

**INTERNATIONAL CALL FOR TENDER ACTED Jordan****PREFACE**

ACTED is a French humanitarian NGO, founded in 1993, which supports vulnerable populations affected by humanitarian crises worldwide. ACTED provides continued support to vulnerable communities by ensuring the sustainability of post-crisis interventions and engaging long-term challenges facing our target populations, in order to break the poverty cycle, foster development and reduce vulnerability to disasters.

In Jordan, ACTED has its capital office in Amman, has around 320 national staff member (December 2017) and 45 international staff member (December 2017). ACTED operates notably in the host communities in the northern governorates, Za'atari Refugee Camp, Azraq Refugee Camp, King Abdullah Park Camp. Since 2011, ACTED's focus has been on responding to the Syrian crisis and the influx of refugees entering the country. To mitigate the increased pressure on Jordanian public institutions, particularly education and water and sanitation systems, ACTED also works to rehabilitate infrastructure, provide social support and engage with civil society and government actors.

**Project Background**

As the Syria crisis approaches its eighth year, over 630,000 refugees have fled to Jordan. Many Syrian refugees are living outside of camps (above 80% of the Syrian refugees), which is considerably increasing the population in host communities and thus puts severe pressure on the Jordanian public services. Jordan faces chronic and severe challenges in providing sustainable access to water and sanitation (WatSan) to host communities and refugees.

In this context, ACTED has been generously funded by the European Union MADAD Trust Fund to improve the stability and resilience of Jordanian communities hosting Syrian refugees through improved access to water & sanitation.

Within this objective, the project shall contribute to: "Improved Water and sanitation infrastructure in targeted communities and institutional strengthening for efficient and sustainable resource management." As such, ACTED shall implement 5 infrastructure projects identified by ACTED, the Ministry of Water and Irrigation (MoWI) and Yarmouk Water Company (YWC), located in the North of Jordan, particularly Irbid and Mafraq governorates. In order to implement the project, ACTED needs to procure the services of a contractor to supply, construct, install and commission the selected infrastructure projects as per below details, B.O.Qs, designs and terms.

The projects scope of works shall include, but is not limited to:

- Selection, supply, installation and commissioning of Water submersible pump, piping, cables, VFD with **electrical room**, etc. in selected location in North of Jordan, as per attached B.O. Qs, designs, general terms and special terms;
- To build an **electrical room** as per attached B.O.Qs and layouts;
- Selection, supply, installation and commissioning of Water treatment unit withal necessary accessories in selected location in North of Jordan, as per attached B.O. Qs, designs, general terms and special terms, **in addition to all civil and structural works, such as but not limited to: foundations, columns, support, steel structures, shades, concrete works, etc.**

Given the above, ACTED intends to procure the services of a contractor/s who will be tasked with achieving the objectives set out below, as agreed by ACTED and the EU MADAD Trust Fund.

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**INSTRUCTIONS TO BIDDERS ACTED Jordan**

Date: 30/04/2019

Tender N° : T/13DBI/91D/AL1/Mafraq/EU MADAD WASH/30042019

**SERVICE SPECIFICATIONS:**

- Description:** Selection, supply, installation and commissioning of Turra Water Borehole submersible pump, piping, cabling, VFD and treatment unit in Ramtha
- Class / category:** Supply, installation and commissioning
- Work period:** The Project duration shall last for a total of 120 calendar days including coordination time period and 2 days review period for each stage.
- Quantities and specifications:** Details are provided in the offer form template and the BOQ, for two lots as specified below:

Lot #	Description
1	Submersible Pump & Accessories
2	Treatment Units

Bidders should read the data carefully, understand the tender requirements and complete the documents by filling all the data in question in the relevant sections. When submitting proposal/offer to this call for tender, bidders will be considered committed until validity of the offer expires.

**RESPONSIBILITIES OF THE CONTRACTOR:**

- Date of delivery: Preferred within 2 days of receiving delivery request
- Validity of the offer: Preferred 6 months

