

INTERNATIONAL CALL FOR TENDER – INSTRUCTIONS TO BIDDERS
ACTED LEBANON

Date:

Tender N°: [T/11DBH/90D/DTC/BRT/PRG/05-02-2019/001](#)

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

PRODUCT SPECIFICATIONS:

1. Description: Expert – Integrated Water Resource Management Study
2. Service class / category: Consultancy services
3. Quantity/unit; The service will last for an estimated ten (10) months
4. Location ACTED Beirut Office 8th floor, Eshmoun Bldg, Damascus Road, Sodeco, Ashrafieh, Beirut

RESPONSIBILITIES OF THE CONTRACTOR:

1. Terms of delivery: Specified in the terms of reference attached, deadline depending on contract signature for the consultancies
2. Date of delivery for: 10 months
3. Validity of the offer: 6 months

The answers to this tender should include the following elements:

- A written offer including all the consultancy specifications, the deliverable and price per deliverable
- Signed and stamped instructions for bidders
- Quotes should be inclusive of detailed VAT.
- A copy of the consultant ID for national consultants and a copy of the company registration document
- Filled, signed and stamped Bidder's Questionnaire Form and Bidder's Ethical Declaration

GENERAL CONDITIONS:

1. The **closing date** of this tender is **19/02/2019 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
or emailed both to : lebanon.tender@acted.org and in cc, tender@acted.org
2. Tenderers will fill, sign, stamp and return the Offer form according to ACTED's format.
3. Tenderers will sign and return all pages of the Consultancy Specifications for which they apply.
4. The offer to the call for tender will not result in the award of a contract.
5. 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/11DBH/90D/DTC/BRT/PRG/05-02-2019/001**) - **not to opened before 20/02/2019** and the purpose of the offer.
6. The offers must be submitted in **English** and prices must be expressed in **USD**.



- 7. **ALL THE PAGES OF TENDER DOCUMENTS** (instructions to bidders, offer form, Questionnaire, ToRs, Ethical declaration and bidders checklist) have to be signed stamped by the bidder.
- 8. Unsealed envelope and late offers will not be considered.
- 9. 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:

The answers to this tender should include the following elements:

- CV of each of the consultant/s on the team highlighting relevant qualifications; Teams made up jointly of international and local experts recommended. Must clearly outline the role and responsibilities of each, and the expectations of ACTED staff available. Profiles must include as minimum: expert in WEAP modelling, excellent knowledge of region, agricultural expert, experience in designing measures and stakeholder management
- Example of previous work of a similar scope (locally and/or internationally) and role of each team member in projects; in particular experience in developing models and resulting recommendations
- Methodology proposed per deliverable. Included in the offer
 1. Development of the model and required data
 2. Outline of content of each report (4)
 3. Water testing methodology
 4. Outline of key topics and expected learnings to be covered at workshops (including number of days per training)
- Workplan: including timeline and estimated number of mandays per deliverable .
- Costing of the service according to each deliverable, to be filled out using Table 1 in TOR highlighting the staff required, days and unit cost of each as well as the offer form
- Risk analysis and mitigation plan (including delivery of targets in a timely manner)
- A copy of the insurance for international consultants (medical insurance including transportation coverage).
- A written offer form (02 OFFER FORM).
- The attached terms of reference signed.
- Any relevant certifications the company or freelancer might have.
- Any other documents relevant to the TOR.

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

OFFER FORM ACTED Lebanon

Date:

Tender N°: T/11DBH/90D/DTC/BRT/PRG/05-02-2019/001

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:

#	Specification	Unit	Quantity	Unit price [USD] excluding VAT	Unit price [USD] including VAT	Total Price [USD] (VAT excluded)	Total Price [USD] (VAT included)
1	WEAP model of catchment (current and future conditions)	Node based model	1				
2	Baseline Report	Report	1				
3	Report 2 - on the outcomes of the participatory process	Report	1				
4	Report 3 - on future scenarios of water availability, demand and quality of the Nahr Al Ostuan River Basin	Report	1				
5	Report 4 - outlining the policy-relevant assessment on the water balance in Nahr Al Ostuan	Report	1				
6	Workshops/seminars with relevant stakeholders	Day	5				

ANNEX 1- (TERMS OF REFERENCE) INCLUDES ALL THE DETAILED INFORMATION - REFER TO ANNEX 1 BELOW PRIOR TO PRICING FOR DETAILS

