

INTERNATIONAL CALL FOR TENDER ACTED Jordan Instructions to Bidders

Date: 08-09-2019

Tender N°: T/13DBI/91D/AS1/Mafraq/EU MADAD WASH/08092019

ACTED is requesting through this tender a company to provide detailed written quotations for the supply of the following products:

PRODUCT SPECIFICATIONS:

1. **Description:** Excavation, supply, and installation of water & one waste water network project in North of Jordan, Jarash governorate
2. **Product class / category:** Works

RESPONSIBILITIES OF THE CONTRACTOR:

1. **Date of delivery:** 60 days including coordination time period and review period for each stage.
2. **Validity of the offer:** Preferred 6 months.

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 written offer form as per ACTED template attached including all the service specifications, the price per unit and any additional price, and total price, inclusive and exclusive of detailed VAT. Offer form must be signed and stamped.
- Other tender documents such as, instruction to bidders, bidder's questionnaire, bidder's ethical declaration and bidder's checklist. All documents must be signed and stamped.
- BOQ (Bill of Quantities, find attached) signed and stamped.
- Terms of references, which must be signed and stamped.
- Special conditions and General conditions, signed and stamped. (these documents only for bidders' references)
- A copy of the supplier legal representative ID is required
- Please note that ACTED will need to follow EuropeAid's Guidelines concerning the origin of supplies. For more information, EuropeAid procurement guidelines are fully detailed in **PRAG** (http://ec.europa.eu/europeaid/prag/welcome.do?header_description=Manuel+DEVCO+des+procedures+financi%E8res+et+contractuelles+Applicable+aux+actions+ext%E9rieures+financ%E9es+par+le+budget+g%E9n%E9ral+de+LUE+et+du+11e+FED&header_keywords=ePrag+%2C+europa&locale=en). In particular, rules of origin & nationality are detailed in section 2.3.1 of PRAG2015, and further in annex A2A.
- ACTED reserves the right to exclude products or reject bids from certain origins with regard to guidelines of EuropeAid (please refer to Annex a2a_ecprogrammes_eligibility2014_2020_en (1))

GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed on **22/09/2019 at 2:00 PM** (local time in Jordan) in ACTED office at the following address: **ACTED representative office in Amman, JORDAN**
25, Ahmad Shawqi street, Jabal Alweibdeh
Amman 11194, Jordan
(Opposite Terra Sancta Kindergarten)
Or emailed to jordan.tender@acted.org with CC tender@acted.org
2. Tenderers will fill, sign, stamp and return the Offer form according to ACTED's format.
3. Tenderers will sign and return all pages of the Product Specifications for which they apply.

4. The offer to the call for tender will not result in the award of a contract.
5. The offer must be submitted to ACTED purchase department in a sealed envelope with the mention "T/13DBI/91D/AS1/Mafraq/EU MADAD WASH/08092019- not to be opened before **24/09/2019** and the purpose of the offer.
6. Unsealed envelope and late offers will not be considered.
7. Information session & Site visit for the interested bidders will be conducted in **Jarash Private University** on the **12/09/2019 at 09:00 AM (local time in Jordan)**. Participation of interested bidders to the information session is compulsory.
8. A tender opening session will take place on **23/09/2019 at 11:00 AM** in the ACTED representative office in Amman. The presence of bidders' representative is allowed. For all inquiries regarding this tender, please contact the ACTED representative office in Amman not later than **19/09/2019 at 1:00 PM** by telephone + 962-6-4636275 or by E-mail at jordan.tender@acted.org, Cc tender@acted.org.
9. 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 :