The answers to this tender should include the following elements

- A written quotation including all the product specifications, the price per unit, and total price;
- A written offer form as per ACTED template attached including all the service specifications, the price per unit and any additional price, and total price, inclusive and exclusive of detailed VAT (Annex A). Offer form must be signed and stamped.
- Other tender documents such as, instructions to bidders, bidder's questionnaire, bidder's ethical declaration and bidder's checklist. All documents must be signed and stamped.
- BOQ (Bill of Quantities, find attached), which must be filled in, signed and stamped.
- Terms of references, which must be signed and stamped.
- A copy of the supplier legal representative ID is required
- Annex B – Master list (find attached), which must be filled in, signed and stamped. A master list of the labour force that the supplier wishes to employ as part of the project, detailing the nationality and age group of the expected workers
- Please note that ACTED will need to follow Europe Aid's Guidelines concerning the origin of supplies. For more information, Europe Aid procurement guidelines are fully detailed in PRAG. In particular, rules of origin & nationality are detailed in section 2.3.1 of PRAG 2015, and further in annex A2A.  
([http://ec.europa.eu/europeaid/prag/welcome.do?header\\_description=Manuel+DEVCO+des+procedures+financi%E8res+et+contractuelles+Applicable+aux+actions+ext%E9rieures+financ%E9es+par+le+budget+g%E9n%E9ral+de+LUE+et+du+11e+FED&header\\_keywords=ePrag+%2C+europa&locale=en](http://ec.europa.eu/europeaid/prag/welcome.do?header_description=Manuel+DEVCO+des+procedures+financi%E8res+et+contractuelles+Applicable+aux+actions+ext%E9rieures+financ%E9es+par+le+budget+g%E9n%E9ral+de+LUE+et+du+11e+FED&header_keywords=ePrag+%2C+europa&locale=en)).
- ACTED reserves the right to exclude products or reject bids from certain origins with regard to guidelines of EuropeAid (please refer to Annex a2a\_ecprogrammes\_eligibility2014\_2020\_en (1))

**GENERAL CONDITIONS:**

1. The **closing date** of this tender is fixed on **Thursday 30<sup>th</sup> May at 3:00 PM (Jordan time)** in ACTED office
  - a. At the following address:

**ACTED representative office in Amman, JORDAN**  
**25, Ahmad Shawqi street, Jabal Weibdeh**  
**Amman 11194, Jordan**  
**(Opposite Terra Sancta Kindergarten)**
  - b. Or emailed to [jordan.tender@acted.org](mailto:jordan.tender@acted.org) Cc [tender@acted.org](mailto:tender@acted.org)
2. Offers shall be submitted **in English and in JOD** and should **include and exclude sales tax and duty**, as this project *MAY* be tax exempted, offers include all delivery charges.
3. Bidders will fill all items in the one lot; otherwise, the offer will not be eligible.
4. Bidders will fill, sign, stamp each page and return the Offer form according to ACTED's format.
5. **The offer to the call for tender will not result in the award of a contract**
6. Unsealed envelopes and late offers will not be considered.
7. Eligibility of the bidders is decided by a committee of ACTED during a tender opening session, which takes place publicly and bidders are welcomed to attend. Submitting the compulsory documents requested by ACTED determines the eligibility of the bidders. The tender opening committee opens the sealed envelopes one at a time, read out loud the name of the tenderer and the availability of each requested document, checks the submitted documents on the checklist – page 20 – and decides accordingly on the eligibility of the offer. No prices shall be disclosed during the tender opening session.
8. Bidders are invited to attend the tender opening session, which will be held on the **2<sup>nd</sup> June 2019 at 11:00 AM** at the ACTED Jordan office. Please send an email to [jordan.tender@acted.org](mailto:jordan.tender@acted.org) Cc [tender@acted.org](mailto:tender@acted.org) to register interest in attending, ACTED Jordan will then inform you if this date changes.
9. Any bid with missing compulsory documents will be automatically rejected.
10. Information session for the interested bidders will be conducted at **Thursday 9<sup>th</sup> May 2019 at 11:00 AM** at ACTED Jordan Office in Amman Jabal AlWeibdeh, Ahmad Shawqi street, building 25. Participation of interested bidders to the information session is compulsory.
11. **The quantities are indicative and are subject to change.**
12. The offer must be submitted to ACTED Jordan purchase department in a sealed envelope with the mention **"T/13DBI/91D/AL1/Mafraq/EU MADAD WASH/30042019 – not to be opened before 02/06/2019"** and the purpose of the offer.
13. 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. Accommodation and transportation will not be provided by ACTED, but it can be included in the Contractor's offer. The Contractor shall submit a proposal including all costs break down.
2. ACTED security guidelines and directions given by ACTED staff shall be strictly followed throughout this project.