NB:

- (*) THE QUANTITIES MENTIONED ABOVE MIGHT BE SUBJECT TO CHANGE
- After the submission of every draft of the report, the consultant is expected to review the content based on the comments and recommendations provided by ACTED program team until a final version is agreed upon in accordance with the general timeline of the project without any additional fee

BIDDER'S TERMS AND CONDITIONS:

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

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

ANNEX 1 - TERMS OF REFERENCE**MOBILIZATION OF A CONSULTANT**

In order to :
FACILITATE IWRM in Al Ostuan River Basin, Akkar

Location: Akkar / Nahr Al Ostuan Basin

Duration: 10 months (expected completion mid December 2019)

BACKGROUND:

Under MADAD funding, and as part of the WAAD Consortium, ACTED is assessing the feasibility of preparing an integrated water resource management (IWRM) plan (The Plan) for the Al Ostuan River basin, led by the Ministry of Energy and Water and in line with the National Water strategy (2010-2020) prepared by the Ministry of Energy and Water. This activity contributes towards ACTED's target of increasing knowledge of good water conservation management practices.

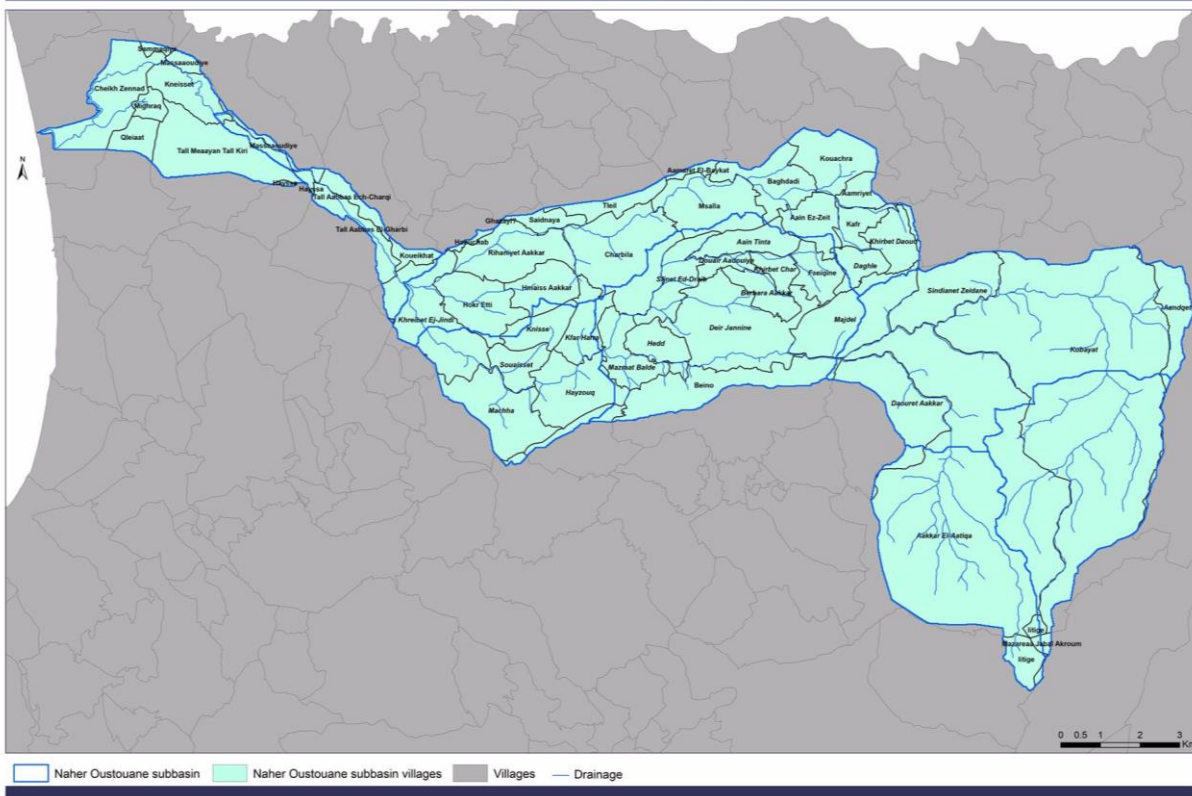
The Paris Pact commits Lebanon to strengthen IWRM at the basin level and the country is currently in the process of implementing the new draft Law / Water Code, prepared and approved by the Ministry of Energy and Water, which aims to enhance IWRM at the river basin level and provide the basis for improved knowledge on climate change and its implications on water resources and their vulnerability, in compliance with the National Water Sector Strategy (NWSS) (2010-2020). This approach is also in line with Lebanon's commitment to the Barcelona Convention, and coherent with the EU Water Framework Directive (WFD) which requires the development of River Basin Management Plans (RBMPs) and relevant Programmes of Measures (PoMs) in all river basins in Europe as a fundamental element in achieving good ecological status, and strengthens thus the bilateral EU-Lebanon convergence in the water sector. The national and local water authorities play a significant role in the successful implementation of the new Water Law. This Plan builds on a pilot conducted by the MoEW on the Nahr Al Kelb river basin.

