

NATIONAL CALL FOR TENDER **ACTED Syria**

Part A - Instructions to bidders

Date: 11/04/2019

Tender N°: T/16/FWC/MULTI/IT EQUIPMENT/LOG/11-04-2019/1

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

PRODUCT SPECIFICATIONS:

1. Description: **Office Electronics, Printer Consumables, Office Stationary**
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	SUBLOTS
LOT 1: OFFICE ELECTRONICS	
LOT 2: PRINTER CONSUMABLES	Lot 2.1 – Brother
	Lot 2.2 – Canon
	Lot 2.3 – Epson Point of Sale Ribbons
	Lot 2.4 – Hewlett Packard
	Lot 2.5 – Konica Minolta
	Lot 2.6 – Kyocera
	Lot 2.7 – Pointman ID Printer
	Lot 2.8 – Samsung
	Lot 2.9 – Photocopier Paper
LOT 3: OFFICE STATIONARY	

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;
- Samples (or photos and precise technical specifications) of the products.

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 and 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 will 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/IT EQUIPMENT/LOG/11-04-2019/1 - not to be opened before 16:00 local time on 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
- 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.
- 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.
- 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. Tenderers can submit an offer for one or several lots and for one or several items in the lots.
 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.

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 one or multiple lots. Each lot will be scored independently according to the Selection Criteria outlined in article 9 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 SyriaDate:Tender N°: T/16/FWC/MULTI/IT EQUIPMENT/LOG/11-04-2019/1**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) and quote for items without and with taxes. Tax should be indicated separately in the offer table.
- Bidders can submit offers for one or more lots.





PLEASE FILL IN THE FOLLOWING TABLES, ONE FOR THE LOTS APPLIED FOR AND ONE FOR EACH LOT:







LOTS APPLIED FOR:

DESCRIPTION	SUBLOTS	APPLIED (Yes/No)	NUMBER OF ITEMS QUOTED PER LOT	SAMPLES AVAILABLE (CIRCLE ONE)
LOT 1: OFFICE ELECTRONICS			_____ / 21 items	Photos / Physical Samples / Both
LOT 2: PRINTER CONSUMABLES	Lot 2.1 – Brother		_____ / 1 items	Photos / Physical Samples / Both
	Lot 2.2 – Canon		_____ / 16 items	Photos / Physical Samples / Both
	Lot 2.3 – Epson Point of Sale Ribbons		_____ / 1 items	Photos / Physical Samples / Both
	Lot 2.4 – Hewlett Packard		_____ / 33 items	Photos / Physical Samples / Both
	Lot 2.5 – Konica Minolta		_____ / 2 items	Photos / Physical Samples / Both
	Lot 2.6 – Kyocera		_____ / 3 items	Photos / Physical Samples / Both
	Lot 2.7 – Pointman ID Printer		_____ / 1 items	Photos / Physical Samples / Both
	Lot 2.8 – Samsung		_____ / 1 items	Photos / Physical Samples / Both
	Lot 2.9 – Photocopier Paper		_____ / 7 items	Photos / Physical Samples / Both
LOT 3: OFFICE STATIONARY			_____ / 103 items	Photos / Physical Samples / Both

LOT 1: OFFICE ELECTRONICS

Item #	Item Description	Equivalent Brand	Photo	Unit	Pieces per pack (preferred)	Pieces per pack (quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
1	Battery, AAA, Alkaline	Energizer or equivalent		Pack	2				
2	Battery AA, Alkaline	Energizer or equivalent		Pack	4				
3	Power Extension : 3 pin (Type G) 1 -> 4 sockets https://www.worldstandards.eu/electricity/plugs-and-sockets/			Piece	N/A	N/A			
4	Recordable DVDs (5-7 GB) - similar to "SONY"	SONY or equivalent		Pack	50				



Item #	Item Description	Equivalent Brand	Photo	Unit	Pieces per pack (preferred)	Pieces per pack (quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
5	Recordable CDs (700 MB) - similar to "SONY"	SONY or equivalent		Pack	50				
6	Power Adaptor, 3 pin (Type G) --> universal https://www.worldstandards.eu/electricity/plugs-and-sockets/			Piece	N/A	N/A			
7	Power Adaptor, 2 pin (Type C) --> universal https://www.worldstandards.eu/electricity/plugs-and-sockets/			Piece	N/A	N/A			
8	Power Adaptor, 2 pin (Type F) --> universal https://www.worldstandards.eu/electricity/plugs-and-sockets/			Piece	N/A	N/A			



