

## INTERNATIONAL CALL FOR TENDER

### INSTRUCTION TO BIDDERS - ACTED **Syria**

Date: 27/05/2019

Reference number: T/16DSO-16CVM/D23-J45/MULTI/ANT/PRO/27-05-2019/01 (NON-FOOD ITEMS, EMERGENCY SHELTER, AND HYGIENE KITS)

Agency for Technical Cooperation and Development is implementing a humanitarian aid project and invites contractors to submit offers for supplying "Non-Food Item (NFI) Kits, Emergency Shelter Kits (ESK), and Hygiene Kits (HK)" in Azaz and Idlib, Syria.

**PRODUCT SPECIFICATIONS:**

1. Description: **Supply of various kits in Idlib and Azzaz**
2. Product Class/Category: **Supplies**
3. Product stage: **Finished products**
4. Quantities and specifications: **As per the table below**

Lot #	DESCRIPTION*	Unit	Quantity to be delivered on 1 <sup>st</sup> of July 2019	Quantity to be delivered on 1 <sup>st</sup> of August 2019	INCOTERMS/ Delivery point
1	NON-FOOD ITEMS (NFI) KITS	Kits	1000	500	DDP / Idleb (Qah) ACTED's Warehouse
			500	-	DDP / Azzaz ACTED's Warehouse
2	EMERGENCY SHELTER KITS (ESK)	Kits	1000	500	DDP / Idleb (Qah) ACTED's Warehouse
			500	-	DDP / Azzaz ACTED's Warehouse
3	HYGIENE KITS (HK)	Kits	1000	500	DDP / Idleb (Qah) ACTED's Warehouse
			500	-	DDP / Azzaz ACTED's Warehouse
4	NON-FOOD ITEMS (NFI) KITS	Kits	1,450	-	DDP / Idleb (Qah) ACTED's Warehouse
5	HYGIENE KITS (HK)	Kits	1,450	-	DDP / Idleb (Qah) ACTED's Warehouse

**\*For the extensive list of materials required, please refer to the Offer form.**

**GENERAL CONDITIONS:**

1. The bidding documents (in English and Arabic) may be collected free of charge by all interested bidders at the following address: ACTED representative office: QAH - Aqrabat village , and Azaz - Eastern section; or can be requested by E-mail at [syria.logistics2@acted.org](mailto:syria.logistics2@acted.org) Cc: [syria2.tender@acted.org](mailto:syria2.tender@acted.org)

2. Offers must be submitted no later than **16:00 (local time in Syria) on 17<sup>th</sup> June, 2019** by email to [syria2.tender@acted.org](mailto:syria2.tender@acted.org), and the mail subject should be **T/16DSO-16CVM/D23-J45/MULTI/ANT/PRO/27-05-2019/01**
3. Late offers will be automatically rejected.
4. Bidders will fill, sign, stamp and return the offer form according to ACTED's format.
5. Bidders will sign and return all pages of the Product Specifications for which they apply.
6. Bidders can apply for one lot or more.
7. A pre-tender information session will be organized at **14:00 (local time in Syria) on 5<sup>th</sup> June, 2019** in ACTED representative office: in QAH - Aqrabat village , and Azaz - Eastern section. Participation of interested bidders to the information session is preferable but not compulsory. In addition, written summary of all inquiries raised by interested bidders will be available at ACTED's office on **6<sup>th</sup> June, 2019**.
8. ACTED will not be responsible for any costs or expenses incurred by the Bidders in connection with the preparation and submission of their bids to ACTED.
9. For all inquiries regarding this tender, please contact the ACTED representative office in QAH - Aqrabat village , and Azaz - Eastern section, not later than **16:00 (local time in Syria) on 16<sup>th</sup> June, 2019** or by E-mail at [syria.logistics2@acted.org](mailto:syria.logistics2@acted.org) Cc: [syria2.tender@acted.org](mailto:syria2.tender@acted.org)

**RESPONSIBILITIES OF THE CONTRACTOR:**

1. The answers to this tender should include a written quotation including all the product specifications, the price per unit, technical specifications and unit.
2. Bidders are required to submit samples for inspection. All samples should be submitted with the reference **T/16DSO-16CVM/D23-J45/MULTI/ANT/PRO/27-05-2019/01**, the **Lot Number**, and the date of submission.
3. Samples that do not meet the specifications of the tender will be rejected along with the entire Lot, unless they can be replaced within 24 hours. The prices quoted in the tender should be for items that meet the specifications and **may not be amended following sample inspection**.
4. Samples will only be accepted for Lots that are labelled and requested. It is the responsibility of the supplier to collect samples after inspection.
5. Samples from the selected supplier will be retained for **3 years** and the delivered items must match the samples **exactly** unless agreed with ACTED or will be rejected at the pre-delivery inspection and must be replaced.
6. Delivery will be handled in two stages:
  - a. Bidders shall provide samples for **Pre-Delivery Inspection** ahead of delivery where kits will be sampled and checked to meet the specifications (in Antakya, Idlib, or Azzaz). The **deadline for pre-delivery** will be defined at the point where the supplies are cleared for delivery.
  - b. The kits need to be already packed before the **Pre-Delivery Inspection**. Upon request, an ACTED staff member may be present for the packaging at the supplier's facility. If an ACTED staff member is not present, then evidence of the kit packaging must be presented in the form of photos and videos. Each kit must be numbered and contain a packing list.
  - c. **Final Delivery** will be the date of arrival in Idlib and Azzaz (based on ACTED request) , at the point where **all kits/items** are received and signed for.

