

NATIONAL CALL FOR PREQUALIFICATION ACTED JORDAN**Instructions to Bidders**

Date: 04/04/2019

Tender N°: T/13/FWA/Audit Services/AMM/04-04-2019

ACTED Jordan is requesting through this call for prequalification a company to provide an application form completed for the supply of Audit Services.

DESCRIPTION OF THE AUDIT SERVICES

- Preparation of the Audit through donors and ACTED audit guidelines: production of the sample of expenses to be audited.
- Achievement of the audit: participation of the close out meeting and draft of the final report
- Final version of the audit report after ACTED management responses

ACTED is, on the first hand, launching a Call for Interest to build a prequalified list in order, on the second hand, to sign a one-year Framework Agreement with the final awarded audit supplier.

DESCRIPTION OF THE TAX CONSULTANCY SERVICES

- Refer to the specific conditions reported below.

Location : The audit will be performed at:

- ACTED Jordan mission office, Amman, 25,Ahmad Shawqi street, Jabal Allweibdeh / Amman / Jordan.
- ACTED Syria mission office, Amman, Bank Alahli Building, Entrance 238 C, Arar St, Wadi Saqra, Amman, Jordan

Work period: One year

RESPONSIBILITIES OF THE CONTRACTOR:

Validity of the offer: 6-12 Months is Preferred.

GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed **on 18th April 2019 at 03:00 PM (Jordan time)** in ACTED office at the following address: **ACTED representative office in Amman, JORDAN; 25, Ahmad Shawqi street, Jabal Weibdeh, Amman 11194, Jordan (Opposite Terra Sancta Kindergarten)**
Or emailed to jordan.tender@acted.org with CC tender@acted.org
2. Offers shall be submitted **in English and in JOD**
3. Some of our projects are tax exempted; zero tax invoices might be requested.
4. Bidders will fill, sign, stamp each page and return the Offer form according to ACTED's format.
5. **The offer to the call for tender will not result in the award of a contract**
6. Unsealed envelopes and late offers will not be considered.



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7. The offer must be submitted to ACTED Jordan purchase department in a sealed envelope with the mention "T/13/FWC/Audit Services/AMM/04-04-2019-not to be opened before 19th April 2019" and the purpose of the offer.
8. **Any bid with missing required documents will be automatically rejected.**
9. Bidders are invited to attend the Purchase Committee Stage which will be held on **21st April 2019 at 11:00 AM** at the ACTED Jordan office, in which submissions are opened and deemed eligible for consideration based on the administrative requirements. Please send an email to jordan.tender@acted.org Cc tender@acted.org to register interest in attending, ACTED Jordan will then confirm if the time change.
10. To report any concerns or issues relating to this tender that wish to remain anonymous please email transperancy@acted.org in which emails are received by HQ.
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 transperancy@acted.org.

SPECIFIC CONDITIONS FOR THE AUDIT SERVICES:

1. A pre-application information session will be held on **10th April 2019 at 11:00 AM** (Jordan Time) in ACTED Jordan office at the following address : 25 Ahmad Shawqi Street, Jabal-al-Webdeih, Amman, 11194, Jordan. Please register your interest in attending this session by emailing Jordan.tender@acted.org
Interested applicants may attend this session, however is not a condition for the contract award.
2. The prequalification criteria for the contract award, if not further modified based on donor requirements, will be:

#	Subject	Requirement	Rating (0-100)	Submission documents
1	Ethical declaration	Business ethics are met	Yes/No (exclusion criteria)	PRO-06.2 <i>Bidders Ethical Declaration</i>
2	History of Non-Performing Contracts	Non-performance of a contract did not occur within the last 3 years prior to the deadline for application submission	Yes/No (exclusion criteria)	PRO-06.1 <i>Bidder's questionnaire</i>
3	Pending Litigations	Number of pending litigations of the applicant		
4	Experience	Contract award history demonstrates the applicant 's ability to work within the country or similar environments	0-20	
5	Resources			
5.a.	Financial	Financial turnover of the last three years	0-20	
5.b.		Submission of financial statements for the last 3 years to demonstrate:	0-20	