Item #	Item Description	Equivalent Brand	Photo	Unit	Pieces per pack (preferred)	Pieces per pack (quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
9	Memory stick, USB, 8GB	SanDisk or equivalent		Piece	N/A	N/A			
10	Memory stick USB, 16GB	SanDisk or equivalent		Piece	N/A	N/A			
11	Cables Organizer	N/A		Piece	N/A	N/A			
12	Patch Cord cat. 6 50cm	N/A		Piece	N/A	N/A			




Item #	Item Description	Equivalent Brand	Photo	Unit	Pieces per pack (preferred)	Pieces per pack (quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
13	Cable HDMI to HDMI	N/A		Piece	N/A	N/A			
14	Cable USB to USB	N/A		Piece	N/A	N/A			
15	Cable HDMI to VGA	N/A		Piece	N/A	N/A			
16	Converter HDMI to VGA	N/A		Piece	N/A	N/A			



Item #	Item Description	Equivalent Brand	Photo	Unit	Pieces per pack (preferred)	Pieces per pack (quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
17	Optical Mouse USB	N/A		Piece	N/A	N/A			
18	Wireless Mouse	N/A		Piece	N/A	N/A			
19	Microsoft Office License 2016	N/A		Piece	N/A	N/A			
20	Keyboard, Arabic and English	N/A		Piece	N/A	N/A			



Item #	Item Description	Equivalent Brand	Photo	Unit	Pieces per pack (preferred)	Pieces per pack (quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
21	Laptop Support	NA		Piece	N/A	N/A			

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: PRINTER CONSUMABLES
LOT 2.1 – BROTHER

NO.	Description	Equivalent Brand	Brand Quoted	Unit	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
1	BROTHER - High Capacity Cartridges - Label Maker - PT-2430PC 12mm (BW/Colored)	Brother		Piece			

LOT 2.2 – CANON

NO.	Description	Equivalent Brand	Brand Quoted	Unit	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
1	TONER - High Capacity Cartridges - IR - IR2018 (BW/Colored)	Canon		Piece			
2	Ink - High Capacity Cartridges - Image Prograph - IPF710 (BW/Colored)	Canon		Piece			
3	TONER - High Capacity Cartridges -1133A-IR (BW/Colored)	Canon		Piece			
4	TONER - High Capacity Cartridges -IPF-710 (BW/Colored)	Canon		Piece			
5	TONER - High Capacity Cartridges -IPF-750 (BW/Colored)	Canon		Piece			
6	TONER - High Capacity Cartridges -MF 6140DN (BW/Colored)	Canon		Piece			
7	TONER - High Capacity Cartridges -MF6140 (BW/Colored)	Canon		Piece			
8	TONER - High Capacity Cartridges -MF6140DN (BW/Colored)	Canon		Piece			



NO.	Description	Equivalent Brand	Brand Quoted	Unit	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
9	TONER - High Capacity Cartridges -MF8280CW (BW/Colored)	Canon		Piece			
10	TONER - High Capacity Cartridges - Maintenance Cartridge mc-07 - ipf710 (BW/Colored)	Canon		Piece			
11	TONER - High Capacity Cartridges - IR - IR ADV 6255 (B/W)	Canon		Piece			
12	TONER - High Capacity Cartridges - IPF - 765 (Black)	Canon		Piece			
13	TONER - High Capacity Cartridges - IR US Code - IR 3045 (Black)	Canon		Piece			
14	TONER - High Capacity Cartridges - Image runner - 1133a (Black)	Canon		Piece			
15	TONER - High Capacity Cartridges - MF220 - 283X (B/W)	Canon		Piece			
16	TONER - High Capacity Cartridges - I-Sensys MF411DW - 05/80A (B/W)	Canon		Piece			

LOT 2.3 – EPSON POINT OF SALE RIBBONS

NO.	Description	Equivalent Brand	Brand Quoted	Unit	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
1	RIBBON - EPSON - EPSON ERC-27 (B/W)	Epson		Piece			

