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.

ACTED Jordan has its capital office in Amman, has around 190 national staff member and 11 international staff members. ACTED operates notably in the host communities in the northern governorates, Za’atari Refugee Camp, Azraq Refugee Camp, King Abdullah Park Camp.

These tender documents have been prepared by ACTED Jordan mission for the procurement of services through open tendering in compliance with ACTED Procurement Policies and Rules.

Bidders Offer must be submitted using these documents, unavailability of any of the compulsory documents and/or all of the documents will cause an ineligibility of the offer – should be explained further.

All eligible bidders that qualify and are technically competent for the requested supply /service detailed in these tender documents are invited to submit their proposals.

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<table>
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<th>.................................................................</th>
<th>2</th>
</tr>
</thead>
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<td>.........................................................................</td>
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<td>Bidder’s questionnaire</td>
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<tr>
<td>Bidder’s checklist</td>
<td>.........................................................................</td>
<td>18</td>
</tr>
</tbody>
</table>
INSTRUCTIONS TO BIDDERS ACTED Jordan

Date: 22-04-2019

Tender N°: T/FWA/13DOC/N96/MULTI/WORK ACCIDENT INSURANCE/22-04-2019

SERVICE SPECIFICATIONS:
1. Description: Work accident insurance
2. Class / category: Service
3. Work period: from contract signature - 31/12/2019 (possible extension)
4. Quantities and specifications: Please refer to the Offer Form for details

<table>
<thead>
<tr>
<th>Lot #</th>
<th>Description</th>
<th>Number of items within the lot</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Work accident insurance</td>
<td>4</td>
<td>Service</td>
</tr>
</tbody>
</table>

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 on this tender, bidders will be considered committed until validity of the offer expires.

RESPONSIBILITIES OF THE CONTRACTOR:
1. Date of delivery: Preferred within 2 days of receiving delivery request
2. 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, quantity, and total price;
- Company registration
- ID of the legal representative
- Proof of past performances
- Company’s work insurance policy

GENERAL CONDITIONS:
1. The closing date of this tender is fixed on Monday 6th May at 3:00 PM (Jordan time) in ACTED office at the following address:
   ACTED representative office in Amman, JORDAN
   25, Ahmad Shawqi street, Jabal Weibdeh
   Amman 11194, Jordan
   (Opposite Terra Sancta Kindergarten)
   Or emailed to jordan.tender@acted.org with CC 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 19 – and decides accordingly on the eligibility of the offer. No prices shall be disclosed during the tender opening session.

8. Any bid with missing compulsory documents will be automatically rejected.

9. Bidders are invited to attend the tender opening session which will be held on the 7th May 2019 at 11:00 AM at the ACTED Jordan office, in which submissions are opened and deemed eligible for consideration based on the administrative requirements. Please send an email to Jordan.tender@acted.org Cc tender@acted.org to register interest in attending, ACTED Jordan will then inform you if this date changes.

10. The quantities are indicative and are subject to change.

11. The offer must be submitted to ACTED Jordan purchase department in a sealed envelope with the mention “T/FWA/13DOC/N96/MULTI/WORK ACCIDENT INSURANCE/22-04-2019 – not to be opened before 07/05/2019” and the purpose of the offer.

12. To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors’ compliance requirements, all contract offers are subject to the condition that contractors do not appear on anti-terrorism lists, in line with ACTED’s anti-terrorism policy. To this end, ACTED reserves the right to carry out anti-terrorism checks on contractor, its board members, staff, volunteers, consultants, financial service providers and sub-contractor.

NOTE: ACTED adopts a zero tolerance approach towards corruption and is committed to respecting the highest standards in terms of efficiency, responsibility and transparency in its activities. In particular, ACTED has adopted a participatory approach to promote and ensure transparency within the organization and has set up a Transparency focal point (Transparency Team supervised by the Director of Audit and Transparency) via a specific e-mail address. As such, if you witness or suspect any unlawful, improper or unethical act or business practices (such as soliciting, accepting or attempting to provide or accept any kickback) during the tendering process, please send an e-mail to transparency@acted.org.

