

CALL FOR TENDER – Instructions to Bidders ACTED Syria

Date: 09/08/2019

Tender N°: T/16DTV/44F/MULTI/AMM/PRO/09-08-2019/1

ACTED is requesting through this tender a company to provide detailed written quotations for the supply of the following Third-Party Monitoring and Laboratory Testing services for a one-year Framework Agreement (FWA):

SERVICE SPECIFICATIONS:

- | | |
|--------------------------|--|
| 1. Description: | Third-Party Monitoring and Laboratory Testing |
| 2. Location of services: | North-West Syria/Turkey |
| 3. Quantity/unit: | As per request during the validity of the FWA |

RESPONSIBILITIES OF THE CONTRACTOR:

- | | |
|---------------------------|---|
| 1. Terms of delivery: | To be defined according to each request from ACTED |
| 2. Validity of the offer: | 3 months minimum |

GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed on **24/08/2019 at 12:00 local time in Amman, Jordan** by email to syria2.tender@acted.org, Cc tender@acted.org.
2. A pre-tender information session will be organized at **14:00 (local time in Jordan) on 18/08/2019** in ACTED's office in Amman, Jordan: **Saqra Building, 238A Arar Street (entrance C – 5th floor), Wadi Saqra**. Remote participation of interested bidders to the information session via Skype can be arranged, and participation is preferable but not compulsory.
3. For all inquiries regarding this tender, please contact ACTED by e-mail at syria.logistics2@acted.org Cc: syria2.tender@acted.org not later than **14:00 (local time in Jordan) on 18/08/2019**
4. A written summary of all inquiries raised by interested bidders will be shared by email on **19/08/2019**.
5. Late offers, or offers sent to any other address or email address, will not be considered. Any missing document will lead to the direct disqualification of the applicant.
6. Tenderers must fill, sign, stamp and return the documents according to ACTED's format. **Electronic signatures, white ink, or price correction by hand are not accepted.**
7. The offer to the Call for Tender does not guarantee the award of a contract and 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.
8. Offers that do not comply with the overall length and deadline of the assignment (as provided above), and/or do not plan to cover the full scope of work will be disqualified.
9. Any error or major discrepancy related to the instructions listed in the Terms of Reference may lead to the rejection of the bid.
10. Clarifications will only be requested by ACTED to bidders when information provided is not sufficient to conduct an objective assessment of the submitted offer.
11. 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.
12. To ensure equal treatment of applicants, ACTED cannot give a prior opinion on the eligibility and selection of bidders.
13. 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 and/or send an e-mail to transparency@acted.org.

SPECIFIC CONDITIONS:

1. The answers to this tender should include the following elements:
 - **Bidding Documents** must be clearly marked “T/16DTV/44F/MULTI/AMM/PRO/09-08-2019/1 – not to be opened before 24/08/2019” in the subject line, and include the following **mandatory** documentation. **Note that late submissions, or submissions not including all of the below mandatory documentation, may not be considered:**
 - Signed and stamped ‘Instructions to Bidders’;
 - Signed and stamped ‘Bidder’s Questionnaire’;
 - Signed and stamped ‘Bidder’s Ethical Declaration’;
 - Signed and stamped ‘Bidder’s Checklist’;
 - Signed and stamped ‘Terms of Reference’;
 - Signed and stamped ‘Financial Offer’;
 - A copy of the legal representative Passport & ID and company registration document.
 - To support the information in the ‘Bidder’s Questionnaire’, please attach the following. **These are not mandatory for administrative eligibility, but failure to provide any of the mentioned documents may lead to rejection during technical evaluation.**
 - CVs of team members who will be working directly on these food inspection activities (including the field team) including their past experiences, accreditations, scope, and certifications
 - Documents outlining company past experience in GMP, GDP, and HACCP audits with details about the number, type of samples and audits.
 - Details of chosen laboratory, including 17025;2005 certificates
2. By undertaking this third party monitoring, the service provider and their staff are expected to abide to humanitarian principles and to ensure the confidentiality of the data collected, and follow at all times ACTED’s Code of Conduct.
3. All data collected as part of this evaluation will remain ACTED’s property. By the end of the third party monitoring, the service provider shall submit all ACTED/project-related documentation back to ACTED management. Deliverables produced under the contract shall not be shared externally without ACTED’s prior written approval.
4. It is the responsibility of the service provider to budget for a translator (if required), as well as any medical/health insurance.
5. ACTED will not take the responsibility of the transportation, access, accommodation and food-related expenses. It is the sole responsibility of the service provider to take the appropriate measures to ensure access and lodging of their staff in the field, and to procure all necessary equipment, tools, etc.
6. Bidders are responsible for identifying an accredited laboratory facility to analyze the samples and verifying the laboratory’s credentials. The laboratory must be approved by ACTED prior to sending samples for testing