**The final delivery must take place on the agreed date with ACTED, between 9:00 am and 11:00 am. If the supplier arrives out of this time slot, the delivery will be postponed to the day after, between 9:00 am and 11:00 am.**

7. **Penalties** will be applied for suppliers who fail to meet either of their deadlines, at a rate of 0.2% of the **total contract price** per day.

8. **Only complete, packaged kits** will be accepted.
9. ACTED reserves the right to cancel this call for tender in case the project is not signed with the donor.

- **Offers received will be evaluated based on the following criteria:**

Criteria	PASS/FAIL Method
Price	The lowest-cost bid meeting ACTED's technical specifications, quality checks, lead time requirements, and within the available project budget will be selected.
Quality	The technical check will be based on a PASS/FAIL criteria. If the supplier does not meet the minimum standards of quality, ACTED will not consider its offer.
Experience	ACTED will consider past experience with suppliers and references during the selection process. Bidders who cannot demonstrate a good record of delivery with ACTED or other NGOs in Idlib and Azaz may not be considered.
Lead Time	This is an emergency project and suppliers must be able to meet ACTED's required lead times, else the bid may not be considered. Shorter lead times are preferred. - All quoted items must be available in stock, and made ready for pre-delivery inspection within <b>1 week</b> . - Delivery lead time from pre-inspection to Azaz must be less than 1 week. <b>NOTE: The quoted lead time will be contractually binding, and any delays will result in penalties subtracted from the contract price.</b>

#### SPECIFIC CONDITIONS:

1. Please note that the technical evaluation scoring is a Pass/Fail method.
2. The participation to this RFQ is not a guarantee that a contract will be awarded.
3. ACTED has the right to **contract with more than one supplier** for this procurement
4. ACTED has the right to cancel any of the locations or lots listed above if necessary.
5. The bidders have the right to apply for **more than one Lot**, but will be offered multiple contracts only if they prove their capacity to deliver more than one lot simultaneously.
6. If a supplier apologises after having submitted an offer, future offers will be rejected for 6 months.
7. ACTED will accept **one final offer** from each company that participates in the Tender. If a vendor wishes to submit an updated offer, after submitting their first offer before the closing date, this should be clearly mentioned in the email subject and on the offer.
8. Each bid shall include **a unique** company name, representative, signature, phone number, and email address. Any similarities could result in rejecting the bid.
9. Company Stamps should be unique, and the company name should be included in the Stamp, and any information contained in the stamp should be unique to the company submitting the offer.
10. **THE OFFER WILL NOT BE CONSIDERED ELLGIBLE IF:**
  - White ink is used, or price correction by hand;
  - All papers are not signed and stamped;
  - Electronic stamp and signature is used;
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.



T/16DSO-16CVM/D23-J45/MULTI/ANT/PRO/27-05-2019/01

*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 contact us by WhatsApp on the following phone number [0090 5466578736](tel:00905466578736) and/or send an e-mail to [transparency@acted.org](mailto:transparency@acted.org).*

Company's Name: \_\_\_\_\_

Representative's name: \_\_\_\_\_

Representative's signature and stamp: \_\_\_\_\_

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

**BIDDER'S ETHICAL DECLARATION ACTED Syria**

Date:

Tender N°: T/16DSO-16CVM/D23-J45/MULTI/ANT/PRO/27-05-2019/01

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

**D. ACTED procurement rules and regulations**

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

**Operating Principles**

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

ACTED will:

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

ACTED expects suppliers to:

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

Both parties will

1. Require the immediate cessation of serious breaches of the Code and, where these persist, terminate the business relationship.
2. Seek to ensure all employees are aware of their rights and involved in the decisions which affect them.
3. Avoid discriminating against enterprises in developing countries.

4. Recognise official regulation and inspection of workplace standards, and the interests of legitimate trades unions and other representative organisations.
5. Seek arbitration in the case of unresolved disputes.

**Qualifications To The Policy Statement**

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

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

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

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

Authorized signature & stamp \_\_\_\_\_



## BIDDER'S CHECK LIST ACTED **Syria**

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

Tender N°: T/16DSO-16CVM/D23-J45/MULTI/ANT/PRO/27-05-2019/01

**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)		Comments
	Included		Present		
	Yes	No	Yes	No	
1. Form PRO-05 – Instructions to Bidders is attached, filled, signed and stamped by the supplier (electronic signature and/or stamp is not accepted) <b>(compulsory)</b>					
2. Form PRO-06 – ACTED's Financial Offer Form is attached, filled in USD, signed and stamped by the supplier (electronic signature and/or stamp is not accepted) <b>(compulsory)</b>					
3. Form PRO-06-01 – Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
4. Form PRO-06-02 – Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier, in Arabic and in English (electronic signature and/or stamp is not accepted). <b>(compulsory)</b>					
5. Form PRO-06-03 – The present Bidder's Checklist is attached, filled, signed and stamped by the supplier (electronic signature and/or stamp is not accepted) <b>(compulsory)</b>					
6. The offer includes the full company name, company address, representative's full name and telephone number <b>(compulsory)</b>					
7. The Bidding documents are filled in English <b>(compulsory)</b>					
8. ANNEXES – Company Owner or representative ID is attached. <b>(compulsory)</b>					

