

INTERNATIONAL CALL FOR TENDER ACTED Jordan**PREFACE**

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.

ACTED has its capital office in Amman, and has around 190 national staff member and 11 international staff members. ACTED operates notably in the host communities in the northern governorates, Za'atari Refugee Camp, Azraq Refugee Camp, King Abdullah Park Camp.

These tender documents have been prepared by ACTED- Jordan mission for the procurement of supplies/works/services through open tendering in compliance with ACTED Procurement Policies and Rules.

Bidders Offer must be submitted using these documents, unavailability of any of the compulsory documents and/or all of the documents will cause an ineligibility of the offer – should be explained further.

All eligible bidders that qualify and are technically competent for the requested supply /service detailed in these tender documents are invited to submit their proposals.

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Bidder's checklist.....	Erreur ! Signet non défini.

INTERNATIONAL CALL FOR TENDER PRO-05 - INSTRUCTIONS TO BIDDERS - ACTED **Jordan**

Date : 24/10/2019

Tender N° : T/13DRQ/U46/WSU/SAN/Mafraq/SDC VOC/24-10-2019

SERVICE SPECIFICATIONS:

1. **Description:** Sanitation units
2. **Class / category:** Supply & Installation
3. **Quantities and specifications:**

Lot #	Description	Unit	Quantity	Location	Deadline
1	Sanitation units that includes Portable Latrines & 1m ³ water tank with stand as per attached Technical specifications And installation & maintenance kit for 16 kits	PCs	192	Installation will be in the North of Jordan governorates.	2 months from signing the contract
2	2m ³ water tank with stand as per attached Technical specifications And maintenance (cleaning water tank kit for 16 kits	PCs	104	Installation will be in the North of Jordan governorates.	2 months from signing the contract

Bidders should read the data carefully, understand the tender requirements and complete the documents by filling all the data in question in the relevant sections. When submitting proposal/offer to this call for tender, bidders will be considered committed until validity of the offer expires.

RESPONSIBILITIES OF THE CONTRACTOR:

1. Validity of the offer: Preferred 6 months

The answers to this tender should include the following elements

- A written technical quotation that specify all the product technical specifications.
- 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 including instructions to bidders, bidder's questionnaire, bidder's ethical declaration and bidder's checklist. All documents must be signed and stamped and initialled at each page.
- A copy of the supplier legal representative ID is required
- Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) are provided.
- A copy of the Company registration documents is included.

GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed on **07th November** in ACTED office
 - a. At the following address:

**ACTED representative office in Amman, JORDAN
25, Ahmad Shawqi street, Jabal Weibdeh
Amman 11194, Jordan
(Opposite Terra Sancta Kindergarten)**

- b. Or emailed to jordan.tender@acted.org Cc tender@acted.org
2. Offers shall be submitted in **English and in JOD** and prices should be submitted **including and excluding sales tax and duty**, as this project *MAY* be tax exempted. The offer must include all delivery charges.
 3. Bidders can apply for one lot or for both lots. Bidders will fill all items in the lot; otherwise, the offer will not be eligible.
 4. Bidders will fill, sign, stamp each page and return the Offer form according to ACTED's format.
 5. Tenderers will sign and return all pages of the Product Specifications for which they apply.
 6. **The offer to the call for tender will not result in the award of a contract**
 7. Unsealed envelopes and late offers will not be considered.
 8. Eligibility of the bidders is decided by a committee of ACTED during a tender opening session, which takes place publicly and bidders are welcomed to attend. Submitting the compulsory documents requested by ACTED determines the eligibility of the bidders. The tender opening committee opens the sealed envelopes one at a time, read out loud the name of the tenderer and the availability of each requested document, checks the submitted documents on the checklist and decides accordingly on the eligibility of the offer. No prices shall be disclosed during the tender opening session.
 9. Bidders are invited to attend the tender Information session, which will be held on the **29th October 2019 at 12:00 PM** at the ACTED Jordan office. Please send an email to jordan.tender@acted.org Cc tender@acted.org to register interest in attending, ACTED Jordan will then inform you if this date changes.
 10. Bidders are invited to attend the tender opening session, which will be held on the **11th November 2019 at 11:00 AM** at the ACTED Jordan office. **Please send an email to jordan.tender@acted.org Cc tender@acted.org to register interest in attending, ACTED Jordan will then inform you if this date changes.**
 11. Any bid with missing compulsory documents will be automatically rejected.
 12. **The quantities are indicative and are subject to change.**
 13. The offer must be submitted to ACTED Jordan purchase department in a sealed envelope with the mention [T/13DRQ/U46/WSU/SAN/Mafraq/SDC VOC/24-10-2019](#) and the purpose of the offer **Or** by E-mail at at jordan.tender@acted.org, Cc tender@acted.org.
 14. 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 send an e-mail to transparency@acted.org

