

INTERNATIONAL CALL FOR TENDER ACTED Syria**Instructions to bidders**

Date: 19/07/2019

Reference number: T/16DTV/44P/MULTI/ANT/PRO/19-07-2019/01

ACTED is requesting through this tender a company to provide detailed written quotations for the supply of the following products and services, for the establishment of a one-year Framework Contract (FWC) for the following commodities:

PRODUCT AND SERVICE SPECIFICATIONS:**LOT 1: FOOD RATIONS KITS AND DELIVERY**

1. Content:
 - Rice
 - Spaghetti/Pasta
 - Bulgur Wheat
 - Chicken Luncheon Meat (Mortadella)
 - Sardines, canned
 - Brown Lentils
 - Green Peas
 - Chickpeas
 - Tomato Paste
 - Sugar
 - Salt, iodised
 - Sunflower Oil, fortified
2. Product class / category: Food supplies & services
3. Made in (product origin): International
4. Product stage: New
5. INCOTERM (delivery conditions): DDP – Acted Warehouse, Qah Idleb Governorate
6. Quantity/unit: 6 000 kits.

LOT 2: RTER KITS AND DELIVERY

1. Contents:
 - Dried Thyme (Zaatar)
 - Tuna, canned
 - Sardines
 - Chicken Luncheon Meat (Mortadella)
 - Fava Beans
 - Chickpeas
 - Green Peas
 - Olive Oil
 - Sugar
 - Biscuits with Dates (Maamoul)
 - Fruit Palm Date, pressed and packed
2. Product class / category: Food supplies & services

3. Made in (product origin): International
4. Product stage: New
5. INCOTERM (delivery conditions): DDP – Idleb Governorate, North West Syria
6. Quantity/unit: 1 500 kits

PACKAGING (LOT 1 AND LOT 2):

1. Kit contents must remain in their original manufacturer packaging (e.g. tins, bottles, bags) and packed in 5-ply cardboard carton boxes or bags **weighing no more than 16kg**. Please note that multiple bags and boxes can be used to fit the content of the kit.
2. Rice, bulgur wheat, and sugar should be packed in their original packaging and placed in **woven polypropylene fabric sacks with an inhibitor to resist ultraviolet absorption, and antiskid coating**.
3. Content of the kit including **units, production and expiry dates, quantities and energy in kcal** should be printed (English and Arabic) on the box/bag and follow the requirements of the **Codex General Standard for the Labelling of Pre-packaged Foods**.

LOADING AND TRANSPORT (LOT 1 AND LOT 2):

The Supplier will use well-defined procedures to ensure the integrity of commodities during transportation, including:

- Use of Unique “smart” truck and/or tamper-evident container seals,
- A Truck Driver Policy, indicating the “dos and don’ts”,
- A standard operating procedure (SOP) for truck loading and unloading, which should include checking seal numbers to make sure they match Bill of Lading (BOL) information.
- All procedures must be equivalent to WFP standards (**Annex 1 – WFP Loading SOP** and **Annex 2 – WFP Fumigation SOP**)
- Delivery DDP to ACTED Warehouse in Qah, Idleb Governorate including the cost of packing, loading, unloading and offloading

Note that the cost of packing, loading, and transport should not be provided separately, but should be included in the cost of the kits. ACTED will not be responsible for any additional costs incurred during the delivery process.

DATES OF DELIVERY:

Food Ration Kits (6,000)	Consignment 1	Consignment 2	Consignment 3
Number of kits	2 000	2 000	2 000
Delivery deadline	20/08/2019	15/09/2019	15/10/2019
RTER Kits (1,500)	Consignment 1		
Number of kits	1 500 kits		
Delivery Deadline	01/09/2019		

RESPONSIBILITIES OF THE CONTRACTOR:

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 weight and per unit and calories per kit;
- Product specification sheets for each of the food commodities;
- Picture of each of the food commodities (the picture must be clear and show the brand and label, including the nutrition information);

- Quality assurance documents and food safety documents, including:
 - a. Halal Certificates for each of the food commodities,
 - b. For each of the food commodities HACCP or ISO 22000 and ISO 9001 certificates (please include a list of the commodities covered by each certificate),
 - c. Certification of Conformance with the export country standards.
- SOPs for fumigation, packing and loading food commodities, and truck driver SOPs, or a written statement of adherence to WFP standards (**Annex 1 – WFP Loading SOP** and **Annex 2 – WFP Fumigation SOP**)
- Evidence of past experience delivering food commodities to Idlib, e.g. references, past contracts (optional).
- Evidence of past annual quality assurance audits by WFP, other NGOs, or similar organisations (optional).

Note that ACTED will require access to the selected supplier's premises to audit the warehouse, carry out laboratory testing of a sample of each commodity prior to shipment, and send a nominated third party inspector to observe the packing and loading of commodities into trucks. The selected supplier will in addition be required to provide Certificates of Analysis for each commodity at the time of delivery.

For extensive list of materials and services required in rehabilitation please refer to the official ACTED's Financial Offer template.

GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed **on 09/08/2019 at 14:00 local time** in in ACTED office in Turkey.
2. A pre-tender information session will be arranged in **ACTED's office in Antakya, General Şükrü Kanatlı Mah. Atatürk Cad. No:190 Sarı Center Kat: 7,8- 31030 Antakya Hatay, TURKEY**, at **14:00 local time in Turkey on 01/08/2019**.
3. A summary of responses to bidders' questions will be provided by email on **02/08/2019** and **07/08/2019**.
4. Tenderers will fill, sign, stamp and return the Financial 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 does not guarantee the award of a contract.
7. **The offer must be submitted to ACTED by email to syria2.tender@acted.org with the following subject of email "T/16DTV/44P/MULTI/ANT/PRO/19-07-2019/01 not to be opened before 11:00 local time 10/08/2019" and the purpose of the offer.**
8. Late offers and offers submitted to any other address will not be considered.
9. Quantities in consignment 1-3 are indicative and subject to change, additional quantities may be requested according to ACTED's needs for a period of up to one year.
10. Offers will be evaluated according to the lowest price method with pass/fail technical evaluation and quality assurance checks. A contract will be awarded to the bidder who presents the lowest priced tender that is technically compliant. **Note that any missing technical or quality assurance documentation may result in the offer being technically rejected.**

SPECIFIC CONDITIONS:

1. ACTED has the right to **contract with one or more suppliers** for this procurement
2. ACTED has the right to cancel any of the locations listed under each lot if necessary.
3. The bidders have the right to apply for **one or more Lots**.
4. If a supplier apologises after having submitted an offer, future offers will be rejected for 6 months
5. 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 re-submission email and Financial Offer.
6. Each Bid shall include **a unique company name**, representative and signature, phone number, and email address. Any similarities could result in the bid being rejected.
7. 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.
8. All food commodity specifications should follow **Codex Alimentarius** standards.
9. All canned goods should have easy-to-open, ring-pull lids and not require can openers.
10. THE OFFER WILL **NOT BE CONSIDERED ELIGIBLE** IF:
 - White ink or price correction by hand is used,.
 - All papers are not signed and stamped.
 - 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.

Company's Name: _____

Representative's name: _____

Representative's signature and stamp: _____

Date: _____

BIDDER'S ETHICAL DECLARATION ACTED Syria

Date:

Tender N°: T/16DTV/44P/MULTI/ANT/PRO/19-07-2019/01

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.
5. Seek arbitration in the case of unresolved disputes.

Qualifications To The Policy Statement

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

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

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

Name & Position of Tenderer's authorized representative _____

Authorized signature & stamp _____

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.

FORM PRO-06-03 VERSION 1.3

BIDDER'S CHECK LIST ACTED Syria

Date:

Tender N°: T/16DTV/44P/MULTI/ANT/PRO/19-07-2019/01

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) (compulsory)						
2. Form PRO-06 – ACTED's Financial Offer Form is attached, filled in USD , signed and stamped by the supplier (electronic signature and/or stamp is not accepted) (compulsory)						
3. Form PRO-06-02 – “Bidder's Ethical Declaration” is attached, filled, signed and stamped by the supplier, in Arabic and in English (electronic signature and/or stamp is not accepted). (compulsory)						
4. Form PRO-06-03 – “Bidder's Checklist” is attached, filled, signed and stamped by the supplier (electronic signature and/or stamp is not accepted) (compulsory)						
5. The offer includes the full company name, company address, representative's full name and telephone number (compulsory)						
6. The Bidding documents are filled in Arabic or English (compulsory)						
7. ANNEXES – Company Owner or representative ID is attached. (compulsory)						
8. ANNEXES – SOPs for fumigation, packing and loading food commodities, and truck driver SOPs, or a written statement of adherence to WFP standards (Annex 1 and Annex 2)						
9. ANNEXES – Evidence of past experience delivering food commodities to Idlib, e.g. references, past contracts						



10. ANNEXES – Evidence of past annual quality assurance audits by WFP, other NGOs, or similar organisations					
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Name & Position of Bidder'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.

FORM PRO-06-03 VERSION1.3

QUALITY ASSURANCE DOCUMENTS ACTED Syria

- Please confirm that all the below mentioned documents are attached to the offer.
- Quality assurance documents are compulsory; in case of any missing or unclear documentation the supplier will be considered eligible for evaluation, but may result in the bid being technically rejected. ACTED cannot form a contract with a bidder if quality of food commodities is not proved

Lot 1: Food Ration Kits	Pictures showing brand and nutrition information	Product Specification Sheets	Halal certificates	HACCP or ISO 22000 and ISO 9001 certificates	Certificate of Conformance to export country standards
Rice, white, medium grain, 5% broken degree					
Spaghetti, pasta, macaroni					
Bulgur wheat					
Chicken luncheon meat, (mortadella), halal, canned, with easy to open lid, small size					
Sardines, canned in vegetable oil, without chili, with easy to open lid					
Brown lentils, dried					
Green peas, dried					
Chickpeas, dried					
Tomato paste, canned					
Granulated regular white sugar					
Salt, iodised					

Oil, sunflower, fortified					
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Lot 2: RTER Kits	Pictures showing brand and nutrition information	Product Specification Sheets	Halal certificates	HACCP or ISO 22000 and ISO 9001 certificates	Certificate of Conformance to export country standards
Thyme with sesame, green, dried (zataar)					
Tuna, chunk, in vegetable oil, with easy to open lid					
Sardines, canned in vegetable oil, without chili, with easy to open lid					
Chicken luncheon meat, (mortadella), halal, canned, with easy to open lid					
Fava beans,(broad beans) / (foul mudammas) canned, with easy to open lid					
Chickpeas, canned, with easy to open lid					
Green peas, canned, with easy to open lid					
Olive oil, virgin					
Granulated regular white sugar					
Biscuit with dates (maamoul)					
Whole fruit palm date, pressed and packed in vacuum sealed pack					

Name & Position of Bidder'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.

Financial Offer

T/16DTV/44P/MULTI/ANT/PRO/19-07-2019/01

FINANCIAL OFFER FORM ACTED *Syria*

Date:

Tender N°: T/16DTV/44P/MULTI/ANT/PRO/19-07-2019/01

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 TABLES:**NOTES :**

- When calculating the number of units per kit please round up to meet ACTED's weight requirement per kit. ACTED reserves the right to recalculate the number of packing units required per kit to ensure the weight and calories match the project requirements. In case of any discrepancy between the unit price and total price ACTED will consider the unit price.
- Bidders can bid for one or more lot.

LOT 1: 6 000 FOOD RATION KITS, INCLUDING PACKING AND DELIVERY

Note: Delivery of kits should be as follows, given that quantity per consignment is subject to changes as per ACTED's request.

Batch #:	Consignment 1	Consignment 2	Consignment 3	Additional Consignments
Number of kits	2,000	2,000	2,000	Quantity to be determined according to ACTED's needs
Delivery deadline	01/09/2019	01/10/2019	01/11/2019	

Item #	Item	Quantity per kit (KG)	Preferred packing unit	Supplier's proposed packing unit and weight e.g. can of 400g	Supplier's proposed quantity per kit (packing unit) (A)	Price per supplier packing unit (USD) (B)	Price per kit (USD) (A x B)
eg.	EXAMPLE OF FOOD COMMODITY	10 KG	10 packs of 1kg each	Bag of 0,5 kg	20 bags	\$1,00	\$20,00
1	RICE, WHITE, MEDIUM GRAIN, 5% BROKEN DEGREE <ul style="list-style-type: none"> • Rice shall be fresh, free from abnormal flavors, odors and live insects. • Impurities of animal origin (including dead insects) 0.1% m/m max • Moisture Max. 15.0% • Protein content Min 7.0% • Free of microorganisms and parasites. 	10 KG	1 bag of 10Kg				
2	SPAGHETTI, PASTA, MACARONI <ul style="list-style-type: none"> * Macaroni is natural, and no artificial coloring is allowed, and free of cracks * Free of live and dead insects or foreign matter * The main ingredient is flour, which is 72% which shall be of the type of hard wheat and shall not exceed the extraction rate of 73% * Maximum humidity 12% * Protein content 12% 	10 KG	25 bags of 400g for each				

Item #	Item	Quantity per kit (KG)	Preferred packing unit	Supplier's proposed packing unit and weight <i>e.g. can of 400g</i>	Supplier's proposed quantity per kit (packing unit) (A)	Price per supplier packing unit (USD) (B)	Price per kit (USD) (A x B)
3	BULGUR WHEAT * It is characterized by the natural color of the bulgur (color change ratio for natural color : 3%), No colored materials are allowed * Free from mildew, odor or taste * (1%Insect damage and rot : 1%) * Free of living or dead insects, their parts or their effects * Free of impurities, foreign substances, metal impurities or other grains * Moisture shall not exceed 13% maximum * The maximum ash content shall not exceed 1.75	10 KG	1 packs of 10Kg				
4	CHICKEN LUNCHEON MEAT, (MORTADELLA), HALAL, CANNED, WITH EASY TO OPEN LID, SMALL SIZE * Canned chicken with natural color and taste and will be free of abnormalities * Product should free of foreign materials, broken pieces, and live and/or dead insect or its parts Product in the content should have its natural color * The product shall be clean and substantially free from staining and contamination from the container. * The can should be free from mechanical damage	4 KG	10 cans for 400g for each				

Item #	Item	Quantity per kit (KG)	Preferred packing unit	Supplier's proposed packing unit and weight <i>e.g. can of 400g</i>	Supplier's proposed quantity per kit (packing unit) (A)	Price per supplier packing unit (USD) (B)	Price per kit (USD) (A x B)
5	SARDINES, CANNED IN VEGETABLE OIL, WITHOUT CHILI, WITH EASY TO OPEN LID * The natural color of the product is not allowed to add any industrial additives (colors), any difference from the natural color or the presence of chromatic aberrations is the result of rancidity. Free of fish parts such as head, tail and bones Free from the smell of rancidity ." * The number of fish units shall not exceed five pieces in a 125-gram packet . * The total humidity in the package shall not exceed 60% * Salt added: 2%, pH: 6'7 * The can should be free from mechanical damage	4 KG	32 cans for 125g for each				
6	BROWN LENTILS, DRIED • Lentils should be free from abnormal flavors, odors and live insects. Pulses shall be free from filth (impurities of animal origin, including dead insects). * Moisture content : 15-16 % * The degree of fracture :3%	4 KG	4 packs of 1Kg for each				
7	GREEN PEAS, DRIED • Peas should be free from abnormal flavors, odors and live insects. * Moisture content : 15-16 % * The degree of fracture :3%	5 KG	5 packs of 1Kg for each				

Item #	Item	Quantity per kit (KG)	Preferred packing unit	Supplier's proposed packing unit and weight <i>e.g. can of 400g</i>	Supplier's proposed quantity per kit (packing unit) (A)	Price per supplier packing unit (USD) (B)	Price per kit (USD) (A x B)
8	CHICKPEAS, DRIED • Chickpeas should be free from abnormal flavors, odors and live insects. * Moisture content : 15-16 % * The degree of fracture :3%	5 KG	5 packs of 1Kg for each				
9	TOMATO PASTE, CANNED * The appearance of the tomato paste should be a homogeneous appearance and a red or red color tends to brown, and its taste and flavor are devoid of any strange taste or flavor. * Composition: Total solids 28% as a minimum Salt is 3% higher and can increase up to 12% but it should be mentioned Acidity (citric acid) is 3.5% as a maximum Ash 5% max * The can should be free from mechanical damage	2 KG	5 cans of 400g for each				

Item #	Item	Quantity per kit (KG)	Preferred packing unit	Supplier's proposed packing unit and weight <i>e.g. can of 400g</i>	Supplier's proposed quantity per kit (packing unit) (A)	Price per supplier packing unit (USD) (B)	Price per kit (USD) (A x B)
10	GRANULATED REGULAR WHITE SUGAR *White sugar is a purified and crystallized sucrose (saccharide) with a polarization not less than 99.7 oZ. with natural color and smell • The maximum permitted Sulphur dioxide level in White sugar is 15 mg/kg. • Maximum level of 1.5 m/m singly or combination (provided that starch is not present) of following agents is permitted for use in White Sugar. - Calcium phosphate, tribasic - Magnesium carbonate - Silicon dioxide, amorphous (dehydrated silica gel) - Calcium silicate - Magnesium trisilicate - Sodium aluminosilicate - Calcium aluminosilicate	10 KG	1 bags of 10Kg				
11	SALT, IODISED * Salt shall be white and 10 g of salt in 100 ml water shall give a colorless solution having a neutral reaction. *Sodium chloride as NaCl: min 97.0 % (on dry matter) * Iodine content=20-40 mg/kg * Levels should not exceed for following minerals; cadium= Max .5 mg/kg, Arsenic= Max .5 mg/kg, mercury Max.1 mg/kg, and lead Max 2 mg/kg	2 KG	4 bags of 500g for each				

Item #	Item	Quantity per kit (KG)	Preferred packing unit	Supplier's proposed packing unit and weight <i>e.g. can of 400g</i>	Supplier's proposed quantity per kit (packing unit) (A)	Price per supplier packing unit (USD) (B)	Price per kit (USD) (A x B)
12	OIL, SUNFLOWER, FORTIFIED • Sunflower oil should be neutral/bland taste; free from foreign and rancid odor and taste. • Moisture and volatile matter - 0.1% maximum. • Free fatty acid 0.1 % maximum expressed as palmitic acid Matter volatile at 105°C 0.2 % m/m Insoluble impurities 0.05 % m/m refractive index (ND 40 C) (25 m): 1. 461-1. 471 Iodine value : 125 - 136 saponification number : 188 - 194 Free acids: less than 0. 5% Peroxide value : 1 - 10 milliequivalents of active oxygen/kg oil	6 LITRES	6 bottles of 1 Litre for each				
Total Price of 1 Kit							

BIDDER'S COMMENTS

1. _____
2. _____
3. _____

END OF LOT 1

LOT 2: 1,500 RTER KITS, INCLUDING PACKING AND DELIVERY

Note: Delivery of kits should be as follows, given that quantity per batch is subject to changes as per ACTED request.

Consignment #	Consignment 1	Additional Consignments
Number of kits	1 500 kits	Quantity to be determined according to ACTED's needs
Delivery Deadline	01/09/2019	

#	Item	Quantity per kit (KG)	Preferred packing unit	Supplier's proposed packing unit and weight <i>e.g. can 400g</i>	Supplier's proposed quantity per kit (packing unit) (A)	Price per supplier packing unit (USD) (B)	Price per kit (USD) (A x B)
1	THYME WITH SESAME, GREEN, DRIED (ZATAAR) *Dried Thyme should be free from abnormal flavors, odors and live insects * Percentage of live insects 0% Dead insects and their parts and rodent contaminants 0% * Moisture content for thyme shall be 12 % maximum.	3 KG	3 packs of 1Kg for each				
2	TUNA, CHUNK, IN VEGETABLE OIL, WITH EASY TO OPEN LID * Canned tuna with natural color and taste and will be free of abnormalities * Product should free of foreign materials, broken pieces, and live and/or dead insect or its parts Product in the content should have its natural color * The product shall be clean and substantially free from staining and contamination from the container. * The can should be free from mechanical damage * Salinity 2%	6,3 KG	34 cans of 185g for each OR 37 Packs of 170g for each				

#	Item	Quantity per kit (KG)	Preferred packing unit	Supplier's proposed packing unit and weight <i>e.g. can 400g</i>	Supplier's proposed quantity per kit (packing unit) (A)	Price per supplier packing unit (USD) (B)	Price per kit (USD) (A x B)
3	SARDINES, CANNED IN VEGETABLE OIL, WITHOUT CHILI, WITH EASY TO OPEN LID * The natural color of the product is not allowed to add any industrial additives (colors), any difference from the natural color or the presence of chromatic aberrations is the result of rancidity. * Free of fish parts such as head, tail and bones * Free from the smell of rancidity . * The number of fish units shall not exceed five pieces in a 125-gram packet . * The total humidity in the package shall not exceed 60% * Salt added: 2%, pH: 6'7 * The can should be free from mechanical damage	4.5 KG	36 cans of 125g for each				
4	CHICKEN LUNCHEON MEAT, (MORTADELLA), HALAL, CANNED, WITH EASY TO OPEN LID * Canned chicken with natural color and taste and will be free of abnormalities * Product should free of foreign materials, broken pieces, and live and/or dead insect or its parts Product in the content should have its natural color * The product shall be clean and substantially free from staining and contamination from the container. * The can should be free from mechanical damage * Salinity 2%	4 KG	10 cans of 400g for each				

#	Item	Quantity per kit (KG)	Preferred packing unit	Supplier's proposed packing unit and weight <i>e.g. can 400g</i>	Supplier's proposed quantity per kit (packing unit) (A)	Price per supplier packing unit (USD) (B)	Price per kit (USD) (A x B)
5	FAVA BEANS, (BROAD BEANS) / (FOUL MUDAMMAS) CANNED, WITH EASY TO OPEN LID * Canned Fava beans with natural color and taste and will be free of abnormalities * Product should free of foreign materials, broken pieces, and live and/or dead insect or its parts Product in the content should have its natural color * The product shall be clean and substantially free from staining and contamination from the container. * The can should be free from mechanical damage. * Salinity 2%	10 KG	25 Packs of 400g for each				
6	CHICKPEAS, CANNED, WITH EASY TO OPEN LID * Canned chickpeas with natural color and taste and will be free of abnormalities * Product should free of foreign materials, broken pieces, and live and/or dead insect or its parts Product in the content should have its natural color * The product shall be clean and substantially free from staining and contamination from the container. * The can should be free from mechanical damage. * Salinity 2%	8 KG	32 cans of 250g for each OR 20 cans of 400g for each				

#	Item	Quantity per kit (KG)	Preferred packing unit	Supplier's proposed packing unit and weight <i>e.g. can 400g</i>	Supplier's proposed quantity per kit (packing unit) (A)	Price per supplier packing unit (USD) (B)	Price per kit (USD) (A x B)
7	GREEN PEAS, CANNED, WITH EASY TO OPEN LID * Canned peas with natural color and taste and will be free of abnormalities * Product should free of foreign materials, broken pieces, and live and/or dead insect or its parts Product in the content should have its natural color * The product shall be clean and substantially free from staining and contamination from the container. * The can should be free from mechanical damage. * Salinity 2%	7.2 KG	18 cans of 400g for each OR 9 cans of 800g for each				
8	OLIVE OIL, VIRGIN * The product will be free from the smell of rancidity, with * Number of acidity : (0.8-3) % expressed as oleic acid, * Moisture and volatile matter: 0.2%	5 LITRES	5 bottles of 1 Litre for each				

#	Item	Quantity per kit (KG)	Preferred packing unit	Supplier's proposed packing unit and weight <i>e.g. can 400g</i>	Supplier's proposed quantity per kit (packing unit) (A)	Price per supplier packing unit (USD) (B)	Price per kit (USD) (A x B)
9	GRANULATED REGULAR WHITE SUGAR * White sugar is a purified and crystallized sucrose (saccharose) with a polarization not less than 99.7 oZ. with natural color and smell • The maximum permitted Sulphur dioxide level in White sugar is 15 mg/kg. • Maximum level of 1.5 m/m singly or combination (provided that starch is not present) of following agents is permitted for use in White Sugar. - Calcium phosphate, tribasic - Magnesium carbonate - Silicon dioxide, amorphous (dehydrated silica gel) - Calcium silicate - Magnesium trisilicate - Sodium aluminosilicate - Calcium aluminosilicate	4 KG	4 bags of 1Kg for each				
10	BISCUIT WITH DATES (MAAMOUL) * Biscuit packaged should be free from abnormal flavors, odors and live insects or dead insects	4 KG	16 packs of 256g for each OR 11 packs of 380g for each				

#	Item	Quantity per kit (KG)	Preferred packing unit	Supplier's proposed packing unit and weight <i>e.g. can 400g</i>	Supplier's proposed quantity per kit (packing unit) (A)	Price per supplier packing unit (USD) (B)	Price per kit (USD) (A x B)
11	WHOLE FRUIT PALM DATE, PRESSED AND PACKED IN VACCUUM SEALED PACK * Dates should be free from abnormal flavors, odors and dead or live insects *Max Moisture content: 30%	4.5 KG	18 packs of 250 g for each OR 9 packs of 500g for each OR 12 packs for 375g for each				
Total Price of 1 Kit							

BIDDER'S COMMENTS

1. _____
2. _____
3. _____

END OF LOT 2

BIDDER'S TERMS AND CONDITIONS:

شروط وأحكام مقدم العرض

TERMS OF DELIVERY	LOT 1 (FOOD RATION KITS)	LOT 2 (RTERs)
Lead time for delivery of : - The first consignment hence 2 000 Food Ration Kits for Lot 1 - 1 500 RTERs for Lot 2 <i>(Please do not quote in working days or provide a date range. State the total maximum number of days)</i>		
Maximum number of kits that can be made available within 7 days of receiving a request from ACTED.		

- Validity of the offer: _____ (recommended: 3 months or more)
- Can ordered kits be reserved for ACTED and held in your warehouse during laboratory testing (yes/no)? _____
- Proposed location of the warehouse: _____
- Terms of payment: _____

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: التاريخ _____

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 QUESTIONNAIRE ACTED SYRIA

Date : _____

Tender N° : T/16DTV/44P/MULTI/ANT/PRO/19-07-2019/01

PART I: INFORMATION			
A. Company Details and General Information			
Name of Company		Trading As	
Address (headquarters)		Telephone	
Zip Code (headquarters)		Fax	
City (headquarters)		E-mail address 1	
PO Box		E-mail address 2	
Country (headquarters)		Website address	
Parent Company or name of owner		Subsidiaries/ Associates/ Overseas Representative	
Sales Person's Name		Sales Person's Position	
Sales Person's phone		Sales Persons' E-mail	
<i>Governance of the company: Chairman, Vice-Chairman, Treasurer or Secretary of the Board of Directors or Board of Trustees</i>			
Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number		Type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	
Province/Region		E-mail address	
Is the individual a U.S. citizen or legal permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications	
<i>Management of the company: CEO, Executive Director, Deputy Director, President or Vice-President</i>			
Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number		type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	
Province/Region		E-mail addresses	



Is the individual a U.S. citizen or legal permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications	
<i>Management of the company: Chief Finance Officer or Chief Accountant</i>			
Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number		type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	
Province/Region		E-mail addresses	
Is the individual a U.S. citizen or legal permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications	
<i>Company's staff & insurance</i>			
No. Full Time Employees:		Employee average work wage per hour:	
% of Men to Women:		Any employee(s) with relatives working with ACTED?	<input type="checkbox"/> Yes <input type="checkbox"/> No
No. of Children:		What is the legal minimum wage paid?	<input type="checkbox"/> Yes <input type="checkbox"/> No
In what capacity?		Are paid vacations offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What are their ages?		Are flexible working hours offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of insurance company:		Staff covered by health insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Description of the Company</i>			
Type of Business (multiple choices possible):	<input type="checkbox"/> Manufacturing <input type="checkbox"/> Consulting Company <input type="checkbox"/> Authorized Agent <input type="checkbox"/> Manufacturing <input type="checkbox"/> Trader <input type="checkbox"/> Other, please specify : _____		
Sector of Business (multiple choices possible):	<input type="checkbox"/> Goods / supplies <input type="checkbox"/> Services <input type="checkbox"/> Equipment <input type="checkbox"/> Works <input type="checkbox"/> Other, please specify : _____		
Year Established:		Country of registration:	
Licence number:		Valid until:	
Working languages:	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Other, please specify : _____		
Technical documents available in:	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Other, please specify : _____		
B. Financial Information			
VAT Number:		Tax Number:	
Bank Name:		Bank Account Number:	
Bank Address:		Account Name:	
Swift/BIC number:		Standard Payment Terms:	

Has the company been audited in the last 3 years?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Please attach a copy of the company's most recent Annual or Audited Financial Report				<input type="checkbox"/> Attached	
Annual Value of Total Sales for the last 3 Years:					
Year:		Year:		Year:	
USD:		USD:		USD:	
Annual Value of Export Sales for the last 3 years					
Year:		Year:		Year:	
USD:		USD:		USD:	
C. Experience					
Company's recent business with ACTED and/or other International Aid Agencies or United Nations Agencies:					
#	Organisation	Contact person	Phone/E-mail	Goods/Works/Services	Value (USD)
1					
2					
3					
4					
5					
What is your company's main area of expertise?					
What is your company's business coverage area?		<input type="checkbox"/> National <input type="checkbox"/> Restricted to (specify location) : _____			
To which countries has your company exported and/or managed projects in the last 3 years?					
Provide any other information that demonstrates your company's qualifications and experience (eg. awards)					
List any national or international Trade/Professional Organisations of which your company is a member					
D. Technical Capability					
Type of Quality Assurance Certificate				<input type="checkbox"/> Attached	
Type of Certification/Qualification Documents				<input type="checkbox"/> Attached	
International Offices/Representation					
List below up to 10 of the core Goods and/or Services your company sells:					
1)		6)			
2)		7)			
3)		8)			
4)		9)			
5)		10)			
List the main assets of your company (trucks & heavy machines, heavy & valuable equipment, premises & warehouses, production sites etc.)					
1)		6)			
2)		7)			
3)		8)			
4)		9)			
5)		10)			
E. Miscellaneous					
Does your company have an Environmental Policy? (Yes/No)				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does your company have an Ethical Trading Policy? (Yes/No)				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does your company have an Anti-terrorist Policy? (Yes/No)				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is your company compliant with the EU General Data Protection Regulation (or equivalent)? (Yes/No)				<input type="checkbox"/> Yes <input type="checkbox"/> No	

If you answered yes to the above two questions, please attach copies of your policy:		<input type="checkbox"/> Attached
Has your company ever been bankrupt, or is in the process of being wound up, having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning these matters, or is in any analogous situation arising from a similar procedure provided for in national law?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:		
Has your company ever been convicted of an offence concerning its professional conduct by a judgment which as force of res judicata?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:		
Has your company ever been guilty of grave professional misconduct proven by other means?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:		
Has your company ever not fulfilled its obligations relating to the payment of social security contributions, or the payment of taxes in accordance with the law of the country in which it is established, or with those of France, or those of the country where the contract is to be performed?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:		
Has your company ever been the subject of a judgement, which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:		
Has your company ever been declared to be in serious breach of contract for failure to comply with its contractual obligations, following another procurement procedure or grant award procedure financed by a donor country?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:		
Has your company ever been declared to be in serious breach of contract for failure to comply with its contractual obligations, following another procurement procedure or grant award procedure financed by a donor country?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:		
Has your company ever been in any dispute with any Government Agency, the United Nations, or International Aid Organisations (including ACTED)?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:		
Do you agree with terms of payment of 30 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you accept visit of ACTED staff & external auditors to your office?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
PART II: CERTIFICATION		
I, the undersigned warrant that the information provided in this form is correct, and in the event of changes, details will be provided to ACTED as soon as possible in writing. I also understand that ACTED does not do business with companies, or any affiliates or subsidiaries, which engage in any practices that are in breach of ACTED's Child Protection, Sexual Exploitation and Abuse Protection, Conflict of Interest, Anti-fraud, Anti-terrorism Policy and Data Protection Policies (available on request).		
Name:	Date:	
Title/Position	Place:	
E-mail address (for contact for verification purposes):	Signature:	
Phone number (for contact for verification purposes):	Company Stamp:	
Check list of supporting documents		For ACTED use only
1) Trading license	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked
2) VAT registration/tax clearance certificate	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked



3)	Company profile	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked
4)	Proof of trading/dealership/agent	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked
5)	Evidence of similar contracts	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked
6)	References	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked
7)	Particulars of CEO and key personnel	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked
8)	Articles of Association & Certificate of incorporation	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked
9)	Financial statements (latest)	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked
10)	Other (specify):	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked

Company Name: _____

Authorized Representative Name: _____

Signature and stamp: _____