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

Authorized signature & stamp: \_\_\_\_\_

**BIDDER'S QUESTIONNAIRE ACTED Syria**

Date :

Tender N° : T/16DSO-16CVM/D23-J45/MULTI/ANT/PRO/27-05-2019/01

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	
<i>Company's staff &amp; insurance</i>			
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
<i>Description of the Company</i>			
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"/> 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?  Yes  No

Please attach a copy of the company's most recent Annual or Audited Financial Report  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?  National  Restricted to (specify location) : \_\_\_\_\_

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

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

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

### D. Technical Capability

Type of Quality Assurance Certificate  Attached

Type of Certification/Qualification Documents  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	
<b>PART II: CERTIFICATION</b>			
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:	
<b>Check list of supporting documents</b>			<b>For ACTED use only</b>
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:

# Financial Offer

(File 1 out of 1)

**FINANCIAL OFFER FORM ACTED *Syria***

Date:

Tender N°: T/16DSO-16CVM/D23-J45/MULTI/ANT/PRO/27-05-2019/01

**To be Filled by Bidder (COMPULSORY)****Details of Bidding Company:**

1. Company Name: ( \_\_\_\_\_ )

2. Company Authorized Representative Name\*: ( \_\_\_\_\_ )

**\*Please include a copy of the representative's ID**

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.

**Important Note:**

- Financial offer **MUST** be submitted in the same file as Bidder Questionnaire.
- Bidders can apply for one Lot or more;
- In case of any discrepancy between the unit price and total price ACTED will consider the unit price.



**PLEASE FILL IN THE FOLLOWING TABLES, ONE FOR EACH LOT:**







**LOT 1: NON-FOOD ITEM KITS (NFI)**
**Quantity:** 2,000 Kits






**Delivery Address:**

- 500 kits to ACTED's Warehouses in Azzaz
- 1,500 kits to ACTED's Warehouses in Idleb (Qah)

Item No.	Technical specifications	Picture	Supplier's Specification (if different)	Unit	Quantity Per Kit	Unit Price (USD) including delivery	Total Price (USD) including delivery
<b>2,000 Kits of Non-Food Items (NFI), each kit is composed of the following items :</b>							
1	<b>Plastic sheeting</b> Size : 4X6 M Material: Woven high-density polyethylene (HDPE) black fibres fabric laminated on both sides with low density polyethylene (LDPE) coating, Reinforcement: reinforced rims by heat sealing on all sides. Resistance: -20C to 80C. Eyelets: Provided with aluminium eyelets or equivalent on four sheet sides of the single sheets at 100 cm +/-5cm centre to centre, providing very strong fixation points. Weight: 200g/m <sup>2</sup> ±5%, total: 4800g ±5%. Colour: White sun reflective on both sides, grey bands. Inner black fibres with good opacity.			Pcs	2		
2	<b>Jerry Can</b> Type: complete with screw cap and moulded carry handle of minimum 9 cm long. The inner diameter of cap minimum 30 mm. Drop test: can withstand drop of 2.5 meters when full of capacity. Material: Non-collapsible POLYETHYLENE plastic. Tough flexible, food grade, low density polyethylene (LDPE), UV stabilized. With no sharp edges. Size: 10 Lt Weight: 455 grams minimum. Colour: Light colour (yellow, white).			Pcs	2		

3	<p><b>Mattresses / Sleeping mats</b>  Size : 1.8m x 0.8m x 0.1m  Material: polyurethane closed cell foam, min 22kg/m<sup>3</sup>, thickness: 10cm. 100% synthetic yarns from virgin or recycle raw material. Synthetic sleeping mats that are made from recycle materials must not contain fillers, like calcium carbonate or any other.  Cover: Removable cover with zipper cotton or polyester/cotton canvas of 180g/m<sup>2</sup> minimum  Packaging: Individually packed in plastic transparent bag (not vacuumed or Pressed)</p>			Pcs	4		
4	<p><b>Blanket Single</b>  Material: min. 60% acrylic and 40% cotton/ polyester mixture  Thickness: 5-5.5 mm minimum  Colour: no black, red, or white. Assorted dark colours.  Other Spec: No bad smell, not irritating to the skin, no dust. 4&lt;pH&lt;9, fire resistant. Fit for human use. Free from harmful VOC (Volatile Organic Components). Fire resistance to cigarette - No ignition. Bias fabric and Stitch yarns should be 100% polyester  Label: Brand name and “Battaniye بطانية” stated on the label  Packaging: Individually packed in plastic bag (transparent)  Shrinkage: Maximum 5% after 3 consecutive machine washing at 30°C and one flat drying.  Dimension Single  Dimension: 150 x 200cm ±3%,  Weight: min 835 g/m<sup>2</sup>. Min 2.5 kg. ± 3%</p>			Pcs	4		