Key dates for this tender are indicated below. ACTED reserves the right to vary key dates:

Tenders advertisement	24 th October 2019
Tender Information session	29 th October 2019
Deadline for offers submission	07 th November 2019
Tender opening	11 th November 2019

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

PRO-06 - OFFER FORM ACTED JORDAN

Date : 24/10/2019

Tender N° : T/13DRQ/U46/WSU/SAN/Mafraq/SDC VOC/24-10-2019

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.

Sanitation unit to be installed in different areas in North of Jordan governorates

Technical Specifications

All materials shall conform to Jordanian Material Standards. Fabrication methods shall meet the manufacturer's requirements, standard industry practices, relevant Jordanian Standards and instructions given by the ACTED Engineer.

1. Latrine

The Contractor shall provide latrines consisting of a simple latrine superstructure (with typical dimensions of: 1m x 1m x 2m, 30cm above ground) with a stainless steel squatting pan connected to PVC gully 4" with a sewer pipe (typically PVC, about 110mm, nominally 3m long, including one 90° elbow). All sanitation infrastructures shall be semi-permanent that can be moved or removed as needed with the population. The latrine shall meet the requirements of the drawings below.

Superstructure: The superstructure for the latrine will need to be simple and built of fairly light but robust materials that can resist strong winds with a speed of 120 km/hours (nominal 3cm thickness sandwich panel). It consists of a simple metal frame, three sandwich panel walls, rough iron roof, prefabricated door, all fittings including handles, door hinges and locks for inside and outside, stainless steel latrine pan supported in rough iron base. Ventilation gaps shall be included beneath the door and above the back wall. The dimensions will be typically 1m x 1m (base) 2m (height), raised 0.3m above ground with rough iron 'feet' supports on the ground, the toilet pan should be level with the toilet steel plate to collect the cleaning water to the sewage pit. The roof shall be equipped with drainage point and 1" pipe from the roof to the pit, moreover latrine roof shall be with slope (1.5% atleast from two sides)) to allow for rain water to pass through drainage point.

