

INTERNATIONAL CALL FOR TENDER FOR SUPPLY OF NFI KITS
ACTED NIGERIA
Part A – Instructions to Bidders

Date: 14/08/2019

Tender No. : T/35DUE/83ENFK/MDG/PROG/14082019/01

ACTED is requesting written quotations for supply of NFI Kits :

PRODUCT SPECIFICATIONS:

- | | |
|---|--|
| 1. Description of : | Lot 1. SUPPLY OF NON FOOD ITEMS |
| 2. Product class / category: | Various |
| 3. Made in (product origin): | National/International |
| 4. Product stage: | New |
| 5. INCOTERM (delivery conditions/ WorkPlace): | DDP ¹ (SUPPLIER WAREHOUSE, Maiduguri) |
| 6. Quantity/unit: | As per below tables in the offer form |

RESPONSIBILITIES OF THE CONTRACTOR:

1. Terms of delivery : Delivery will be kept in vendor's warehouse before moving them to final location
2. Completion leadtime: Completion typically required in under **14 days** after the signature of the contract
3. Validity of the offer: **6 months recommended**

GENERAL CONDITIONS:

1. **COPIES OF TENDER CAN BE COLLECTED FROM ACTED'S OFFICE**
2. The **closing date** of this tender is fixed on **28th Aug 2019 at 1730 hrs. Nigeria time** at the following address :

ACTED Representative Office in Maiduguri:
Plot No. 129, Goni Road, Maiduguri, Borno State, Nigeria

¹ DDP - "Delivered Duty Paid" means that the seller delivers the goods when the goods are placed at the disposal of the buyer, cleared for import on the arriving means of transport ready for unloading at the named place of destination. The seller bears all the costs and risks involved in bringing the goods to the place of destination and has an obligation to clear the goods not only for export but also for import, to pay any duty for both export and import and to carry out all customs formalities. (<http://www.iccwbo.org/products-and-services/trade-facilitation/incoterms-2010/the-incoterms-rules/>)



Or emailed to: nigeria.tender@acted.org; cc tender@acted.org

3. Tenderers will fill, sign, stamp and return the Quotation Form.
4. The offer should be provided according to ACTED's format and description.
5. Tenderers will sign and return all pages of the specifications for which they apply.
6. Tenderers will provide evidence of capacity to deliver this order and previous similar experience.
7. Only those vendors will be considered who are registered with CaC (Corporate Affairs Commission), government of Nigeria and having updated tax clearance certificate.
8. Vendors having past experience in similar capacity will be preferred.
9. **The quotation will not directly result in the award of a contract.**
10. Prices are mandatory in **Nigerian Naira (NGN) including all taxes.**
11. Offers shall be submitted in **English.**
12. Bidders will sign and stamp and return all pages for which they apply.
13. The offer to the call for tender will not result in the award of a contract.
14. The offer must be submitted to ACTED purchase department in a sealed envelope with the mention "T/35DUE/83ENFK/MDG/PROG/14082019/01" not to be opened before 28/08/2019" and the purpose of the offer.
15. Unsealed envelopes and late offers will not be considered.
16. Quantities and specifications of items listed in this tender are subject to change.
17. 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, contractors' data shall be automatically processed.

SPECIFIC CONDITIONS:

1. On request, samples of the items should be available for delivery to ACTED within 24-48 hours. Each sample should be labelled clearly with your company name. Bidder should be able to provide samples to ACTED's office in Maiduguri.
2. Samples may be inspected shortly after the closing date of this tender and all offers made will be considered at the moment that ACTED requires these items. It is anticipated that suppliers for these items will be selected from these offers for the entirety of the six month quotation validity.
3. The quantities and specification may be subject to changes.
4. **Bidders should provide offer(s) for all items in a given lot to consider eligible.**
5. Please give details about the specification of each item. Photographs should be provided where they may assist in judging quality.
6. You are welcome to offer more than one type/size/exact specification of each item listed in the table below, at different prices. This may be favourable to your quotation owing to expected changes in identified demand.
7. On each sheet of paper, enter only one product and price per row of the table. To make additional offers for the same product, please submit additional copies of the particular sheet(s).
8. In case of making an error when writing the prices, please discard the page. Any alterations, including the use of correction fluid, may render your offer invalid.
9. Queries and request for clarification of the specification can be made to nigeria.tender@acted.org however up to two full working days may be required for a response.



