

**NATIONAL CALL FOR TENDER ACTED Syria****Part A - Instructions to bidders**

Date: 11/04/2019

Tender N°: T/16/FWC/MULTI/CLEANING AND KITCHEN SUPPLIES/LOG/11-04-2019/2

ACTED is requesting through this tender a company to provide detailed written quotations for the supply of the following products:

**PRODUCT SPECIFICATIONS:**

- |                                    |  |
|------------------------------------|--|
| 1. Description:                    | <b>Refreshments, Cleaning Items and Kitchen Supplies</b> |
| 2. Product class / category:       | Office Supplies  |
| 3. Product stage:                  | New and Complete   |
| 4. INCOTERM (delivery conditions): | DDP (as per Annex A)                                     |
| 5. Quantity and specifications:    | As per request during the validity of the FWA            |

DESCRIPTION
LOT 1: REFRESHMENTS
LOT 2: CLEANING ITEMS
LOT 3: KITCHEN SUPPLIES

**RESPONSIBILITIES OF THE CONTRACTOR:**

- |  |                                 |
|--|---------------------------------|
| 1. Duration of the Framework Agreement | 12 Months                       |
| 2. Date of delivery:                   | As Per instruction for each lot |
| 3. Validity of the offer:              | 14 Months recommended           |
| 4. Terms of Delivery                   | As Per instruction for each lot |

The answers to this tender should include the following elements:

- A written quotation including all the product specifications, the price per unit, quantity proposed and unit, and total price. To fill part B of this document is compulsory so that the bid is considered;
- Supplier Registration Documents for Jordan
- Identification of the Supplier Representative
- 

**GENERAL CONDITIONS:**

1. The **closing date** of this tender is fixed on **25/04/2019 at 16:00 local time** in ACTED office at the following address : **SAQRA BUILDING - 5TH FLOOR – ENTRANCE C, 238A ARAR STREET, WADI SAQRA, AMMAN** OR emailed to both: [syria2.tender@acted.org](mailto:syria2.tender@acted.org) and [tender@acted.org](mailto: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 Product Specifications for which they apply.
4. **All of the applicable taxes should be indicated in the offer. All prices should be in JOD.**
5. The offer to the call for tender will not result in the award of a contract.
6. No bidder should deem that the entire tender would be awarded to a single bidder. ACTED reserves the right to divide / split the contracts amongst different bidders.

7. The offer must be submitted to ACTED purchase department in a sealed envelope with the mention “T/16/FWC/MULTI/CLEANING AND KITCHEN SUPPLIES/LOG/11-04-2019/2 - not to be opened before 15:00 local time 25/04/2019” and the purpose of the offer.
8. Unsealed envelope and late offers will not be considered.
9. The selection criteria will be allocated as follows. **Specific conditions may apply for each lot;**
  - Each item will be ranked against the other prices quoted by suppliers.
  - The supplier with the lowest average rank will receive 90 points.
  - Other suppliers will be scored proportionally based on the average rank.

Example: Supplier 1 (lowest average rank) : Average Rank : 1.5 → 90 points  
Supplier 2 : Average Rank : 2.0 →  $90 \times (1.5/2) = 90 \times 75\% = 67.5$  points

- a. This score is multiplied by the percentage of items in the lot which the supplier is able to provide.

Example: Supplier 1 (90 points) offers 50% of the requested items. →  $90 \times 50\% = 45$  points  
Supplier 2 (67.5 points) offers 100% of the requested items →  $67.5 \times 100\% = 67.5$  points.

- b. If a supplier is able to provide 100% of items in a lot, then an additional 10 points will be awarded.

Example: Supplier 2 (67.5 points) → 77.5 points.

- c. Suppliers with highest scores will be invited to submit samples for some or all of the items in the lot. Items that fail the sample check will be disqualified if they cannot be replaced at the quoted unit price and the Rank and Availability Scores will be updated.

10. Contracts may be awarded to multiple contractors to ensure availability of all items.

11. 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. Bidders must submit prices for the **units quoted**. Where the unit size differs from the specified unit the cost will be normalized for calculation purposes.