LOT 2.4 – HEWLETT PACKARD

NO.	Description	Equivalent Brand	Brand Quoted	Unit	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
1	TONER - High Capacity Cartridges - Office jet - 7110 (CYM)	Hewlett-Packard		Piece			
2	TONER - High Capacity Cartridges - Office jet - 6700-6400 (Black)	Hewlett-Packard		Piece			
3	TONER - High Capacity Cartridges - Office jet - 6700-6400 (CYM)	Hewlett-Packard		Piece			
4	TONER - High Capacity Cartridges - Laser jet - 1217 (BW/Colored)	Hewlett-Packard		Piece			
5	TONER - High Capacity Cartridges - Laser Jet - 1600 (Colour)	Hewlett-Packard		Piece			
6	Ink - High Capacity Cartridges - Office jet - K7103 (Colour)	Hewlett-Packard		Piece			
7	TONER - High Capacity Cartridges - Laser Jet - P2015 (BW/Colored)	Hewlett-Packard		Piece			
8	TONER - High Capacity Cartridges - Laser Jet Pro - M1132 (BW/Colored)	Hewlett-Packard		Piece			
9	TONER - High Capacity Cartridges - Laser Jet - 651A (Black)	Hewlett-Packard		Piece			
10	TONER - High Capacity Cartridges - Laser Jet - 651A (CYM)	Hewlett-Packard		Piece			
11	TONER - High Capacity Cartridges - Deskjet - 2050A (BW/Colored)	Hewlett-Packard		Piece			
12	TONER - High Capacity Cartridges - Laser Jet Pro 200 - M276NW (Black)	Hewlett-Packard		Piece			



13	TONER - High Capacity Cartridges - Laser Jet Pro 200 - M276NW (CYM)	Hewlett-Packard		Piece			
14	TONER - High Capacity Cartridges - ___ - 1600 (BW/Colored)	Hewlett-Packard		Piece			
15	TONER - High Capacity Cartridges - LaserJet - p2035 (BW/Colored)	Hewlett-Packard		Piece			
16	TONER - High Capacity Cartridges - Office jet - 6700-6400 (BW/Colored)	Hewlett-Packard		Piece			
17	TONER - High Capacity Cartridges - Office jet - 8600 (BW/Colored)	Hewlett-Packard		Piece			
18	TONER - High Capacity Cartridges - Laser jet - M127fw (BW/Colored)	Hewlett-Packard		Piece			
19	TONER - High Capacity Cartridges - LaserJet printer - Pro MFP M277fdw (BW/Colored)	Hewlett-Packard		Piece			
20	TONER - High Capacity Cartridges - HP Laser Jet - P2035 – CE505A (B/W)	Hewlett-Packard		Piece			
21	TONER - High Capacity Cartridges - LaserJet pro MFP M127 - 283A (B/W)	Hewlett-Packard		Piece			
22	TONER - High Capacity Cartridges - Laser Jet P1102 - 285A (B/W)	Hewlett-Packard		Piece			
23	TONER - High Capacity Cartridges - Office Jet 7510 - 932 (B/W)	Hewlett-Packard		Piece			
24	TONER - High Capacity Cartridges - Office Jet 7510 - 933 (Coloured)	Hewlett-Packard		Piece			
25	TONER - High Capacity Cartridges - LaserJet - 400 MFP M425 PCL 6 (B/W)	Hewlett-Packard		Piece			
26	TONER - High Capacity Cartridges - Office Jet - 7510 (B/W)	Hewlett-Packard		Piece			



27	TONER - High Capacity Cartridges - Laser Jet Professional - P1102 (B/W)	Hewlett-Packard		Piece			
28	TONER - High Capacity Cartridges - Office jet - 7110 (Black)	Hewlett-Packard		Piece			
29	TONER - High Capacity Cartridges - Laser jet - 127/83A (BW/Colored)	Hewlett-Packard		Piece			
30	TONER - High Capacity Cartridges - Laser jet - M700 (Black)	Hewlett-Packard		Piece			
31	TONER - High Capacity Cartridges - Laser jet - M700 (CYM)	Hewlett-Packard		Piece			
32	TONER - High Capacity Cartridges - Laser Jet pro Zoom FP - M276 UW 131 A (Black)	Hewlett-Packard		Piece			
33	Printer Cartridge : HP LaserJet series Pro400.M401.M425 2030/2035	Hewlett-Packard		Piece			

LOT 2.5 – KONICA MINOLTA

NO.	Description	Equivalent Brand	Brand Quoted	Unit	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
1	Printer Cartridge: Konica Minolta toner cartridge black (A3VU050, TN712)	KonicaMinolta		Piece			
2	Printer Cartridge: Konica Minolta toner cartridge return black (AAE2050, TNP59)	KonicaMinolta		Piece			