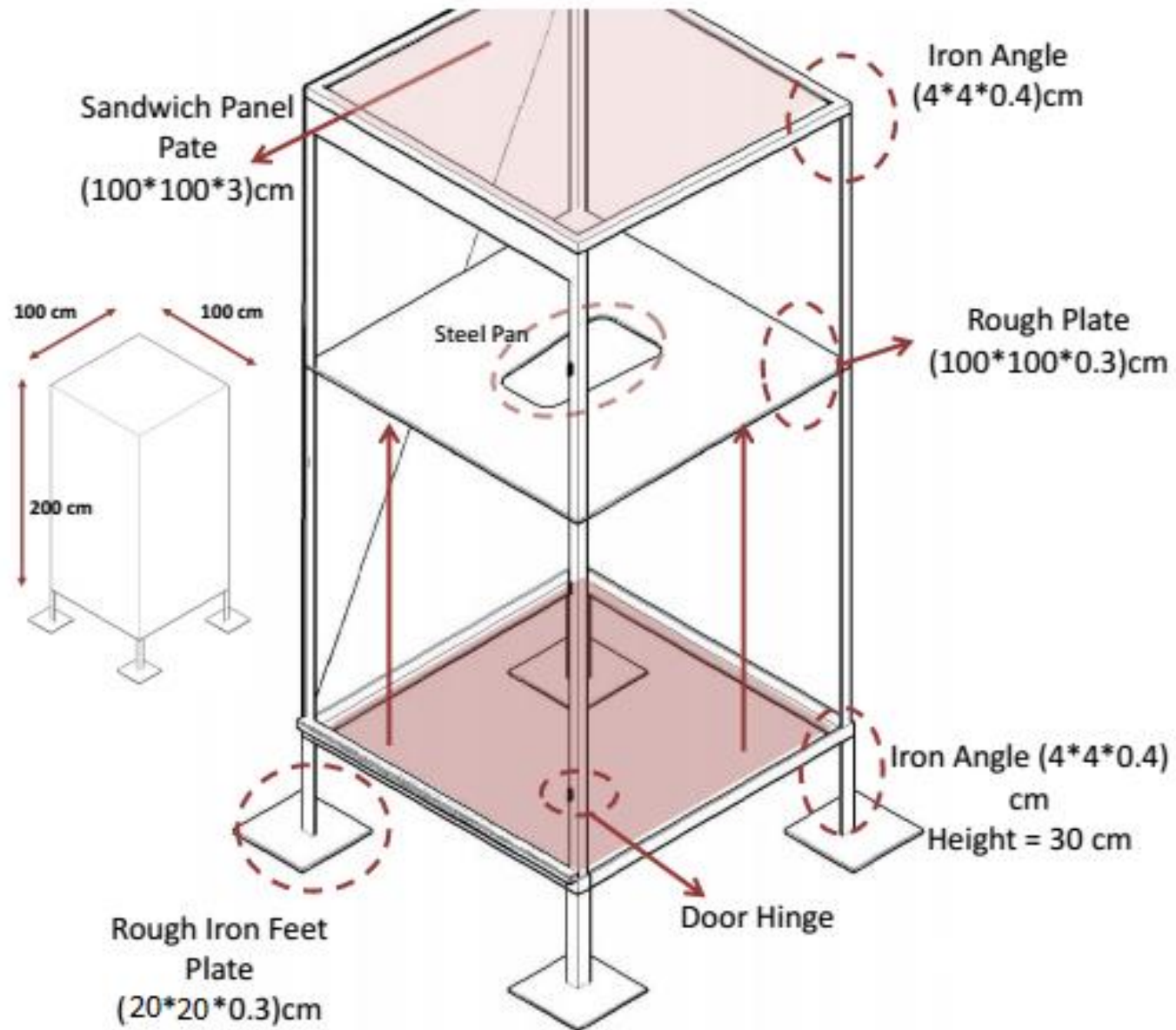
Pit cover: The Contractor shall provide a pit cover consisting of a corrugated iron sheet (2m x 2m) supported by two crossbeams. In addition, the contract will be responsible for digging the pits and installing the sewer pipe.

An indicative list of materials required to construct one complete latrine is provided in Table 1 below.

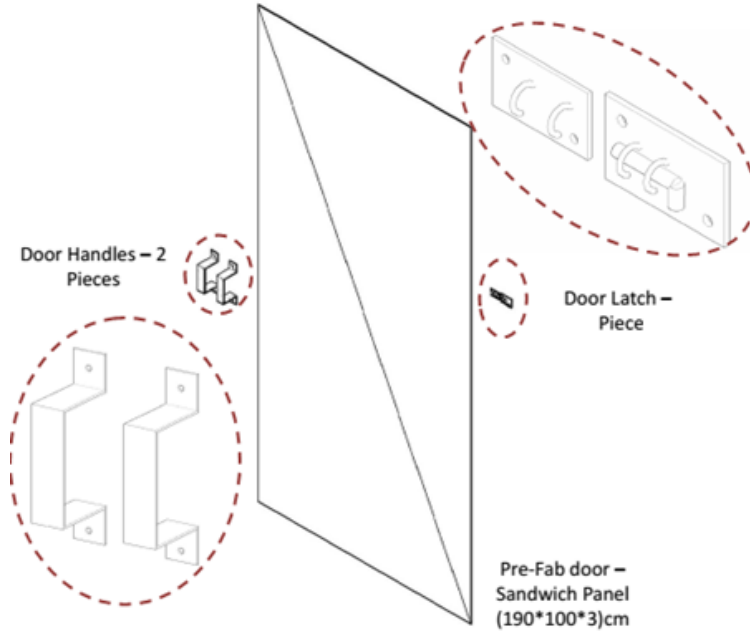
2. **Supply and installation of Water tank with stand**

The Contractor shall provide plastic water tanks (1m³, 3 layers, food grade) on metal tank stands (height of metal plate: 1.3m, total height: 1.8m), with sinks (ceramic or stainless steel) securely fixed directly to the stand and as per the drawings below. A single-source chrome water tap (with all required pipes and fittings) shall be connected to the water tank, in order to be used with the sink. The sink shall be connected to a drainage pipe that discharges to the ground. All welds shall be made by approved methods and with clean welding. The water tank and stand are non-permanent and can be moved as the population moves if needed.