#### **EXAMPLE**

Item	Unit (preferred)	Unit (quoted)	Unit Price (quoted)	Normalized Price (calculated by ACTED Logistics for scoring)
Marker Pens	Pack of 10	Pack of 6	JOD 4.00	$(4.00 / 6) \times 10 = \text{JOD } 6.67$

2. Where a different brand is quoted than the recommended brand. The brand **must** be included in the offer form. If samples are provided that differ, then the item will be rejected.

#### **EXAMPLE**

NO.	Description	Brands	Brand Quoted	Unit	Supplier's Comments
1	Printer Cartridge : HP LaserJet series Pro400.M401.M425 2030/2035	Hewlett-Packard	IKON	Piece	Ikon 05A/80A certified for use in HP printers Pro400.M401/425 2030/2035

3. Prices must be quoted, inclusive of **taxes**, and including **delivery within Amman**. Where delivery is possible outside Amman please complete the table in **Annex A** for delivery outside Amman.
4. Bidders may apply for as multiple lots. Each lot will be scored independently according to the Selection Criteria outlined in article 10 of the General Conditions. However the sampling process is outlined in the Specific conditions of each lot.

#### **INFORMATION FOR THE BIDDERS:**

A Framework Agreement (FWA) is a formal agreement between ACTED and a supplier under which purchases for specified goods or services can be made over a fixed period of time. A Framework Agreement is awarded after a competitive procurement process has been followed .

- The FWA is non-exclusive
- The FWA is for fixed prices over the time period .
- This FWA is for 12 month

**Part B - OFFER FORM ACTED Syria**

Date:

Tender N°: T/16/FWC/MULTI/CLEANING AND KITCHEN SUPPLIES/LOG/10-04-2019/2

**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.

**NOTES:**

- If the offered item specifications are different than what ACTED is requesting, please indicate offered item specifications in the offer table.
- Please include the Brand name of the offered item in the table.
- The winner(s) of the bid will be asked to submit samples/pictures, which will remain with ACTED during the entire FWA period.
- Please submit all prices in Jordanian dinars (JOD)
- Please quote for items without and with taxes. Tax should be indicated separately in the offer table.
- Samples for all quoted items must be provided either in photographs attached to the bid or through physical samples upon request.
- Bidders may quote for one or more lots.

**PLEASE FILL IN THE FOLLOWING TABLE, ONE FOR THE LOTS APPLIED FOR AND ONE FOR EACH LOTS:**








# ACTED

T/16/FWC/MULTI/CLEANING AND KITCHEN SUPPLIES/LOG/11-04-2019/2

**LOTS APPLIED FOR:**

DESCRIPTION	APPLIED (YES/NO)	NUMBER OF ITEMS QUOTED PER LOT	SAMPLES AVAILABLE (CIRCLE ONE)
LOT 1: REFRESHMENTS		_____ / 23 items	Photos / Physical Samples / Both
LOT 2: CLEANING ITEMS		_____ / 64 items	Photos / Physical Samples / Both
LOT 3 : KITCHEN SUPPLIES		_____ / 95 items	Photos / Physical Samples / Both



**LOT 1: REFRESHMENTS**

NO.	Description	Equivalent Brand	Photo	Unit	Unit Size (Preferred)	Unit Size (Quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
1	Biscuit, Chocolate	Tracker or Equivalent		Box	175g				
2	Biscuit, Chocolate/Coconut	Tracker or Equivalent		Box	175g				
3	Biscuit, Sweet, (vanilla)	Tracker or Equivalent		Box	175g				
4	Butter Cookies Assorted Box=	Americana or Equivalent		Box	400g				
5	Ground Coffee	or Equivalent		Packet	500g				
6	Coffee (Turkish)	Amed or Equivalent		Packet	250g				
7	Coffee 3-in-1 Sachets	Nescafe or Equivalent		Carton	28 sachets				



8	Coffee, Americano	Nestle Red Mug or Equivalent		Bottle	200g				
8	Coffee, Americano/Gold	Nestle Gold or Equivalent		Bottle	200g				
9	Creamer	Coffee Mate or Equivalent		Bottle	400g				
10	Filters for Coffee Machine, disposable Bag	Parada or Equivalent		Packet	100 pcs				
11	Fruit Juice Bottles, (various)	Tropicana or Equivalent		Bottle	1L				