#	Subject	Requirement	Rating (0-100)	Submission documents
		(a) the current soundness of the applicant's financial position and its prospective long-term profitability, and (b) capacity to have a cash flow amount of (insert amount) US\$ equivalent		
5.c.	Manpower	The Applicant demonstrates the capacity to ensure the presence of sufficient dedicated manpower over the works duration, as well as works supervision	0-20	
6	Safety	The Applicant demonstrates its reliability toward safety at works sites	0-20	

3. *Special and additional documentation* : Bidders can also attach the following additional documentation which helps being selected:

- Financial reports for the last 3 years (**not compulsory**)
- List of main clients (**not compulsory**)
- Recommendation letter (**not compulsory**)
- The auditor firm might meet at least one of the following conditions (**not compulsory**):
 - a. The Auditor and/or the firm is a member of a national accounting or auditing body or institution which in turn is member of the International Federation of Accountants (IFAC) or assimilate.
 - b. The Auditor and/or the firm is a member of a national accounting or auditing body or institution or assimilate. Although this organization is not member of the IFAC, the Auditor commits him/herself to undertake this engagement in accordance with the IFAC standards and ethics set out in these ToR.
 - c. The Auditor and/or the firm is registered as a statutory auditor in the public register of a public oversight body in a third country and this register is subject to principles of public oversight as set out in the legislation of the country concerned (this applies to auditors and audit firms based in a third country).

SPECIFIC CONDITIONS FOR THE TAX CONSULTANCY SERVICES:

The following services are requested to the Auditor and/or firm in order to assist ACTED Jordan in regards to tax compliance in the country. Specifically:

- The Auditor and/or the firm is requested to follow up on all Income Tax procedures from registration to payment remittance.
- The Auditor and/or the firm is requested to ensure that all ACTED records and files submitted to the Income Tax Department are in compliance to Jordanian Income Tax law and regulations
- The Auditor and/or the firm is requested to provide consultation on the documents that have to be maintained by ACTED, and the correct legal exemptions procedures.
- The Auditor and/or the firm is requested to prepare and submit income tax return to Tax Department within limited period.
- The Auditor and/or the firm is requested to review and follow up with the tax assessor and answer any concerns arising if required.



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- The Auditor and/or the firm is requested to obtain a clearance certificate from the Income Tax Department for corporate tax.
- The Auditor and/or the firm is requested to provide ACTED with the proper tax consultation regarding any other applicable taxes.
- The Auditor and/or the firm is requested to provide ACTED with the proper tax consultation regarding any other taxes (withholding tax) if applicable such as;
 - 5% local-professional services withheld tax,
 - 10% foreign-professional services withheld tax,
 - 5% Interest and dividends on deposits and commissions withheld tax
- The Auditor and/or the firm is requested to inform ACTED on any changes related to tax law and ACTED position as Non-Governmental Organization registered in the country and to assist ACTED on how to move forward to remain compliant to the country tax regulation;
- The Auditor and/or the firm will follow up on any potential penalty exemption that ACTED can request should any penalties be applied to ACTED by the Ministry of Finance following delays in submission of ACTED's reporting.

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____



PREQUALIFICATION BIDDER'S QUESTIONNAIRE ACTED JORDAN

Date:

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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"/> 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. 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:		Year:		Year:			
USD:		USD:		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



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PREQUALIFICATION BIDDER'S ETHICAL DECLARATION ACTED JORDAN

Date :

Tender N° : T/13/FWA/Audit Services/AMM/04-04-2019

Bidder's name: _____

Bidder's address: _____

CODE OF CONDUCT:

1. Labour Standards

The labour standards in this code are based on the conventions of the International Labour Organisation (ILO).