10. Bidders must present a valid copy of all their registration documents within the Federal Republic of Nigeria, or demonstrate capacity to be legally allowed to work in the targeted area before the signature of the contract.
11. It is encouraged that bidders attach a work schedule or GANTT chart with their bid.
12. Preference is given to contractors with proof of experience in large scale similar projects in the humanitarian sector.
13. Payment will be performed in Nigerian Naira (NGN) hereby selected as the contractual currency for this tender.
14. Payments from ACTED to the successful candidate will be done through bank transfer or cheque within ACTED premises.
15. ACTED reserves the right to contact previous experiences and any financial or security authority for verification.
16. During the implementation of this project, the successful bidder will report technically to ACTED Program Manager.
17. The successful bidder shall demonstrate enough liquidity and financial capacity to implement the project with partial reception of payment or in case of transfer delays due to force majeure.
18. The successful pre-qualified candidate must have read in full and understood the Bills of Quantities, technical drawings, and all other attached documentation. It is the responsibility of the contractor to raise and discuss any concerns or uncertainties with ACTED prior to the submission of a bid.

The answers to this tender must include the following elements:

- A written quotation including all the product specifications, the price per unit, and total price.
- A certificate of origin.
- An ID copy of the company legal representative.
- A registration document/customclearance/certification/quality certificate to the relevant government agency, copy of his registration at the relevant Chamber of Commerce
- Proof of past performance.

Name of Company's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

Part B - OFFER FORM
ACTED Nigeria

Date: _____ (date should be indicated by the bidder)

Tender n°: **T/35DUE/83ENFK/MDG/PROG/14082019/01**

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.

LOT 1 – SUPPLY OF 980 KITS OF NON FOOD ITEM TO MAIDUGURI

Item	Description	Bidder's specification (if different)	Unit	Qty	Unit Price incl all taxes (N)	Total Price incl all taxes (N)
1	Blanket (Woven, 50% wool fibres \pm 5%, 50% other textile fibres, recycled fibres accepted. Grey, brown or other dark colours, preferably not died. Size: 150cm x 200cm +3%/-1%. Weight: 2kg, edges must be stitched with cloth. To be taken on flat stabilized sample, without folds)		PCS	2940		
2	Foldable Matress (LxW) 2m x 0.7m (Type of foam: Medium: Polyurethane foam, 25kg/m ³ ; thickness: 10cm. Minimum, in 1 piece not glued. Cover: Woven polyester 75g/m ² minimum OR non-woven polypropylene of 100g/m ² minimum, with strong plastic zip. Size: 2x0.7m. Thickness: 0.06m. Packing: Wrapped in a water-tight micro perforated plastic film and covered with a polypropylene or jute woven bag.)		PCS	1960		
3	Jerry Can (20L: weight: 145g and Polyimide, 38 micro made of polyethylene 280 micro UV stabilized with non-coating with ACTED logo and shelter Box Logo on both side of the jerry can.		PCS	1960		
4	Jerry can (10L: weight: 80g and Polyimide, 38 micro made of polyethylene 280 micro UV stabilized with non-coating with ACTED Logo and shelter Box logo on both side of the jerry can		PCS	1960		
5	Bathing soap bars 250g, not harmful to the skin.		PCS	6860		
6	water soluble 250g powder or soap for hand washing clothes, not harmful to skin		PCS	6860		
7	Torch (solar rechargeable lamp by built in solar cell) Rechargeable lamp by built-in solar cell and 110V- 250V direct power outlet. Includes USB cell phone charger and USB cable. Casing made of unbreakable plastic. Batteries/power: 3x1000mAH, AA size, Dry Battery. LEDs: 15 pieces high-brightness SMD with 1 piece lampshade. Solar Run Time (duration on a day's solar charge): Minimum 4 hrs.		PCS	980		
8	Cooking pot Volume 10 L- 25-28 inner Diameter locally made Aluminum		PCS	1960		
9	Cooking pot Volume 7 L 22-24 inner Diameter locally made Aluminum		PCS	1960		
10	Trays, stainless steel 40-45cm diameter		PCS	3920		
11	Drinking Cup 0.3 liters metallic stainless steel, no sharp edges food grade surface finish.		PCS	11760		