12	Long life milk	Al Marai or Equivalent		Carton	1L				
13	Milk powder	Halibuna or Equivalent		Jar	400g				
14	Salt	Any		Packet	1kg				
15	Soda Water	Any		Bottle	1L				
16	Sugar, White	Al Osra or Equivalent		Bag	1kg				
17	Tea Bags, Black	Lipton or equivalent		Box	100 bags				
18	Tea Bags, Ginger	Lipton or equivalent		Box	100 bags				
19	Tea Bags, Green	Lipton or equivalent		Box	100 bags				
20	Tea Bags, Lemon	Lipton or equivalent		Box	100 bags				
21	Tea, Loose	Any		Bag	100g				
22	Water	Any		Bottle	1.5L (plastic)				
23	White sugar, square lumps	Any		Box	750g				





# ACTED

T/16/FWC/MULTI/CLEANING AND KITCHEN SUPPLIES/LOG/11-04-2019/2

**BIDDER'S COMMENTS/REMARKS:**

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

**BIDDER'S TERMS AND CONDITIONS:**

1. Validity of the offer: \_\_\_\_\_ (recommended: 14 months or more)
2. Lead Time (in days): \_\_\_\_\_ (recommended within 2 working days)
3. Terms of payment: \_\_\_\_\_






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





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




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




**END OF LOT 1**

**LOT 2: CLEANING ITEMS**




NO.	Description	Equivalent Brand	Photo	Unit	Pcs per pack (Preferred)	Pcs per pack (quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
Paper Tissue Items									
1.1	Toilet paper, double layer- each Roll = 215 m ورق تواليت -طبقتين، طول الرول الواحد 215 متر	Any		Pack	10				
1.2	Heavy Duty Paper Tissue - Jumbo Roll (For Hands) ورق تنشيف اليدين، حجم جامبو، نوعية جيدة	Fine, smile, Winner or equivalent		Pack	6				
1.3	Tissue, Facial, double layer in Carton box for Offices محارم مكتب، طبقتين، في علبة كرتونية	Fine, smile, Winner or equivalent		Box	150 sheet				
1.4	Napkin, Paper ,double layer محارم سفرة، طبقتين	Any		Pack	200 sheet				
Detergent									
2.1	Soap, Hand washing, Liquid صابون سائل لليدين	HiGeen or equivalent		Bottle	500 ml				

NO.	Description	Equivalent Brand	Photo	Unit	Pcs per pack (Preferred)	Pcs per pack (quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
2.2	Soap, Hand washing, Liquid صابون سائل لليدين			Bottle	1 Liter				
2.3	Soap, Hand washing, Liquid, Refill,	Any		Bottle	2 liters				
2.4	Hand Soap, Bar	HiGeen or equivalent		Piece	-				
2.5	Hand sanitizer (Anti-bacterial) معقم ايدي	HiGeen or equivalent		Bottle	500 ml				
2.6	Cleaning product, Bleach, Multi-purpose, Liquid منتج تنظيف وتبييض، متعدد الاستعمال سائل	Clorox or equivalent		Bottle	2 Liter				




NO.	Description	Equivalent Brand	Photo	Unit	Pcs per pack (Preferred)	Pcs per pack (quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
2.7	Cleaning product, Bleach, Multi-purpose, Liquid منتج تنظيف وتبييض، متعدد الاستعمال سائل	Clorox or equivalent		Bottle	1 Liter				
2.8	Fabric Softener, Liquid مطري ملابس، سائل	Any		Bottle	2 Liter				
2.9	Fabric softener, Liquid مطري ملابس، سائل	Any		Bottle	1 liter				
2.10	Cleaner, Floor, Liquid, like Ajax or Dettol or equivalent منظف ومطري ارضيات سائل، مثل: اجاكس، ديتول او ما يعادله	Any		Bottle	1 liter				
2.11	Soap, Dishwashing, Liquid سائل جلي سائل	Prill or equivalent		Bottle	1 liter				