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

- Tenders advertisement: 22nd April 2019
- Deadline for offers submission: 6th April 2019
- Tender opening: 7th April 2019

Name of Bidder’s Authorized Representative: __________________________

Authorized signature and stamp: __________________________

Date: __________________________
OFFER FORM ACTED JORDAN

Date: 

Tender No : T/FWA/13DOC/N96/MULTI/WORK ACCIDENT INSURANCE/22-04-2019

To be Filled by Bidder (COMPULSORY)

<table>
<thead>
<tr>
<th>Details of Bidding Company:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Company Name:</td>
<td></td>
</tr>
<tr>
<td>2. Company Authorized Name:</td>
<td></td>
</tr>
<tr>
<td>3. Company Registration No:</td>
<td></td>
</tr>
<tr>
<td>4. Company Specialization:</td>
<td></td>
</tr>
<tr>
<td>5. Mailing Address:</td>
<td></td>
</tr>
<tr>
<td>a. Contact Numbers:</td>
<td></td>
</tr>
<tr>
<td>b. E-mail Address:</td>
<td></td>
</tr>
</tbody>
</table>

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.
SERVICE OBJECTIVES:

The selected company shall be in charge of providing work accident insurance to all incentive-based-volunteer working in ACTED project in various location around Jordan, namely: Azraq Camp, Mafraq & Irbid governorates & Zaatari camp. Said insurance shall cover the workers in case of all work-related injuries. This shall cover but will not be limited to:

- Work related traumas and injuries;
- Hospital and doctor bills;
- Transportation to and from hospital from the work place to the closest health facility;
- Drugs and medicine reimbursements;
- All laboratory test, X-rays, etc…

ACTED Jordan will provide accurate numbers of the workers that it wishes to insure every quarter, but the following numbers shall be taken into consideration upon presenting the offer:

PLEASE FILL IN THE FOLLOWING TABLE:

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Item</th>
<th>Supplier’s specifications - If any -</th>
<th>Unit</th>
<th>Estimated Quantity</th>
<th>Unit Price per person per month in JOD Including sales tax</th>
<th>Unit Price per person per month in JOD Excluding sales tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Work injuries insurance - Skilled workers</td>
<td>persons</td>
<td></td>
<td>60 - 70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Work injuries insurance - Semi-Skilled workers</td>
<td>persons</td>
<td></td>
<td>260 - 270</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Work injuries insurance - Guards</td>
<td>persons</td>
<td></td>
<td>60 - 70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Work injuries insurance - Construction</td>
<td>persons</td>
<td></td>
<td>5 - 20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SPECIFIC CONDITIONS:

1. Above-mentioned quantities are close estimations; exact quantities will always be subject to change, even after the signature of the contract.
2. ACTED Jordan will not be allowed to divulge the names, ID numbers and generalities of any of the workers it wishes to insure. The Supplier will only receive a list detailing the number of workers split into the categories highlighted above and hence the offer shall reflect this breakdown.
**BIDDER’S COMMENTS/REMARKS:**

1. 

2. 

3. 

**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: _______________________

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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.

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

Name of Bidder’s Authorized Representative: _______________________

Authorized signature and stamp: _______________________

Date: _______________________
BIDDER’S QUESTIONNAIRE ACTED JORDAN

Date:

Tender N°: T/FWA/13DOC/N96/MULTI/WORK ACCIDENT INSURANCE/22-04-2019

PART I: INFORMATION

### A. Company Details and General Information

<table>
<thead>
<tr>
<th>Name of Company</th>
<th>Trading As</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address (headquarters)</td>
<td>Telephone</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zip Code (headquarters)</td>
<td>Fax</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City (headquarters)</td>
<td>E-mail address 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO Box</td>
<td>E-mail address 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Country (headquarters)</td>
<td>Website address</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent Company or name of owner</td>
<td>Subsidiaries/ Associates/ Overseas Representative</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales Person’s Name</td>
<td>Sales Person’s Position</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales Person's phone</td>
<td>Sales Persons’ E-mail</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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? | ☐Yes ☐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? | ☐Yes ☐No | Professional Licenses – State Issued Certifications | | |

Management of the company: Chief Finance Officer or Chief Accountant

<p>| Name (as in passport or other government-issued photo ID) | Date of birth (mm/dd/yyyy) | | | |</p>
<table>
<thead>
<tr>
<th>Government-issued photo Identification Document (ID) number</th>
<th>type of ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID country of issuance</td>
<td>Rank or title in organization</td>
</tr>
<tr>
<td>Other names used (nicknames or pseudonyms not listed as &quot;Name&quot;)</td>
<td>Gender (e.g. male, female)</td>
</tr>
<tr>
<td>Current employer and job title</td>
<td>Occupation</td>
</tr>
<tr>
<td>Address of residence</td>
<td>Citizenship(s)</td>
</tr>
<tr>
<td>Province/Region</td>
<td>E-mail addresses</td>
</tr>
<tr>
<td>Is the individual a U.S. citizen or legal permanent resident?</td>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Professional Licenses – State Issued Certifications</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Company’s staff &amp; insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. Full Time Employees:</td>
</tr>
<tr>
<td>% of Men to Women:</td>
</tr>
<tr>
<td>No. of Children:</td>
</tr>
<tr>
<td>In what capacity?</td>
</tr>
<tr>
<td>What are their ages?</td>
</tr>
<tr>
<td>Name of insurance company:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description of the Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Business (multiple choices possible):</td>
</tr>
<tr>
<td>Consulting Company ☐ Trader</td>
</tr>
<tr>
<td>Authorized Agent ☐ Other, please specify:</td>
</tr>
<tr>
<td>Sector of Business (multiple choices possible):</td>
</tr>
<tr>
<td>Services ☐ Other, please specify:</td>
</tr>
<tr>
<td>Equipment</td>
</tr>
<tr>
<td>Year Established:</td>
</tr>
<tr>
<td>Licence number:</td>
</tr>
<tr>
<td>Working languages:</td>
</tr>
<tr>
<td>☐ French ☐ Chinese</td>
</tr>
<tr>
<td>☐ Spanish ☐ Other, please specify:</td>
</tr>
<tr>
<td>Technical documents available in:</td>
</tr>
<tr>
<td>☐ French ☐ Chinese</td>
</tr>
<tr>
<td>☐ Spanish ☐ Other, please specify:</td>
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</tbody>
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<table>
<thead>
<tr>
<th>B. Financial information</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAT Number:</td>
</tr>
<tr>
<td>Bank Name:</td>
</tr>
<tr>
<td>Bank Address:</td>
</tr>
<tr>
<td>Swift/BIC number:</td>
</tr>
<tr>
<td>Has the company been audited in the last 3 years?</td>
</tr>
<tr>
<td>Please attach a copy of the company’s most recent Annual or Audited Financial Report</td>
</tr>
<tr>
<td>Annual Value of Total Sales for the last 3 Years:</td>
</tr>
<tr>
<td>Year: USD:</td>
</tr>
<tr>
<td>Annual Value of Export Sales for the last 3 years:</td>
</tr>
<tr>
<td>Year: USD:</td>
</tr>
</tbody>
</table>
## Company's recent business with ACTED and/or other International Aid Agencies or United Nations Agencies:

<table>
<thead>
<tr>
<th>#</th>
<th>Organisation</th>
<th>Contact person</th>
<th>Phone/E-mail</th>
<th>Goods/Works/Services</th>
<th>Value (USD)</th>
<th>Destination</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

What is your company's main area of expertise?

What is your company's business coverage area?

☐ National  ☐ Restricted to (specify location):

To which countries has your company exported and/or managed projects in the last 3 years?

Provide any other information that demonstrates your company's qualifications and experience (eg. awards):

List any national or international Trade/Professional Organisations of which your company is a member:

### D. Technical Capability

<table>
<thead>
<tr>
<th>Type of Quality Assurance Certificate</th>
<th>☐ Attached</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Certification/Qualification Documents</td>
<td>☐ Attached</td>
</tr>
</tbody>
</table>

### E. Miscellaneous

Does your company have an Environmental Policy? (Yes/No)

☐ Yes  ☐ No

Does your company have an Ethical Trading Policy? (Yes/No)

☐ Yes  ☐ No

Does your company have an Anti-terrorist Policy? (Yes/No)

☐ Yes  ☐ No

Is your company compliant with the EU General Data Protection Regulation (or equivalent)? (Yes/No)

☐ Yes  ☐ No

If you answered yes to the above two questions, please attach copies of your policy:

☐ 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?

☐ Yes  ☐ 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?