LOT 2.6 – KYOCERA

NO.	Description	Equivalent Brand	Brand Quoted	Unit	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
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1	TONER - High Capacity Cartridges - KYOCERA - ECOSY5 M3540dn (B/W)	KYOCERA		Piece			
2	TONER - High Capacity Cartridges - ecosys m3540dn - TK-3100 (B/W)	KYOCERA		Piece			
3	TONER - High Capacity Cartridges - _ - 3040 (BW/Colored)	KYOCERA		Piece			

LOT 2.7 – POINTMAN ID PRINTER

NO.	Description	Equivalent Brand	Brand Quoted	Unit	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
1	TONER - RIBBON - TP9170510A1E - TP-9100 (BW/Colored)	Pointman		Piece			

LOT 2.8 – SAMSUNG

NO.	Description	Equivalent Brand	Brand Quoted	Unit	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
1	TONER - High Capacity Cartridges ML1670 (Black)	Samsung		Piece			

LOT 2.9 – PHOTOCOPIER PAPER

NO.	Description	Equivalent Brand	Brand Quoted	Unit (Preferred)	Unit (Quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
1	A0 Photocopier Paper 80GSM	ABC or equivalent		PACK OF 250 sheet				
2	A1 Photocopier Paper 80GSM	ABC or equivalent		PACK OF 250 sheet				
3	A2 Photocopier Paper 80GSM	ABC or equivalent		PACK OF 250 sheet				



4	A3 Photocopier Paper 80GSM	ABC or equivalent		PACK OF 400 sheet				
5	A4 Photocopier Paper 80GSM	ABC or equivalent		PACK OF 400 sheet				
6	A4 Coloured Paper	ABC or equivalent		PACK OF 500				Colors:_____
7	914mm x 45m Paper rolls 80GSM Roll	ABC or equivalent		Roll				

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 2





LOT 3: OFFICE STATIONARY

NO.	Description	Equivalent Brand	Brand Quoted	Photo	Unit	Pcs per pack (Preferred)	Pcs per pack (Quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
1	Flip chart, Paper, pack of 40 sheets	ABC or equivalent			Pack	40				
2	Pocket/Sleeve, Transparent, A4, Plastic, 100pce	Binder max or equivalent			Pack	100				
3	B5 Stapler	Novus or equivalent			Piece	N/A	N/A			
4	45/3 Stapler	Novus or equivalent			Piece	N/A	N/A			







NO.	Description	Equivalent Brand	Brand Quoted	Photo	Unit	Pcs per pack (Preferred)	Pcs per pack (Quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
5	Hole punch, 2 hole, medium	Deluxe or equivalent			Piece	N/A	N/A			
6	Tack/Putty, Adhesive, Reusable	UHU or equivalent			Piece	N/A	N/A			
7	Envelope, White, C4 (A4), 500pce				Pack	500				
8	Adhesive 3M Page markers, Post-it,	Post-it or equivalent			packe t	5 colors (Pink, orange, yellow green, blue)				







NO.	Description	Equivalent Brand	Brand Quoted	Photo	Unit	Pcs per pack (Preferred)	Pcs per pack (Quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
9	Adhesive notes, Post-It, 38 x 50mm, multi colors	Post-it or equivalent			Piece	N/A	N/A			
10	Adhesive notes, Post-It, 50 x 40mm, multi colors	Post-it or equivalent			Piece	N/A	N/A			
11	Pen, Ballpoint, Blue	SKY GLORY or equivalent			Piece	N/A	N/A			
12	Pen, Ballpoint, Black	SKY GLORY or equivalent			Piece	N/A	N/A			







NO.	Description	Equivalent Brand	Brand Quoted	Photo	Unit	Pcs per pack (Preferred)	Pcs per pack (Quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
13	Pen, Ballpoint, Green	SKY GLORY or equivalent			Piece	N/A	N/A			
14	Pen, Ballpoint, Red	SKY GLORY or equivalent			Piece	N/A	N/A			
15	Pen, Highlighter, Assorted colors	Hiliter or equivalent			Pack	1 x Yellow, Orange, Green, Pink				
16	Pencil, Black	Extra Line or equivalent			Piece	N/A	N/A			