NO.	Description	Equivalent Brand	Photo	Unit	Pcs per pack (Preferred)	Pcs per pack (quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
2.12	Disinfectant, Antiseptic مطهر و معقم ارضيات	Dettol or equivalent		Bottle	500 ml				
2.13	Disinfectant, Antiseptic مطهر و معقم ارضيات	Dettol or equivalent		Bottle	1 liter				
2.14	Detergent/Soap, Laundry, powder, for fully Automatic washing Machine مسحوق غسيل ، بوردة ، للغسالات الاوتوماتيك	Persil , Extra or equivalent		Pack	2.5 kg				
2.15	Laundry Detergent	Persil , Extra or equivalent		Bottle	5 Litter				
2.16	Polish, Furniture, Spray بوليش للأثاث، رش	Any		Bottle	300 ml				

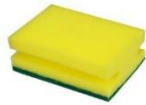




NO.	Description	Equivalent Brand	Photo	Unit	Pcs per pack (Preferred)	Pcs per pack (quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
2.17	Cleaner, All-purpose, Cream منظف متعدد الاستعمالات، كريمي	Jif or equivalent		Bottle	750 ml				
2.18	Air freshener, Spray معطر جو	Any		Bottle	300 ml				
2.19	Cleaner, Glass, Spray منظف زجاج، رش	Any		Bottle	750 ml				
2.20	Gel for cleaning bathroom floor جل منظف للحمامات والارضيات	Al Emlaq or equivalent		Bottle	2 kg				
2.21	Bathroom cleaner منظف حمامات	Flash or equivalent		Bottle	1000ml				











NO.	Description	Equivalent Brand	Photo	Unit	Pcs per pack (Preferred)	Pcs per pack (quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
2.22	Bug Spray, Anti-Ant/Cockroaches/Earwig...	Any		Bottle	1 liter				
2.23	Sink and Drain Cleaner, Liquid/Gel	Any		Bottle	1 liter				
2.24	Automatic Toilet Bowl Cleaner	Any		Piece	-				
2.25	Disinfectant, Antiseptic	Any		Bottle	500 ml				
2.26	Disinfectant, Antiseptic, 1L	Any		Bottle	1 liter				
2.27	Concentrated Alcohol 99%	Any		Piece					







NO.	Description	Equivalent Brand	Photo	Unit	Pcs per pack (Preferred)	Pcs per pack (quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
2.28	Vinegar, 700ml	Any		Piece	700 ml				
2.29	Cleaning Degreaser, Spray, 750ml	Any		Piece	750 ml				
2.30	Carpet Cleaner, Liquid, 1L	Any		Piece	1 litter				
Cleaning small tools									
3.1	Sponge, Dishwashing ليف جلي	Spontex or equivalent		Set	3 pieces				
3.2	Cloth, Cleaning, Floor ممسحة ارض	Any		Piece	N/A	N/A			
3.3	Gloves, Rubber, large قفازة مطاطية، حجم كبير	Any		Piece	N/A	N/A			



NO.	Description	Equivalent Brand	Photo	Unit	Pcs per pack (Preferred)	Pcs per pack (quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
3.4	Gloves, Rubber, Medium قفازة مطاطية، حجم وسط	Any		Piece	N/A	N/A			
3.5	Gloves, Rubber, small قفازة مطاطية، حجم صغير	Any		Piece	N/A	N/A			
3.6	Scouring pad, Cleaning, Nylon, 4pce	Any		Set	3 pieces				
3.7	Towel, Kitchen, Cotton	Any		Piece	N/A	N/A			




NO.	Description	Equivalent Brand	Photo	Unit	Pcs per pack (Preferred)	Pcs per pack (quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
3.8	Cloth, Cleaning, Dusting, Multi-purpose قماش تنظيف الغبار ، متعددة الأغراض	Any		Piece	N/A	N/A			
3.9	Sponge cloth like فوطه مسح اسفنجية	Spontex or equivalent		Pack	3 pieces				
3.10	Metallic scourer - سلكة جلي	Any		Pack	2 pieces				
Cleaning Tools									
4.1	Broom with handle مكنسة مع عصا	Any		Piece	N/A	N/A			
4.2	Wiper with stick قشاة طويلة للأرضيات	Any		Piece	N/A	N/A			

NO.	Description	Equivalent Brand	Photo	Unit	Pcs per pack (Preferred)	Pcs per pack (quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
4.3	Wiper Head راس قشاشة	Any		Piece	N/A	N/A			
4.4	Dustpan with hand / مجرود بيد طويلة	Any		Piece	N/A	N/A			
4.5	Toilet cleaning brush with base فرشاه حمام مع قاعده	Any		Piece	N/A	N/A			
4.6	Mop on stick with bucket, automatic squeezing ممسحة مع سطل ، ذاتي العصر والتنشيف	Any		Piece	N/A	N/A			
4.7	Replacement Brush Head for the Floor Wiper-stick – استبدال رأس الفرشاة	Any		Piece	N/A	N/A			






NO.	Description	Equivalent Brand	Photo	Unit	Pcs per pack (Preferred)	Pcs per pack (quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
4.8	Cleaning bucket medium size سطل	Any		Piece	N/A	N/A			
4.9	Dishwashing Brush	Any		Piece	N/A	N/A			
4.10	Outdoor Broom with handle	Any		Piece	N/A	N/A			



NO.	Description	Equivalent Brand	Photo	Unit	Pcs per pack (Preferred)	Pcs per pack (quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
4.11	Squeegee with handle	Any		Piece	N/A	N/A			
4.12	Brush Broom, Floor Cleaning, with handle	Any		Piece	N/A	N/A			
4.13	Dustpan, with handle	Any		Piece	N/A	N/A			



NO.	Description	Equivalent Brand	Photo	Unit	Pcs per pack (Preferred)	Pcs per pack (quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
4.14	Bucket, Cleaning, 10L	Any		Piece	N/A	N/A			
4.15	Extractor Hood Filter	Any		Piece	N/A	N/A			
4.16	Universal Vacuum Bags, pack of 10	Any		Pack	10	N/A			



NO.	Description	Equivalent Brand	Photo	Unit	Pcs per pack (Preferred)	Pcs per pack (quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
4.17	Trash Plastic bags – 43*53cm	Any		Pack	50	N/A			
4.18	Trash Plastic bags – 80*90 cm	Any		Pack	50	N/A			
4.19	Reusable bags, 70L	Any		Piece	N/A	N/A			
4.20	Recycling bags	Any		Piece	N/A	N/A			



# ACTED

T/16/FWC/MULTI/CLEANING AND KITCHEN SUPPLIES/LOG/11-04-2019/2

**BIDDER'S COMMENTS/REMARKS:**

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

**BIDDER'S TERMS AND CONDITIONS:**

1. Validity of the offer: \_\_\_\_\_ (recommended: 14 months or more)
2. Terms of delivery: \_\_\_\_\_
3. Terms of payment: \_\_\_\_\_

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

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


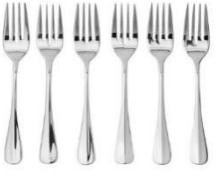

Date: \_\_\_\_\_

**END OF LOT 2**













**LOT 3: KITCHEN SUPPLIES**

NO.	Description	Equivalent Brand	Photo	Unit	Pcs per pack (Preferred)	Pcs Per pack (quoted)	Quantity	Unit Price in JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
1	Fork, Metal Stainless, large size	Any		Set	12 Pieces					
2	Fork, Metal Stainless, small size	Any		Set	12 Pieces					
3	Spoon – Metal Stainless – Tea spoon (set of 12 PC)	Any		Set	12 Pieces					









NO.	Description	Equivalent Brand	Photo	Unit	Pcs per pack (Preferred)	Pcs Per pack (quoted)	Quantity	Unit Price in JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
4	Spoon – Metal Stainless – food spoon (set of 12 PC)	Any		Set	12 Pieces					
5	Knife, Metal Stainless	Any		Set	12 Pieces					
6	Can opener	Any		Piece	N/A	N/A				
7	Mug, Heat resistant, ceramic, with handle, 350ml, white color	Any		Piece	N/A	N/A				






NO.	Description	Equivalent Brand	Photo	Unit	Pcs per pack (Preferred)	Pcs Per pack (quoted)	Quantity	Unit Price in JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
8	Water Cups, Glass, 500ml	Any		Set	6 Pieces					
9	Water Cups, Glass, 250ml	Any		Set	6 Pieces					
10	Matchbox	Any		Pack	10 Pieces					
11	stainless steel, formal design tray, Large size	Any		Piece	N/A	N/A				
12	stainless steel, formal design tray, Medium size	Any		Piece	N/A	N/A				
13	stainless steel, formal design tray, Small size	Any		Piece	N/A	N/A				