5	<p><b>Blankets (Winter)</b> – double 200cm x 200 cm  Material: min. 60% acrylic and 40% cotton/ polyester mixture  Thickness: 5-5.5 mm minimum  Colour: no black, red, or white. Assorted dark colours.  Shrinkage: Maximum 5% after 3 consecutive machine washing at 30°C and one flat drying.  Dimension: 200 x 200cm ±3%,  Weight: min 700 g/m2. Min 2.8 kg ± 3%  Other Spec: No bad smell, not irritating to the skin, no dust. 4&lt;pH&lt;9, fire resistant. Fit for human use. Free from harmful VOC (Volatile Organic Components). Fire resistance to cigarette - No ignition. Bias fabric and Stitch yarns should be 100% polyester  Label: Brand name and “Battaniye بطانية” stated on the label  Packaging: Individually packed in plastic bag (transparent)</p>			Pcs	2		
6	<p><b>Solar Lamps</b>  Weather proof and shockproof solar lamp with LEDs, and battery, all in one robust case. Plastic ABS / Transparent PC. Solar panel: 6V, 0.7W. LED power: 4 LED 2W or 6 LED 3W. Battery: 4V or 6V, capacity should maintain minimum of 5 hours capacity after 3 years at full power. Rechargeable and replaceable battery, NiMH. RoHS-compliant  Charge time: Based on direct sunlight for 8 hours, the product has to work minimum 8 hours on full power, minimum 12 hours on half power. Match with AC charge (AC100-240V).  Light output: Minimum 4.Lux output on full power measured on the floor, from 2.20m height. The testing has to be done at start, and at 3.5 hours after turning on the product  Operating functions: 3 functions (Off, Half power and Full power)  Fixation/Hanging: Multiple options to hang, to fix or to secure the lamps. Built in anti-theft design preferred.  Warranty/Life span: Warranty: 1 year from purchase, Life Span: Min. 3 years from the time of distribution (min. 1000 charging cycles)  Packaging/visibility: Text on box shall be in Arabic and English.  Other: With USB port + preferred phone</p>			Pcs	1		

7	<p><b>Carpet</b>          12 sqm: (4x3)          Materials: Warp: Pure virgin polypropylene (PP) multifilament 500 deniers minimum; Weft: Recycled polypropylene (PP) hollow tubes not containing any filler. Clean and net appearance.          Finish: The two short sides to be secured with a first stitch folded hem of the mat, plus one bias 40mm binding tape of minimum 10g/m with stitches through the fabric of the mat, OR with a double folded stitched hem. Four sides trim finished.          Size: 12 sqm minimum          Weight: 500g/m<sup>2</sup> minimum, 6kg total.          Colour: assorted, with neutral design.</p>			Pcs	1		
8	<p><b>Cooking Pot</b> 5 liter capacity          Material: stainless steel          Thickness: min. 0.8mm</p>			Pcs	1		
9	<p><b>Bowl for food</b> – 1 liter capacity          Material: stainless steel          Thickness: min. 0.5mm          Finish: no sharp edges</p>			Pcs	6		
10	<p><b>Table spoon 15ml</b>          Material: stainless steel, one piece          Thickness: min 1mm in the center of the scoop          Finish: no sharp edges, food grade surface finish</p>			Pcs	6		
11	<p><b>Table knife 17cm</b>          Material: stainless steel, one piece          Thickness: min 1.5mm at the middle of the handle and min 1mm at the middle of the blade          Finish: no sharp edges, food grade surface finish</p>			Pcs	6		

12	Items 1, 4, 5, 6, 7 should be packed in new, woven polypropylene sacks, min 1,300mm x 400 mm +/- 10mm, 80g/m <sup>2</sup> minimum, both sides coated with PE or PP Items 8, 9, 10, 11 should be packed in a carton box (export quality cardboard, 5 ply, white, with kit contents printed in Arabic) Item 2 (jerry can) should be packed in a separate carton box (export quality cardboard, 5 ply, white, with kit contents printed in Arabic) Item 3 (mattresses) should be packed individually			Service	1			
							<b>Total cost per kit (USD) including delivery</b>	
							<b>Total Cost for 2,000 kits (USD) including delivery</b>	

**SUPPLY TERMS:**

Lead time (from contract signature to Pre-Delivery Inspection (Days))	
Please give the location for the Pre-Delivery Inspection (warehouse location)	
Lead time (From Pre-Delivery Inspection to final delivery in Idlib and Azaz (Days))	

**BIDDER'S COMMENTS/REMARKS:**

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

**BIDDER'S TERMS AND CONDITIONS:**

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



T/16DSO-16CVM/D23-J45/MULTI/ANT/PRO/27-05-2019/01

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

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

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

**END OF LOT 1**

**LOT 2: EMERGENCY SHELTER KITS (ESK)**

QUANTITY: 2,000 KITS

**Delivery Address:**

- 500 kits to ACTED's Warehouses in Azzaz
- 1,500 kits to ACTED's Warehouses in Idleb (Qah)

Item No.	Technical specifications	Supplier's Specification (if different)	Unit	Quantity per Kit	Unit Price (USD) including delivery	Total Price (USD) including delivery
<b>2,000 Emergency Shelter Kits (ESK) composed of the following items:</b>						
1	<b>Tarpaulin - 4 x 6 m</b> Material: Woven high-density polyethylene (HDPE) black fibres fabric laminated on both sides with low density polyethylene (LDPE) coating Colour: White sun reflective on both sides, grey bands. Inner black fibres with good opacity Reinforcement: Reinforced rims by heat sealing on all sides / Resistance; -20°C to 80°C Eyelets: Provided with aluminium eyelets or equivalent on four sheet sides of the single sheets at 100 cm +/- 5cm centre to centre, providing very strong fixation points Weight: 200 g/m <sup>2</sup> +/-5%, total: 4,800 g +/-5%		Pcs	3		
2	<b>Rope</b> Diameter: 5mm minimum Length: 30m min, preferable 50m Material: Polypropylene (twisted) or nylon (braided), no recycled fibres Tensile strength: 300kg Weight 0.6kg		Pcs	1		
3	<b>Duct tape</b> Width: 48 mm minimum Length: 50 m minimum Material: polyethylene over cloth scrim, water-resistant		Roll	1		
4	<b>Roof nails + washer</b> Length: 70 mm		Pcs	20		