The purpose of The Plan is to improve the conservation and management of the Al Ostuan river basin to maximize the economic, environmental and social benefits of the river. For that purpose, ACTED intends to develop the Plan, led by the the Ministry of Energy and Water and coordinated with key stakeholders, including the local community and local, regional and national authorities, to improve governance and ensure efficient, transparent and equitable management by all and decrease pressure on degrading and polluted surface and groundwater resources. The Ministry of Energy and Water is currently finalising plans to improve the wastewater management in the Akkar region; the predominant pollutant of the Al Ostuan river. Given the impact of wastewater pollution on the river, the Expert will coordinate with the team implementing this plan; as well as highlighting the environmental, economic and health risks associated with the gaps in treatment and recommendations. Additionally an irrigation plan is currently being developed for the North, and the consultant will be required to include this within the study.

The modeling software to be used is "Water Evaluation and Planning" (WEAP), a software tool that takes an integrated approach to water resources planning, allowing for the integration of both hydraulic and socio-economic conditions. The Ministry of Energy and Water has developed water balance models in four river basins using the WEAP model on how the outputs of water balance models can be assessed and translated into policy relevant targets and further support the design of Programme of Measures (PoMs) to achieve these targets

LOCATION:

The Al Ostuan river catchment is located in Akkar; its headwaters are in Akkar Al Atika and Qoubayat and it drains to the sea in the Sahel area. The total area of the river catchment is 160 km², and the region is illustrated below. The communities living in the Al Ostuan River basin consider improving the health of the river and addressing water scarcity as a priority for their communities since it directly impacts the health and wellbeing of their communities, local agriculture and the tourism sector. Currently the river suffers from many issues due to its mismanagement.



MISSION:

Within the framework of this study, ACTED wishes to mobilize the services of an expert whose mission shall be to develop a bottom-up approach for designing and implementing Programmes of Measures (PoMs) at the River Basin scale in coordination with key stakeholders in the region. Policy relevant targets for water conservation, water reuse, pollution control etc. will be developed on the basis of a physical-based semi distributed assessment of water resources (looking at water demand sectors, supply sources and major pollution risks) at the river basin scale.

The findings of this assessment will guide the design and testing (via simulation) of a bundle of measures (technical and/or institutional), with the purpose of selecting the most cost-effective ones, and subsequently defining relevant policy targets (on the basis of specific criteria). These policy targets will be then communicated upstream to the central decision-making level (i.e. the Ministry) with the purpose of being integrated into development frameworks and action plans related to the Water Law (and other sectors). The overall process will be complemented with stakeholders' involvement, training and capacity building of local authorities on improved water resource management based on the resulting designed measures. This bottom-up process in developing PoMs in Nahr Al Ostuan River Basin - Akkar will act to replicate the successful pilot implemented in Nahr Al Kelb, and ensure that systematic information on needs and remedies is communicated from the local level to the central level, and this information can be adopted and updated in view of future changing conditions (socio-economic, climatic, etc.) to better inform the national water policy.

The expert will facilitate at least two workshops (and at least 5 full days) throughout the project period, focusing on presenting the technical findings, raising awareness and local ownership, and supporting the identification of entry points for mainstreaming and implementing key actions contributing to sustainability. To ensure relevance of recommendations, the consultant will engage with the teams developing the Wastewater and Irrigation Plans for the Region on behalf of the the Lebanese authorities. ACTED will also make available three full time ACTED staff (1 Project Coordinator, 2 Community Outreach staff) to support the facilitator (logistics, support at workshops, translation etc). These additional resources provided by ACTED are to be taken into account in the consultant's methodology and offer for the service.

