

INTERNATIONAL CALL FOR TENDER - ACTED NIGERIA
Part A – Instructions to Bidders

Date: 14/08/2019

Tender No.: T/3599MULTI/FLIGHT BOOKINGS/LOG/MDG/20190814/01

In anticipation of upcoming projects, ACTED is requesting written quotations for the services of travel agency as per below details:

PRODUCT SPECIFICATIONS:

- | | |
|------------------------------|---|
| 1. Description : | Travel and ticketing services - Including tax |
| 2. Product class / category: | Services |

1. SAMPLE FLIGHTS

No.	Item Specifications & product stage	Quantity	Unit	Seat	Flight dates	Unit Price Including taxes (NGN)	Booking/Service fee including taxes (fix price or percentage (NGN))
1	Round trip ticket for (1) person (Abuja/Maiduguri)	1	Pce	Cheapest available	November 12 th 2019– November 19 th 2019	<i>To be filled in by the bidder in the Offer form</i>	<i>To be filled in by the bidder in the Offer form</i>
2	Round trip ticket for (1) person Abuja/Yola	1	Pce	Cheapest available	November 12 th 2019– November 19 th 2019	<i>To be filled in by the bidder in the Offer form</i>	<i>To be filled in by the bidder in the Offer form</i>

Do not issue the ticket – ACTED will not cover any expenses incurred in the application of the tender.

2. FIXED FEES FOR BOOKING

Description	Unit	Quantity	Price/Percentage Including tax (NGN)
Cancelation fees	Fee	1	<i>To be filled in by the bidder in the Offer form</i>
Transfer fees	Fee	1	<i>To be filled in by the bidder in the Offer form</i>
No Show Fees	Fee	1	<i>To be filled in by the bidder in the Offer form</i>

RESPONSIBILITIES OF THE CONTRACTOR:

- | | |
|---------------------------|--------------------------------|
| 1. Completion leadtime: | Deadline depending on contract |
| 2. Validity of the offer: | 6 months (recommended) |

The answers to this tender should include the following elements:

- A written quotation including all the product specifications, the price per unit and total price;
- A printout of IATA confirmation of the proposed booking and any associated fees that would accompany issuing the ticket.
- **Do not issue the ticket – ACTED will not cover any expenses incurred in the application of the tender.**



T/3599MULTI/FLIGHT BOOKINGS/LOG/MDG/20190814/01

- Details of transfer fees, cancellation fees, no show fee, administration fees and any other fees should be made clear as well as the detail of the components of the price of the flight ticket;
- Copy of Legal representative ID as well as registration certificate.
- Quotes should be inclusive of detailed VAT.

GENERAL CONDITIONS:

1. Copies of Tender can be collected from ACTED's office.
2. The **closing date** of this tender is fixed on **Wednesday, 28th of August, 2019 at 5 PM Nigeria time** at the following address via mail, email or in person :

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

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 Afair Commission) , government of Nigeria and having updated tax clearance certificate for 2019.
8. Vendors having past experience in similar capacity will only be considered.
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 must be submitted to ACTED purchase department in a sealed envelope with the mention "**T/3599MULTI/FLIGHT BOOKINGS/LOG/MDG/20190814/01**" not to be opened before **Wednesday, 28th of August, 2019 at 5 PM Nigeria time**" and the purpose of the offer.
14. Unsealed envelopes and late offers will not be considered.
15. 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 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).
2. 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.
3. Please avoid prices in hand writing
4. 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.
5. Offer would need to be valid for 6 months – it is highly recommended.
6. 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.
7. It is encouraged that bidders attach a work schedule or GANTT chart with their bid.
8. Preference is given to contractors with proof of experience in large scale similar projects in the humanitarian sector.
9. Payment will be performed in Nigerian Naira (NGN) after the deduction of taxes hereby selected as the contractual currency for this tender.



ACTED

T/3599MULTI/FLIGHT BOOKINGS/LOG/MDG/20190814/01

10. Payments from ACTED to the successful candidate will be done through bank transfer or cheque within ACTED premises.
11. ACTED reserves the right to contact previous experiences and any financial or security authority for verification.
12. The successful bidder shall demonstrate enough liquidity and financial capacity to provide vehicles with partial reception of payment or in case of transfer delays due to force majeure.

Name of Company's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

**Part B - OFFER FORM
ACTED NIGERIA**

Date: _____ (date to be indicated by the supplier)

Tender n°: T/3599MULTI/FLIGHT BOOKINGS/LOG/MDG/20190814/01

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 vehicles answering the following specifications, according to the general conditions and responsibilities that I engage myself to follow.

TRAVEL AGENCY SERVICES FOR PROCUREMENT OF COMMERCIAL FLIGHT TICKET
SAMPLE FLIGHTS

No.	Item Specifications & product stage *	Seat	Flight dates	Airline's Specification	Unit Price Including taxes (NGN) <i>Ticket only</i>	Booking/Service fee including taxes (fix price or percentage (NGN)
1	Round trip ticket for (1) person (Abuja/Maiduguri)	Cheapest available	November 12 th 2019– November 19 th 2019			
2	Round trip ticket for (1) person (Abuja/Yola)	Cheapest available	November 12 th 2019– November 19 th 2019			

*ACTED Nigeria gives these details to build a referential for a bid competition - Quotation for the cheapest available airfare, inclusive of all applicable charges and taxes for these sample itineraries. Bidders are invited to provide quotations as per above details (details are just an example of the ACTED Nigeria usual request).

- **Do not issue the ticket – ACTED will not cover any expenses incurred in the application of the tender.**

FIXED FEES FOR BOOKING

Description	Unit	Quantity	Airline's Specification	Price/Percentage Including tax (NGN)
Cancelation fees	Fee	1		
Transfer fees	Fee	1		
No Show Fees	Fee	1		

Additionally, answers for the Travel tender should also include the following elements:

- A printout of IATA confirmation of the proposed booking and any associated fees that would accompany issuing the ticket. Do not issue the ticket – ACTED will not cover any expenses incurred in the application of the tender.
- Details of transfer fees, cancellation fees, flight change, ticket issuing, number of step overs, authorized weight of the luggage, administration fees and any other fees should be made clear.

BIDDER'S COMMENTS/REMARKS:

1. _____

BIDDER'S TERMS AND CONDITIONS:

1. Valid of the offer: _____ (recommended: 6 months or more)

2. Terms of delivery:
 - a. Urgent request _____ (hours needed to confirm booking after sending an official request)
 - b. Non-urgent request _____ (hours needed to confirm booking after sending an official request)

3. Terms of booking:
 - a. By email _____ (YES/NO)
 - b. By phone _____ (YES/NO)
 - c. Please detail the opening hours/days of the office _____

4. Terms of payment: _____



BIDDER'S ETHICAL DECLARATION
ACTED Nigeria

Date: _____ (date to be indicated by the supplier)

Tender n°: T/3599MULTI/FLIGHT BOOKINGS/LOG/MDG/20190814/01

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 vehicles 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 to be indicated by the supplier)

Tender n°: T/3599MULTI/FLIGHT BOOKINGS/LOG/MDG/20190814/01

BEFORE SENDING YOUR BIDDING DOCUMENTS, PLEASE CHECK THAT EACH OF THE FOLLOWING VEHICLE 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 vehicles) are provided (compulsory)					
9. ANNEXES – A Copy of Company registration documents, license and the ID of the legal representative of the company are included (compulsory)					
10. CaC (Corporate Affairs Commission) certificate and updated tax clearance certificate for 2019 (latest) (compulsory)					
11. ANNEXES – A printout of IATA confirmation of the proposed booking and any associated fees that would accompany issuing the ticket (compulsory)					
12. Company's work schedule or GANTT chart (encouraged)					

Name & Position of Bidder's authorized representative _____

Authorized signature _____