10. The Bills of quantities and its introduction constitute a fundamental part of the tender document.
11. Accommodation and transportation will not be provided by ACTED, but it can be included in the Contractor's budget. The Contractor shall submit a proposal including all costs break down.
12. The supplier shall fully insure and secure transportation for ACTED project team on daily bases during the project timeline from Mafraq ACTED base to Project locations and vice versa. The car should be in the best conditions (from safety and operational point of view) with all functional equipment's and devices in
13. ACTED security guidelines and directions given by ACTED staff shall be strictly followed throughout this project.
14. ACTED and local safety (personal and construction) guidelines and the directions given by ACTED engineers shall be strictly followed throughout this project.
15. Contractors shall subscribe a civil and professional insurance. Therefore, the copy of the insurance certificate has to be submitted along with their offer or after awarding.
16. All amendment requests shall be documented and approved in writing with official letters only (emails are considered eligible) and within 3 working days. The request can be formulated by ACTED, YWC, the Contractor or the Consultant. Amendment requests based on verbal communications and without proper and timely documentation shall not be considered eligible.
17. ACTED project engineers can request amendment to the work of the Contractors but those amendments must be approved by ACTED Project Manager in advance. The Contractor(s) shall clearly assign a member of his staff to approve and follow-up on the amendment request.
18. The costs of items in the B.O.Q shall be fairly estimated and overhead cost shall be fairly disturbed among all items, ACTED has the right to ignore any quotation which its costs are not within ACTED market surveys without any notification.
19. The quantities shared in the B.O.Qs are for guidance purposes, the quantities shall be re-measured after the execution, quantities and total prices shall be adjusted as per actual without any additional compensation of any kind.
20. ACTED has the right to cancel any item mentioned in the B.O.Q without any compensation of any kind prior to the start of the project's execution (i.e. before the Contractor has incur any spending's).
21. Materials to be used in the project shall be submitted for approval prior to commencing execution
22. All projects communications, reports, recommendations, and all kind of studies shall be in both English & Arabic languages.
23. All executed works must comply with Ministry of Water and Irrigation and Ministry Of Public Works and Housing "MOPWH" specifications.
24. The time required to execute and complete the works is hereby established in maximum 60 calendar days including coordination, approvals, review time period, snag list and final handover.
25. Whenever there is a contradiction between specific conditions mentioned in the TOR and Conditions of Contract issued by Ministry of Public Works and Housing 2007, ACTED specific conditions will prevail.
26. The Contractor will supply and maintain a site office (20m2 caravan) with a desk, 4 chairs, file cabin, cold water, etc) for the use of the supervision staff, the supply and costs of water and electricity are part of contract responsibility, ACTED will not compensate the contractor for it.

27. The contract unit prices are fixed. No compensation will be paid for Fuel or materials price rises
28. No unit price adjustment will be made for additional or reduced quantities of BOQ items.
29. The contract must coordinator with relevant authorities for technical specifications with authorities (such as: YWC, MOPWH, relevant municipalities...etc.) and must apply the most stringent specification(s) in each authority area.
30. The awarded contractor must provide a performance guarantee of 10% of awarded contract value with 5 working days to the contracting authority.
31. The awarded contractor must provide a maintenance guarantee of 10% of the final contract value for 2 years starts from the final handover date.
32. The contractor must read, review, adhere, execute and apply to all the terms, conditions, specifications...etc. mentioned in the attached ANNEXES (total 7 annexes) and drawings (total 3 drawings).

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 the following e-mail to transparency@acted.org.

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

OFFER FORM – ACTED **JORDAN**

Date:

Tender N°: T/13DBI/91D/AS1/Mafraq/EU MADAD WASH/08092019

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.

PLEASE FILL IN YOUR PRICES IN THE FOLLOWING TABLED BASED ON TENDER THE ENCLOSED TENDER DOCUMENTS DETAILED.:

- Bidders need to submit offer(s) for ALL items in the lot to be considered eligible.**

#	Description	Unit	Quantity	Unit cost in JOD excluding VAT including transportation	Unit cost in JOD including all taxes and fees including transportation	Total cost in JOD excluding VAT including transportation	Total cost in JOD including all taxes and fees including transportation
<p>1. The prices for piping includes all necessary survey works performed by a certified surveyor and approved by the Engineer prior to pipeline implementation in compliance with WAJ regulations, the Price also includes Supply and installation of 100mm Diameter DI pipes C40 (according to EN 545:2010) as well as HDPE 63mm 16 bar and/or 20 bar as shown below. as requested and according to the specifications and locations assigned by the supervision team. The price includes Excavation of pipe trenches in all Type of soil, rock, concrete and asphalt.... Etc. according to the technical specification and restore the situation with leveling, back filling & compaction, in addition to securing it with (suwaileh) sand below & above the pipe with magnatic warning tabe. Backfilling must be according to the specifications WAJ, excavation debris must be removed to outside approved location, The price includes also the pouring concrete for horisintal crossing, in addiiton to connect existng pipelines with new proposed pipe lines including all Tees, connectors, elbows, adabters and all needed parts, welding and insulation (in case of connecting to current pipeline made of steel). the price also includes the Washing, chlorination and pressure testing as well as all other standard test Performed by YWC (Yarmouk water company) laboratories directorate. In MOPWH areas, the MOPWH specifications for excecavations and restoring situations shall be applied and this must be part of unit rate price. The work shall be done according to the instructions of the engineer/ site engineer and all needed items including the connection of existitng lines and all of needed items as follows:</p>							
1.a	Supply, Excavate and lay down DN100 DI in Asphalt, tiles or concrete surfaces	Meters	5				
1.b	Supply, Excavate and lay dow DN100 DI in sealing coat surface	meters	5				
1.c	Supply, Excavate and lay dow DN100 DI in natural ground or MC treated surfaces	meters	500				
1.d	Supply, Excavate and lay dow Polyethylene Pipes 63mm, 16 bar pressure diameters in Asphalt, tiles or concrete surfaces.	meters	50				
1.e	Supply, Excavate and lay dow Polyethylene Pipes 63mm, 16 bar pressure diameters in sealing coat surface	meters	170				
1.f	Supply, Excavate and lay dow Polyethylene Pipes 63mm, 16 bar presuure diameters in natural ground or MC treated surfaces	meters	400				
1.g	Supply, Excavate and lay dow Polyethylene Pipes 63mm, 20 bar pressure diameters in Asphalt, tiles or concrete surfaces.	meters	150				
1.h	Supply, Excavate and lay dow Polyethylene Pipes 63mm, 20 bar pressure diameters in sealing coat surface	meters	150				
1.i	Supply, Excavate and lay dow Polyethylene Pipes 63mm, 20 bar pressure diameters in natural ground or MC treated surfaces	meters	1000				
2	Supply and execute Connection of proposed 4" Diameter pipeline to existing 4" ,125mm Diameter pipeline including Supply and install 4" Diameter valve (PN 25) and surface box and PVC Tube between valve and steel surface rod. including supply and install all necessary pieces	meters	1				

	and accessories as well as reinstatement to the original conditions all as per technical specifications, Drawings and Engineer instructions.						
3	Supply and execute Connection of exiting 2" Diameter or 63 mm pipeline to the proposed 63 mm Diameter pipeline including Supply and install 2" diameter valve (PN 25) and surface box and PVC Tube between valve and steel surface rod. including supply and install all necessary pieces and accessories as well as reinstatement to the original conditions all as per technical specifications, Drawings and Engineer instructions.	No.	2				
4	Supply and install Gunmetal saddle and ferrule from proposed 100 mm Diameter main pipe to Connect 2" or 63mm Diameter sub line includes supply and install all necessary pieces and accessories as well as reinstatement to the original conditions.	No.	1				
5	Supply and install 40mm Diameter Air release valve (PN 25) including 900mm Diameter Manhole (to be connected to the proposed 100 mm pipe line) as per technical specifications, Drawings and Engineer instructions.	No.	1				
6	Supply and install 125mm Diameter Washout HDPE including 4" valve (PN 25) surface box with PVC Tube between valve and surface rod as per technical specifications and Drawings, includes 90cm Diameter Concrete Manhole and cover when the washout is inside residential neighborhoods, or Wadi washout outlet as per technical specifications, Drawings and Engineer instructions.	No.	1				
7	Supply and cast Reinforced Concrete (RCE) (250Kg/cm2 after 28 days) Encasement to water and wastewater Pipes of any type or depth including Steel Reinforcement, excavation, shuttering and reinstatement as indicated in drawings, and according to Engineer's instruction.	m3	1				
8	Supply and install pressure reducing valve (PVR) on the existing 2" pipe (its output to be connected to the proposed 63 mm pipeline) and the contractor must calibrate it so that the pressure does not exceed 3 bar as indicated by the engineers and includes the manholes and any needed materials.	No.	1				
TOTAL COST in JOD							

Contractor Objectives and Deliverables

- 1- Prior to sharing your offer with ACTED, review designs, B.O.Qs and specifications, and share comments and feedbacks related to the constructability of the mentioned project. Moreover, it is necessary to ensure that the project documents (BoQs, design and other specification) are comprehensive.
- 2- In direct coordination with ACTED Engineer, ACTED Project Manager and assigned consultant engineers, conduct and maintain supervision and quality assurance of the assigned project sites, and ensure that project is moving forward according to the approved BoQs, design, specification, general & special conditions, agreed time line, in line with ACTED and Jordan standard engineering rules and regulations and according to the pre-defined milestones within the work plan

Deliverables:

- 3- Construction plan and timeline for the project based on the tentative plan in the tender documents.
- 4- A 20 square meters' site office for the use of the supervision staff.
- 5- Project method statements within 3 days from signing the contract.
- 6- **Weekly** construction work plan update and **daily** progress reports for the **project** which address work progress, your recommendations, and any challenges related to project implementation and quality in a format approved by ACTED.
- 7- A weekly meeting will be held by the contractor, ACTED and any other concerned party to discuss the project update, challenges and next week plan. The frequency of the meeting can be reduced by ACTED team as they see it fit.
- 8- A list of construction tools, equipment as well as the CV and other documents of your engineers who will be assigned to supervise the project on behalf of your company.
- 9- Execution and delivery of works as per best practices in Jordan and up to the satisfaction of Yarmouk Water Company (YWC), ACTED assigned engineers and Program Manager.

Duration: The Project duration shall last for a total of **60 calendar days including coordination time period and review period for each stage.**

- **Enclosed 7 Annexes, 3 drawings and the TOR, been added only for bidders' references, but please make sure to sign and stamp with your offer.**

BIDDER'S COMMENTS/REMARKS:

1. _____

2. _____

3. _____

BIDDER'S TERMS AND CONDITIONS:

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

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

NB: in case of Request for Tender, please attach the service proposal to the present offer form

BIDDER'S QUESTIONNAIRE – ACTED JORDAN

Date:

Tender N°: T/13DBI/91D/AS1/Mafraq/EU MADAD WASH/08092019

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

Management of the company: CEO, Executive Director, Deputy Director, President or Vice-President			
Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number		type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	
Province/Region		E-mail addresses	
Is the individual a U.S. citizen or legal permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications	
Management of the company: Chief Finance Officer or Chief Accountant			
Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number		type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	
Province/Region		E-mail addresses	
Is the individual a U.S. citizen or	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State	

legal permanent resident?		Issued Certifications	
Company's staff & insurance			
No. Full Time Employees:		Employee average work wage per hour:	
% of Men to Women:		Any employee(s) with relatives working with ACTED?	<input type="checkbox"/> Yes <input type="checkbox"/> No
No. of Children:		Legal minimum wage paid?	<input type="checkbox"/> Yes <input type="checkbox"/> No
In what capacity?		Paid vacations are offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What are their ages?		Are flexible working hours offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of insurance company:		Staff covered by health insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Description of the Company			
Type of Business (multiple choices possible):	<input type="checkbox"/> Manufacturing <input type="checkbox"/> Authorized Agent <input type="checkbox"/> Trader <input type="checkbox"/> Consulting Company <input type="checkbox"/> Other (Please Specify)		
Sector of Business (multiple choices possible):	<input type="checkbox"/> Goods/Supply <input type="checkbox"/> Equipment <input type="checkbox"/> Works <input type="checkbox"/> Services <input type="checkbox"/> Other (Please Specify)		
Year Established:		Country of registration:	
Licence number:		Valid until:	
Working languages:	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Russian <input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Other (Please Specify)		
Technical documents available in:	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Russian <input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Other (Please Specify)		
B. Financial Information			
VAT Number:		Tax Number:	
Bank Name:		Bank Account Number:	
Bank Address:		Account Name:	
Swift/BIC number:		Standard Payment Terms:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the company been audited in the last 3 years?		<input type="checkbox"/> Attached	
Please attach a copy of the company's most recent Annual or Audited Financial Report			

Annual Value of Total Sales for the last 3 Years:

Y USD: Year: USD: Year: USD:
e
a
r
:

Annual Value of Export Sales for the last 3 years

Y USD: Year: USD: Year: USD:
e
a
r
:

C. Experience

Company's recent business with ACTED and/or other International Aid Agencies or United Nations Agencies:

	Organization	Contact person	Phone/E-mail	Goods/Works/Services	Value (USD)	Year	Destination
1							
2							
3							
4							
5							

What is your company's main area of expertise?

What is your company's business coverage area?

☐ National ☐ Restricted to (specify location)

To which countries has your company exported and/or managed projects in the last 3 years?

Provide any other information that demonstrates your company's qualifications and experience (eg. awards)

List any national or international Trade/Professional Organisations of which your company is a member

D. Technical Capability

Type of Quality Assurance Certificate

☐ Attached

Type of Certification/Qualification Documents

☐ Attached

International Offices/Representation

List below up to 10 of the core Goods and/or Services your company sells:

- | | |
|----|-----|
| 1) | 6) |
| 2) | 7) |
| 3) | 8) |
| 4) | 9) |
| 5) | 10) |

List the main assets of your company (trucks & heavy machines, heavy & valuable equipment, premises & warehouses, production sites etc.)	
1)	6)
2)	7)
3)	8)
4)	9)
5)	10)
E. Miscellaneous	
Does your company have an Environmental Policy? (Yes/No)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your company have an Ethical Trading Policy? (Yes/No)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your company have an Anti-terrorist Policy? (Yes/No)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your company compliant with the EU General Data Protection Regulation (or equivalent)? (Yes/No)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes to the above two questions, please attach copies of your policy:	<input type="checkbox"/> Attached
Has your company ever been bankrupt, or is in the process of being wound up, having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning these matters, or is in any analogous situation arising from a similar procedure provided for in national law?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:	
Has your company ever been convicted of an offence concerning its professional conduct by a judgment which as force of res judicata?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:	
Has your company ever been guilty of grave professional misconduct proven by other means?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:	
Has your company ever not fulfilled its obligations relating to the payment of social security contributions, or the payment of taxes in accordance with the law of the country in which it is established, or with those of France, or those of the country where the contract is to be performed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:	
Has your company ever been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:	
Has your company ever been declared to be in serious breach of contract for failure to comply with its contractual obligations, following another procurement procedure or grant award procedure financed by a donor country?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:	
Has your company ever been declared to be in serious breach of contract for failure to comply with its contractual obligations, following another procurement procedure or grant award procedure financed by a donor country?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:	

Has your company ever been in any dispute with any Government Agency, the United Nations, or International Aid Organisations (including ACTED)?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:		
Do you agree with terms of payment of 30 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you accept visit of ACTED staff & external auditors to your office? <input type="checkbox"/> Yes <input type="checkbox"/> No

PART II: CERTIFICATION

I, the undersigned warrant that the information provided in this form is correct, and in the event of changes, details will be provided to ACTED as soon as possible in writing. I also understand that ACTED does not do business with companies, or any affiliates or subsidiaries, which engage in any practices that are in breach of ACTED's Child Protection, Sexual Exploitation and Abuse Protection, Conflict of Interest, Anti-fraud, Anti-terrorism Policy and Data Protection Policies (available on request).

Name:		Date:	
Title/Position		Place:	
E-mail address (for contact for verification purposes):		Signature:	
Phone number (for contact for verification purposes):		Company Stamp:	

Check list of supporting documents		For ACTED use only	
1) Trading license	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
2) VAT registration/tax clearance certificate	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
3) Company profile	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
4) Proof of trading/dealership/agent	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
5) Evidence of similar contracts	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
6) References	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
7) Particulars of CEO and key personnel	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
8) Articles of Association & Certificate of incorporation	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
9) Financial statements (latest)	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
10) Other (specify):	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	

Company Name: _____

Authorized Representative Name: _____

Signature: _____

Stamp:

BIDDER'S ETHICAL DECLARATION – ACTED JORDAN

Date:

Tender N°: T/13DBI/91D/AS1/Mafraq/EU MADAD WASH/08092019

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 & stamp _____

BIDDER'S CHECK LIST – ACTED JORDAN

Date: _____

Tender N°: T/13DBI/91D/AS1/Mafraq/EU MADAD WASH/08092019

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

Description	To be filled in by Bidder		For ACTED use only (to be filled in by Purchase Committee)		
	Included		Present		Comments
	Yes	No	Yes	No	
1. An original copy of the bid has been provided with manual stamp and signatures (suppliers may choose to submit a digital scanned copy on a /USB or email) (Compulsory)					
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 JOD, excluding and including all applicable taxes. (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.					
9. ANNEXES – A Copy of Company registration documents and license are included, an ID copy of the company legal representative and Contractor Classification certificate are attached. (compulsory)					
10. ANNEXES – A Copy of the Company license + Contractor Classification certificate, association certificate (compulsory)					
11. ANNEXES – CVs of the engineers, copy of the IDs are included and a copy of their medical insurance for international consultants.					
ANNEXES - BOQs (Bill of Quantities) filled in English, signed and stamped. (Compulsory)					
11. ANNEXES – (2) Terms of references, which must be signed and stamped. (3) Special conditions and specifications, which must be signed and stamped.					

Name & Position of Bidder's authorized representative _____

Authorized signature _____

Stamp: _____