12	Kitchen knife 15cm of useable blade (Kitchen knife 15cm of useable blade, One-piece solid stainless steel attached to a wooden or plastic handle.)	PCS	1960		
13	Serving spoon 35ml stainless steel. One piece solid stainless steel with handle (Capacity: 35ml minimum. One-piece solid stainless steel with handle. No sharp edges, food grade surface finish.)	PCS	3920		
14	Kettle (Capacity: minimum 2L. Made of polyethylene with lid. Includes handle and spout with no sharp edges.)	PCS	1960		
15	Basin 10L - Height 18cm, top diameter 33cm, base diameter 23cm, capacity 10 liters Plastic	PCS	980		
16	Mosquito Net Double bed size (Manufactured from 100% high density polyethylene OR polyester. Mosquito nets Long Lasting Insecticidal Nets (LLIN's). Treated with 80 mg/m ² Deltamethrin. Minimum 130 holes per inch ² . Minimum 320 Kpa. Height: 150-160cm, Length: 180cm, Width: 190cm.)	PCS	2940		
17	Reusable sanitary pads package of 6 to 8 pieces of regular type (Dr. Brown type or similar, with the following specifications: No pink color Top: Absorbent layer of Micro fleece 100% Polyester or 100% cotton (towel type) Inside: The absorbance part consists of at least two additional layers of 100% cotton (towel type) or 2 absorbent layers of Micro fleece, 80% polyester and 20% polyamide Bottom: Waterproof layer of Polyurethane Laminate (PUL) Pcs 2 3 8)	PCS	980		
18	2 Sleeping Mats Synthetic, Tear proof, Plastic, Water impervious; finished size: 1.8 X 0.9m minimum. Floor mats made in a tightly woven twill weave fabric (2/1, 3/1, 2/2, 3/2) of clean and net appearance.	PCS	2940		
19	Woven bag ("Ghana must go bag") for items (apart from mattress) with ACTED logo, colour grey	PCS	980		
20	20 Lts plastic bucket with handle for fetching water	PCS	1960		
21	stainless plate 20-25cm diameter. No sharp edges, food grade surface finish.	PCS	5880		
			TOTAL PROJECT COST incl all taxes (N)		
Contractor is responsible for logistics, handling and offloading of all goods.					



BIDDER'S COMMENTS/REMARKS:

1. _____

DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:

..... Days for 50% of the items
..... Days for 100% of the items

BIDDER'S TERMS AND CONDITIONS:

1. Valid of the offer: _____ (recommended: 6 months or more)
2. Terms of delivery: _____
3. Terms of payment: _____

Name of Company's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

******* END OF BATCH 1 *******

BIDDER'S ETHICAL DECLARATION
ACTED Nigeria

Date: _____ (date should be indicated by the bidder)

Tender n°: **T/35DUE/83ENFK/MDG/PROG/14082019/01**

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.

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 Nigeria

Date: _____ (date should be indicated by the bidder)

 Tender n°: **T/35DUE/83ENFK/MDG/PROG/14082019/01**
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)		Comments
	Included		Present		
	Yes	No	Yes	No	
1. An original and one copy of the bid have been provided (compulsory for one original)					
2. PART 1 (form PRO-05) – Instructions to Bidders is attached, filled, signed and stamped by the supplier. (compulsory)					
3. PART 2 (form PRO-06) – Offer Form is attached, filled, signed and stamped by the supplier. (compulsory)					
4. The prices in the Offer Form are in NGN (compulsory)					
5. PART 3 (form PRO-06-01) – Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier. (compulsory)					
6. PART 4 – (form PRO-06-02) – Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier. (compulsory)					
7. The Bidding documents are filled in English. (compulsory)					
8. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) are provided (compulsory)					
9. ANNEXES – A Copy of Corporate Affairs Commission (CaC) along with updated tax clearance certificate for 2019 and the ID of the legal representative of the company are included (compulsory)					

Name & Position of Bidder's authorized representative _____

Authorized signature _____