EXPERTISE REQUIREMENTS (FIELD TEAM)

1. Post graduate qualifications in Statistics, Food Security and Nutrition, Food Quality Assurance, and or related field(s);
2. At least 5 years’ experience in conducting studies, collecting data and producing quality monitoring services and reports, for international non-governmental organizations or multilateral agencies;
3. Sectoral expertise and experience in food security and nutrition related projects;
4. Knowledge of the Syrian context and previous experience in the MENA region;
5. Strong analytical skills and ability to clearly synthesize and present findings;
6. Good written and oral English essential;
7. Knowledge of Arabic and/or Turkish.

EVALUATION CRITERIA:

Applications will be evaluated using the lowest cost method based on the prices quoted in the Financial Offer and estimated service usage for the duration of the FWA. PASS/FAIL technical checks will be applied based on the response to the 'Bidder's Questionnaire' and supporting documentation. Bidders may be rejected during the technical evaluation if their experience and capacity does not fit with ACTED's requirements, or if the proposed services are not logical.

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.

BIDDER'S QUESTIONNAIRE ACTED SYRIA

Date:

Tender N°: T/16DTV/44F/MULTI/AMM/PRO/09-08-2019/1

A. Company Name:

<p>B. Company Owner(s) / Partners full names:</p> <p>1 _____</p> <p>2 _____</p> <p>3 _____</p> <p>4 _____</p>	<p>C. Company Legal Authorized Representative for this Tender:</p> <p>Complete Name: _____</p> <p>Position in the Company: _____</p> <p>Signature: _____</p>
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D. Additional Information about the Company:

1 Official Date of Registration: _____

2 Company Type / Profession as per Registration: _____

3 Full Name of up to Three Company Representatives:

Name	Position	Location	Mobile Number

4 Total number of full time employees: _____

5 Company Telephone Number: _____

6 Company Fax Number: _____

7 Email Address: _____

8 Have you worked with NGOs before? If Yes, please list them with detailed information:

- _____
- _____
- _____

9 Have you worked on similar types of projects before? If Yes, please list them below with detailed information (if needed please provide separate list):

- _____
- _____
- _____

10 Bank Accounts: _____

In Turkey	In Europe	Other

(Please mention yes or no only)

E. Past Performances:

1 Contract Award History

Please attach the last audit and sampling contracts awarded by your company since 2009 up to now, with documents outlining company past experience in GMP and HACCP audits with details about the number, and type of samples.

No	Project Description	Location	Partner Name	Duration	Type of Samples	Project Cost (USD)
1						
2						
3						
4						
5						

2 Company Assets as of January 1st 2019:

Please list your Company main assets applicable to this procurement (equipment, premises, company internal quality assurance documents, etc). Continue on a separate list if needed.

No	Description	Location/Address	Quantity
1			
2			
3			
4			
5			

F. Additional Information
1 Field Team Capacity and Experience

Deliverables 1, 2, and 4 are expected to be completed by 1 worker. Deliverable 3 is expected to require 2 inspectors per day. If different, please indicate the number of inspectors proposed. This will be used for evaluation. ACTED may request different numbers of inspectors according to the number of kits being packed and loaded.