NO.	Description	Equivalent Brand	Photo	Unit	Pcs per pack (Preferred)	Pcs Per pack (quoted)	Quantity	Unit Price in JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
15	Frying pans, stainless steel, small size	Any		Piece	N/A	N/A				
16	Frying pans, stainless steel, Medium size	Any		Piece	N/A	N/A				
17	Plate, ceramic , 23 cm	Any		Set	6 Pieces					
18	Plate, ceramic , 30 cm	Any		Set	6 Pieces					
19	Trash bin, plastic, around 12 liter size for offices, metal, fence surrounding	Any		Piece	N/A	N/A				
20	Trash bin, plastic	Orient Plastic or equivalent		Piece	12 Liter					
21	Trash bin, plastic	Orient Plastic or equivalent		Piece	15 Liter					







NO.	Description	Equivalent Brand	Photo	Unit	Pcs per pack (Preferred)	Pcs Per pack (quoted)	Quantity	Unit Price in JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
22	Trash bin, plastic	Orient Plastic or equivalent		Piece	20 Liter					
23	Trash bin, plastic	Orient Plastic or equivalent		Piece	50 Liter					
24	Stainless coffee pot	Camel or Equivalent		Piece	1 Liter					
25	Stainless coffee pot	Camel or Equivalent		Piece	0.5 Liter					
26	Stainless coffee pot	Camel or Equivalent		Piece	1.5 Liter					
27	Stainless tea pot	Camel or Equivalent		Piece	1 Liter					
28	Stainless tea pot	Camel or Equivalent		Piece	2 Liter					
29	Stainless Steel Drainer, Wine Glass Holder, Cutlery Basket, Dish Rack, Collecting Tray, Robust	Any		Piece	N/A	N/A				







NO.	Description	Equivalent Brand	Photo	Unit	Pcs per pack (Preferred)	Pcs Per pack (quoted)	Quantity	Unit Price in JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
30	Bowl, Multi-Purpose, Large, , Stainless Steel	Any		Piece	N/A	N/A				
31	Bowls, ceramic – Small-white color You need to specify the size; suggestion diameter 16 CM	Any		Set	6 Pieces					
32	Bowls, ceramic, large, diameter 30cm			Set	6 Pieces					
33	Bowl, Multi-Purpose, Glass, Large			Set	6 Pieces					
34	Large Cooking knife – Metal Stainless	Any		Set	3 Pieces					








NO.	Description	Equivalent Brand	Photo	Unit	Pcs per pack (Preferred)	Pcs Per pack (quoted)	Quantity	Unit Price in JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
35	Bread knife, Metal Stainless	Any		Piece	N/A	N/A				
36	Meat Knife, Metal Stainless	Any		Piece	N/A	N/A				
37	Knife Sharpener	Any		Piece	N/A	N/A				
38	Corkscrew	Any		Piece	N/A	N/A				



NO.	Description	Equivalent Brand	Photo	Unit	Pcs per pack (Preferred)	Pcs Per pack (quoted)	Quantity	Unit Price in JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
39	Cutting Board, Wood, 40x50cm	Any		Piece	N/A	N/A				
40	Cutting Board, Plastic, 40x50cm	Any		Piece	N/A	N/A				
41	Spatula, Wooden	Any		Piece	N/A	N/A				
42	Spatula, Metal, Stainless Steel	Any		Piece	N/A	N/A				
43	Deep Spatula, Stainless Steel for Soup	Any		Piece	N/A	N/A				






NO.	Description	Equivalent Brand	Photo	Unit	Pcs per pack (Preferred)	Pcs Per pack (quoted)	Quantity	Unit Price in JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
44	Spatula for rise stainless steel	Any		Piece	N/A	N/A				
45	Whisk, Kitchen, Stainless Steel	Any		Piece	N/A	N/A				
46	Grilling Tong, Metal	Any		Piece	N/A	N/A				
47	Barbecue sticks, metal, pack of 10	Any		pack	10					
48	Potato peeler, Metal	Any		Piece	N/A	N/A				








