jacket Color: grey mixed with gold or rose</p> 	20	Meter				

14	<div>Satin Lycra fabric for lining للتبطين</div> <div>Color: Grey</div> <div></div>	20	Meter					
Total (USD)								

**BIDDER'S TERMS AND CONDITIONS:**

- Valid of the offer: \_\_\_\_\_ (recommended: 6 months or more)
- Terms of delivery: \_\_\_\_\_ (DDP)

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

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



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


End of Lot 3

**Lot 4: Furniture**

ITEMS AND QUANTITIES MIGHT BE SUBJECT TO CHANGE ACCORDING TO THE NEEDS OF THE PROJECT

ALL PRICES SHOULD INCLUDE DELIVERY COST TO DESIGNATED LOCATIONS (GHOBEIRY SDC AND BSABA SDC)

	Description	Quantity	Unit	Supplier's Specifications	Equivalent Brand	Unit price Excluding VAT (USD)	Unit price Including VAT (USD)	Total price Excluding VAT (USD)	Total price Including VAT (USD)
1	Adjustable leather chair with wheels and arms Color: Black 	20	Piece						
2	High Leather Chair with wheels and without arms Color: Black 	4	Piece						

3	Pattern Cutting Table with wheels and frames and with 2 levels as the picture Length: 2.5m Width: 1.8m Height: 1.5m Color: White or Light Brown 	1	Piece						
								<b>Total (USD)</b>	

**BIDDER'S TERMS AND CONDITIONS:**

- Valid of the offer: \_\_\_\_\_ (recommended: 6 months or more)
- Terms of delivery: \_\_\_\_\_ (DDP)

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

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

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

**End of Lot 4**

**BIDDER'S ETHICAL DECLARATION - ACTED Lebanon**

Date:

Tender N°: T/11CQC/T16/ATS/BRT/PRG/04-02-2019

Tenderer's name: \_\_\_\_\_

Tenderer's address: \_\_\_\_\_

**CODE OF CONDUCT:****1. Labour Standards**

The labour standards in this code are based on the conventions of the International Labour Organisation (ILO).

- *Employment is freely chosen*

There is no forced, bonded or involuntary prison labour. Workers are not required to lodge 'deposits' or their identity papers with the employer and are free to leave their employer after reasonable notice.

- *Freedom of association and the right to collective bargaining are respected*

Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively. The employer adopts an open attitude towards the legitimate activities of trade unions. Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace. Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

- *Working conditions are safe and hygienic*

A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment. Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers. Access to clean toilet facilities and potable water and, if appropriate, sanitary facilities for food storage shall be provided. Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers. The company observing the standards shall assign responsibility for health and safety to a senior management representative.

- *Child Labour shall not be used*

There shall be no new recruitment of child labour. Companies shall develop or participate in and contribute to policies and programmes, which provide for the transition of any child found to be performing child labour to enable her/him to attend and remain in quality education until no longer a child. Children and young people under 18 years of age shall not be employed at night or in hazardous conditions. These policies and procedures shall conform to the provisions of the relevant International Labour Organisation (ILO) standards.

- *Living wages are paid*

Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmarks. In any event wages should always be high enough to meet basic needs and to provide some

discretionary income. All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment, and about the particulars of their wages for the pay period concerned each time that they are paid. Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the express and informed permission of the worker concerned. All disciplinary measures should be recorded.

- *Working hours are not excessive*

Working hours comply with national laws and benchmark industry standards, whichever affords greater protection. In any event, workers shall not on a regular basis be required to work in excess of the local legal working hours. Overtime shall be voluntary, shall not exceed local legal limits, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

- *No discrimination is practised*

There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

- *Regular employment is provided*

To every extent possible work performed must be on the basis of a recognised employment relationship established through national law and practice. Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

- *No harsh or inhumane treatment is allowed*

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

## **B. Environmental Standards**

Suppliers should as a minimum comply with all statutory and other legal requirements relating to the environmental impacts of their business. Detailed performance standards are a matter for suppliers, but should address at least the following:

- *Waste Management*

Waste is minimised and items recycled whenever this is practicable. Effective controls of waste in respect of ground, air, and water pollution are adopted. In the case of hazardous materials, emergency response plans are in place.

- *Packaging and Paper*

Undue and unnecessary use of materials is avoided, and recycled materials used whenever appropriate.

- *Conservation*

Processes and activities are monitored and modified as necessary to ensure that conservation of scarce resources, including water, flora and fauna and productive land in certain situations.

- *Energy Use*

All production and delivery processes, including the use of heating, ventilation, lighting, IT systems and transportation, are based on the need to maximise efficient energy use and to minimise harmful emissions.



- *Safety precautions for transport and cargo handling*

All transport and cargo handling processes are based on the need to maximise safety precautions and to minimise potential injuries to ACTED beneficiaries and staff as well as the suppliers's employees or those of its subcontractors.

### **C. Business Behaviour**

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

The supplier should not be engaged

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

### **D. ACTED procurement rules and regulations**

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

### **Operating Principles**

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

ACTED will:

- Assign responsibility for ensuring compliance with the Code of Conduct to a senior manager.
- Communicate its commitment to the Code of Conduct to employees, supporters and donors, as well as to all suppliers of goods and services.
- Make appropriate human and financial resources available to meet its stated commitments, including training and guidelines for relevant personnel.
- 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.
- Adopt appropriate methods and systems for monitoring and verifying the achievement of the standards.
- 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:

- 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.
- Assign responsibility for implementing the Code of Conduct to a senior manager.
- 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

- require the immediate cessation of serious breaches of the Code and, where these persist, terminate the business relationship.
- Seek to ensure all employees are aware of their rights and involved in the decisions which affect them.

- Avoid discriminating against enterprises in developing countries.
- Recognise official regulation and inspection of workplace standards, and the interests of legitimate trades unions and other representative organisations.
- 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 Tenderer's authorized representative \_\_\_\_\_

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

## BIDDER'S CHECK LIST ACTED Lebanon

Date:

Tender N°: T/11CQC/T16/ATS/BRT/PRG/04-02-2019

**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						
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 <b>USD (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. Part 5 _ (Form PRO-06-03 Version1.3) _ BIDDER'S CHECK LIST is attached, filled, signed and stamped by the supplier.						
8. The Bidding documents are filled in <b>English (compulsory)</b>						
9. ANNEXES – A Copy of Company registration documents and license are included. <b>(compulsory)</b>						
10. ANNEXES – A copy of the legal representative ID						
11. Colored catalogues of items requested						

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

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