3. ACTED local safety guidelines (personal and construction) and the directions given by ACTED engineers shall be strictly followed throughout this project.
4. Contractors must provide prior to start of the work the following:
  - a. Shop drawings;
  - b. P&IDs;
  - c. Single line diagram;
  - d. Data sheets, installation, operation and maintenance manuals for all equipment that will be used installed as per part of this tender scope.
5. Above drawings, layouts, diagrams, manuals, data sheets & documents shall be provided in softcopy (CD) and hardcopy (A3 coloured paper) which will be reviewed by the awarding agency, duration of the review will be 10 days, this duration will be part of the project timeline of 120 days.
6. The contractor shall provide at the end of the works as built drawings, layouts, diagrams manuals, data sheets and documents in softcopy and hardcopy (A3 coloured paper).
7. Contractors shall subscribe a civil and professional insurance. Therefore, the copy of the insurance certificate has to be submitted along with their offer (or commitment letter to provide it once awarded).
8. All amendment requests shall be documented and approved in writing with official letters only (emails are considered eligible) and within 3 working days. All letters must be drafted in professional English and approved in writing by ACTED project manager. The request can be formulated by ACTED, YWC, the Contractor or the Consultant. Amendment requests based on verbal communications and without proper and timely documentation shall not be considered eligible.
9. The costs of items in the B.O.Q shall be fairly estimated and overhead cost shall be fairly shared among all items. ACTED has the right to ignore quotations which costs are not within ACTED market surveys, without any notification.
10. The quantities shared in the B.O.Qs are for guidance purposes, the quantities shall be re-measured after the execution. Quantities and total prices shall be adjusted as per actual situation without any additional compensation of any kind.
11. ACTED has the right to cancel any item mentioned in the B.O.Q without any compensation of any kind prior to the start of the project's execution (i.e. before the Contractor has incur any spendings).
12. The contractor must review the shared designs by awarding agency, the awarded contractor will be accountable on the selection, constructability and operability of each items.
13. The Contractor should notice ACTED no less than 72 hours before the start of execution of the project & request of inspections.
14. The contractor shall provide 3 samples from different origins for all materials and equipment used in the project. ACTED engineers will inspect the work, check the materials and approve it or reject it within 3-5 working days, rejection reason(s) might be for ACTED internal use only. This shall be planned as part of project duration, the daily and weekly meetings review.
15. All projects communications, reports, recommendations, and all kind of studies shall be in both good English & Arabic languages.
16. All executed works must comply with Ministry of Water and Irrigation regulations.
17. The time required to execute and complete the works is hereby established in maximum **120** calendar days including **coordination** with all and any authority and **review** time period.
18. The Contractor will supply and maintain a site office (20m<sup>2</sup> air conditioned caravan) with a desk, 4 chairs, file cabin, cold water, toilet, etc., for the use of the supervision staff. Water and electricity will be part of the contract cost and the contractor will not be compensated with any additional cost.
19. The contract unit prices are fixed. No compensation will be paid for fuel or materials price rises.
20. No unit price adjustment will be made for additional or reduced quantities of BOQ items.

21. The awarded Contractor must provide transportation to ACTED supervising team (3 in total) during working hours and days (Sunday to Thursday, 8:00 AM - 4:00 PM), in case the Contractor plans to work during holiday or out of working hours, a request must be submitted to the project team 48 hours ahead of time and transportation must be provided to the project team. The Car must be in good conditions with all its features working.

**Key dates for this tender are indicated below. ACTED reserves the right to vary key dates:**

Tenders advertisement	30 <sup>th</sup> April 2019
Information session	9 <sup>th</sup> May 2019
Deadline for offers submission	30 <sup>th</sup> May 2019
Tender opening	02 <sup>nd</sup> June 2019

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

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

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

**OFFER FORM ACTED JORDAN**

Date:

Tender N° : T/13DBI/91D/AL1/Mafraq/EU MADAD WASH/30042019

**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.

### Contractor Objectives and Deliverables

- Prior to share your offer with ACTED, review designs, B.O.Qs and specifications, and share comments and feedbacks related to the constructability & operability of the mentioned project, any objection will not be accepted beyond the tendering duration.
- In direct coordination with ACTED Engineer, ACTED Project Manager and assigned consultant engineers, conduct and maintain supervision and quality assurance of the assigned project sites, and ensure that project is moving forward according to the approved BoQs, design, specification, general & special conditions, agreed time line, in line with ACTED and standard engineering rules and regulations WAJ & YWC and according to the pre-defined milestones within the work plan.

#### Deliverables:

- Construction plan and timeline based on the tentative plan in the tender documents;
- A 20 square meters site office for the use of the supervision staff including internet connections, Air-conditioning, water coolers, supply of purified water and electricity at the charge of the contractor;
- Project method statements;
- **Weekly** construction work plan update and **daily** progress reports for the **project** which address work progress, your recommendations, and any challenges related to project implementation and quality in a format approved by ACTED;
- A weekly meeting will be held by the contractor, ACTED and any other concerned parties to discuss the project update, challenges and next week plan. The frequency of the meeting can be changed by ACTED team as they see it fit;
- Provide at the end of each construction phase a report comprising Testing, Commissioning, Operation and Maintenance recommendations & plan;
- Provide list of construction tools, equipment as well as the CV and other documents of your Engineers who will be assigned to supervise the project on behalf of your company;
- Execution and delivery of works as per best practices in Jordan and up to the satisfaction of Yarmouk Water Company (YWC), ACTED assigned engineers and project Manager.