The expert will design a set of measures to reduce the unmet environmental and user demands (as calculated by the WEAP model) and mitigate pollution risks in Nahr Al Ostuan Basin. These measures may vary from demand reduction measures (i.e. water saving measures in different economic sectors) to increase supply measures (i.e. wastewater reuse, rainwater

harvesting, natural basins etc.) and water source protection (tightening requirements for effluent management in different sectors), while the preliminary selection of the list of measures will be conducted in collaboration with the authorities and local

stakeholders in order to adequately capture/ consider acceptability and equity issues, specific national and/or local priorities, etc. Each measure will be evaluated in terms of cost and benefit (i.e. potential water saving) and a relevant cost-effective curve will be developed by the Consultant.

Throughout the workshops and the project period, the expert will ensure to:

- ✓ Provide training for water management personnel, and authorities for applying IWRM at basin level within the context of climate change and more specifically for designing mitigation measures that can improve the water balance. Workshops/trainings to include at minimum the topics below:
 - Overview of the competing needs in the river basin (baseline demand assessment)
 - Introduction to all potential measures in RBM, including the costs associated with such actions
 - Short and long term impacts of poor management of water within the Nahr Al Ostuan river basin (utilizing the results of the WEAP model)
- ✓ Support the translation of water balance model outputs (specifically the Water Evaluation and Planning (WEAP) system) into policy relevant targets and subsequent Programme of Measures (PoMs) to achieve these targets (i.e. from information and models into concrete measures).
- ✓ Conduct water sampling to calibrate modeling of pollution loads within the basin

KEY STAKEHOLDERS :

ACTED will manage coordination with all stakeholders ; however the stakeholders involved are :

- ✓ Ministry of Energy and Water
- ✓ North Lebanon Water Establishment
- ✓ Local municipalities and communities
- ✓ Ministry of Environment

ACTED will be responsible for securing all data required for this project, including, but not limited to: precipitation, springs, groundwater, digitization of infrastructure (wastewater outfalls, etc).

DELIVERABLES:

- 1) A semi distributed (node-based) water resources management **WEAP model** (availability, demand and quality) of the Nahr Al Ostuan River Basin, including concessions for government masterplans in the region and major pollution points (wastewater, solid waste, agriculture, industry).
- 2) A **Baseline Report (1)** on the assessment of the current water resources in the Nahr Al Ostuan Basin, based on the outputs of the WEAP model, including water availability, demand and unmet demand (per sector) and quality (pollution loads per sector). Baseline report should include initial water testing findings.
- 3) A **Report (2)** on the outcomes of the participatory process with the stakeholders and the resulting PoMs to be considered, including the indicative policy targets and a Programme of Measures (PoM) for the Nahr Al Ostuan defined with stakeholders during a Consultation Workshop.
- 4) A **Report (3)** on future scenarios of water availability, demand and quality of the Nahr Al Ostuan River Basin, including the performance of different demand management measures (as simulated in WEAP) and the results of an optimization process using a selection of the optimal mix of measures., including cost-effective curves for each measure. Measures for quality to be included based on future development plans and additional program of measures (eg, % of wastewater treated not type of treatment, measures for agricultural runoff control).
- 5) A **Report (4)** outlining the policy-relevant assessment on the water balance in Nahr Al Ostuan RB on the basis of the WEAP model results, and stakeholder consultations for both under the current (baseline scenario) and future scenarios. This assessment will present the main policy-relevant parameters on water balance, such as water availability per source, water demand per sector, unmet demand per sector, water supply reliability, water quality and pollution management and locations of high pollution risk. Additional water testing to be included.
- 6) Host at least 5 days of **workshops/seminars** with relevant stakeholders. Proceedings and outcome of the workshops will inform the development of the Plan. 5 days has been included as a minimum, the consultant is welcome to include more days if deemed necessary. At the offer stage, an overview of the workshops to be provided. During implementation, the agenda and concept note (including the expected outcome) of each



workshop/seminar/ to be submitted to ACTED prior. *Note: ACTED will arrange all logistics: transport, training location and contacting stakeholders.*

