

**INTERNATIONAL CALL FOR TENDER ACTED LEBANON**
**INSTRUCTIONS TO BIDDERS**

Date: 17/06/2019

Tender N°: T/11XXX/CESVI/BRT/PROG/17-06-2019

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

**PRODUCT SPECIFICATIONS:**

1. Description: Rehabilitation works in Achrafieh school, Jdeideh school, Bhamdoun school and Falougha school
2. Product class / category: Works / Products
3. Made in (product origin): Various
4. Product stage: Works / Products
5. INCOTERMS (delivery conditions): DDP Ashrafieh School, Jdeideh school, Bhamdoun School, and Falougha School, LEBANON

Lot n°	Description	INCOTERMS/Delivery point	Category	Delivery deadline
1	Rehabilitation works in Ashrafieh School, Jdeideh School, Bhamdoun School, and Falougha School	DDP / Ashrafieh School, jdeideh school, bhamdoun School, and falougha School, LEBANON	Works / Products	Refer to instructions in bidders' documents

**RESPONSIBILITIES OF THE SUPPLIER:**

1. Terms of delivery: DDP Ashrafieh School, Jdeideh school, Bhamdoun School, and Falougha School, LEBANON
2. Date of delivery for: 60 days after contract signature
3. Validity of the offer: Preferred 6 months

**The answers to this tender should include the following elements:**

- A written quotation including all the product specifications, the price per unit, quantity proposed and unit, and total price;
- Signed and stamped Instructions to Bidders;
- A copy of company registration documents and of the ID of the legal representative of the company;
- A catalogue and technical specifications of the products or if there are different options, a sample of each option might have to be submitted after pre-selection;
- Filled, signed and stamped Bidder's Questionnaire and Bidder's Ethical Declaration;
- Only suppliers and/or companies with registration certificate are eligible to bid;
- Note that work in the schools will be majorily on weekends and holidays. All works will be in coordination with schools' principles and Centers' Officers

**GENERAL CONDITIONS:**

1. The **closing date** of this tender is fixed on **08/07/2019 at 17:00 (local Lebanese time)** in one of ACTED Lebanon offices at the following address: **Beirut Office: 8th floor, Eshmoun Bldg, Damascus Road, Sodeco, Ashrafieh, Beirut.**  
Or by email to: [lebanon.tender@acted.org](mailto:lebanon.tender@acted.org), Cc: [tender@acted.org](mailto:tender@acted.org)
2. A **mandatory information session** will be organized on **24/06/2019 (10:00 AM)** at **ACTED Offices, Eshmoun Bldg, 8<sup>th</sup> floor, Damascus Road, Sodeco, Ashrafieh, Beirut.** Attendance at this session must be confirmed by email to ACTED by **21/06/2019 COB** at the following addresses [lebanon.tender@acted.org](mailto:lebanon.tender@acted.org), Cc: [tender@acted.org](mailto:tender@acted.org) **Tenderers who will not attend the information session will be considered ineligible**
3. Offers should be submitted in English and in **USD, Including and Excluding VAT.**
4. Prices should **include delivery costs to required locations.**
5. Bidders will fill, sign, stamp and return the Offer form according to ACTED's format.
6. Bidders will sign, stamp and return all pages of the Product Specifications for which they apply.
7. The offer to the call for tender will not result in the award of a contract.
8. The offer must be submitted to ACTED Lebanon Logistics department in a sealed envelope with the mention: "**T/11XXX/CESVI/BRT/PROG/17-06-2019 - not to be opened before 09/07/2019**".
9. Unsealed envelopes and late offers will not be considered.
10. **ACTED reserves the right to cancel certain rehabilitations depending on available funding and donor requirements.**
11. To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors' compliance requirements, all contract offers are subject to the condition that contractors do not appear on anti-terrorism lists, in line with ACTED's anti-terrorism policy. To this end, ACTED reserves the right to carry out anti-terrorism checks on contractor, its board members, staff, volunteers, consultants, financial service providers and sub-contractor.

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

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

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

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

Stamp:

**OFFER FORM ACTED LEBANON**

Date:

Tender Ref: T/11XXX/CESVI/BRT/PROG/17-06-2019

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

1. Company Name: ( \_\_\_\_\_ )
2. Company Authorized Representative Name: ( \_\_\_\_\_ )
3. Company Registration No: ( \_\_\_\_\_ )  
No/Country/ Ministry
4. Company Specialization: ( \_\_\_\_\_ )
5. Mailing Address: ( \_\_\_\_\_ )  
Country/Governorate/City/St name/Shop-Office No
  - a. Contact Numbers: (Land Line: \_\_\_\_\_ / Mobile No: \_\_\_\_\_ )
  - b. E-mail Address: ( \_\_\_\_\_ )

I undersigned \_\_\_\_\_, agree to provide ACTED, non-profit NGO, with items answering the following specifications, according to the general conditions and responsibilities that I engage myself to follow.

**PLEASE FILL IN THE FOLLOWING TABLE:**

**IMPORTANT NOTES:**

- Works in schools will be mainly on weekends and holidays. All works will be in coordination with schools' principles.
- All prices mentioned below should include transportation cost to mentioned locations.
- ACTED reserves the right to cancel certain rehabilitations depending on available funding and donor requirements.
- The most economically advantageous Offer is selected by weighting technical quality against price, on a 60/40 basis.

**Pre-selection evaluation table :**

The maximum score that can be awarded for each criterion is indicated below.

○ **A. Technical Evaluation = 60%**

	<b>Criteria</b>	<b>Maximum Score</b>
1	<b>Experience in Similar Works</b>	30
2	<b>Work Program and Work Plan</b>	10
3	<b>Company capacity</b>	20
	<b>Total Score</b>	<b>60</b>

○ **B. Financial Evaluation = 40%**

	<b>Criteria</b>	<b>Maximum Score</b>
1	<b>Financial Offer</b>	40
	<b>Total Score</b>	<b>40</b>

**REHABILITATION WORKS IN ASHRAFIEH SCHOOL, JDEIDEH SCHOOL, BHAMDOUN SCHOOL, AND FALOUGHA SCHOOL**

DESCRIPTION	Quantity	Unit	Unit Price (USD) Excluding VAT	Unit Price (USD) Including VAT	Total Price (USD) Excluding VAT	Total Price (USD) Including VAT
<b>Section I: Ashrafieh School</b>						
Apply 2 priming coats and 3 coats of acrylic paint after applying 2 coats of putty and sand it with sandpaper. Type similar to: Tinol or Dutch boy or equivalent. All works have to be executed after scrubbing the existing paint completely, filling holes and cracks by putty or plastering if needed. For internal walls, painting will be 1.5M height of rubber	3 300	m <sup>2</sup>				
Apply 2 priming coat and 3 coats of acrylic paint water resistant. Type similar to: Tinol or Dutch boy or equivalent. All works have to be executed after scrubbing the existing paint completely, filling holes and cracks by putty or plastering if needed. For external walls (note painting are for the exterior walls, scaffolding to be provided with green mesh, workers insurance)	2 400	m <sup>2</sup>				
Installation of Scaffolding for the exterior works, including green mesh, and proper fixation, workers insurance and all needed approval (Municipal Etc...)	2 500	m <sup>2</sup>				
Supply and installation of push Button water mixer for wash basin or sink (copper, approved high quality) including: [a] all necessary materials, accessories, requirements and manpower to make it properly serviceable and [b] removal of damaged existing one and change of the flexible hose where needed.	25	U				
Supply and installation of Arabic WC (Lecico Brand or similar approved) , [A]sewer connection (4" PVC, hidden), [b] all necessary materials, accessories, requirements and manpower to make it properly serviceable and [c] removal of damaged existing one.	14	U				
Provide and fix new polyethylene Water tank 2m3 with all Accessories including but not limited (valves,pipe,elbo...) double layer, Type similar to: Somoplast brand or equivalent with a steel stand	4	U				
Supply and installation of European WC (Lecico brand or similar approved) including: [a] valve (copper), [b] WC cistern (porcelain), [c] cistern cover (porcelain), [d] seat cover (plastic), [e] complete flushing system (copper, Type similar to: Italy brand or equivalent) , [f] water connection (1/2" PPR, hidden) & sewer connection (4" PVC, hidden), [g] all necessary materials, accessories, requirements and manpower to make it properly serviceable and [h] removal of damaged existing one.	3	U				

Provide and fix Aluminum window for the toilet (60x300) cm and (60*450)(type similar to: (Sidem 2000 or equivalent). The color to be specified later.Works include removal of old window, plastering and proper installation with Silicone and smooth finishing	18	m <sup>2</sup>				
Provide and Fix a 100mm (4") diameter PVC pipes connected to all the dranaige exicted approximatly with all needed accesorize(elbow T.....) and proper fixation on the external walls approx clamp every 2m. To be connected to the ground level water tanks	290	m				
Provide and Fix 1" HDPE pipe to be connected from the ground level water tank to the roofed tank with all needed accesorize (Elbows T....) and proper fixation on the external wall approx Clamp every 2M	150	m				
Supply and install of a complete Off Grid solar power system: the system should include design of the needed solar system to provide approximatly 16000W for lighting to be powered for an approximate of 8hours per days system might include but not limited to (Solar panels to be installed on the roof, 4 power inverter(20Amp/4000W), ATS, steel racking and mounting to be fixed on the roof, batt,connection from the roof to the ground level panel board and any additional items needed in order for the system to be fonctionel and provided solar lighting for the school)	1	Lump sum				
Provide and install handrails for the handicapped. (2 hand rail on each side of the EWC, Chrome, fixed properly on the walls to Hold at least 100KG)	4	Lump sum				
Provide and fix 12.5mm (0.5") diameter PVC pipes, works include demolishing of the concrete removal of existing pipes and installation of new pipes with concrete bedding and cover	30	m				
Provide and fix 18.5mm(3/4") diameter PVC pipes works include demolishing of the concrete removal of existing pipes and installation of new pipes with concrete bedding and cover	40	m				
Provide and fix 25mm(1") diameter PVC pipes works include demolishing of the concrete removal of existing pipes and installation of new pipes with concrete bedding and cover	25	m				
Provide and fix 50mm(2") diameter PVC pipes works include demolishing of the concrete removal of existing pipes and installation of new pipes with concrete bedding and cover	90	m				
Provide and fix 75mm(3") diameter PVC pipes works include demolishing of the concrete removal of existing pipes and installation of new pipes with concrete bedding and cover	90	m				
Repair of existing electrical points works include removal of old cables, installation of hidden cables inside the walls, supply and instalation of lighting switches, power socket )	45	U				
Supply and install Surface pump 1 HP all necessary materials, accessories, requirements and manpower to make it properly serviceable	1	U				
Provide and Install Rain Water Filters Media and Micro.	2	U				

Provide and fix Aluminum door for the Bathroom (Sidem 2000 or equivalent, color to be specified later, with all needed accessorize Folda type( Handle Lock)Approx 16 Door) Works include removal of old window, plastering and proper installation with Silicone and smooth finishing.	35	m <sup>2</sup>				
Supply and install wooden door. Approximate size: width=110cm, height up till 220cm, frame thickness 4 cm made of 8mm thick MDF panels, complete with frame, architrave and ironmongery (hinges, lock with key, and handle). The door includes supply and installation of a glass opening 40x40, works include removal of existing doors, repair of the walls and tiles and installation of the new doors	5	U				
Supply and install steel doors sizes (380x300) works include the removal of existing doors,concrete and tiling repair, scrub and painting in 2 layers the new doors and proper instalation and fixation with all needed lock handles and hinges	18	m <sup>2</sup>				
Supply and installation of lighting point including supply of electrical cables, light switch, light points and wiring from the distribution board up to the point, and removal of existing wires	45	U				
Scrub and paint existing steel handrails with 3 coats one anti rust and 2 color coats works include repair the steel rain where needed and proper fixation	120	LM				
Supply and install new glass 6mm, works include removal of broken glass and instalation of the new glass with proper fixation	15	m <sup>2</sup>				
Constructing of reinforced concrete upstand with ceramic tiles for drinkable water Approx (520*45*80)(610*45*80)(150*45*80), (short walls with reinforced concrete foundation with 12mm rebars with an horizontal marble) with all piping and drainage needed, plastering in 2 layers scrubbed and fixation of cermaic tiles color to be specified later, including mortar, cement, pointing. Type similar to: Spaniel Ceramic or equivalent.	10	m <sup>3</sup>				
Provide and fix new sewage network for old toilets, works include removal of existing network, instllation of new network with all needed accessorize and concrete covers, each network will be connected to the exisiting manhole approx 20m far from the location of the bathroom, 4" pipes for waste water and 2" pipes for grey water with all needed wall and floor fixation and covers.	16	U				
Supply and install Ceramic floor tiles 200x200 for floor of bathroom or kitchen, color to be specified later, including mortar, cement, pointing. Spaniel ceramic or equivalent.	60	m <sup>2</sup>				
Supply and install new reinforced concrete ramps with all necessary steel. To install the ramp hollow block will need to be demolished and then concrete finishing on both sides of the ramp will be needed.	7	m <sup>3</sup>				
Supply and Install Ceramic wall tiles 200x300 for walls of bathroom or above kitchen sink. Color to be specified later, including mortar, cement, pointing. Spaniel Ceramic or equivalent	150	m <sup>2</sup>				
Demolish and removal of existing Tiles and taking the residuals out of site.	240	m <sup>2</sup>				

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Supply and installation of Floor Drain (15x15 cm, stainless with cover)works will include removal of existng floor drain installation of the new drain with proper mortar needed	10	U				
Provide and fix Aluminum windows closed for the chaft and entrance(300x200) (50x330) Sidem 2000, with all needed folda accesorize, works will include roof and ground fixation with epoxy	12	m <sup>2</sup>				
fix and repair steel main gate(hinges, rails, paint)works will include dismanteling of the existing gate, proper scrubbing and paniting(2 coats of anti rust and 2 coats of paiting), fixation with new accesorize	60	m <sup>2</sup>				
Water Heater: Supply and install 100LT electrical water heater including valves and angle valves and flexible connection and safety valve and connections with distribution system and any necessary work and equipment as per the site engineer.	1	U				
Repair of existing tiling, works include removal of existing mortar, and reinstalling new mortar.	500	m <sup>2</sup>				
Supply and installation of normal size ceramic wash basin ~(50x40cms) (Lecico Brand or similar approved) including: [a] frame, [b] outlet (copper/chrome), [c] water connection (1/2" PPR, hidden) & sewer connection (2" PVC, hidden), [d] trap (plastic), [e] all necessary materials, accessories, requirements and manpower to make it properly serviceable and [f] removal of damaged existing one.	1	U				
Supply and installation of push Button water mixer for wash basin or sink (copper, approved high quality) including: [a] all necessary materials, accessories, requirements and manpower to make it properly serviceable and [b] removal of damaged existing one.	1	U				
repair water proofing, SBS membrane, works include removal of water tanks, removal of existing membrane surface prepartion and then supply and installation of the new membrane .	60	m <sup>2</sup>				
Repair of Existing aluminum Windows and doors (works might include but not limited to changing handles and locks, removal and cleaning of existing silicone and reinstallaing polyurethane sealant..)	40	U				
Fix and repair existing wooden doors, works include scrubbing the existng paints and paiting in 2 coats and replacing the exsiting hinges, locks and handles.	8	Unit				
<b>TOTAL Section I (USD)</b>						
<b>Section II: Jdeideh School</b>						
Apply 2 priming coats and 3 coats of acrylic paint after applying 2 coats of putty and snad it with sandpaper. Type similar to: Tinol or Dutch boy or equivalent. All works have to be executed after scrubbing the existing paint completely, filling holes and cracks by putty or plastering if needed. For internal walls painting will be 1.5M height of rubber	6 000	m <sup>2</sup>				
Apply 2 priming coat and 3 coats of acrylic paint water resistant. Type similar to: Tinol or Dutch boy or equivalent. All works have to be executed after scrubbing the existing paint completely, filling holes	1 750	m <sup>2</sup>				



and cracks by putty or plastering if needed. For external walls (note painting are for the exterior walls, scaffolding to be provided with green mesh, workers insurance)					
Installation of Scaffolding for the exterior works, including green mesh, and proper fixation, workers insurance and all needed approval (Municipal Etc...)	1 800	m <sup>2</sup>			
Supply and installation of push Button water mixer for wash basin or sink (copper, approved high quality) including: [a] all necessary materials, accessories, requirements and manpower to make it properly serviceable and [b] removal of damaged existing one and change of the flexible hose where needed.	16	U			
Supply and install new seat cover (plastic), [b] complete flushing system (copper, Itany brand) , [c] water connection , [e] all necessary materials, accessories, [f] removal of damaged existing one.	15	U			
Provide and fix new polyethylene Water tank 2m3 with all Accessories including but not limited (valves,pipe,elbo...) double layer, Type similar to: Somoplast brand or equivalent. With a steel stand,	4	U			
Supply and installation of European WC (Lecico brand or similar approved) including: [a] valve (copper), [b] WC cistem (porcelain), [c] cistem cover (porcelain), [d] seat cover (plastic), [e] complete flushing system (copper, Type similar to: Italy brand or equivalent) , [f] water connection (1/2" PPR, hidden) & sewer connection (4" PVC, hidden), [g] all necessary materials, accessories, requirements and manpower to make it properly serviceable and [h] removal of damaged existing one.	2	U			
supply and install transparent plastic curtains for balconies with stell chasis and proper fixation (3x4 m <sup>2</sup> )	400	m <sup>2</sup>			
Provide and Fix a 100mm (4") diameter PVC pipes connected to all the dranaige exicted approximatly with all needed accesorize(elbow T.....) and proper fixation on the external walls approx clamp every 2m. To be connected to the ground level water tanks	350	m			
Provide and Fix 1" HDPE pipe to be connected from the ground level water tank to the roofed tank with all needed accesorize (Elbows T.....) and proper fixation on the external wall approx Clamp every 2M	120	m			
Supply and install of a complete Off Grid solar power system: the system should include design of the needed solar system to provide approximatly 16000W for lighting to be powered for an approximate of 8hours per days system might inlcude but not limited to (Solar panels to be installed on the roof, 4 power inverter(20Amp/4000W), ATS, steel racking and mounting to be fixed on the roof, batt,connection from the roof to the ground level panel board and any additional items needed in order for the system to be fonctionel and provided solar lighting for the school)	1	Lump sum			
Provide and install handrails for the handicapped. (2 hand rail on each side of the EWC, Chrome, fixed properly on the walls to Hold at least 100KG)	4	Lump sum			

Provide and fix 12.5mm (0.5") diameter PVC pipes, works include demolishing of the concrete removal of existing pipes and installation of new pipes with concrete bedding and cover	30	m				
Provide and fix 18.5mm(3/4") diameter PVC pipes works include demolishing of the concrete removal of existing pipes and installation of new pipes with concrete bedding and cover	40	m				
Provide and fix 25mm(1") diameter PVC pipes works include demolishing of the concrete removal of existing pipes and installation of new pipes with concrete bedding and cover	45	m				
Provide and fix 50mm(2") diameter PVC pipes works include demolishing of the concrete removal of existing pipes and installation of new pipes with concrete bedding and cover	80	m				
Provide and fix 75mm(3") diameter PVC pipes works include demolishing of the concrete removal of existing pipes and installation of new pipes with concrete bedding and cover	80	m				
Repair of existing electrical points works include removal of old cables, installation of hidden cables inside the walls, supply and instalation of lighting switches, power socket )	45	U				
supply and install Surface pump 1 HP all necessary materials, accessories, requirements and manpower to make it properly serviceable	1	U				
Provide and Install Rain Water Filters Media and Micro.	2	U				
Fix and repair existing wooden doors, works include scrubbing the existng paints and painting in 2 coats and replacing the exsiting hinges, locks and handles.	40	U				
Supply and install wooden door. Approximate size: width=110cm, height up till 220cm, frame thickness 4 cm made of 8mm thick MDF panels, complete with frame, architrave and ironmongery (hinges, lock with key, and handle). The door includes supply and installation of a glass opening 40x40, works include removal of existing doors, repair of the walls and tiles and installation of the new doors.	3	U				
Provide and install steel structure for the entrance covering as per drawings, the scope of work shall include all necessary steel components, all necessary fittings and accessories and work needed to finish the works. The scope of work shall include painting the steel with a primary coat and 2 layers high quality paint anti corrosive (color to be identified later).	135	m <sup>2</sup>				
Supply and installation of lighting point including supply of electrical cables, light switch, light points and wiring from the distribution board up to the point, and removal of existing wires and instalation of lighting bulb 100W.	40	U				
Scrub and paint existing steel gate with 3 coats one anti rust and 2 color coats works include repair the steel where needed and proper fixation.	85	m <sup>2</sup>				
Repair of existing tiling, works include removal of existing mortar, and reinstalling new mortar	500	m <sup>2</sup>				

Scrub and paint existing steel handrails with 3 coats one anti rust and 2 color coats works include repair the steel rail where needed and proper fixation.	240	LM				
Supply and install new glass 6mm, works include removal of broken glass and instalaltion of the new glass with proper fixation.	25	m <sup>2</sup>				
Steel banches for playground 1m/2m works include fabrication, and painting (2 coats anti rust, and 2 coats paiting, color and design to be specified later)	8	U				
Provide and install ToT Panels as per the supervision engineer with all necessary fittings and accessories to complete the job. The structure shall include transparent panels.	135	m <sup>2</sup>				
Repair of Existing steel Windows and doors (Works might include but not limited to changing handles and locks, removal and cleaning of existing silicone and reinstallaing polyurethane sealant, 2 coats anti rust paint, and 2 coats painting...)	40	U				
Supply and install new steel sign board (200x 100) works include the proper fixation with concrete foundation and name and logos to be printed on the sign board (design and details will be provided later).	1	U				
Supply and install new reinforced concrete ramps with all necessary steel. To install the ramp hollow block will need to be demolished and then concrete finishing on both sides of the ramp will be needed	15	m <sup>3</sup>				
Repair water proofing, SBS membrane, works include removal of water tanks, removal of existing membrane surface prepartion and then supply and installation of the new membrane with plastic sheet protection	40	m <sup>2</sup>				
<b>TOTAL Section II (USD)</b>						
<b>Section III: Rehabilitation works in Bhamdoun School</b>						
Apply 2 priming coats and 3 coats of acrylic paint after applying 2 coats of putty and snad it with sandpaper. Type similar to: Tinol or Dutch boy or equivalent. All works have to be executed after scrubbing the existing paint completely, filling holes and cracks by putty or plastering if needed. For internal walls painting will be 1.5M height of rubber	2 500	m <sup>2</sup>				
Installation of Scaffolding for the exterior works, including green mesh, and proper fixation, workers insurance and all needed approval (Municipal Etc...)	1 000	m <sup>2</sup>				
Façade concrete work that includes:shipping around the steel with at least 2cm covers around, scrub rusted steel bars, apply anti-rust coat,apply correct growth materials All works have to be executed after proper shipping of existing cracked concrete,and removal of demolished materials out of the site. For external walls	250	m <sup>2</sup>				

Façade concrete work that includes:Plastering of all repaired external walls, apply 2cm rough and smooth surface coats to be ready for painting, including all plant materials and labor required to achieve the finishes instructed in full compliance with the Specification including surface preparation, curing, scaffolding, beading, stops, metal mesh at the edges and all other works necessary for the satisfactory completion of the work, measured as finished area.	250	m <sup>2</sup>				
Façade concrete work that includes:, painting the repaired area.Apply 2 priming coat and 3 coats of acrylic paint. Type similar to: Tinol or Dutch boy or equivalent. All works have to be executed after scrubbing the existing paint completely, filling holes and cracks by putty or plastering if needed. For external walls (note painting are for the exterior walls, scaffolding to be provided with green mesh, workers insurance)	250	m <sup>2</sup>				
Supply and installation of push Button water mixer for wash basin or sink (copper, approved high quality) including: [a] all necessary materials, accessories, requirements and manpower to make it properly serviceable and [b] removal of damaged existing one.and change of the flexible hose where needed	20	U				
Supply and install new seat cover (plastic), [b] complete flushing system (copper, Itany brand) , [c] water connection , [e] all necessary materials, accessories, [f] removal of damaged existing one.	15	U				
Provide and fix new polyethylene Water tank 2m3 with all Accessories including but not limited (valves,pipe,elbo...) double layer, Type similar to: Somoplast brand or equivalent. With a steel stand,	2	U				
Roof works preparation, removal of existing water tanks with all connection, scrubbing for all roof from existing painting, smooth surface preparation for water proofing materials	650	m <sup>2</sup>				
Supply and install SBS waterproof membrane. T,surface preparation including removal off all existing steel rebars, apply grouth, smoothing the concrete floor using grinder installing waterproof materials,platic sheet and coarse aggregate for protection and drainage traps reintalling old tanks with all needed connection and accesorize (elbows, pipes, valves, T.....)	650	m <sup>2</sup>				
Constructing of reinforced concrete upstand with ceramic tiles for drinkable water (460*40*65) (short walls with reinforced concrete foundation with 12mm rebars with an horizontal marble) with all piping and drainage needed, plastering in 2 layers scrubbed and fixation of cermaic tiles color to be specified later, including mortar, cement, pointing. Type similar to: Spaniel Ceramic or equivalent.	15	m <sup>3</sup>				
Provide and Fix a 100mm (4") diameter PVC pipes connected to all the dranaige exicted approximatly with all needed accesorize(elbow T.....) and proper fixation on the external walls approx clamp every 2m. To be connected to the ground level water tanks	280	m				

Provide and Fix 1" HDPE pipe to be connected from the ground level water tank to the roofed tank with all needed accessories (Elbows T....) and proper fixation on the external wall approx Clamp every 2M	95	m				
Supply and install of a complete Off Grid solar power system: the system should include design of the needed solar system to provide approximately 16000W for lighting to be powered for an approximate of 8 hours per day system might include but not limited to (Solar panels to be installed on the roof, 4 power inverter(20Amp/4000W), ATS, steel racking and mounting to be fixed on the roof, batt, connection from the roof to the ground level panel board and any additional items needed in order for the system to be functional and provided solar lighting for the school)	1	Lump sum				
Repair of existing tiling, works include removal of existing mortar, and reinstalling new mortar	500	m <sup>2</sup>				
Provide and install handrails for the handicapped. (2 hand rail on each side of the EWC, Chrome, fixed properly on the walls to hold at least 100KG)	4	Lump sum				
Provide and fix 12.5mm (0.5") diameter PVC pipes, works include demolishing of the concrete removal of existing pipes and installation of new pipes with concrete bedding and cover	35	m				
Provide and fix 18.5mm(3/4") diameter PVC pipes works include demolishing of the concrete removal of existing pipes and installation of new pipes with concrete bedding and cover	35	m				
Provide and fix 25mm(1") diameter PVC pipes works include demolishing of the concrete removal of existing pipes and installation of new pipes with concrete bedding and cover	40	m				
Provide and fix 50mm(2") diameter PVC pipes works include demolishing of the concrete removal of existing pipes and installation of new pipes with concrete bedding and cover	70	m				
Provide and fix 75mm(3") diameter PVC pipes works include demolishing of the concrete removal of existing pipes and installation of new pipes with concrete bedding and cover	70	m				
Repair of existing electrical points works include removal of old cables, installation of hidden cables inside the walls, supply and installation of lighting switches, power socket )	40	U				
Scrub and paint existing steel handrails with 3 coats one anti rust and 2 color coats works include repair the steel rail where needed and proper fixation	50	Lm				
supply and install Surface pump 1 HP all necessary materials, accessories, requirements and manpower to make it properly serviceable	1	U				
Provide and Install Rain Water Filters Media and Micro	2	U				
Fix and repair existing wooden doors, works include scrubbing the existing paints and painting in 2 coats and replacing the existing hinges, locks and handles	30	U				

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Repair of Existing aluminum Windows and doors, (Works might include but not limited to changing handles and locks, removal and cleaning of existing silicone and reinstallaing polyurethane sealant, ...)	50	U				
supply and install new steel sign board (200x 100) works include the proper fixation with concrete foundation and name and logos to be printed on the sign board(design and details will be provided later)	1	U				
Rehabilitation of the expansion Joint( Works include changing of the foam, growth and filling materials, changing and proper fixation of the 40cm aluminum cover	450	Lm				
<b>TOTAL Section III (USD)</b>						
<b>Section IV: Rehabilitation works in Falougha School</b>						
Supply and install of a complete On Grid solar power system: the system should include design of the needed solar system to provide approximatly 16 000W for lighting to be powered for an approximate of 8hours per days system might inclcude but not limited to (Solar panels to be installed on the roof, 4 power inverter (20Amp / 4 000W), ATS, steel racking and mounting to be fixed on the roof, connection from the roof to the ground level panel board and any additional items needed in order for the system to be fonctionel and provided solar lighting for the school).	1	Lump sum				
<b>TOTAL Section IV (USD)</b>						
<b>GRAND TOTAL = TOTAL SECTION I + TOTAL SECTION II + TOTAL SECTION III + TOTAL SECTION IV (USD)</b>						

**BIDDER'S COMMENTS/REMARKS:**

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

**BIDDER'S TERMS AND CONDITIONS:**

1. Validity of the offer: \_\_\_\_\_ (Recommended: 6 months or more)
2. Terms of delivery: DDP Ashrafieh School, Jdeideh school, Bhamdoun School, and Falougha School, LEBANON
3. Payment terms: \_\_\_\_\_ (Recommended: 30% advance payment and 70% after completing the works/delivery)



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

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

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



## Particular Conditions

### Permits and Licences:

The Contractor shall be fully responsible for obtaining and maintaining the relevant Permits from the relevant authorities for all Contractor employees, equipment and materials. The Contractor is not entitled to make any claim against the Employer for extensions of time or cost if it the Works are delayed as a result of its delay or failure to obtain such permits.

### Contractor's Design

The extent of the Contractor's design obligation is limited strictly to the employer's requirements as outlined in the BoQ and the employer's instructions.

### Responsibility for Design

By accepting the Contractor's, the bid design, all the specifications and annexes attached to this contract the Employer consents that they will constitute the overall works requirements. That notwithstanding the Contractor bares the absolute obligation and liabilities to ensure that all parts of the works designed by him are fit for their purpose as outlined in the BOQ and the drawings.

### Execution of the Works:

a) The contractor shall complete all of the works as follows:

**Schools: 2 months upon the signature of the contract** taking into consideration that works should be completed by the end August some exterior works could be extended to the end of September, most of the internal works should be completed during the summer season when Schools are closed.

b) The contractor to submit samples of all the material items in the BoQ, and shop drawings of all of the works before the supply and installation , the employer has the right to reject the submittal if it's against the quality check report, and then the contractor to re-submit new samples.

### Remedying Defects:

A warrantee period of 1 year applies for all materials supplied and installed under this contract or the factory warrantee whichever is longer.

### Extent of Cover (Insurance)

To the fullest extent permitted by law, the Contractor is to **hold harmless**, defend at its own expense and indemnify the **Employer**, its officers, employees, agents, and volunteers, against any and all liability, claims, losses, damages, or expenses, including reasonable attorney's fees, arising from all acts or omissions to act of the Contractor or its officers, agents or employees in rendering services under this contract.

### Arrangements

Contractor agrees to have and maintain the policies set forth in the Appendix. All policies, endorsements, certificates, and/or binders shall be subject to approval by the Employer as to form and content. These requirements are subject to amendment or waiver only if so approved in writing by the Employer. A lapse in any required insurance coverage during this Agreement shall be a breach of this Agreement.

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

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

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

Stamp:



**BIDDER'S ETHICAL DECLARATION ACTED LEBANON**

Date:

Tender Ref: T/11XXX/CESVI/BRT/PROG/17-06-2019

Bidder's name: \_\_\_\_\_

Bidder's address: \_\_\_\_\_

**CODE OF CONDUCT:****A. Labour Standards**

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

- *Employment is freely chosen*

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

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

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

- *Working conditions are safe and hygienic*

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

- *Child Labour shall not be used*

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

- *Living wages are paid*

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

- *Working hours are not excessive*

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

- *No discrimination is practised*

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

- *Regular employment is provided*

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

- *No harsh or inhumane treatment is allowed*

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

## **B. Environmental Standards**

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

- *Waste Management*

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

- *Packaging and Paper*

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

- *Conservation*

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

- *Energy Use*

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

- *Safety precautions for transport and cargo handling*

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

### **C. Business Behaviour**

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

The supplier should not be engaged

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

### **D. ACTED procurement rules and regulations**

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

### **Operating Principles**

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

ACTED will:

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

ACTED expects suppliers to:

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

Both parties will

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

### **Qualifications to the Policy Statement**

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

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

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

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

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



## BIDDER'S QUESTIONNAIRE ACTED **LEBANON**

Date : 17/06/2019

Tender N° : T/11XXX/CESVI/BRT/PROG/17-06-2019

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	



Management of the company: Chief Finance Officer or Chief Accountant			
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: USD:		Year: USD:	
Year: USD:		Year: USD:	



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



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

**BIDDER'S CHECK LIST ACTED LEBANON**

Date: 17/06/2019

Tender Ref: T/11XXX/CESVI/BRT/PROG/17-06-2019

**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. An original and one copy of the bid has been provided.					
2. (Form PRO-05) – Instructions to Bidders is attached, filled, signed and stamped by the supplier.					
3. (Form PRO-06) – Offer Form is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
4. The prices in the Offer Form are in <b>USD</b> .					
5. (Form PRO-06.01) – Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier <b>(compulsory)</b>					
6. (Form PRO-06.02) – Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier <b>(compulsory)</b>					
7. The Bidding documents are filled in <b>English</b> .					
8. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items).					
9. ANNEXES – A Copy of Company registration documents and license are included and of the ID of the legal representative of the company <b>(compulsory)</b>					
10. ANNEXES – Coloured catalogues and pictures (or technical data sheets) of item(s) are included					
12. Attendance to information Session <b>(compulsory)</b>					
13. ANNEXES – Particular conditions is attached, filled, signed and stamped by the supplier <b>(compulsory)</b>					

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

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