NO.	Description	Equivalent Brand	Brand Quoted	Photo	Unit	Pcs per pack (Preferred)	Pcs per pack (Quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
17	Eraser, for paper	Pelikan or equivalent			Piece	N/A	N/A			
18	Notebook, A4, Hardback, spiral bound, 100 Sheets				Book	100 pages				
19	Notebook, A5, Hardback, spiral bound, 100 Sheets				Book	100 pages				
20	Notebook (Pad), A4, Hardback, spiral bound, 80 Sheets				Book	80 pages				







NO.	Description	Equivalent Brand	Brand Quoted	Photo	Unit	Pcs per pack (Preferred)	Pcs per pack (Quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
21	Notebook (Pad), A5, Hardback, spiral bound, 80 Sheets				Book	80 pages				
22	Paper, Photocopier, A4	ABC or equivalent			Pack	80 pages				
23	Box file, A4 , 2x Rings, with naming sleeve	STARS LINE or equivalent			Piece	N/A	N/A			
24	A4 Lever arch Files (black, red, green, blue) - one colored side	ABBA or equivalent			Box	10				







NO.	Description	Equivalent Brand	Brand Quoted	Photo	Unit	Pcs per pack (Preferred)	Pcs per pack (Quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
25	A4 Binder, 2-Ringwith naming sleeve, 50 mm wide (black, red, green, blue) - one colored side	ABBA or equivalent			Box	10				
26	Ruler, 30cm (12"), Plastic				Piece	N/A	N/A			
27	Tray, Desk, Triple, Plastic				Piece	N/A	N/A			
28	Pen, Marker, Whiteboard (black, red, green, blue)	SKY GLORY or equivalent			Box	10				







NO.	Description	Equivalent Brand	Brand Quoted	Photo	Unit	Pcs per pack (Preferred)	Pcs per pack (Quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
29	Pen, permanent Marker, thin, similar to JUMBO SIMBALION (black, red, green, blue)	STAR LINE or equivalent			Box	10				
30	Pen, permanent Marker, thick, similar to JUMBO SIMBALION (black, red, green, blue)	STAR LINE or equivalent			Box	10				
31	Twin Marker	SKY GLORY or equivalent			Piece	N/A	N/A			
32	Clipboard, Standard, hard plastic				Piece	N/A	N/A			







NO.	Description	Equivalent Brand	Brand Quoted	Photo	Unit	Pcs per pack (Preferred)	Pcs per pack (Quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
33	Correction fluid, Pen, 8ml	Extra Line or equivalent			Piece	N/A	N/A			
34	Clip, Binder/Bulldog, 40mm (1 1/2"), 12pce	DGG New! or equivalent			Pack	12				
35	Clip, Binder/Bulldog, 50mm (2"), 12pce	DGG New! or equivalent			Pack	12				
36	Clip, Binder/Bulldog, 15mm (1/2"), 12pce	DGG New! or equivalent			Pack	12				







NO.	Description	Equivalent Brand	Brand Quoted	Photo	Unit	Pcs per pack (Preferred)	Pcs per pack (Quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
37	Clip, Binder/Bulldog, 20mm (3/4"), 12pce	DGG New! or equivalent			Pack	12				
38	Paper clip, Medium, Approx. 33mm, 100pce	AR-28 Open Luck or equivalent			Pack	100				
39	Paper clip, Large, Approx. 50mm, 100pce	AR-28 Open Luck or equivalent			Pack	100				
40	Paper clip, Small, Approx. 22mm, 100pce	AR-28 Open Luck or equivalent			Pack	100				







NO.	Description	Equivalent Brand	Brand Quoted	Photo	Unit	Pcs per pack (Preferred)	Pcs per pack (Quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
41	Eraser , white board	BOHO or equivalent			Piece	N/A	N/A			
42	Staples, 24/6, 1000pce	SID or equivalent			Pack	1000				
43	Staples, 23/10 (10mm), 1000pce	SID or equivalent			Pack	1000				
44	Staple remover	Sisman or equivalent			Piece	N/A	N/A			







NO.	Description	Equivalent Brand	Brand Quoted	Photo	Unit	Pcs per pack (Preferred)	Pcs per pack (Quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
45	Hanging Files (should contain 50 files)	Remier Grip or equivalent			pack	50				
46	White Board 60x90 cm	Easy Write or equivalent			Piece	N/A	N/A			
47	White Board 60x45 cm	Easy Write or equivalent			Piece	N/A	N/A			
48	White Board 90x120 cm	Easy Write or equivalent			Piece	N/A	N/A			