NO.	Description	Equivalent Brand	Photo	Unit	Pcs per pack (Preferred)	Pcs Per pack (quoted)	Quantity	Unit Price in JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
49	Colander, Kitchen, Stainless Steel	Any		Piece	N/A	N/A				
50	Saucepan, with long handle, with led , small, Teflon	Any		Piece	N/A	N/A				
51	Saucepan, with long handle, with led , medium, Teflon	Any		Piece	N/A	N/A				
52	Saucepan, with long handle, with led , large, Teflon	Any		Piece	N/A	N/A				
53	Cooking Pot, with side handles, with led, small	Any		Piece	N/A	N/A				Capacity:_____
54	Cooking Pot, with side handles, with led, medium	Any		Piece	N/A	N/A				Capacity:_____



NO.	Description	Equivalent Brand	Photo	Unit	Pcs per pack (Preferred)	Pcs Per pack (quoted)	Quantity	Unit Price in JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
55	Cooking Pot, with side handles, with lid, large	Any		Piece	N/A	N/A				Capacity:_____
56	Pan Lid, medium	Any		Piece	N/A	N/A				
57	Pan Lid, large	Any		Piece	N/A	N/A				
58	Jug, plastic, 1L	Any		Piece	N/A	N/A				






NO.	Description	Equivalent Brand	Photo	Unit	Pcs per pack (Preferred)	Pcs Per pack (quoted)	Quantity	Unit Price in JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
59	Aluminum foil , 30 cm x 10m	Any		Piece	N/A	N/A				
60	Baking Paper	Any		Piece	N/A	N/A				
61	Plastic Foil	ANy		Piece	N/A	N/A				
62	Sieve, Plastic, Large	Any		Piece	N/A	N/A				
63	Grater			Piece	N/A	N/A				




NO.	Description	Equivalent Brand	Photo	Unit	Pcs per pack (Preferred)	Pcs Per pack (quoted)	Quantity	Unit Price in JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
64	Container, Sugar, 250g, Plastic	Any		Piece	N/A	N/A				
65	Container, Salt, 25g, Plastic	Any		Piece	N/A	N/A				
66	Lighter for kitchen	Any		Piece	N/A	N/A				
67	Lighter	Any		Piece	N/A	N/A				
68	Oven gloves	Any		Pair	N/A	N/A				






NO.	Description	Equivalent Brand	Photo	Unit	Pcs per pack (Preferred)	Pcs Per pack (quoted)	Quantity	Unit Price in JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
69	Tupperware – set of 3 (Please specify on Size)	Any		Set	3 Pieces - please specify on size					
70	Turkish coffee cups, with small plate, White color	Any		Set	6 Pieces					
71	French Press, coffee maker	Any		Piece	N/A					






NO.	Description	Equivalent Brand	Photo	Unit	Pcs per pack (Preferred)	Pcs Per pack (quoted)	Quantity	Unit Price in JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
72	Mocca, coffee maker	Any		Piece	N/A					
73	Table cloth, cotton/polyester/ppa per	Any		Piece	N/A					
74	Reusable plate, plastic	Any		Pack	10					






NO.	Description	Equivalent Brand	Photo	Unit	Pcs per pack (Preferred)	Pcs Per pack (quoted)	Quantity	Unit Price in JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
75	Reusable glass, plastic	Any		Pack	10					
76	Reusable fork, plastic	Any		Pack	10					
77	Reusable knife, plastic	Any		Pack	10					






NO.	Description	Equivalent Brand	Photo	Unit	Pcs per pack (Preferred)	Pcs Per pack (quoted)	Quantity	Unit Price in JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
78	Reusable spoon, plastic	Any		pack	10					
79	Sink Filter Mesh, Stainless Steel	Any		Piece	N/A					
80	Sink Stopper	Any		Piece	N/A					



NO.	Description	Equivalent Brand	Photo	Unit	Pcs per pack (Preferred)	Pcs Per pack (quoted)	Quantity	Unit Price in JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
81	Instant Ignite Lighter Fluid, 1L	Any		Piece	N/A					
82	Trivet, approx 50x30cm	Any		Piece	N/A					
83	Food Serving Tray	Any		Piece	N/A					