SN	Deliverable	Proposed number of staff
3	Inspect the packaging of the food items and the kits and loading of kits onto the trucks, and confirm it meets Good Distribution Practice (GDP) and the standard agreed between ACTED and the Supplier. Check for the weight of 2% of the kit.	

Please attach CVs of team members who will be working directly on this food inspection activities including their past experiences, accreditations, scope, and certifications. Note that inspections are expected to take place in North West Syria or Turkey, but that this is subject to supplier selection.

Name	Position	Location	CV attached (Yes/No)

2 Access:

The procurement is expected to take place in Turkey for transport to North West Syria, depending on the location of the selected food supplier's warehouses. Please indicate locations that your team is able to access:

Turkey North West Syria (Azzaz) (Idlib) Other (please specify): _____

3 Laboratory Details:

Please provide details of the chosen laboratory/laboratories, including 17025;2005 certificates and scope of work, all relevant certificates of competence and international standard. (This documentation should be provided for all laboratories including the company's own laboratory, if applicable). Also, a list of commodities the laboratory is able to analyse with the tests offered for each commodity.

No	Laboratory	Location/Address	Telephone number:
1			
2			
3			

I undersigned, certify that I am the designated legal representative of this Company, that the information provided above is correct and I am aware of the fact that I will be held responsible for providing false information.

I declare and certify that the information above is true and accurate to the best of my knowledge. I understand and accept any false or inaccurate information may result in the cancellation of any offer made by the Bidder, even if discovered later.

Name: _____ Position: _____

Signature & Stamp: _____ Date: _____

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BIDDER'S ETHICAL DECLARATION

Date:

Tender N°: T/16DTV/44F/MULTI/AMM/PRO/09-08-2019/1

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: _____

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.

BIDDER'S CHECK LIST ACTED SYRIA

Date: _____

Tender N°: T/16DTV/44F/MULTI/AMM/PRO/09-08-2019/1

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: Attached, signed and stamped by the supplier (compulsory) :					
1a. Form PRO-05 – ‘Instructions to Bidders’ (compulsory)					
1b. Form PRO-06-01 – ‘Bidder’s Questionnaire’ (compulsory)					
1c. Form PRO-06-02 – ‘Bidder’s Ethical Declaration’ (compulsory)					
1d. Form PRO-06-03 – ‘Bidder’s Checklist’ (compulsory)					
1e. Terms of Reference signed by the bidder (compulsory)					
1f. Form PRO-06 – ‘Financial Offer’ (compulsory)					
2. The bidding documents are filled in English (compulsory) .					
3. A copy of the legal representative passport & ID and company registration document is included (compulsory)					
4. Supporting documents to the Bidder’s Questionnaire (not compulsory for administrative compliance but failure to provide these documents may result in the offer being technically rejected during evaluation) <ul style="list-style-type: none"> • CVs of team members • Documents outlining company past experience in GMP, GDP, and HACCP audits with details about the number, type of samples and audits • Details of chosen laboratory, including 17025;2005 certificates 					

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.

CALL FOR TENDER – Terms of Reference **ACTED Syria Food Safety and Quality Inspection Company**

Background on ACTED

ACTED is a French humanitarian NGO, founded in 1993, which supports vulnerable populations, affected by humanitarian crises worldwide. ACTED provides continued support to vulnerable communities by ensuring the sustainability of post-crisis interventions and engaging long-term challenges facing our target populations, in order to break the poverty cycle, foster development and reduce vulnerability to disasters. Our interventions seek to cover the multiple aspects of humanitarian and development crises through a multidisciplinary approach which is both global and local, and adapted to each context. Our 3,300 staff are committed to responding to emergencies worldwide, to supporting recovery and rehabilitation, towards sustainable development.

Our teams in the field implement some 340 projects in 34 countries covering the following sectors: emergency relief, food security, access to health, education and training, economic development, microfinance, advocacy, institutional support, regional dialogue and cultural promotion.

Based on considerable experience addressing the needs and situations of vulnerable communities, ACTED contributes to the international agenda towards reaching the Millennium Development Goals, through a wide range of partnerships, innovative initiatives, and campaigns.