Table 1: Evaluation criteria:

The consultant should provide the following components for the evaluation of the offer:

Technical Proposal Evaluation	Score Weight
Team: CV of each of the consultant/s on the team highlighting relevant qualifications; Teams made up jointly of international and local experts recommended. Must clearly outline the role and responsibilities of each, and the expectations of ACTED staff available. Profiles must include as minimum: expert in WEAP modelling, excellent knowledge of region, agricultural expert, experience in designing measures and stakeholder management.	15
Experience: Example of previous work of a similar scope (locally and/or internationally) and role of each team member in projects; in particular experience in developing models and resulting recommendations. Demonstrated knowledge of local area required.	15
Methodology: Methodology proposed per deliverable. Included in the offer: <ol style="list-style-type: none"> 1. Development of the model and required data 2. Outline of content of each report (4) 3. Water testing methodology 4. Outline of key topics and expected learnings to be covered at workshops (including number of days per training) 	30
Workplan: including timeline and estimated number of mandays per deliverable;	10
Costing of the service according to each of the six deliverables, to be filled out using table highlighting the staff required, days and unit cost of each.	20
Risk analysis and mitigation plan	10
TOTAL	100

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____



BIDDER'S ETHICAL DECLARATION - ACTED Lebanon

Date:

Tender N°: [T/11DBH/90D/DTC/BRT/PRG/05-02-2019/001](#)

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.



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- 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 _____



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	

Governance of the company: Chairman, Vice-Chairman, Treasurer or Secretary of the Board of Directors or Board of Trustees

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

Management of the company: CEO, Executive Director, Deputy Director, President or Vice-President

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

Management of the company: Chief Finance Officer or Chief Accountant

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

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"/> Manufacturing <input type="checkbox"/> Consulting Company	<input type="checkbox"/> Authorised Agent <input type="checkbox"/> Other (Please Specify)	<input type="checkbox"/> Trader
Sector of Business (multiple choices possible):	<input type="checkbox"/> Goods/Supplies <input type="checkbox"/> Services	<input type="checkbox"/> Equipment <input type="checkbox"/> Other (Please Specify)	<input type="checkbox"/> Works
Year Established:		Country of registration:	
Licence number:		Valid until:	
Working languages:	<input type="checkbox"/> English <input type="checkbox"/> Arabic	<input type="checkbox"/> French <input type="checkbox"/> Chinese	<input type="checkbox"/> Spanish <input type="checkbox"/> Russian <input type="checkbox"/> Other (Please Specify)
Technical documents available in:	<input type="checkbox"/> English <input type="checkbox"/> Arabic	<input type="checkbox"/> French <input type="checkbox"/> Chinese	<input type="checkbox"/> Spanish <input type="checkbox"/> Russian <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:	
Has the company been audited in the last 3 years?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Please attach a copy of the company's most recent Annual or Audited Financial Report		<input type="checkbox"/> Attached	
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:							
	Organisation	Contact person	Phone/E-mail	Goods/Works/Services	Value (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 locations):
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 (e.g., 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: _____ Title/Position _____ E-mail address (for contact for verification purposes): _____ Phone number (for contact for verification purposes): _____	Date: _____ Place: _____ Signature: _____ Company Stamp: _____
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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



BIDDER'S CHECK LIST ACTED Lebanon

Date: _____

Tender N°: T/11DBH/90D/DTC/BRT/PRG/05-02-2019/001

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					
2. PART 1 (form PRO-05) – Instructions to Bidders is attached, filled, signed and stamped by the supplier. (compulsory)					
3. PART 2 (form PRO-06) – Offer Form is attached, filled, signed and stamped by the supplier. (compulsory)					
4. The prices in the Offer Form are in USD (compulsory)					
5. The Terms of Reference is attached, filled, signed and stamped by the supplier (compulsory)					
6. PART 3 (form PRO-06-01) – Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier. (compulsory)					
7. PART 4 – (form PRO-06-02) – Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier. (compulsory)					
8. The Bidding documents are filled in English .					
9. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) are provided					
10. ANNEXES – A Copy of Company registration documents and license are included					
11. ANNEXES – A copy of the legal representative ID for national consultants or a copy of the passport alongside a copy of their insurance for international consultants					
12. CV of relevant consultants					

Name & Position of Bidder's authorized representative _____

Authorized signature _____