NO.	Description	Equivalent Brand	Photo	Unit	Pcs per pack (Preferred)	Pcs Per pack (quoted)	Quantity	Unit Price in JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
84	Charcoal, for Barbecue, 2kg	Any		Pack	50 Pieces					
85	Disposable plastic forks	Any		Pack	50 Pieces					
86	Disposable plastic Spoon	Any		Pack	50 Pieces					
87	Disposable plastic Plate	Any		Pack	50 Pieces					
89	Disposable plastic Drinking Cup	Any		Pack	50 Pieces					
90	Disposable cartoon cups	Any		Pack	50 Pieces					
91	Disposable cartoon Plate	Any		Pack	50 Pieces					
92	Disposable cartoon Bowl	Any		Pack	50 Pieces					
93	Trash Plastic bags – 43*53cm	Any		Pack	10 Pieces					



NO.	Description	Equivalent Brand	Photo	Unit	Pcs per pack (Preferred)	Pcs Per pack (quoted)	Quantity	Unit Price in JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
94	Trash Plastic bags – 80*90 cm	Any		Pack	100 Pieces					
95	Bread Bags/ white – 40*50 cm	Any		Pack	250 Pieces bags (1 KG)					

**BIDDER'S COMMENTS/REMARKS:**

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

**BIDDER'S TERMS AND CONDITIONS:**

1. Validity of the offer: \_\_\_\_\_ (recommended: 14 months or more)
2. Terms of delivery: \_\_\_\_\_
3. Terms of payment: \_\_\_\_\_

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

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

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

**END OF LOT 3**



## Part C - BIDDER'S QUESTIONNAIRE ACTED SYRIA

Date :

Tender N° : T/16/FWC/MULTI/CLEANING AND KITCHEN SUPPLIES/LOG/11-04-2019/2

PART I: INFORMATION			
<b>A. Company Details and General Information</b>			
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>			



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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:	



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Annual Value of Export Sales for the last 3 years						
Year:		Year:		Year:		
USD:		USD:		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





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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: \_\_\_\_\_

Stamp:



## Part D - BIDDER'S ETHICAL DECLARATION **ACTED Syria**

Date:

Tender N°: T/16/FWC/MULTI/CLEANING AND KITCHEN SUPPLIES/LOG/11-04-2019/2

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
1. 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.
1. Communicate its commitment to the Code of Conduct to employees, supporters and donors, as well as to all suppliers of goods and services.
2. Make appropriate human and financial resources available to meet its stated commitments, including training and guidelines for relevant personnel.
3. 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.
4. Adopt appropriate methods and systems for monitoring and verifying the achievement of the standards.
5. 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.
1. Assign responsibility for implementing the Code of Conduct to a senior manager.



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2. 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.
1. Seek to ensure all employees are aware of their rights and involved in the decisions which affect them.
2. Avoid discriminating against enterprises in developing countries.
3. Recognise official regulation and inspection of workplace standards, and the interests of legitimate trades unions and other representative organisations.
4. seek arbitration in the case of unresolved disputes.

### **Qualifications To The Policy Statement**

The humanitarian imperative is paramount. Where speed of deployment is essential in saving lives, ACTED will purchase necessary goods and services from the most appropriate available source.

ACTED can accept neither uncontrolled cost increases nor drops in quality. It accepts appropriate internal costs but will work with suppliers to achieve required ethical standards as far as possible at no increase in cost or decrease in quality.

I undersigned \_\_\_\_\_, agree to adopt the above Code of Conduct and to commit to comply with the labour and environmental standards specified, both in my own company and those of my suppliers.

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

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



## BIDDER'S CHECK LIST ACTED Syria

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

Tender N°: T/16/FWC/MULTI/CLEANING AND KITCHEN SUPPLIES/LOG/11-04-2019/2

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

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

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

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



## Annex A : Delivery Costs

Locations	Minimum order for free delivery	Transportation fees if order is less than the minimum order (JD)	Lead time to deliver items
Amman Office	free	free	
Zaatari Office/Camp			
Azraq Office/Camp			
Mafrqa Office			

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

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

Signature: \_\_\_\_\_

Stamp: