

NATIONAL CALL FOR TENDER FOR A FRAMEWORK AGREEMENT ACTED IRAQ

Date: 06/08/2019

Tender N°: T/10/FWA/STATIONERY/ERB/IRAQ/06082019/001

To support its ongoing operations in Iraq, ACTED is launching a national competitive bidding and is requesting through this tender a company to provide detailed written quotations for the supply of the following products:

PRODUCT SPECIFICATIONS:

- | | |
|---|--|
| 1. Description: | Stationary Supplies |
| 2. Product class / category: | Goods |
| 3. Product stage: | New, Complete and ready-to-use |
| 4. INCOTERM (delivery conditions): specifications below) | DDP to Erbil/Dohuk/Mousl/Salamyia/Telaafar(see |
| 5. Quantities and specifications: | As per request during the validity of the Framework Contract |

| Lot # | Description | Product category | Quantity | Product stage | INCOTERM/Delivery Point and Deadline* |
|-------|---------------------|------------------|---|--------------------------------|--|
| 1 | Stationery supplies | Goods | Framework agreement for one year – quantities will be identified all over the year – Fixed price per unit | New, Complete and ready-to-use | DDP / ACTED office - Erbil /Delivery within 24 hours after reception of purchase order |

*** With options to deliver Stationaries to all other ACTED bases DDP (Dohuk, Mousl,Salamyia and Telaafar)**

RESPONSIBILITIES OF THE CONTRACTOR:

- | | |
|--------------------------------------|--|
| 1. Terms of delivery: | DDP Erbil/Dohuk/Mousl/ Salamyia/ Telaafar |
| 2. Specification: | As per specific conditions above |
| 3. Date of delivery: | Recommended: within 24 hours after reception of purchase order |
| 4. Validity of the contract : | One Year FWA |
| 5. Validity of the offer | Recommended : 6 months |

GENERAL CONDITIONS:

- The **closing date** of this tender is fixed on **27/08/2019 at 04:00 pm (Iraqi time)** in ACTED Erbil office for both email application or in-hand delivery. Late offers will be automatically rejected.
- Offers shall be submitted **in English**.
- Prices should be inclusive of all taxes, custom duties/taxes and transportation fees, and defined in USD (United States Dollar) and IQD.
- Tenderers will fill in, sign, stamp and return all pages Instructions for bidders, Offer Form, bidders questionnaire, Ethical Declaration and bidders check-list according to ACTED format and in a sealed envelope.**
- Bidders must also attach a valid copy of the Company registration certificate and/or licence and an ID copy of legal representative (**compulsory**) ;
- The offer to the call for tender will not result in the award of a contract.

7. The resulted contract of this tender does not imply in an exclusive clause for the hereby mentioned services.
8. The offer must be submitted to ACTED purchase department in a sealed envelope with the mention **"T/10/FWA/STATIONERY/ERB/IRAQ/06082019/001 not to be opened before 27/08/2019 at 04:00 pm"** and sent at the following address:
ACTED representative office in Erbil, IRAQ (6th street (Khabat street) on the right after Ankawa intersection, 1st street on the right, House #: 240/1/467 Hadiyab quarter, Ainkawa, Erbil, Iraq)
Or emailed to both: iraq.tender@acted.org Cc: tender@acted.org
9. Unsealed envelope and late offers will not be considered.
10. In case of making an error when writing the prices, please discard the page. Any alterations, including the use of correction fluid (white ink), will render your offer invalid.
11. To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors' compliance requirements, all contract offers are subject to the condition that contractors do not appear on anti-terrorism lists, in line with ACTED's anti-terrorism policy. To this end, ACTED reserves the right to carry out anti-terrorism checks on contractor, its board members, staff, volunteers, consultants, financial service providers and sub-contractor.

SPECIFIC CONDITIONS:

1. Bidders should provide offers for all items.
2. **Unit prices for the above mentioned items shall be quoted.**
3. Quantities may be subject to change prior to the contract award.
4. Bidders shall specify the lead time for the delivery upon submission of the orders in the tender documents.
5. Bidder **must provide samples of the minimum quality expected for each item** along with a technical description.
6. The answers to this tender should include a written quotation including all the product specifications, the price per unit and estimation, technical specifications and unit.

SELECTION CRITERIA:

- Best price for the items especially for the first 13 items: 45%
- Quality: 30%
- Best lead time: 15%
- Past performance and experience with INGOs: 10%

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

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

OFFER FORM ACTED IRAQ

Date:

Tender N°: T/10/FWA/STATIONERY/ERB/IRAQ/06082019/001

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

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

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

NOTE : Bidders must bid for all items in the lot to be considered eligible.

PLEASE FILL IN THE FOLLOWING TABLES:

LOT 1: STATIONERY (ONE YEAR FRAMEWORK AGREEMENT) – DDP- ERBIL

| Item N° | Material description | Comments | Unit | Quantity | Supplier's Specification (if different) – especially differences in packaging | Unit price - IQD (DDP Erbil) | Unit Price – USD (DDP Erbil) |
|---------|---|--|------|----------|---|------------------------------|------------------------------|
| 1 | A4 Paper - 210x297mm – ~80gsm - White color | 500 sheets per ream | REAM | 1 | | | |
| 2 | A3 Paper - 297 x 420 mm – ~80gsm - White color | 500 sheets per ream | REAM | 1 | | | |
| 3 | Ballpoint Pens - 1.00mm tip – Tri-More brand or equivalent – Low viscosity ink - Blue color | Blue ball-point pen, medium-thickness point. | PCE | 1 | | | |
| 4 | Notebook A4 – Top Spiral – 21x29.7cm – 56~60GSM - 70 sheets | Sinar Line brand or equivalent – Softcover | PCE | 1 | | | |
| 5 | Notebook A5 – Top Spiral – 14.8x21cm (12.8x20.3cm alternatively) – 56~60GSM - 70 sheets | Sinar Line brand or equivalent – Softcover | PCE | 1 | | | |
| 6 | Paper Envelope – Catalogue/Booklet Style - C3 - 324 mm x 458 mm – Khaki/White Color | Pack of 20 PCEs | PACK | 1 | | | |
| 7 | Paper Envelope – Catalogue/Booklet Style - C4 - 229 mm x 324 mm – Brown/White Color | Pack of 20 PCEs | PACK | 1 | | | |



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|----|--|--|------|---|--|--|--|
| 8 | Box File with ring – A4 (243mm x 325mm x 48mm) – ‘Alba Rado’ brand or equivalent – Different colours | A4 size, large box file in different colors | PCE | 1 | | | |
| 9 | Transparency sheet – A4 235 x 313mm – Clear color | Dolphin Brand or equivalent – Pack of 100 Sheets | PACK | 1 | | | |
| 10 | Stapler Machine small – ~20 sheets capacity - 83 x 25 x 52mm – Any color | C-10 - Tip top brand or equivalent - Small size | PCE | 1 | | | |
| 11 | Marker for white Board – Erasable – 2mm – Different colors | Artline or Bic Brand Equivalent | PCE | 1 | | | |
| 12 | Sticky note 3inx3in – Different color | Pack of 5 pads with 90sheets, good adhesive quality | PCE | 1 | | | |
| 13 | Whiteboard Markers Dry-erase – Plastic – ~130 x 13mm – Multiple colors (3 different minimum) | ~12 Pens per pack | PACK | 1 | | | |
| 14 | AA batteries – lithium | Pack of 4 | PACK | 1 | | | |
| 15 | AAA batteries – lithium | Pack of 4 | PACK | 1 | | | |
| 16 | Button or Coin batteries | Different Size | PCE | 1 | | | |
| 17 | Plug extention/Extension Cable | Extension cable, good quality, min 4 plugs and 3m long reinforced cable. UK Plug | PCE | 1 | | | |



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|----|--|---|------|---|--|--|--|
| 18 | Plug extention/Extension Cable | Extension cable, good quality, min 4 plugs and 5m long reinforced cable. UK Plug | PCE | 1 | | | |
| 19 | DVD Writeable | DVD-R – 4.7GB – Princo brand or equivalent | PCE | 1 | | | |
| 20 | USB Printer cable 2m | Minimum 2m long | PCE | 1 | | | |
| 21 | USB Printer cable 6m | Minimum 6m long | PCE | 1 | | | |
| 22 | Writing notepad A4 - Legal Pad – 210x297mm - 56~60GSM – 40 sheets - White/Yellow Color | Sinar Line brand or equivalent – Notebook with lines | PCE | 1 | | | |
| 23 | Writing notepad A5 - Legal Pad – 148x210mm - 56~60GSM – 50 sheets - White/Yellow Color | Sinar Line brand or equivalent – Softcover notebook with spiral | PCE | 1 | | | |
| 24 | Spiral Notebook (Lined) - A4 210x297mm - ~80gsm – White color | 100-200 sheets per notebook | PCE | 1 | | | |
| 25 | Lined exercise book – A5 210 x 148mm - with cover - ~50 pages - ~80gsm – White color | 50 pages minimum | PCE | 1 | | | |
| 26 | Business Card Album 240 Card | Plastic foldable card album for credit card size – 240 cards | PCE | 1 | | | |
| 27 | Paper Envelope – Catalogue/Booklet Style - C2 - 458 mm x 648 mm – Khaki/White Color | Pack of 20 PCEs | PACK | 1 | | | |
| 28 | Paper Envelope – Catalogue/Booklet Style - C5 - 162 mm x 229 mm – Brown /White Color | Pack of 20 PCEs | PACK | 1 | | | |



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|----|--|----------------------------------|------|---|--|--|--|
| 29 | Paper Envelope – Catalogue/Booklet Style - C6 - 114 mm x 162 mm – Brown /White Color | Pack of 20 PCEs | PACK | 1 | | | |
| 30 | Paper Envelope – Catalogue/Booklet Style - C7 - 81 mm x 114 mm – Brown /White Color | Pack of 20 PCEs | PACK | 1 | | | |
| 31 | Hard Plastic File with multi ring – A4 (243mm x 325mm x 48mm) – 2 inch thickness min | Arch File 2 Inch A4 | PCE | 1 | | | |
| 32 | Expanding File – Foldermate brand or equivalent – Black color | A4 size, minimum 10 separation | PCE | 1 | | | |
| 33 | Hanging/Suspension Files – 227 x 345mm (capacity 32mm) – ~285gsm - Range of colors | Hanging file for cabinet archive | PCE | 1 | | | |
| 34 | Management File – A4 size – Plastic – Multiple colors | A4 Size punch file or equivalent | PCE | 1 | | | |
| 35 | Boxes For storing Boxfiles | size not less than 6 Boxes Ad | PCE | 1 | | | |
| 36 | Paper Tray 3 tier metallic – Vertical/Horizontal | Different colors | PCE | 1 | | | |
| 37 | Paper Tray 3 tier Wooden – Vertical/Horizontal | Different colors | PCE | 1 | | | |
| 38 | Plastic Binding Sheet (Binding film) - A4 210 x 297mm – thickness 0.20mm - Transparent | Sinar Line brand or equivalent | PCE | 1 | | | |
| 39 | Plastic Folder type Popper fix (Translucent) - A4 338 x 241mm – Multiple colors | Pack of 20 PCES | PCE | 1 | | | |
| 40 | HR hanging files with hangers and plastic labels | Pack of 25 PCES | PACK | 1 | | | |



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|----|--|--|------|---|--|--|--|
| 41 | Pocket file with button – A4 335 x 235mm - 20 leaves | Plastic folder with plastic button | PCE | 1 | | | |
| 42 | Spiral 12mm – Different Color | Box of 50 PCES (minimum) | BOX | 1 | | | |
| 43 | Spiral 14mm – Different Color | Box of 50 PCES (minimum) | BOX | 1 | | | |
| 44 | Spiral 16mm – Different Color | Box of 50 PCES (minimum) | BOX | 1 | | | |
| 45 | Spiral 18mm – Different Color | Box of 50 PCES (minimum) | BOX | 1 | | | |
| 46 | Spiral 20mm – Different Color | Box of 50 PCES (minimum) | BOX | 1 | | | |
| 47 | Transparency sheet - A3 439 x 33mm – Clear color | Dolphin Brand or equivalent – Pack of 100 Sheets | PACK | 1 | | | |
| 48 | Ink for stamp Pad – Black/Red/Blue Color – 100ml | Small size bottle | PCE | 1 | | | |
| 49 | Big Calculator | Table calculator – AAA battery power | PCE | 1 | | | |
| 50 | Small Pocket size Calculator | Table calculator – AA battery power or similar | PCE | 1 | | | |
| 51 | Dymo Labeling Machine – DYMO LabelManager 210D – Large display and QWERTY keyboard – 6.4in x 6.0in x 2.5in – Any color | Dymo brand or equivalent | PCE | 1 | | | |
| 52 | Label Machine Ink | Suitable for the model above | PCE | 1 | | | |
| 53 | Paper for label machine | Suitable for the model above | PCE | 1 | | | |

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| 54 | Laminating Machine A3 - Bright Office brand or equivalent – 300mm~330mm laminating width – Any color | 230B laminator | PCE | 1 | | | |
| 55 | Laminating Machine A4 – Bright Office brand or equivalent – 210mm~260mm laminating width - Any color | 260mm laminator | PCE | 1 | | | |
| 56 | Paper Cutter (type Stanley Knife) – Stainless Steel – 158mm x 38mm – Any color | Big size – Retractable razor | PCE | 1 | | | |
| 57 | Paper Cutting Hand Machine – A4 Size - ~10 sheets cutting capacity – Color White, Blue, Black or Brown | Manual cut machine different sizes Good Quality | PCE | 1 | | | |
| 58 | Punch Machine (manual) - 2 holes Heavy duty – ~318x159x132mm – Any color | Table punch machine | PCE | 1 | | | |
| 59 | Punch Machine - 2 holes Medium – Min 20~25 sheets capacity – 6mm hole diameter – Any color | Medium size | PCE | 1 | | | |
| 60 | Scissor – 25cm length – stainless steel blade – Any color or equivalent | Medium size | PCE | 1 | | | |
| 61 | Scissor – 35cm length – stainless steel blade – Any color or equivalent | Big Size | PCE | 1 | | | |
| 62 | Scissors (rounded tip) – 91 x 10 x 168mm | (80mm blade minimum) – Any color | PCE | 1 | | | |
| 63 | Spiral binding machine – Min binding size 297 x 210mm (A4) Min binding thickness 25 sheets – Any color | Spiral machine for different sizes of paper – Manual | PCE | 1 | | | |

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|----|--|---|------|---|--|--|--|
| 64 | Stapler Machine Heavy Duty – ~200 sheets capacity – 383 x 71 x 153mm (throat depth 80mm) – Any color | C-12 Stapler Machine | PCE | 1 | | | |
| 65 | Stapler Machine Medium – ~100 sheets capacity - 123 x 54 x 36mm (throat depth 65mm) – Any color | C-10 Stapler Machine – Medium size | PCE | 1 | | | |
| 66 | Staples - Compatible with above 200 sheets Stapler – Steel wire – Metallic color | Delta Brand or Equivalent | PACK | 1 | | | |
| 67 | Staples- 23/8 – Steel wire – Metallic color | 500 PCES per pack | PACK | 1 | | | |
| 68 | Staples - 24/6 size – Steel wire – Metallic color | Delta Brand or Equivalent, 1000 PCES per pack | PACK | 1 | | | |
| 69 | Stapler Remover – ~61 x 40 x 60mm - Any color | Two opposing, pivot-mounted pairs of thin style | PCE | 1 | | | |
| 70 | Double Clip (Binder Clip) large | 51mm or similar | PCE | 1 | | | |
| 71 | Double Clip (Binder Clip) Medium | 41mm or similar | PCE | 1 | | | |
| 72 | Double Clip (Binder Clip) Small | 25mm or similar | PCE | 1 | | | |
| 73 | Double Clip (Binder Clip) XSmall | 19mm or similar | PCE | 1 | | | |
| 74 | Drawing pin – 10mm - Multi-Color | Maped brand or equivalent - Pack of 25 PCES | PACK | 1 | | | |
| 75 | Drawing pin (Thumb pin) - Steel alloy – Metallic color | Pack of 300 PCES | PACK | 1 | | | |



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|----|--|--|------|---|--|--|--|
| 76 | Eraser – 62 x 22 x 12mm – White color | Soft eraser | PCE | 1 | | | |
| 77 | Gum Stick Transparent adhesive | Uhu brand or equivalent – 21g size | PCE | 1 | | | |
| 78 | Gum stick Transparent adhesive | Uhu brand or equivalent – 40g size | PCE | 1 | | | |
| 79 | Gum Stick 7g – 8.00cm height, 2.00cm diameter – Transparent adhesive | Uhu brand or equivalent – 7g size | PACK | 1 | | | |
| 80 | Glue 125 ml UHU | UHU or similar | PCE | 1 | | | |
| 81 | Paint brush set of 6 pces different sizes | 6 pces different sizes | PACK | 1 | | | |
| 82 | Key Box 24 – Steelmaster brand or equivalent – 219 x 254 x 47.7mm – Black/Metallic color | 24 keys capacity | BOX | 1 | | | |
| 83 | Paper Clip - 26mm – Metallic color/Colores | Pack of 100 PCES (Minimum) | PACK | 1 | | | |
| 84 | Paper Clip - 33mm – Metallic color/Colores | Pack of 100 PCES (Minimum) | PACK | 1 | | | |
| 85 | Paper Clip - 50mm – Metallic color/Colores | Pack of 100 PCES (Minimum) | PACK | 1 | | | |
| 86 | Plastic Card Holder Heavy duty - 100 x 68mm – Transparent/clear color | Plastic B8 Horizontal ID Name Cards Badge Holder | PCE | 1 | | | |
| 87 | Rubber Band – Size 16 (63.5 x 15.8mm) - Beige color | Currency size rubber band | PACK | 1 | | | |
| 88 | Sharpener Normal Plastic - Steel cutter – ~28mm length – 1 hole – Any color | Plastic Sharpener with container | PCE | 1 | | | |

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|-----|--|--------------------------------------|------|---|--|--|--|
| 89 | Sharpener Steel case – Steel cutter – ~28mm length 1 hole – Metallic color | Metallic Sharpener without container | PCE | 1 | | | |
| 90 | Stamp made on order – Trodat Printy 46040 or equivalent – Blue ink color | On demand Auto-self inking stamp | PCE | 1 | | | |
| 91 | Stamp Ink Pad Medium Size Black/Red/Blue Color with cover | With cover | PCE | 1 | | | |
| 92 | Steel Scale (Ruler) – 330 x 26mm – Metallic color | 30cm size metric scale (ruler) | PCE | 1 | | | |
| 93 | Plastic Scale (Ruler) – 330 x 26mm – White color | 30cm size metric scale (ruler) | PCE | 1 | | | |
| 94 | Waste bins big size | Metallic bin with tap – 10lt | PCE | 1 | | | |
| 95 | Waste bins big size | Plastic bin with tap – 10lt | PCE | 1 | | | |
| 96 | Waste bins small | Metallic bin with tap – 05lt | PCE | 1 | | | |
| 97 | Waste bins small | Plastic bin with tap – 05lt | PCE | 1 | | | |
| 98 | Color Paper 100 sheets - A4 (210x297mm) – Multiple color | Sinar Line brand or equivalent | REAM | 1 | | | |
| 99 | Paper recharge type Dymo Label – Standard D1 Labeling Tape for LabelManager Label Makers - Tape size 6mm Width x 7m Length - Black ink color on white tape | Dymo brand or equivalent | PCE | 1 | | | |
| 100 | Flip chart paper (plain) – Vertical – 635 x 762mm - White color | Ream of 20 Sheets | REAM | 1 | | | |

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|-----|---|---------------------------------------|------|---|--|--|--|
| 101 | Laminating Pouch A4 – 216 x 303mm – 80 micron thickness (minimum) - Transparent/Clear color | Pack of 100 PCEs (Minimum) | PACK | 1 | | | |
| 102 | Laminating Pouch A3 – 311 x 432mm – 80 micron thickness (minimum) – Transparent/Clear color | Pack of 100 PCEs (Minimum) | PACK | 1 | | | |
| 103 | Memo Cube White Paper / Glued – 10x10x10cm | Block of 400 sheets | PACK | 1 | | | |
| 104 | Memo Cube Colour Paper / Glued – 10x10x10cm | Block of 400 sheets | PACK | 1 | | | |
| 105 | Plotter Roll - 24" x 150' – Smooth paper finish – White color | Sinar Line brand or equivalent | ROLL | 1 | | | |
| 106 | Plotter Roll 900 x 50 ml x 2 inch – Smooth paper finish – White color | Sinar Line brand or equivalent | ROLL | 1 | | | |
| 107 | A4 clipboard - 17.6 x 9.6 x 5.8in – Light Brown color | A4 size | PCE | 1 | | | |
| 108 | Flip chart stand | Dimensions 953x1300 cm | PCE | 1 | | | |
| 109 | Notice board 500x350mm | Cork or equivalent material pin board | PCE | 1 | | | |
| 110 | Notice board 900x600mm | Cork or equivalent material pin board | PCE | 1 | | | |
| 111 | Notice board pins | Pack of 35 pcs | PACK | 1 | | | |
| 112 | White board 500x350mm | White board 30x40cm - magnet | PCE | 1 | | | |
| 113 | White board 900x600mm | White board 60x90cm - magnet | PCE | 1 | | | |

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|-----|---|--|------|---|--|--|--|
| 114 | Information Blue board 500x350mm | Information board | PCE | 1 | | | |
| 115 | Information Blue 900x600mm | Information board | PCE | 1 | | | |
| 116 | Magnet balls set 6 pces (small) | Pack of 6 small pces | PACK | 1 | | | |
| 117 | Magnet balls set 12 pces (big) | Pack of 12 small pces | PACK | 1 | | | |
| 118 | Masking tape | 21mm x 54.8m – Cream color/Mini crepe paper | ROLL | 1 | | | |
| 119 | Packing Tape 48mm x 54.8m – Brown color | 2 inch Brown Color or equivalent | ROLL | 1 | | | |
| 120 | Transparent Tape – 2.54 x 1.25 x 1143cm – Clear color | Without dispense | ROLL | 1 | | | |
| 121 | Adhesive tape type scotch - 2' – Single-sided - Clear color | 2 inch Transparent tape | ROLL | 1 | | | |
| 122 | Adhesive tape type scotch - -Single-sided - Clear color | 3 inch Transparent tape | ROLL | 1 | | | |
| 123 | Tape type double sided | 2 inch (Minimum) double sided - length not less than 10m | ROLL | 1 | | | |
| 124 | Electrical Tape | 3/4 inch multicolor | ROLL | 1 | | | |
| 125 | Warning Tape - Two colors Black and Yellow/Red and white | 100m Length (minimum) | ROLL | 1 | | | |
| 126 | Tape dispense for the Transparent Tape – 2.54 x 1.25 x 1143cm – Clear color | Multicolor | ROLL | 1 | | | |



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|-----|---|--|------|---|--|--|--|
| 127 | Highlighter (Chisel tip) – | Flat barrel - ~130 x 26 x 17mm - Multiple colors (single color per pen) | PCE | 1 | | | |
| 128 | Mechanical pencil | Medium Point (0.7mm), | PCE | 1 | | | |
| 129 | Lead Pencil – HB=2 pencil – ‘Black Peps’ compatible for above pencil | Pack of 12 PCES (Minimum) | PACK | 1 | | | |
| 130 | HB Pencils (wood) – Black lead color | Black lead color | PCE | 1 | | | |
| 131 | Marker Permanent – Instant Dry – Waterproof writing – Different colors | Snowman brand Equivalent | PCE | 1 | | | |
| 132 | Magic pen | for making permanent impressions/Different colors | PCE | 1 | | | |
| 133 | Pen Fluid | White fluid for correction – Pen style | PCE | 1 | | | |
| 134 | Pen Fluid set with thinner | White fluid for correction – Brush style | PCE | 1 | | | |
| 135 | A4 Paper - 210x297mm – ~80gsm - Multiple colors | 500 sheets per ream | REAM | 1 | | | |
| 136 | A4 Paper - 210x297mm – ~230- 250gsm - Multiple colors | Paper | PCE | 1 | | | |
| 137 | Whiteboard Eraser | type Dry-wipe - ~105 x 55 x 20mm – Black color | PCE | 1 | | | |
| 138 | Crayons – Crayola brand or equivalent – Multiple colors | Packs 8 crayons of different colours (minimum) | PACK | 1 | | | |



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|-----|---|--|------|---|--|--|--|
| 139 | Pencils, colour - ~175mm length – Crayola brand or equivalent - Multiple colors | Packs 8 pencils of different colours (minimum) | PACK | 1 | | | |
| 140 | Zip Ties | Length: 4 inch (minimum) *Width: 0.16 Inch (minimum)/ pack of 100 ties | PACK | 1 | | | |
| 141 | Zip Ties | Length: 8 inch (minimum) *Width: 0.16 Inch (minimum) | PACK | 1 | | | |
| 142 | Zip Ties | Length: 12 inch (minimum)/ pack of 100 ties *Width: 0.16 Inch (minimum)/ pack of 100 ties | PACK | 1 | | | |

BIDDER'S COMMENTS/REMARKS:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____



BIDDER'S TERMS AND CONDITIONS:

1. Validity of the offer: _____ (Recommended : 6 months)
2. Terms of delivery (Erbil): _____ (Recommended 24 Hours)
3. Terms of payment: Monthly, 100% by cheque or bank transfer after completing the service

PROPOSED DELIVERY AFTER ACCEPTANCE OF THE ORDER FOR OTHER BASES:

| LOCATION | TRANSPORTATION COST IN IQD AND USD IF THE PURCHASE ORDER VALUE WAS <u>LESS THAN 500 USD</u> | TRANSPORTATION COST IN IQD AND USD IF THE PURCHASE ORDER VALUE WAS <u>MORE THAN 500 USD</u> | DELIVERY TIME |
|-----------|---|---|---------------|
| DOHUK | | | |
| MOUSIL | | | |
| SALAMIYAH | | | |
| TELAAFAR | | | |

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____



BIDDER'S ETHICAL DECLARATION ACTED Iraq

Date: _____

Tender N°: T/10/FWA/STATIONERY/ERB/IRAQ/06082019/001

Bidder's name: _____

Bidder's address: _____

CODE OF CONDUCT:

1. Labour Standards

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

- *Employment is freely chosen*

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

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

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

- *Working conditions are safe and hygienic*

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

- *Child Labour shall not be used*

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

- *Living wages are paid*

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

- *Working hours are not excessive*

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

- *No discrimination is practised*

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

- *Regular employment is provided*

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

- *No harsh or inhumane treatment is allowed*

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

B. Environmental Standards

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

- *Waste Management*

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

- *Packaging and Paper*

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

- *Conservation*

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

- *Energy Use*

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

- *Safety precautions for transport and cargo handling*

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

C. Business Behaviour

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

The supplier should not be engaged

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

D. ACTED procurement rules and regulations

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

Operating Principles

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

ACTED will:

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

ACTED expects suppliers to:

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.

E. Relation with Terrorism and Belligerent Forces

Bidder certifies that it has not provided and will not provide material support resources, information or any other means to any individual, association or organization that it knows, or has reason to know, is an individual or organization that advocates, plans, sponsors, engages in, or has engaged in an act of terrorism within Iraq or abroad. Bidders also commits to not support, advocate or assist any belligerent party that may affect ACTED alignment with humanitarian principles of impartiality and neutrality.

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

Name & Position of Bidder's authorized representative _____

Authorized signature _____



BIDDER'S CHECK LIST ACTED Iraq

Date: _____

Tender N°: T/10/FWA/STATIONERY/ERB/IRAQ/06082019/001

Company : _____

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

| Description | To be filled in by Bidder | | For ACTED use only (to be filled in by Purchase Committee) | | Comments |
|---|---------------------------|----|--|----|----------|
| | Included | | Present | | |
| | Yes | No | Yes | No | |
| 1. An original and one copy of the bid has been provided (compulsory) | | | | | |
| 2. (form PRO-05) – Instructions to Bidders is attached, filled, signed and stamped by the supplier on every page. (compulsory) | | | | | |
| 3. (form PRO-06) – Offer Form is attached, filled, signed and stamped by the supplier on every page. (compulsory) | | | | | |
| 4. The prices in the Offer Form are in IQD and USD (compulsory) | | | | | |
| 5. (form PRO-06-01) – Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier on every page. (compulsory) | | | | | |
| 6. (form PRO-06-02) – Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier on every page. (compulsory) | | | | | |
| 7. The Bidding documents are filled in English. | | | | | |
| 8. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) are provided | | | | | |
| 9. ANNEXES – A Copy of Company registration documents and license are included (compulsory) | | | | | |
| 10. ANNEXES – Colour pictures (or samples) of item(s) are included | | | | | |
| 11. ANNEXES – ID of legal representative | | | | | |

Name & Position of Bidder's authorized representative _____

Authorized signature & stamp _____