NO.	Description	Equivalent Brand	Brand Quoted	Photo	Unit	Pcs per pack (Preferred)	Pcs per pack (Quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
49	Pin Board 60x90	Easy Write or equivalent			Piece	N/A	N/A			
50	Pin Board 100x150	Easy Write or equivalent			Piece	N/A	N/A			
51	Pencil Sharpener	Pelikan or equivalent			Piece	N/A	N/A			
52	Push Pins, for pin board , pack of 50				Pack	50				







NO.	Description	Equivalent Brand	Brand Quoted	Photo	Unit	Pcs per pack (Preferred)	Pcs per pack (Quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
53	Envelope, White, (A5), Pack of 500pce				pack	500				
54	Envelope, White, (A3), Pack of 500pce				pack	500				
55	Envelope, White, (A4), Pack of 500pce				pack	500				
56	Colored Dividers, A4, Carton, Pack of 6 PC	Bim or equivalent			pack	6				


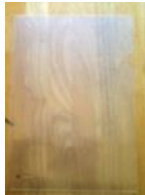




NO.	Description	Equivalent Brand	Brand Quoted	Photo	Unit	Pcs per pack (Preferred)	Pcs per pack (Quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
57	Paper, Photocopier, A4 , colored, set of 500 PC	Multi Office or equivalent			Pack	500				
58	Lamination Machine A4 , 397*142*92mm Entry width:A4	COMEX or equivalent			Piece	N/A	N/A			
59	Lamination sheets, A4 , Pack of 100	STD or equivalent			Pack	100				
60	Calculator , 12 digit, Solar cell & battery TYPE : CASIO DJ120-D	CASIO or equivalent			Piece	N/A	N/A			







NO.	Description	Equivalent Brand	Brand Quoted	Photo	Unit	Pcs per pack (Preferred)	Pcs per pack (Quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
61	Endorsing ink, blue, 30cc	Pelikan or equivalent			Piece	N/A	N/A			
62	Endorsing ink, red, 30cc	Pelikan or equivalent			Piece	N/A	N/A			
63	Stamp pad	N/A			Piece	N/A	N/A			
64	Archive file, Cartoon, Brown	ELBA or equivalent			Piece	N/A	N/A			








NO.	Description	Equivalent Brand	Brand Quoted	Photo	Unit	Pcs per pack (Preferred)	Pcs per pack (Quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
65	Carton office box 40x40x30cm				Piece	N/A	N/A			
66	L-shape File, A4, Plastic				Piece	N/A	N/A			
67	Pens Holder – Small size				Piece	N/A	N/A			
68	Tape dispenser, 3/4 "	Eagle or equivalent			Piece	N/A	N/A			








NO.	Description	Equivalent Brand	Brand Quoted	Photo	Unit	Pcs per pack (Preferred)	Pcs per pack (Quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
69	Tape ,Clear, 3/4", Pack of 12	SID or equivalent			Pack	12				
70	Tape, Clear, 1", Pack of 12				Pack	12				
71	Packing Tape, 2", Brown, Pack of 6				Pack	6				
72	Electric tape				Pack	6				







NO.	Description	Equivalent Brand	Brand Quoted	Photo	Unit	Pcs per pack (Preferred)	Pcs per pack (Quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
73	Paper tape				Pack	6				
74	Double sided tape				Pack	6				
75	Rubber bands (Thick type) bag of ½ KG				Bag	500g				
76	Glu similar to "UHU"	UHU or equivalent			Piece	50ml				
77	Spray glu similar to "UHU"	UHU or equivalent			piece	200ml				







NO.	Description	Equivalent Brand	Brand Quoted	Photo	Unit	Pcs per pack (Preferred)	Pcs per pack (Quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
78	Glu stick 8.2g	Pelikan or equivalent			Stick	8.2g				
79	Stamps - ACTED logo - 4.5cm x 6.5cm				Piece	N/A	N/A			
80	Stamps - ACTED logo + "PAID" + date - 4cm x 5cm				Piece	N/A	N/A			
81	Stamps - ACTED logo + "Received" + date - 4cm x 5cm				Piece	N/A	N/A			
82	Retractable blades for cutting paper (1 cm * 10 cm) with plastic hand	Vinfa or equivalent			Piece	N/A	N/A			