- *Employment is freely chosen*

There is no forced, bonded or involuntary prison labour. Workers are not required to lodge 'deposits' or their identity papers with the employer and are free to leave their employer after reasonable notice.

- *Freedom of association and the right to collective bargaining are respected*

Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively. The employer adopts an open attitude towards the legitimate activities of trade unions. Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace. Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

- *Working conditions are safe and hygienic*

A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment. Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers. Access to clean toilet facilities and potable water and, if appropriate, sanitary facilities for food storage shall be provided. Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers. The company observing the standards shall assign responsibility for health and safety to a senior management representative.

- *Child Labour shall not be used*

There shall be no new recruitment of child labour. Companies shall develop or participate in and contribute to policies and programmes, which provide for the transition of any child found to be performing child labour to enable her/him to attend and remain in quality education until no longer a child. Children and young people under 18 years of age shall not be employed at night or in hazardous conditions. These policies and procedures shall conform to the provisions of the relevant International Labour Organisation (ILO) standards.

- *Living wages are paid*

Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmarks. In any event, wages should always be high enough to meet basic needs and to provide some discretionary income. All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment, and about the particulars of their wages for the pay period concerned each time that they are paid. Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the express and informed permission of the worker concerned. All disciplinary measures should be recorded.

- *Working hours are not excessive*

Working hours comply with national laws and benchmark industry standards, whichever affords greater protection. In any event, workers shall not on a regular basis be required to work in excess of the local legal working hours. Overtime shall be voluntary, shall not exceed local legal limits, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

- *No discrimination is practised*

There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

- *Regular employment is provided*

To every extent possible work performed must be on the basis of a recognised employment relationship established through national law and practice. Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

- *No harsh or inhumane treatment is allowed*

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

B. Environmental Standards

Suppliers should as a minimum comply with all statutory and other legal requirements relating to the environmental impacts of their business. Detailed performance standards are a matter for suppliers, but should address at least the following:

- *Waste Management*

Waste is minimised and items recycled whenever this is practicable. Effective controls of waste in respect of ground, air, and water pollution are adopted. In the case of hazardous materials, emergency response plans are in place.

- *Packaging and Paper*

Undue and unnecessary use of materials is avoided, and recycled materials used whenever appropriate.

- *Conservation*

Processes and activities are monitored and modified as necessary to ensure that conservation of scarce resources, including water, flora and fauna and productive land in certain situations.

- *Energy Use*

All production and delivery processes, including the use of heating, ventilation, lighting, IT systems and transportation, are based on the need to maximise efficient energy use and to minimise harmful emissions.

- *Safety precautions for transport and cargo handling*

All transport and cargo handling processes are based on the need to maximise safety precautions and to minimise potential injuries to ACTED beneficiaries and staff as well as the suppliers' employees or those of its subcontractors.

C. Business Behaviour

The conduct of the supplier should not violate the basic rights of ACTED's beneficiaries.

The supplier should not be engaged

1. in the manufacture of arms
2. in the sale of arms to governments which systematically violate the human rights of their citizens; or where there is internal armed conflict or major tensions; or where the sale of arms may jeopardise regional peace and security.

D. ACTED procurement rules and regulations

Suppliers should comply with ACTED procurement rules and regulations outlines in ACTED Logistics Manual Version 1.2. or above. In particular, ACTED's procurement policy set out in Section 2.1 and 2.4. (contract awarding). By doing so, Suppliers acknowledge that they do not find themselves in any of the situations of exclusion as referred to under section 2.4.2.

Operating Principles

The implementation of the Code of Conduct will be a shared responsibility between ACTED and its suppliers, informed by a number of operating principles, which will be reviewed from time to time.

ACTED will:

1. Assign responsibility for ensuring compliance with the Code of Conduct to a senior manager.
2. Communicate its commitment to the Code of Conduct to employees, supporters and donors, as well as to all suppliers of goods and services.
3. Make appropriate human and financial resources available to meet its stated commitments, including training and guidelines for relevant personnel.
4. Provide guidance and reasonable non-financial support to suppliers who genuinely seek to promote and implement the Code standards in their own business and in the relevant supply chains, within available resources.
5. Adopt appropriate methods and systems for monitoring and verifying the achievement of the standards.
6. Seek to maximise the beneficial effect of the resources available, e.g. by collaborating with other NGOs, and by prioritising the most likely locations of non-compliance.

ACTED expects suppliers to:



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1. Accept responsibility for labour and environmental conditions under which products are made and services provided. This includes all work contracted or sub-contracted and that conducted by home or other out-workers.
2. Assign responsibility for implementing the Code of Conduct to a senior manager.
3. Make a written Statement of Intent regarding the company's policy in relation to the Code of Conduct and how it will be implemented, and communicate this to staff and suppliers as well as to ACTED.

Both parties will

1. Require the immediate cessation of serious breaches of the Code and, where these persist, terminate the business relationship.
2. Seek to ensure all employees are aware of their rights and involved in the decisions which affect them.
3. Avoid discriminating against enterprises in developing countries.
4. Recognise official regulation and inspection of workplace standards, and the interests of legitimate trades unions and other representative organisations.
5. Seek arbitration in the case of unresolved disputes.

Qualifications to the Policy Statement

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

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

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

Name & Position of Bidder's authorized representative _____

Authorized signature _____



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العطاء بخطوات القيام كيفية:

How to Tender Steps:

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

1. راجع مستند تعليمات تقديم العطاء و اتبع الخطوات المذكورة

2. قدم طلب معلومات إضافية من قسم الخدمات اللوجيستية في أكتد الاردن عبر البريد الالكتروني jordan.tender@acted.org

3. اللغة الانجليزية هي اللغة الوحيدة المقبولة بمستندات العطاء، الارقام يجب أن تكون أرقام إنجليزية أيضاً

4. تأكد من توقيع الحروف الاولى من الاسم على كل صفحة من صفحات وثائق العطاء

5. إتبع التعليمات الخاصة بالأختام و التوقيعات اللازمة (عند الطلب على المستندات)

6. تأكد من تقديم نسخ من :

- هوية الأحوال للممثل القانوني للشركة
- وثائق تسجيل الشركة

7. تقديم قائمة من المراجع و الخبرات السابقة

8. تأكد من ملئ المعلومات وفقاً للتعليمات، مع إيلاء اعتمام خاص ل:

- استبيان العطاء للمناقصين
- الإعلان الأخلاقي

9. وأخيراً، قم بتقديم العرض الخاص بك بعد مراجعة مستند التعليمات و إرفاق المستندات في ظرف مختوم و مكبوس أو عبر البريد الإلكتروني إلى

jordan.tender@acted.org



PREQUALIFICATION BIDDER'S CHECK LIST ACTED JORDAN

Date: _____

Tender N°: T/13/FWA/Audit Services/AMM/04-04-2019

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

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

Description	To be filled in by Bidder		For ACTED use only (to be filled in by Purchase Committee)		Comments
	Included		Present		
	Yes	No	Yes	No	
1. An original copy of the bid has been provided (suppliers may choose to submit a digital scanned copy on a CD/DVD/USB)					
2. PART 1 (form PRO-05) – Instructions to Bidders is attached, filled, signed and stamped by the supplier. (Compulsory)					
3. PART 3 (form PRO-06-01) – Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier. (Compulsory)					
4. PART 4 – (form PRO-06-02) – Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier. (Compulsory)					
5. The Bidding documents are filled in English . (Compulsory)					
6. ANNEXES – Proofs of past performances are provided					
7. ANNEXES – A Copy of Company registration documents, and personal ID copy of the legal representative and license are included					
8. ANNEXES – Legally registered Certification as a member of Statutory Auditors (compulsory)					

Name & Position of Bidder's authorized representative _____

Authorized signature _____