☐ Yes  ☐ No

If you answered yes, please provide details:
Has your company ever been guilty of grave professional misconduct proven by other means? □ Yes □ 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? □ Yes □ 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? □ Yes □ 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? □ Yes □ 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? □ Yes □ 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)? □ Yes □ No

If you answered yes, please provide details:

Do you agree with terms of payment of 30 days? □ Yes □ No

Do you accept visit of ACTED staff & external auditors to your office? □ Yes □ 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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Trading license</td>
<td>□ Attached □ Checked</td>
</tr>
<tr>
<td>2) VAT registration/tax clearance certificate</td>
<td>□ Attached □ Checked</td>
</tr>
<tr>
<td>3) Company profile</td>
<td>□ Attached □ Checked</td>
</tr>
<tr>
<td>4) Proof of trading/dealership/agent</td>
<td>□ Attached □ Checked</td>
</tr>
<tr>
<td>5) Evidence of similar contracts</td>
<td>□ Attached □ Checked</td>
</tr>
<tr>
<td>6) References</td>
<td>□ Attached □ Checked</td>
</tr>
<tr>
<td>7) Particulars of CEO and key personnel</td>
<td>□ Attached □ Checked</td>
</tr>
<tr>
<td>8) Articles of Association &amp; Certificate of incorporation</td>
<td>□ Attached □ Checked</td>
</tr>
<tr>
<td>9) Financial statements (latest)</td>
<td>□ Attached □ Checked</td>
</tr>
<tr>
<td>10) Other (specify):</td>
<td>□ Attached □ Checked</td>
</tr>
</tbody>
</table>
Company Name: ___________________________

Authorized Representative Name: ___________________________

Signature: ___________________________

Stamp
BIDDER’S ETHICAL DECLARATION  

ACTED JORDAN

Date:

Tender N°: T/FWA/13DOC/N96/MULTI/WORK ACCIDENT INSURANCE/22-04-2019

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
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

**العطاء بخطوات القيام كيفية:**

1. راجع مستند تعليمات تقديم العطاء و اتبع الخصائص المذكورة
2. قدم طلب معلومات إضافية من قسم الخدمات اللوجستية في أكتد الأردن عبر البريد الإلكتروني عند الحاجة
3. اللغة الإنجليزية هي اللغة الوحيدة المقبولة بمستندات العطاء، الارقام يجب أن تكون أرقام إنجليزية أيضاً
4. تأكد من توقيع الحروف الأولى من الاسم على كل صفحة من صفحات وثائق العطاء
5. إتبع التعليمات الخاصة بالأختام والتوقيعات اللازمة
6. تأكد من تقديم نسخ من:
   - هوية الأحوال للممثل القانوني للشركة
   - وثائق تسجيل الشركة
7. تقديم قائمة من المراجع والخبرات السابقة
8. تأكد من ملأ المعلومات وفقاً للتعليمات، مع إيلاء اعتمام خاص ل:
   - استبيان العطاء للمonacciين
   - الإعلان الأخلاقي
   - استمارة العرض
   - الإعصار بالدينار الأردني
9. وأخيراً، قم بتقديم العرض الخاص بك بعد مراجعة مستندات التعليمات وأرفق المستندات في ظرف مختوم و مكبوس أو عبر البريد الإلكتروني إلى jordan.tender@acted.org
BIDDER’S CHECKLIST – ACTED JORDAN

Date:

Tender N°: T/FWA/13DOC/N96/MULTI/WORK ACCIDENT INSURANCE/22-04-2019

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.

<table>
<thead>
<tr>
<th>Description</th>
<th>To be filled in by Bidder</th>
<th>For ACTED use only (to be filled in by Purchase Committee)</th>
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<tbody>
<tr>
<td></td>
<td>Included</td>
<td>Present</td>
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<td>Yes</td>
<td>No</td>
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<tr>
<td>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)</td>
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<tr>
<td>2. (Form PRO-05) – Instructions to Bidders is attached, filled, signed and stamped by the supplier.</td>
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<tr>
<td>3. (Form PRO-06) – Offer Form is attached, filled, signed and stamped by the supplier. (Compulsory)</td>
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<td>4. The prices in the Offer Form are in JOD, excluding and including all applicable taxes.</td>
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<tr>
<td>5. (Form PRO-06-01) – Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier. (Compulsory)</td>
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<tr>
<td>6. (Form PRO-06-02) – Bidder’s Ethical Declaration is attached, filled, signed and stamped by the supplier. (Compulsory)</td>
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<td>7. The Bidding documents are filled in English.</td>
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<td>8. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) are provided.</td>
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<tr>
<td>9. ANNEXES – A Copy of the Company registration documents and license are included; a copy of the ID of the company legal representative and Contractor Classification certificate are attached.</td>
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<td>10. ANNEXES – Work Insurance policy is attached.</td>
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</table>

Name & Position of Bidder’s authorized representative

______________________________

Authorized signature

______________________________