NO.	Description	Equivalent Brand	Brand Quoted	Photo	Unit	Pcs per pack (Preferred)	Pcs per pack (Quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
83	Cardboard Archive boxes (for A4 archiving) - hard cover BLACK				Box	10				
84	Cardboard Archive boxes (for A4 archiving) - hard cover COLORED				Box	10				
85	Label maker type "Dymo D1" Labels 9mmx7m	Dymo			Roll	Roll				
86	Drawing Tubing for maps type "Horse brand"	HORSE or equivalent			Piece	N/A	N/A			







NO.	Description	Equivalent Brand	Brand Quoted	Photo	Unit	Pcs per pack (Preferred)	Pcs per pack (Quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
87	Diary A4 Hard cover for records				Box	10				
88	A4 Sticky letter address labels				Pack	10				
89	Scissors (20cm)	Xindol or equivalent			Piece	N/A	N/A			
90	Memory stick, USB, 8GB	SanDisk or equivalent			Piece	N/A	N/A			
91	Memory stick USB, 16GB	SanDisk or equivalent			Piece	N/A	N/A			







NO.	Description	Equivalent Brand	Brand Quoted	Photo	Unit	Pcs per pack (Preferred)	Pcs per pack (Quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
92	Office Magnets, Plain Circular, Black (approx 23mm diameters)	N/A			Pack	50	N/A			
93	Blank ID Cards, plastic, white (8,5cm x 5,5cm)				Pack of 100	N/A	N/A			
94	Badge holder, plastic, flexible				Pack					
95	Keychain, plastic, different colors				Pack					



NO.	Description	Equivalent Brand	Brand Quoted	Photo	Unit	Pcs per pack (Preferred)	Pcs per pack (Quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
96	Labelling machine, handheld, battery operated with optional AC adaptor, keyboard, built-in cutter and graphical display, compatible with 6/9/12mm or equivalent [quote for item 97] tapes				Piece	N/A	N/A			
97	Labeling machine tapes (6/9/12mm or equivalent, must be compatible with item 96, labelling machine)				Piece	N/A	N/A			
98	Packaging Paper, Brown Kraft Paper Roll				5m Roll	N/A	N/A			
99	Packaging Paper, Brown Kraft Paper Roll, ECO-FRIENDLY-GREEN PAPER				5m Roll	N/A	N/A			



NO.	Description	Equivalent Brand	Brand Quoted	Photo	Unit	Pcs per pack (Preferred)	Pcs per pack (Quoted)	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments
100	Bubble wrap				5m Roll	N/A	N/A			
101	Plastic Box, Stackable, approx. 70cm x 44cm x 30 cm				Piece	N/A	N/A			
102	Plastic Box, Stackable, approx. 50cm x 44cm x 30 cm				Piece	N/A	N/A			
103	Plastic Box, Stackable, approx. 50cm x 40cm x 20 cm				Piece	N/A	N/A			

BIDDER'S COMMENTS/REMARKS:

1. _____
2. _____



ACTED

T/16/FWC/MULTI/IT EQUIPMENT/LOG/11-04-2019/1

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 3



Part C - BIDDER'S QUESTIONNAIRE ACTED Syria

Date :

Tender N° : T/16/FWC/MULTI/IT EQUIPMENT/LOG/11-04-2019/1

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	
Company's staff & insurance			
No. Full Time Employees:		Employee average work wage per hour:	
% of Men to Women:		Any employee(s) with relatives working with ACTED?	<input type="checkbox"/> Yes <input type="checkbox"/> No
No. of Children:		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
Description of the Company			
Type of Business (multiple choices possible):	<input type="checkbox"/> Manufacturing <input type="checkbox"/> Manufacturing <input type="checkbox"/> Consulting Company <input type="checkbox"/> Trader <input type="checkbox"/> Authorized Agent <input type="checkbox"/> Other, please specify : _____		
Sector of Business (multiple choices possible):	<input type="checkbox"/> Goods / supplies <input type="checkbox"/> Works <input type="checkbox"/> Services <input type="checkbox"/> Other, please specify : _____ <input type="checkbox"/> Equipment		
Year Established:		Country of registration:	
Licence number:		Valid until:	
Working languages:	<input type="checkbox"/> English <input type="checkbox"/> Arabic <input type="checkbox"/> French <input type="checkbox"/> Chinese <input type="checkbox"/> Spanish <input type="checkbox"/> Other, please specify : _____		
Technical documents available in:	<input type="checkbox"/> English <input type="checkbox"/> Arabic <input type="checkbox"/> French <input type="checkbox"/> Chinese <input type="checkbox"/> Spanish <input type="checkbox"/> Other, please specify : _____		
B. Financial Information			
VAT Number:		Tax Number:	
Bank Name:		Bank Account Number:	
Bank Address:		Account Name:	
Swift/BIC number:		Standard Payment Terms:	
Has the company been audited in the last 3 years?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Please attach a copy of the company's most recent Annual or Audited Financial Report			<input type="checkbox"/> Attached
Annual Value of Total Sales for the last 3 Years:			
Year: USD:		Year: USD:	