Country Profile

Of a pre-war population numbering over 20 million, six years on, Syria's conflict has produced 4.8 million refugees, including hundreds of thousands in Europe, and 6.6 million people internally displaced. According to the Report on the Population Affected by Armed Conflict in Syria released by the NGO Forum – Humanitarian Trends Analysis Unit (HTAU) in December 2015, “safety and employment opportunities were the most influential push and pull factors for displacement.”

High fuel prices and the hyperinflation of the Syrian pound has significantly increased the price of food and other basic commodities in markets across the country. International sanctions and impeded market access “play a role in devastating markets through the import-export restrictions, and blocking financial transactions and insurance services” (WFP Syria, Livelihoods and Resilience Strategy, 2015). These factors have significantly increased the cost of import, including inputs for farmers and manufacturers. On the other hand, trade in specific locations relating to certain goods has prospered: business relocation and reconstruction is taking place in safer areas, facilitated by the absence of building regulations. As an example, the trade in generators and internet provision has flourished, due to the absence of a reliable supply from the national grid.

Program Background

Through this 13 months project, ACTED and its partners will work to address food insecurity of conflict-affected communities across Syria through the provision of rapid and flexible food assistance to 12,200 food insecure families. ACTED will distribute Ready To Eat Ration (RTER) Kits that cover the food needs of a household (six members on average) for 15 days, based on a daily diet of 2,100 kilo-calories, as per the recommendations of the FSC and one-month Food Rations, for an average of 8 months per households, equivalent to a daily 1,500 kilo-calorie diet per person (for a household of six).

Scope of work

To ensure the safety and quality of the food items being procured and meet donor requirements, ACTED is seeking the services of a food safety and quality inspection company to provide independent verification of the following aspects:

Deliverables			
SN	Description	Documents to be produced	Estimate days/services ³
1	Inspect ACTED's food commodity Suppliers' warehouse(s) prior to the packaging of the foods	A report using ACTED's food warehouse checklist (refer to Annex 1 for more details)	1 day prior to the first delivery, not expected to be repeated
2&3	Perform random sampling for the food products in each shipment using the latest Gafta 124 for cereal, pulses and oil seeds (rice, peas, chickpeas, etc.) and CAC/GL 50-2004 of codex alimentarius for processed food like canned food, salt, sugar and vegetable oil. Send the samples to an approved laboratory according to the specifications of the food products in Codex Alimentarius,	a) Original laboratory results stamped by the laboratory and with a statement confirming that they meet U.S. food aid and/or WFP specifications (USAID preferred ²), signed and stamped by the company inspectors b) A short report on the results of the analysis of the samples. Refer to Annex 2, Annex 3, and Annex 4	1 sample of 20 food commodities listed in Annex 1 and 3 samples of 12 food commodities listed in Annex 3; all tests listed in Annex 3
4	Inspect the packaging of the food items and the kits and loading of kits onto the trucks, and confirm it meets Good Distribution Practice (GDP) and the standard agreed between ACTED and the Supplier. Check for the weight of 2% of the kit.	Photographs, records of any infringements or issues with the loading of the kits, and a signed and stamped statement by the company inspector to guarantee that all of the processes were compliant with the agreed packaging standard and shipping procedure Refer to Annex 5 and Annex 6	2 days per consignment, 8 planned consignments of 2,000 kits each

The selected bidder will be expected to produce a final inspection report and folder containing all documentation produced for each consignment. Accompanied with a written statement that confirms that all of the information in this folder is accurate. The statement must be signed and stamped by the company inspector and senior manager of the inspection company.

1. "Supplier" in this TOR refers to the company selected to provide food commodities to ACTED.
2. If there are differences between USAID and WFP specifications for the same food item, USAID's is preferred.
3. The estimated working days are used for evaluation but are subject to change according to needs during the FWA

Timeframe for deliverables

ACTED requires that all deliverables completed within the following time line (working days). The start of the timeframe is dependent on the starting of the contract between ACTED and the supplier. ACTED will inform the inspector of the exact start date.

	1	2	3	4	5	6	7	8	9	10	11	12	13	end
Deliverable 1														
Deliverable 2														
Deliverable 3														
Deliverable 4														

Documentation provided by ACTED

- **Appendix 1** – Warehouse inspection checklist
- **Appendix 2** – Sampling record template
- **Appendix 3** – List of tests required
- **Appendix 4** – Folder containing products standards, methods for testing and sampling documents
- **Appendix 5** – Kit packaging inspection template checklist
- **Appendix 6** – Kit loading inspection template checklist

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.

Financial Offer

T/16DTV/44F/MULTI/AMM/PRO/06-08-2019/1

OFFER FORM ACTED SYRIA

Date:

Tender N°: T/16DTV/44F/MULTI/AMM/PRO/09-08-2019/1

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.

ACTED will establish a Framework Agreement (FWA) for the services described above with the selected supplier. The Framework Agreement will function through a call-off process. All prices should be quoted for the full service, not based on man-days or other pricing structures. Estimated service use through the duration of the FWA will be used for evaluation.

PLEASE FILL IN THE FOLLOWING TABLE CORRESPONDING TO THIRD-PARTY MONITORING SERVICES (please refer to the Terms of Reference for details, including documents to be prepared):

Item #	Description	Unit	Quantity	Unit price (USD)
1	Inspect ACTED's food commodity Suppliers' warehouse(s) prior to the packaging of the foods	Service	1	
2	Perform random sampling for the food products in the first batch using the latest Gafta 124 for cereal, pulses and oil seeds (rice, peas, chickpeas, etc.) and CAC/GL 50-2004 of codex alimentarius for processed food like canned food, salt, sugar and vegetable oil. Send the samples to an approved laboratory according to the specifications of the food products in Codex Alimentarius. <i>Please provide the total price of sampling and testing the 20 items listed in the Item Verification Tool (Annex 1), including all tests listed in Annex 3. ACTED will calculate the expected cost of the contract using the formula (unit price (USD) x 1 batch of 20 items)</i>	Service	1 sample of 20 food commodities listed in Annex 1 and 3 samples of 12 food commodities listed in Annex 3; all tests listed in Annex 3	

Item #	Description	Unit	Quantity	Unit price (USD)
3	Perform random sampling for the food products of each following batch, using the latest Gafta 124 for cereal, pulses and oil seeds (rice, peas, chickpeas, etc.) and CAC/GL 50-2004 of codex alimentarius for processed food like canned food, salt, sugar and vegetable oil. Send the samples to an approved laboratory according to the specifications of the food products in Codex Alimentarius. <i>Please provide the total price of sampling and testing the 12 items making up a Food Ration Kit (Annex 3), including all tests listed in Annex 3. ACTED will calculate the expected cost of the contract using the formula (unit price (USD) x 3 batches of 12 items)</i>	Service	1 sample of 20 food commodities listed in Annex 1 and 3 samples of 12 food commodities listed in Annex 3; all tests listed in Annex 3	
4	Inspect the packaging of the food items and the kits and loading of kits onto the trucks, and confirm it meets Good Distribution Practice (GDP) and the standard agreed between ACTED and the Supplier. Check for the weight of 2% of the kit. <i>Please provide the price per inspector per day. ACTED will calculate the expected total cost of the contract using the formula (unit price (USD) x number of proposed staff in the 'Bidders Questionnaire' x 8 consignments x 2 days per consignment)</i>	Man-Day	1	

The selected bidder will be expected to produce a final inspection report and folder containing all documentation produced for each consignment. Accompanied with a written statement that confirms that all of the information in this folder is accurate. The statement must be signed and stamped by the company inspector and senior manager of the inspection company.

BIDDER'S COMMENTS/REMARKS:

1. _____
2. _____
3. _____
4. _____
5. _____

DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:

..... days for 100% of the services upon receipt of a call-off purchase order

BIDDER'S TERMS AND CONDITIONS:

1. Valid of the offer: _____ (recommended: 3 months or more)
2. Terms of delivery: _____
3. Terms of payment: _____

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____