	Material: Galvanized metal Shape: Spiral rolled or twisted shank, umbrella-type head Dimension: Shank: min 70mm x 3.4 mm; head diameters: min 22 mm Washer: watertight rubber, thickness min 2 mm					
5	<b>Large nails</b> 75 mm length Type: Iron Dimension: minimum length x diameter 40 mm x 2.2 mm, head diameter 5.5 mm Rustproof: hot dip galvanised		Pcs	20		
6	<b>Small nails</b> 40mm length Type: Iron Dimension: minimum length x diameter 75 x 3.6 mm, head diameter 7.7 mm Rustproof: hot dip galvanised		Pcs	20		
7	<b>Pliers</b> 10.3 x 0.8 x 2.8 inches Type: Heavy duty hot forged steel, side cutting pliers known as linemen pliers or side cutter; have gripping jaws, a cutting edge and insulated handle Corrosion protection: special paint		Pcs	1		
8	<b>Claw hammer</b> Weight :750 g Type: claw hammers with steel head and dry wooden handle. The hammer head has one flat side and one claw side. Handle: free from chips, rough surfaces, holes or knots. Dry, strong and flexible wood		Pcs	1		
9	<b>Shovel</b> Type: Round point with Y handle Materials: head, pressed carbon steel; handle, dry wood Handle length: Min 1 m Head dimensions: min 295 x 225 mm Corrosion protection: paint Handle: No chips, rough surfaces, holes or knots. Smooth, polished, varnished surface. Dry, strong and flexible wood. Weight: 1kg +/- 50gm, without handle		Pcs	1		



10	<b>Tie Wire</b> 10m or 2 kg Material: Low carbon steel, galvanised. Metal wire Dimension: Diameter 1.5mm $\pm$ 5% Tensile Strength: Minimum 500 N/mm <sup>2</sup> to Maximum 700N/mm <sup>2</sup>		Pcs	1		
11	<b>Handsaw</b> 0.3 kg Type: min 400 - 450 mm blade, lacquered Length: min 550 mm +/- 50 mm Blade thickness: 1mm +/1 0.5mm, protected against corrosion, 7 teeth per inch Handle: Wooden handle, minimum 3 fixations, polished/varnished hardwood, large 85 mm x 35 mm openin for hand while wearing gloves		Pcs	1		
12	<b>Packing in a woven sack of all items of lot 2</b> 1,300 x 400 mm Material: new, woven polypropylene, 80g/m <sup>2</sup> minimum, both sides coated with PE or PP Dimension: min 1,300mm x 400 mm +/- 10mm		Service	1		
					<b>Total Cost per kit (USD) including delivery</b>	
					<b>Total Cost for 2,000 Kits (USD) including delivery</b>	

**SUPPLY TERMS**

Lead time (from contract signature to Pre-Delivery Inspection (Days))	
Please give the location for the Pre-Delivery Inspection (warehouse location)	
Lead time (From Pre-Delivery Inspection to final delivery in Idlib and Azaz (Days))	

**BIDDER'S COMMENTS/REMARKS:**

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



**BIDDER'S TERMS AND CONDITIONS:**

1. Validity of the offer: \_\_\_\_\_ (recommended: 2 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: HYGIENE KITS (HK)**
**QUANTITY:** 2,000 KITS

**Delivery Address:**

- 500 kits to ACTED's Warehouses in Azzaz
- 1,500 kits to ACTED's Warehouses in Idleb (Qah)

NO.	Technical specifications	Supplier's Specification (if different)	Unit	Quantity Per Kit	Unit Price (USD) including delivery	Total Price (USD) including delivery
<b>2,000 Hygiene Kits composed of the following items:</b>						
1	<b>Basin</b> , Plastic , No sharp edges , 15 LT		Pcs	1		
2	<b>Soap bar</b> Weight: 125 g Fatty acid: ≥70% Packing: individual PP flow-pack Cosmetic product manufactured in compliance with EU regulations Includes batch number & expiry date		Pcs	6		
3	<b>Nail clipper/cutter</b> Material: stainless steel Color: metallic Size: medium (80 mm) Packing: individual OPP bag		Pcs	1		
4	<b>Clothes pegs</b> 24 pieces in plastic		Pack of 24 Pcs	1		
5	<b>Plastic jug</b> With handle, plastic, capacity 2 liters (toilet jug)		Pcs	1		

6	<b>Adult Toothbrush</b> Length: 185 mm Color: assorted Filaments: medium hardness, with multilevel rounded edges, made of nylon Head: with protective cap Handle: ergonomic, made of PP Packing: OPP bag containing 5 units individually wrapped		Pcs	2		
7	<b>Children Toothbrush</b> Color: assorted Filaments: medium hardness, with multilevel rounded edges, made of nylon Head: with protective cap Handle: ergonomic, made of PP Packing: OPP bag containing 5 units individually wrapped		Pcs	4		
8	<b>Small Towel</b> Composition: 100% cotton Size: 70 x 30 cm Color: not white Thickness: 160 gsm Absorbent, with knitted loops, free from defects which affect appearance		Pack of 4 Pcs	1		
9	<b>Big Towel</b> Composition: 100% cotton Size: 150 x 80 cm Color: not white Thickness: 160 gsm Absorbent, with knitted loops, free from defects which affect appearance		Pack of 2 Pcs	1		
10	<b>Hair comb</b> Number of tooth = 13, plastic		Pcs	1		

11	<b>Rope</b> , 10 m, polypropylene centre, PVC covered. clothesline household outdoor dry Laundry rope string		PcS	1		
12	<b>Baby wipes/wet wipes</b> pack (100 pieces)		Pack of 100 Pcs	1		
13	<b>Dishwashing sponge</b> Composition: reinforced cellulose fibers Dimensions: 150 x 100 x 50 mm Color: green (scrubber), yellow (sponge) Packing: shrink-wrapped pack containing 4 units Tear resistant, high level of liquid absorption, rinses and cleans easily		Pack of 4 PcS	4		
14	<b>Dishwashing Liquid</b> Volume: 750 ml (16.9 Fl. oz) pH: 6.40-7.60 Active matter: 8% anionic + 1% non-ionic Sodium chloride: 2% Packing: PET bottle with pushpull cap Includes batch number & expiry date		Pcs	2		
15	<b>Plastic Bag</b> STAR FOLDING COLOR: black / blue Size: 65 * 80 cm ROLL: 5 roll * 15 pcs/roll = 75 pcs per kit MICRON: 15 m		Pack/Roll of 15 Pcs	5		
16	<b>Razor</b> Type: twin stainless steel blade and lubricant strip Handle length: 100 mm Blade thickness: 0.8 mm Packing: PP flow-pack containing 5 units		Pack of 5 Pcs	4		

17	<b>Sanitary pads</b> Sanitary towels, disposable, pack of 10. Ultra-Thin Material: Cotton Shape: Winged Feature: Super Absorbent Style: Size: Large or 350mm		Pack of 10 Pcs	3		
18	<b>Shampoo</b> , 500 ml Volume: 500 ml (16.9 Fl. oz) pH: 6.70 NaCl: 0.94% Active matter: 10.5% Color: white Packing: PET bottle with pushpull cap Cosmetic product manufactured in compliance with EU regulation Includes batch number & expiry date		Pcs	3		
19	<b>Toothpaste</b> <b>Volume: 150 ml</b> Flavor: mint, with fluoride (0.1%) pH: 5.00 - 10.00 Packing: laminated tube with screw cap and safety seal Contains sodium monofluorophosphate (0.1%) Cosmetic product manufactured in compliance with EU regulations Includes batch number & expiry date		Pcs	2		
20	<b>Toothpaste</b> <b>Volume: 75 ml</b> Flavor: mint, with fluoride (0.1%) pH: 5.00-10.00 Packing: laminated tube with screw cap and safety seal Contains sodium monofluorophosphate (0.1%) Cosmetic product manufactured in compliance with EU regulations Includes batch number & expiry date		Pcs	1		
21	<b>Manual Washing powder</b> Weight: 2 kg pH: 9.50-11.00 Phosphate (P2O5): free Silicon dioxide (SiO2): n/a Cleaning capability: 20 g/Kg of cloth, recommended dose Active matter: 5-10% (anionic + non-ionic) Solubility: > 95% Total alkalinity: 2.00-5.80%		Pack	1		

	Packing: PE bag Includes batch number & expiry date					
22	<b>Lice Shampoo</b> 250 ml		Pcs	1		
23	<b>Shaving cream</b> Volume: 60 ml pH: 6.50-7.50 Viscosity: 5,000-22,000 cps Packing: aluminum tube with screw cap and safety seal Cosmetic product manufactured in compliance with EU regulation Includes batch number & expiry date		Pcs	1		
24	<b>Talc powder</b> 150 g No parabens. Dyes and alcohol free. Clinically tested on sensitive skins. Hypoallergenic (formulated to minimise the risk of skin allergies)		Pcs	1		
25	<b>Diapers</b> Disposable, for baby from 4 to 9kg Absorbency: 6 - Heavy 3D leak prevention channel No curly fibre core Latex free Breathable side panels Outer Material: Cloth like Weight range: 2-5 kg/ 3-6		Pack of 36 Pcs	1		
26	<b>Jerry Can</b> Type: complete with screw cap and moulded carry handle of minimum 9 cm long. The inner diameter of cap minimum 30 mm. Drop test: can withstand drop of 2.5 meters when full of capacity. Material: Non-collapsible POLYETHYLENE plastic.		Pcs	2		

	Tough flexible, food grade, low density polyethylene (LDPE), UV stabilized. With no sharp edges. Size: 10 Lt Weight: 455 grams minimum. Colour: Light colour (yellow, white).					
27	<b>Packing into a carton box:</b> The content of the kit as communicated at the time of the order must be packed in a carry bag in soft (if possible waterproof) material with zip lock or Velcro, no long strings/ cords. Individual kits in the primary packing should then be placed in a carton box pack all items expect for the washing basin (Item 1) and jerry can (Item 27) Material: export quality cardboard, 5 ply Color: white , kit contents Printed in Arabic		Service	1		
						<b>Total Cost per Kit (USD) including delivery</b>
						<b>Total Cost for 2,000 Kits (USD) including delivery</b>

**SUPPLY TERMS**

Lead time (from contract signature to Pre-Delivery Inspection (Days))	
Please give the location for the Pre-Delivery Inspection (warehouse location)	
Lead time (From Pre-Delivery Inspection to final delivery in Idlib and Azaz (Days))	

**BIDDER'S COMMENTS/REMARKS:**

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

**BIDDER'S TERMS AND CONDITIONS:**

1. Validity of the offer: \_\_\_\_\_ (recommended: 2 months or more)





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2. Terms of delivery: \_\_\_\_\_

3. Terms of payment: \_\_\_\_\_

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

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

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

**END OF LOT 3**

**LOT 4: NON-FOOD ITEMS (NFI)**

QUANTITY: 1,450 KITS

DELIVERY ADDRESS: IDLEB (QAH) ACTED WAREHOUSE

NO.	Technical specifications	Supplier's Specification (if different)	Unit	Quantity Per Kit	Unit Price (USD) including delivery	Total Price (USD) including delivery
<b>1,450 Non-Food Items Kit composed of the following items:</b>						
1	<b>Plastic sheeting</b> Size: 4X6 M Material: Woven high-density polyethylene (HDPE) black fibres fabric laminated on both sides with low density polyethylene (LDPE) coating, Reinforcement: reinforced rims by heat sealing on all sides. Resistance: -20°C to 80°C. Eyelets: Provided with aluminium eyelets or equivalent on four sheet sides of the single sheets at 100 cm +/-5cm centre to centre, providing very strong fixation points. Weight: 200g/m <sup>2</sup> ±5%, total: 4800g ±5%. Colour: White sun reflective on both sides, grey bands. Inner black fibres with good opacity.		Pcs	2		
2	<b>Jerry Can</b> Type: complete with screw cap and moulded carry handle of minimum 9 cm long. The inner diameter of cap minimum 30 mm. Drop test: can withstand drop of 2.5 meters when full of capacity. Material: Non-collapsible POLYETHYLENE plastic. Tough flexible, food grade, low density polyethylene (LDPE), UV stabilized. With no sharp edges. Size: 10 Lt Weight: 455 grams minimum. Colour: Light colour (yellow, white)		Pcs	2		
3	<b>Solar Lamps</b>		Pcs	1		

	<p>Weather proof and shockproof solar lamp with LEDs, and battery, all in one robust case. Plastic ABS / Transparent PC.          Solar panel: 6V, 0.7W.          LED power: 4 LED 2W or 6 LED 3W.          Battery: 4V or 6V, capacity should maintain minimum of 5 hours capacity after 3 years at full power.          Rechargeable and replaceable battery, NiMH.          RoHS-compliant          Charge time: Based on direct sunlight for 8 hours, the product has to work minimum 8 hours on full power, minimum 12 hours on half power.          Match with AC charge (AC100-240V).          Light output: Minimum 4.Lux output on full power measured on the floor, from 2.20m height.          The testing has to be done at start, and at 3.5 hours after turning on the product          Operating functions: 3 functions (Off, Half power and Full power)          Fixation/Hanging: Multiple options to hang, to fix or to secure the lamps.          Built in anti-theft design preferred.          Warranty/Life span: Warranty: 1 year from purchase          Life Span: Min. 3 years from the time of distribution (min. 1000 charging cycles)          Packaging/visibility: Text on box shall be in Arabic and English.          Other: With USB port + preferred phone</p>					
4	<p><b>Mattresses / Sleeping mats</b>          Material: polyurethane closed cell hard grey foam, 100% synthetic yarns from virgin or recycle raw material.          Synthetic sleeping mats that are made from recycle materials must not contain fillers, like calcium carbonate or any other.          Dimension: 1.8 x 0.9 x 0.1 m, Area 1.62 m2          Density: Minimum 24 kg/m<sup>3</sup> (±2%)          Weight: Min 3.56Kg.          Load deflection: min 16kg</p>		Pcs	5		

	<p>Cover: removable cover with zipper cotton or polyester/cotton canvas of 180g/m<sup>2</sup> minimum. Size: 90 x 180 x 10 cm</p>				
5	<p><b>Blankets</b> 4 single and 1 double (high thermal, winter) Material: min. 60% acrylic and 40% cotton/ polyester mixture Thickness: 5-5.5 mm minimum Colour: no black, red, or white. Assorted dark colours. Shrinkage: Maximum 5% after 3 consecutive machine washing at 30°C and one flat drying.</p> <p><u>Single:</u> Dimension:., 150 x 200cm ±3%, Weight: min 835 g/m<sup>2</sup>. Min 2.5 kg. ± 3%</p> <p><u>Double:</u> Dimension: 200 x 200cm ±3%, Weight: min 700 g/m<sup>2</sup>. Min 2.8 kg ± 3%</p> <p>Other Spec: No bad smell, not irritating to the skin, no dust. 4&lt;pH&lt;9, fire resistant. Fit for human use. Free from harmful VOC (Volatile Organic Components). Fire resistance to cigarette - No ignition. Bias fabric and Stitch yarns should be 100% polyester Label: Brand name and “Battaniye بطانية” stated on the label Packaging: Individually packed in plastic bag (transparent)</p>	Pcs	5		
6	<p><b>Carpet (Hasira)</b> 12 sqm: 1 (4x3) or 2 (2x3) Materials: Warp: Pure virgin polypropylene (PP) multifilament 500 deniers minimum; Weft: Recycled polypropylene (PP) hollow tubes not containing any filler. Clean and net appearance. Finish: The two short sides to be secured with a first stitch folded hem of the mat, plus one bias 40mm binding tape of minimum 10g/m with stitches through the fabric of the mat, OR with a double folded stitched hem. Four sides trim finished.</p>	Pcs	1		

	Size: 12 sqm minimum Weight: 500g/m <sup>2</sup> minimum, 6kg total. Colour: assorted, with neutral design.				
7	Items 1, 3, 5, 6 should be packed in new, woven polypropylene sacks, min 1,300mm x 400 mm +/- 10mm, 80g/m <sup>2</sup> minimum, both sides coated with PE or PP Item 2 (jerry can) should be packed in a separate carton box (export quality cardboard, 5 ply, white, with kit contents printed in Arabic) Item 4 (mattresses) should be packed individually		Service Per Kit	1	
					<b>Total cost per kit (USD) including delivery</b>
					<b>Total Cost for 1,450 Kits (USD) including delivery</b>

**SUPPLY TERMS**

Lead time (from contract signature to Pre-Delivery Inspection (Days))	
Please give the location for the Pre-Delivery Inspection (warehouse location)	
Lead time (From Pre-Delivery Inspection to final delivery in Idlib (Days))	

**BIDDER'S COMMENTS/REMARKS:**

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

**BIDDER'S TERMS AND CONDITIONS:**

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

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



T/16DSO-16CVM/D23-J45/MULTI/ANT/PRO/27-05-2019/01

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

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

**END OF LOT 4**

**LOT 5: HYGIENE KITS (HK)**

QUANTITY: 1,450 KITS

DELIVERY ADDRESS: IDLEB (QAH) ACTED WAREHOUSE

NO.	Technical specifications	Supplier's Specifiation (if different)	Unit	Quantity Per Kit	Unit Price (USD) including delivery	Total Price (USD) including delivery
<b>1,450 Hygiene Kits composed of the following items:</b>						
1	<b>Laundry detergent</b> H: 9.50-11.00 Phosphate (P2O5): free Silicon dioxide (SiO2): n/a Cleaning capability: 20 g/Kg of cloth, recommended dose Active matter: 5-10% (anionic + non-ionic) Solubility: > 95% Total alkalinity: 2.00-5.80% Packing: PE bag Includes batch number & expiry date		Pack of 1KG	1		
2	<b>Sanitary pads/Sanitary towels</b> Disposable, pack of 10. Ultra-Thin Material: Cotton Shape: Winged Feature: Super Absorbent Size: Large or 350mm		Pack of 10 Pcs	4		
3	<b>Shampoo 750 ml</b> pH: 6.70 NaCl: 0.94% Active matter: 10.5% Packing: PET bottle with pushpull cap Cosmetic product manufactured in compliance with EU regulation		Pcs	1		

	Includes batch number & expiry date				
4	<b>Soap bar</b> Weight: 250 g Fatty acid: ≥70% Packing: individual PP flow-pack Cosmetic product manufactured in compliance with EU regulation Includes batch number & expiry date		Pcs	6	
5	<b>Adult Toothbrush</b> Adult size, medium hardness, individually wrapped.		Pcs	3	
6	<b>Child Toothbrush</b> Children size, soft, individually wrapped		Pcs	3	
7	<b>Toothpaste</b> Volume: 75 ml Flavor: mint, with fluoride (0.1%) pH: 5.00-10.00 Packing: laminated tube with screw cap and safety seal Contains sodium monofluorophosphate (0.1%) Cosmetic product manufactured in compliance with EU regulation Includes batch number & expiry date		Pcs	1	
8	<b>Hair comb</b> Number of tooth = 13, plastic		Pcs	1	
9	<b>Nail Cutter</b> Material: stainless steel Color: metallic Size: medium (80 mm) Packing: individual OPP bag		Pcs	1	
10	<b>Disposable Razor</b> Type: twin stainless steel blade and lubricant strip Handle length: 100 mm Blade thickness: 0.8 mm Packing: PP flow-pack containing 5 units		Pack	1	



11	<b>Trash bags</b> Plastic trash /garbage 120 lt. bags Roll of 20 pc.		Roll	1		
12	<b>Towel (Large)</b> 100% cotton, Size medium size or 130cm x 75cm, 340 g. (a thick bath towel, with rough, loose, uncut pile, very absorbent).		Pcs	1		
13	<b>Rope</b> Washing Line10m, polypropylene center, PVC covered.		Pcs	1		
14	<b>Packing into a carton box:</b> The content of the kit must be packed in a carry bag in soft (if possible waterproof) material with zip lock or Velcro, no long strings/cords. Individual kits in the primary packing should then be placed in a carton box pack, all items. Material: export quality cardboard, 5 ply Color: white Kit contents printed in Arabic		Service Per Kit	1		
					<b>Total cost per kit (USD) including delivery</b>	
					<b>Total Cost per 1,450 Kits (USD) including delivery</b>	

**SUPPLY TERMS**

Lead time (from contract signature to Pre-Delivery Inspection (Days))	
Please give the location for the Pre-Delivery Inspection (warehouse location)	
Lead time (From Pre-Delivery Inspection to final delivery in Idlib (Days))	

**BIDDER'S COMMENTS/REMARKS:**

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

**BIDDER'S TERMS AND CONDITIONS:**

1. Validity of the offer: \_\_\_\_\_ (recommended: 2 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 5**