**PLEASE FILL IN THE FOLLOWING TABLES, BIDDERS CAN APPLY FOR ONE OR TWO LOTS, BUT PRICES FOR ALL ITEMS IN THE SAME LOT MUST BE PROVIDED:**

**LOT 1: SUBMERSABLE PUMP & ACCESSORIES**

Item No.	Item	Supplier's specifications - If any	Unit	Quantity	Lump Sum in JOD Including Tax	Lump Sum in JOD Excluding Tax	Origin of materials
1	Electrical MDB Room		L.S	1			
<b>BOQ MUST be filled – ANNEX 3_LOT1 , otherwise the offer will be deemed ineligible</b>							
2	Submersible pump & Accessories		L.S	1			
<b>BOQ MUST be filled – ANNEX 4_LOT1 , otherwise the offer will be deemed ineligible</b>							

**LOT 2: TREATMENT UNITS**

Item No.	Item	Supplier's specifications - If any	Unit	Quantity	Lump Sum in JOD Including Tax	Lump Sum in JOD Excluding Tax	Origin of materials
1	Treatment Units For Alturrah Well Flow Quantity 50 m3/hour		L.S	1			
<b>BOQ MUST be filled – ANNEX 3_LOT2 , otherwise the offer will be deemed ineligible</b>							

**BIDDER'S COMMENTS/REMARKS:**

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

**DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:**

- Number of days needed to deliver the materials after the official request: \_\_\_\_\_ **Calendar days**





**BIDDER'S TERMS AND CONDITIONS:**

1. Validity of the offer: \_\_\_\_\_ (Recommended: 6 months or more)
2. Terms of delivery: \_\_\_\_\_ (DDP required)
3. Terms of payment: \_\_\_\_\_

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

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

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

**Annex A: Evaluation Criteria**

A supplier will be selected based on the selection criteria from the table below (with a maximum score of 100). The Scoring Method will be based on the submitted bid and the highest scoring suppliers will be invited for interview ahead of selection.

<b>CRITERIA</b>	<b>SCORING METHOD</b>	<b>MAXIMUM SCORE AVAILABLE</b>
<b>PRICE</b>	Up to 50 points can be awarded based on the price of requested services	<b>50</b>
<b>QUALITY</b>	Up to 30 points can be awarded based on the quality evaluation of the requested services	<b>30</b>
<b>RELIABILITY</b>	Up to 10 points can be awarded for suppliers with a demonstrated good record of delivery with NGOs and experience in the sector	<b>10</b>
<b>CAPACITY</b>	Up to 10 points can be awarded based on the delivery time of the requested services	<b>10</b>

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

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

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

## BIDDER'S QUESTIONNAIRE ACTED JORDAN

Date :

Tender N° : T/13DBI/91D/AL1/Mafraq/EU MADAD WASH/30042019

PART I: INFORMATION			
A. Company Details and General Information			
Name of Company		Trading As	
Address (headquarters)		Telephone	
Zip Code (headquarters)		Fax	
City (headquarters)		E-mail address 1	
PO Box		E-mail address 2	
Country (headquarters)		Website address	
Parent Company or name of owner		Subsidiaries/ Associates/ Overseas Representative	
Sales Person's Name		Sales Person's Position	
Sales Person's phone		Sales Persons' E-mail	
<i>Governance of the company: Chairman, Vice-Chairman, Treasurer or Secretary of the Board of Directors or Board of Trustees</i>			
Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number		Type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	
Province/Region		E-mail address	
Is the individual a U.S. citizen or legal permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications	
<i>Management of the company: CEO, Executive Director, Deputy Director, President or Vice-President</i>			
Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number		type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	
Province/Region		E-mail addresses	
Is the individual a U.S. citizen or legal permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications	
<i>Management of the company: Chief Finance Officer or Chief Accountant</i>			

Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number		type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or 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:		What is the legal minimum wage paid?	<input type="checkbox"/> Yes <input type="checkbox"/> No
In what capacity?		Are paid vacations 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
<b>Description of the Company</b>			
Type of Business (multiple choices possible):	<input type="checkbox"/> Manufacturing <input type="checkbox"/> Consulting Company <input type="checkbox"/> Authorized Agent	<input type="checkbox"/> Manufacturing <input type="checkbox"/> Trader <input type="checkbox"/> Other, please specify : _____	
Sector of Business (multiple choices possible):	<input type="checkbox"/> Goods / supplies <input type="checkbox"/> Services <input type="checkbox"/> Equipment	<input type="checkbox"/> Works <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"/> 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"/> 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:	
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:		Year: USD:		
<b>C. Experience</b>						
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)	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						
<b>D. Technical Capability</b>						
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)				
<b>E. Miscellaneous</b>						
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

Company Name: \_\_\_\_\_

Authorized Representative Name: \_\_\_\_\_

Signature and stamp: \_\_\_\_\_

**BIDDER'S ETHICAL DECLARATION ACTED JORDAN**

Date:

Tender N°: T/13DBI/91D/AL1/Mafraq/EU MADAD WASH/30042019

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 \_\_\_\_\_

## How to Tender Steps:

1. Review the bidder's instruction document and follow the steps
2. Request additional information from the ACTED Jordan Logistics team by emailing if needed: [jordan.tender@acted.org](mailto:jordan.tender@acted.org)
3. English is the **only** language accepted in the documents, even numbers must be in English.
4. Ensure that every page of the tender documents is duly initialed
5. Follow instructions for the necessary stamps and signatures (where prompted on the documents)
6. Make sure to provide copies of:
  - Legal Representative ID
  - Registration Documents
7. Provide a list of references **and** past experience
8. Make sure to fill in the information as instructed, paying particular attention to:
  - Bidder's Questionnaire
  - Ethical Declaration
  - Offer form
    - Prices in **JOD**
9. Lastly, submit your bid by cross checking the Bidder's instruction document and enclosing the documents in a **sealed** envelope (stapled) or by email to [jordan.tender@acted.org](mailto:jordan.tender@acted.org)

## العطاء بخطوات القيام كيفية:

1. راجع مستند تعليمات تقديم العطاء و اتبع الخطوات المذكورة
2. قدم طلب معلومات إضافية من قسم الخدمات اللوجيستية في أكتد الاردن عبر البريد الالكتروني عند الحاجة [jordan.tender@acted.org](mailto:jordan.tender@acted.org)
3. اللغة الانجليزية هي اللغة الوحيدة المقبولة بمستندات العطاء، الأرقام يجب أن تكون أرقام إنجليزية أيضاً
4. تأكد من توقيع الحروف الاولى من الاسم على كل صفحة من صفحات وثائق العطاء
5. إتبع التعليمات الخاصة بالأختام و التوقيعات اللازمة ( عند الطلب على المستندات )
6. تأكد من تقديم نسخ من :
  - هوية الأحوال للممثل القانوني للشركة
  - وثائق تسجيل الشركة
7. تقديم قائمة من المراجع و الخبرات السابقة
8. تأكد من ملئ المعلومات وفقاً للتعليمات، مع إيلاء اعتمام خاص ل:
  - استبيان العطاء للمناقصين
  - الإعلان الأخلاقي
  - استمارة العرض
  - الاسعار بالدينار الأردني
9. وأخيراً، قم بتقديم العرض الخاص بك بعد مراجعة مستند التعليمات و إرفاق المستندات في ظرف مختوم و مكبوس أو عبر البريد الإلكتروني إلى [jordan.tender@acted.org](mailto:jordan.tender@acted.org)

## BIDDER'S CHECKLIST ACTED JORDAN

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

Tender N°: T/13DBI/91D/AL1/Mafraq/EU MADAD WASH/30042019

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

**REMEMBER TO ATTACH EVERY DOCUMENT & SIGN AND STAMP WHERE PROMPTED. ANY BID MISSING COMPULSORY DOCUMENTS WILL BE AUTOMATICALLY REJECTED/INELIGIBLE.**

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 copy of the bid has been provided with manual stamp and signatures (suppliers may choose to submit a digital scanned copy on a CD/DVD/USB)					
2. PART 1 (form PRO-05) – Instructions to Bidders is attached, filled, signed and stamped by the supplier.					
3. PART 2 (form PRO-06) – Offer Form is attached, filled, signed and stamped by the supplier. <b>(Compulsory)</b>					
4. The prices in the Offer Form are in <b>JOD, excluding and including all applicable taxes.</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 <b>English.</b>					
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 the Company registration documents and license are included; a <b>copy of the ID</b> of the company legal representative and Contractor Classification certificate are attached.					
10. ANNEXES - BOQs (Bill of Quantities) filled in, signed and stamped. <b>(Compulsory)</b>					
11. ANNEXES - Master list filled in, signed and stamped.					

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

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