Annual Value of Export Sales for the last 3 years						
Year:		Year:		Year:		
USD:		USD:		USD:		
C. Experience						
Company's recent business with ACTED and/or other International Aid Agencies or United Nations Agencies:						
#	Organisation	Contact person	Phone/E-mail	Goods/Works/Services	Value (USD)	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						
D. Technical Capability						
Type of Quality Assurance Certificate						<input type="checkbox"/> Attached
Type of Certification/Qualification Documents						<input type="checkbox"/> Attached
International Offices/Representation						
List below up to 10 of the core Goods and/or Services your company sells:						
1)		6)				
2)		7)				
3)		8)				
4)		9)				
5)		10)				
List the main assets of your company (trucks & heavy machines, heavy & valuable equipment, premises & warehouses, production sites etc.)						
1)		6)				
2)		7)				
3)		8)				
4)		9)				
5)		10)				
E. Miscellaneous						
Does your company have an Environmental Policy? (Yes/No)				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Does your company have an Ethical Trading Policy? (Yes/No)				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Does your company have an Anti-terrorist Policy? (Yes/No)				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is your company compliant with the EU General Data Protection Regulation (or equivalent)? (Yes/No)				<input type="checkbox"/> Yes <input type="checkbox"/> No		
If you answered yes to the above two questions, please attach copies of your policy:						<input type="checkbox"/> Attached
Has your company ever been bankrupt, or is in the process of being wound up, having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning these matters, or is in any analogous situation arising from a similar procedure provided for in national law?						<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:						



Has your company ever been convicted of an offence concerning its professional conduct by a judgment which as force of res judicata?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:		
Has your company ever been guilty of grave professional misconduct proven by other means?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:		
Has your company ever not fulfilled its obligations relating to the payment of social security contributions, or the payment of taxes in accordance with the law of the country in which it is established, or with those of France, or those of the country where the contract is to be performed?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:		
Has your company ever been the subject of a judgement, which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:		
Has your company ever been declared to be in serious breach of contract for failure to comply with its contractual obligations, following another procurement procedure or grant award procedure financed by a donor country?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:		
Has your company ever been declared to be in serious breach of contract for failure to comply with its contractual obligations, following another procurement procedure or grant award procedure financed by a donor country?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:		
Has your company ever been in any dispute with any Government Agency, the United Nations, or International Aid Organisations (including ACTED)?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:		
Do you agree with terms of payment of 30 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you accept visit of ACTED staff & external auditors to your office?
		<input type="checkbox"/> Yes <input type="checkbox"/> No

PART II: CERTIFICATION

I, the undersigned warrant that the information provided in this form is correct, and in the event of changes, details will be provided to ACTED as soon as possible in writing. I also understand that ACTED does not do business with companies, or any affiliates or subsidiaries, which engage in any practices that are in breach of ACTED's Child Protection, Sexual Exploitation and Abuse Protection, Conflict of Interest, Anti-fraud, Anti-terrorism Policy and Data Protection Policies (available on request).

Name:		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: _____

Stamp:



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

Date:

Tender N° : T/16/FWC/MULTI/IT EQUIPMENT/LOG/11-04-2019/1

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.



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/IT EQUIPMENT/LOG/11-04-2019/1

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 has been provided (compulsory)					
2. PART A (form PRO-05) – Instructions to Bidders is attached, filled, signed and stamped by the supplier. (compulsory)					
3. PART B (form PRO-06) – Offer Form is attached, filled, signed and stamped by the supplier. (compulsory)					
4. The prices in the Offer Form are in JOD (compulsory)					
5. PART C (form PRO-06-01) – Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier. (compulsory)					
6. PART D (form PRO-06-02)– Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier. (compulsory)					
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 (compulsory) . Samples or colored pictures and precise technical specifications of item(s) are included (recommended)					

Name & 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			
Mafraq Office			

Company Name: _____

Authorized Representative Name: _____

Signature: _____

Stamp: