

**INTERNATIONAL CALL FOR TENDER ACTED SYRIA**
**Instructions to the bidders**

Date: 22/07/2019

Reference number: T/16DMQ/29F/PGE/QAH/PRO/22-07-2019/01

Agency for Technical Cooperation and Development is implementing a humanitarian aid project and invites contractors to submit offers for the project of “**Provision, installation, and commissioning two Electric generators**” in Al Salam and Al Karama Clusters in Idlib governorate – Syria.

**PRODUCT SPECIFICATIONS:**

1. Description: Provision, installation, and commissioning of two electric generators
2. Product Class/Category: Equipment
3. Product Stage: Finished products
4. Quantities and specifications: As per the table below. For extensive list of specifications required, please refer to the official ACTED’s financial offer template.

NO.	DESCRIPTION	UNIT	QUANTITY	INCOTERMS/DELIVERY POINT
1	Provision, installation, and commissioning a new electric generator without canopy, year of manufacture 2019, 50Hz/400 Vt three-phase, with all accessories. <b>Alternator PRIME RATING (PRP) is 165 KVA</b>	SET	1	DDP / Al Salam Cluster, Idlib, Syria
2	Provision, installation, and commissioning a new electric generator without canop, year of manufacture 2019, 50Hz/400 Vt three-phase, with all accessories. <b>Alternator PRIME RATING (PRP) is 220 KVA</b>	SET	1	DDP / Al Karama Cluster, Idlib, Syria

**GENERAL CONDITIONS:**

1. The bidding documents in English may be requested free of charge by all interested bidders by E-mail at [syria.logistics2@acted.org](mailto:syria.logistics2@acted.org) Cc [syria2.tender@acted.org](mailto:syria2.tender@acted.org)
2. The **closing date** of this tender is fixed at **13:00 (local time in Turkey) on 05/08/2019** by email to [syria2.tender@acted.org](mailto:syria2.tender@acted.org) Cc [tender@acted.org](mailto:tender@acted.org), and the mail subject should be “T/16DMQ/29F/PGE/QAH/PRO/22-07-2019/01”
3. Offers must be submitted no later than **13:00 (local time in Turkey) on 05/08/2019**
4. Tenderers will fill, sign, stamp and return the Offer form according to ACTED’s format.
5. Tenderers will sign and return all pages of the Product Specifications for which they apply.
6. The offer to the call for tender will not result in the award of a contract.
7. Late offers will be automatically rejected.



T/16DMQ/29F/PGE/QAH/PRO/22-07-2019/01

8. A pre-tender information session will be organized at **14:00 (local time in Turkey) on 29/07/2019** in ACTED representative office in **General Şükrü Kanatlı Mah. Atatürk Cad. No:190 Sarı Center Kat: 6,7 31030 Antakya Hatay, TURKEY**. 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 **30/07/2019**.
9. 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.
10. For all inquiries regarding this tender, please contact the ACTED representative office in **General Şükrü Kanatlı Mah. Atatürk Cad. No:190 Sarı Center Kat: 6,7 31030 Antakya Hatay, TURKEY**, not later than **13:00 (local time in Turkey) on 05/08/2019** or by e-mail at [syria.logistics2@acted.org](mailto:syria.logistics2@acted.org) Cc [syria2.tender@acted.org](mailto:syria2.tender@acted.org) Cc [tender@acted.org](mailto:tender@acted.org)
11. The tender opening session is scheduled to take place on **06/08/2019 at 14:00 local time in Amman, Jordan**. Bidders have the right to attend remotely via Skype.

**RESPONSIBILITIES OF THE CONTRACTOR:**

1. Delivery time: The generators should be delivered, installed, tested, and commissioned in the location of operation within Idlib governorate in the specified delivery addresses before End of August, 2019.
2. Validity of the offer: Recommended 2 months
3. The answers to this tender should include the following elements:
  - o Signed and stamped 'Financial Offer',
  - o Signed and stamped 'Instructions to Bidders', 'Bidder's Ethical Declaration', 'Bidder's Checklist', and 'Bidder's Questionnaire'.
  - o Catalogues and certificate of origin
  - o Colored pictures of the items, assets, and equipment
  - o Supplier's name, address, and ID copy
  - o Offer validity (recommended 2 months or more)
  - o Terms of delivery and terms of payment
4. Offers received will be evaluated based on the lowest cost method with pass/fail technical criteria:

Qualifying and disqualifying Items		
Criteria	Offered option	Score
Generator condition	New	Acceptable
	Used	Disqualifying option
	Refurbished	Disqualifying option
Manufacturing year	2019	Acceptable
	Earlier than 2019	Disqualifying option
Frequency, voltage and power supply phase	Conforms to the requirement of the T	Acceptable
	Exceed the requirement in the T	Disqualifying option
	Less than the requirement in the T	Disqualifying option
Inclusion of accessories	Yes	Acceptable
	No	Disqualifying option

Inclusion of generator catalogues	Yes No	Acceptable Disqualifying option
<b>Based on field visit to the local market as part of the evaluation:</b>		
The availability of spare parts in the local market	Available Not Available	Acceptable Disqualifying option
The availability of skilled experts for repair and maintenance of the generator	Available Not Available	Acceptable Disqualifying option
<b>General Specifications</b>		
Continuous capacity	Conforms or exceed to the requirement of the T Less than the requirement in the T	Acceptable Disqualifying option
Standby capacity	Equal or exceed 1.1*continues Less than 1.1* continues	Acceptable Disqualifying option
Include collection tank	Yes No	Acceptable Disqualifying option
Dimensions of the group	Not exceed than 2.95*1.6m Other	Acceptable Disqualifying option
<b>Engine</b>		
Engine Capacity	Less than 1.15 of the alternators capacities 1.15-1.25 of the alternator capacity above 1.25 of the alternators capacities	Disqualifying option Acceptable Disqualifying option
Engine rotation speed	1500 rpm Other	Acceptable Disqualifying option
Inclusion of protection sensor	Yes No	Acceptable Disqualifying option
Type and fuel pump system	Yes No	Acceptable Disqualifying option
<b>Alternator</b>		
Voltage and frequency	400V /50H Other	Acceptable Disqualifying option
Number of poles	4 poles Other	Acceptable Disqualifying option
Efficiency not less than 80%	Yes No	Acceptable Disqualifying option
Protection (IP)	Equal or exceed 23 Less than 23	Acceptable Disqualifying option
Insulation class	H Other	Acceptable Disqualifying option
<b>Control Panel</b>		
Including digital control panel	Yes No	Acceptable Disqualifying option
Inclusion of the maintenance kit	As requested in the detailed specifications in ACTED Financial offer or exceed. Less than requested in the detailed specifications in ACTED Financial offer.	Acceptable Disqualifying option
Inclusion of the filters	As requested in the detailed specifications in ACTED Financial offer or exceed.	Acceptable



T/16DMQ/29F/PGE/QAH/PRO/22-07-2019/01

	Less than requested in the detailed specifications in ACTED Financial offer.	Disqualifying option
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**SPECIFIC CONDITIONS:**

1. The participation to this RFQ is not a guarantee that a contract will be awarded.
2. ACTED has the right to **contract with one or more suppliers** for this procurement
3. **Contracts** will be awarded based on the lowest-cost bid meeting ACTED’s technical specifications, quality, lead time requirements, and within the available budget will be selected.
4. ACTED has the right to cancel any of the items listed if necessary.
5. If a supplier apologises after having submitted an offer, future offers will be rejected for 6 months
6. 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 but before the closing date, this should be clearly marked on the envelope, on the Technical and Financial Offer.
7. Each bid shall include **a unique company name**, representative and signature, phone number, and email address. Any similarities could result in rejecting the bid.
8. 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.
9. This procurement is subject to donor requirements on country of origin.
10. THE OFFER WILL **NOT BE CONSIDERED ELLGIBLE IF**:
  - o White ink is used or price correction by hand.
  - o All papers are not signed and stamped.
11. Electronic stamp and signature are used. 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 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: \_\_\_\_\_

**Note that electronic signatures and stamps are not accepted, and the offer will not be considered eligible if white ink or correction by hand are used, or if all papers are not signed and stamped.**

**BIDDER'S ETHICAL DECLARATION ACTED Syria**

Date:

Tender N°: T/16DMQ/29F/PGE/QAH/PRO/22-07-2019/01

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.



T/16DMQ/29F/PGE/QAH/PRO/22-07-2019/01

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 and stamp \_\_\_\_\_

**Note that electronic signatures and stamps are not accepted, and the offer will not be considered eligible if white ink or correction by hand are used, or if all papers are not signed and stamped.**

## BIDDER'S CHECK LIST ACTED Syria

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

Tender N°: T/16DMQ/29F/PGE/QAH/PRO/22-07-2019/01

**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)		
	Included		Present		Comments
	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-06-02 – “Bidder’s Ethical Declaration” is attached, filled, signed and stamped by the supplier, in English (electronic signature and/or stamp is not accepted). <b>(compulsory)</b>					
3. Form PRO-06-03 – “Bidder’s Checklist” is attached, filled, signed and stamped by the supplier (electronic signature and/or stamp is not accepted) <b>(compulsory)</b>					
4. Form PRO-06 – ‘Bidder’s Questionnaire’ is filled, signed and stamped by the supplier (electronic signature and/or stamp is not accepted) <b>(compulsory)</b>					
5. 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>					
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>					
9. ANNEXES - Technical catalogs of mechanical machines are attached <b>(compulsory)</b> .					
10. ANNEXES – Colored pictures of the bidder’s assets (equipment and tools) are attached <b>(optional)</b> .					
11. ANNEXES – Certificates of origin are attached.					

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

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

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T/16DMQ/29F/PGE/QAH/PRO/22-07-2019/01

**BIDDERS' QUESTIONNAIRE ACTED SYRIA**

T/16DMQ/29F/PGE/QAH/PRO/22-07-2019/01

Provision, installation, and commissioning two electric generators

Company name:	
Company Representative*:	
Address:	
Phone:	
Email:	

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

**Handover Process**

**1. Testing:**

The contractor shall perform all the necessary tests to prove the validity of all the installed equipment and their conformity with the aforementioned technical specifications at his expense and his responsibility.

**2. Final Handover:**

The delivery will be closed out right after successful testing and commissioning have been carried out, and the requested deliverables have been handed successfully over.

The supplier shall attach any available manual, technical details and specifications, and catalogs that confirms the comparability of the proposed items.

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

Position: \_\_\_\_\_

Signature & Stamp: \_\_\_\_\_

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

**Note that electronic signatures and stamps are not accepted, and the offer will not be considered eligible if white ink or correction by hand are used, or if all papers are not signed and stamped.**

<b>PART I: TECHNICAL SPECIFICATIONS</b>	
<b>Electric Generator - Alternator PRIME RATING (PRP) is <u>165 KVA</u></b>	
<b>Delivery Address: Al Salam Cluster, Idlib, Syria</b>	
<b>Specifications</b>	<b>Offered option</b>
Brand	
Origin	
Generator condition	
Manufacturing year	
Frequency, voltage and power supply phase	
Inclusion of accessories	
Inclusion of generator catalogues	
The availability of spare parts in the local market	
The availability of skilled experts for repair and maintenance of the generator	
<b>General Specifications</b>	
Continuous capacity	
Standby capacity	
Include collection tank	
Dimensions of the group	
<b>Engine</b>	
Engine Capacity	
Engine rotation speed	
Inclusion of protection sensor	
Type and fuel pump system	
Engine Capacity	
Engine rotation speed	
<b>Alternator</b>	
Voltage and frequency	
Number of poles	
Efficiency not less than 80%	
Protection (IP)	
Insulation class	
<b>Control Panel</b>	
Including digital control panel	
Inclusion of the maintenance kit	
Inclusion of the filters	

<b>Electric Generator - Alternator PRIME RATING (PRP) is <u>220 KVA</u></b>	
<b>Delivery Address: Al Karama Cluster, Idlib, Syria</b>	
<b>Specifications</b>	<b>Offered option</b>
Brand	
Origin	
Generator condition	
Manufacturing year	
Frequency, voltage and power supply phase	

Inclusion of accessories	
Inclusion of generator catalogues	
The availability of spare parts in the local market	
The availability of skilled experts for repair and maintenance of the generator	
<b>General Specifications</b>	
Continuous capacity	
Standby capacity	
Include collection tank	
Dimensions of the group	
<b>Engine</b>	
Engine Capacity	
Engine rotation speed	
Inclusion of protection sensor	
Type and fuel pump system	
Engine Capacity	
Engine rotation speed	
<b>Alternator</b>	
Voltage and frequency	
Number of poles	
Efficiency not less than 80%	
Protection (IP)	
Insulation class	
<b>Control Panel</b>	
Including digital control panel	
Inclusion of the maintenance kit	
Inclusion of the filters	

## PART II: INFORMATION

### A. Company Details and General Information

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	



# ACTED

T/16DMQ/29F/PGE/QAH/PRO/22-07-2019/01

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:	



# ACTED

T/16DMQ/29F/PGE/QAH/PRO/22-07-2019/01

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

**C. Experience**

Company's recent business with ACTED and/or other International Aid Agencies or United Nations Agencies:

#	Organisation	Contact person	Phone/E-mail	Goods/Works/Services	Value (USD)	Destination
1						
2						
3						

4					
5					
What is your company's main area of expertise?					
What is your company's business coverage area?		<input type="checkbox"/> National <input type="checkbox"/> Restricted to (specify location) : _____			
To which countries has your company exported and/or managed projects in the last 3 years?					
Provide any other information that demonstrates your company's qualifications and experience (eg. awards)					
List any national or international Trade/Professional Organisations of which your company is a member					
<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			



T/16DMQ/29F/PGE/QAH/PRO/22-07-2019/01

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

**PART II: CERTIFICATION**

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

Name:		Date:	
Title/Position		Place:	
E-mail address (for contact for verification purposes):		Signature:	
Phone number (for contact for verification purposes):		Company Stamp:	

Check list of supporting documents		For ACTED use only	
1) Trading license	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
2) VAT registration/tax clearance certificate	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
3) Company profile	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
4) Proof of trading/dealership/agent	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
5) Evidence of similar contracts	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	



T/16DMQ/29F/PGE/QAH/PRO/22-07-2019/01

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 and stamp: \_\_\_\_\_

**Note that electronic signatures and stamps are not accepted, and the offer will not be considered eligible if white ink or correction by hand are used, or if all papers are not signed and stamped.**



**ACTED**

T/16DMQ/29F/PGE/QAH/PRO/22-07-2019/01

# Financial Offer

T/16DMQ/29F/PGE/QAH/PRO/22-07-2019/01



T/16DMQ/29F/PGE/QAH/PRO/22-07-2019/01

## FINANCIAL OFFER FORM ACTED *Syria*

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

Tender N°: T/16DMQ/29F/PGE/QAH/PRO/22-07-2019/01

### 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.

**PLEASE FILL IN THE FOLLOWING TABLE (bidders may submit offers for one or more items):**

Item No.	Technical specifications	Unit	Quantity	Unit Price (USD) including all applicable charges and taxes	Total Price (USD) including all applicable charges and taxes
1	<p><b><u>Providing and installing a new electric generator without canopy</u></b>            Year of manufacture: 2019            50Hz/400 Vt three-phase, with the full accessories that come with it from the manufacturer company which listed in the catalog generator and according to the <b><u>following specifications:</u></b></p> <ul style="list-style-type: none"> <li>• Engine Specifications: (Must include engine catalogue)</li> <li>• Engine capacity range (1.15-1.25) of Alternator capacity</li> <li>• Engine rotation speed 1500 rpm</li> <li>• Non-electric injection system</li> <li>• Noise level is less than ( dB(A)@7m)=100)</li> <li>• It should include basic protections as following               <ol style="list-style-type: none"> <li>1. High and low temperature sensor</li> <li>2. High and low oil pressure sensor</li> <li>3. High speed of engine sensor</li> </ol> </li> </ul> <p><b><u>Alternator Specifications: (Must be attached to Alternator catalogue )</u></b></p> <ul style="list-style-type: none"> <li>• Alternator PRIME RATING (PRP) is 165 KVA</li> <li>• Insulation class: H</li> <li>• Protection Class: IP23</li> <li>• Alternator efficiency <math>\cos \phi=0.8</math></li> <li>• Number of poles: 4 poles</li> <li>• It should include AVR (Automatic Voltage Regulator)</li> </ul> <p><b><u>Provide filters for each generator (original):</u></b></p> <ul style="list-style-type: none"> <li>• 48 fuel Filters</li> <li>• 24 Oil filters</li> <li>• 4 Air Filters</li> </ul> <p><b><u>Provide the necessary maintenance kits</u></b></p>	SET	1		

	<p>Maintenance lockable metal tool Box that contain:</p> <ul style="list-style-type: none"> <li>• Grease gun tool</li> <li>• Hammer 1KG</li> <li>• Open end Wrench Sets 12 size pieces</li> <li>• Closed end Wrench Sets 12 size pieces</li> <li>• Allen "Hex" wrench keys 9 size pieces</li> <li>• Screwdrivers set of 6 pieces</li> <li>• Adjustable wrench 2 pieces</li> <li>• Pliers "with electrical pliers " 3 pieces, cable cutter 180mm</li> <li>• Electrical cable crimping tool 180mm</li> <li>• Fire extinguisher 6 KG powder, 2 pieces</li> </ul> <p><b><u>Installation and operation</u></b></p> <p><b><u>Provide the following services:</u></b></p> <ul style="list-style-type: none"> <li>• Transporting the generator to installation site</li> <li>• Installing the generator in the station by suitable crane</li> <li>• Connecting to the control panel</li> <li>• Providing and installing transfer switch and cable 10m (suitable for the capacity of generator) and experimental operating on site for 3 hours on load of equipment in the station (submersible, horizontal pumps) with all the necessary materials (fuel / Oil / filters / technicians) to verify the actual operating conditions (Hz, voltage, amperes, oil pressure, fuel consumption) and compare them with the standard operating conditions in the generator catalogue.</li> </ul>				
2	<p><b><u>Providing and installing a new electric generator without canopy</u></b></p> <p>Year of manufacture: 2019</p> <p>50Hz/400 Vt three-phase, with the full accessories that come with it from the manufacturer company which listed in the catalog generator and according to the <b><u>following specifications</u></b>: Engine capacity range (1.15-1.25) of Alternator capacity</p> <ul style="list-style-type: none"> <li>• Engine rotation speed 1500 rpm</li> <li>• Non-electric injection system</li> <li>• Noise level is less than ( dB(A)@7m)=100</li> <li>• It should include basic protections as following             <ul style="list-style-type: none"> <li>○ High and low temperature sensor</li> <li>○ High and low oil pressure sensor</li> <li>○ High speed of engine sensor</li> </ul> </li> </ul>	SET	1		



<p><b><u>Alternator Specifications: (Must be attached to Alternator catalogue )</u></b></p> <ul style="list-style-type: none"> <li>• Alternator PRIME RATING (PRP) is 220 KVA</li> <li>• Insulation class: H</li> <li>• Protection Class: IP23</li> <li>• Alternator efficiency <math>\cos \phi=0.8</math></li> <li>• Number of poles: 4 poles</li> <li>• It should include AVR (Automatic Voltage Regulator) <b><u>Provide filters for each generator (original):</u></b></li> <li>• 48fuel Filter</li> <li>• 24Oil filter</li> <li>• 4Air Filter</li> </ul> <p><b><u>Provide the necessary maintenance kits</u></b></p> <ul style="list-style-type: none"> <li>• Grease gun tool</li> <li>• Hammer 1KG</li> <li>• Open end Wrench Sets 12 size pieces</li> <li>• Closed end Wrench Sets 12 size pieces</li> <li>• Allen "Hex" wrench keys 9 size pieces</li> <li>• Screwdrivers set of 6 pieces</li> <li>• Adjustable wrench 2 pieces</li> <li>• Pliers "with electrical pliers " 3 pieces, cable cutter 180mm</li> <li>• Electrical cable crimping tool 180mm</li> <li>• Fire extinguisher 6 KG powder, 2 pieces <b><u>Installation and testing</u></b></li> </ul> <p><b><u>Provide the following services:</u></b></p> <ul style="list-style-type: none"> <li>• Transporting the generator to installation site</li> <li>• Installing the generator in the station by suitable crane</li> <li>• Connecting to the control panel</li> <li>• Providing and installing transfer switch and cable 10m (suitable for the capacity of generator) and experimental operating on site for 3 hours on load of equipment in the station (submersible, horizontal pumps) with all the necessary materials (fuel / Oil / filters / technicians) to verify the actual operating conditions (Hz, voltage, amperes, oil pressure, fuel consumption) and compare them with the standard operating conditions in the generator catalogue.</li> </ul>				
<p><b>TOTAL PRICE (USD) INCLUDING DELIVERY, INSTALLATION, TESTING, COMMISSIONING, AND TAXES</b></p>				



T/16DMQ/29F/PGE/QAH/PRO/22-07-2019/01

**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: \_\_\_\_\_

**Note that electronic signatures and stamps are not accepted, and the offer will not be considered eligible if white ink or correction by hand are used, or if all papers are not signed and stamped.**