An indicative list of materials required to construct one complete water tank stand is provided in Table 1 below



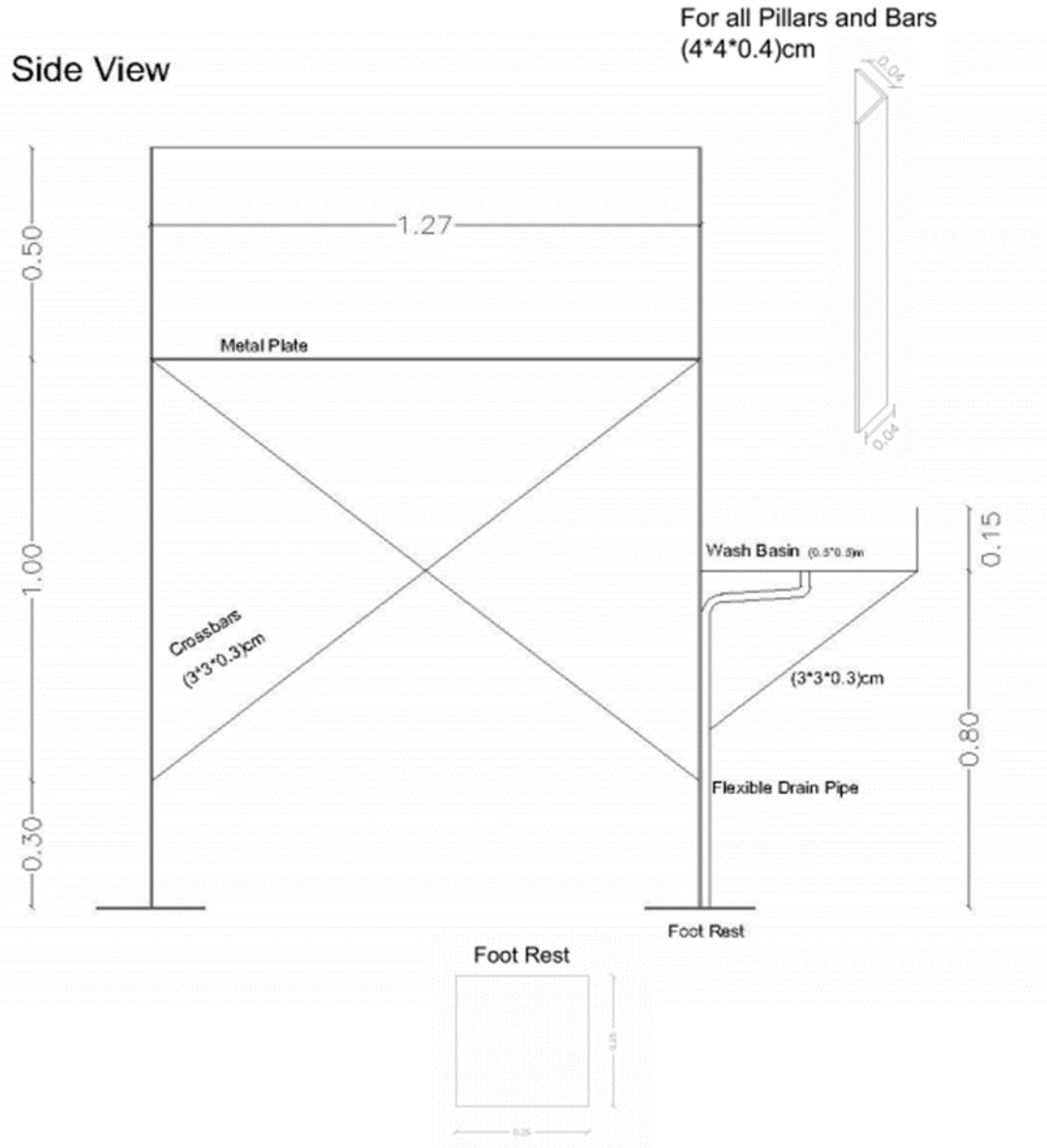
Mobile Latrine Door

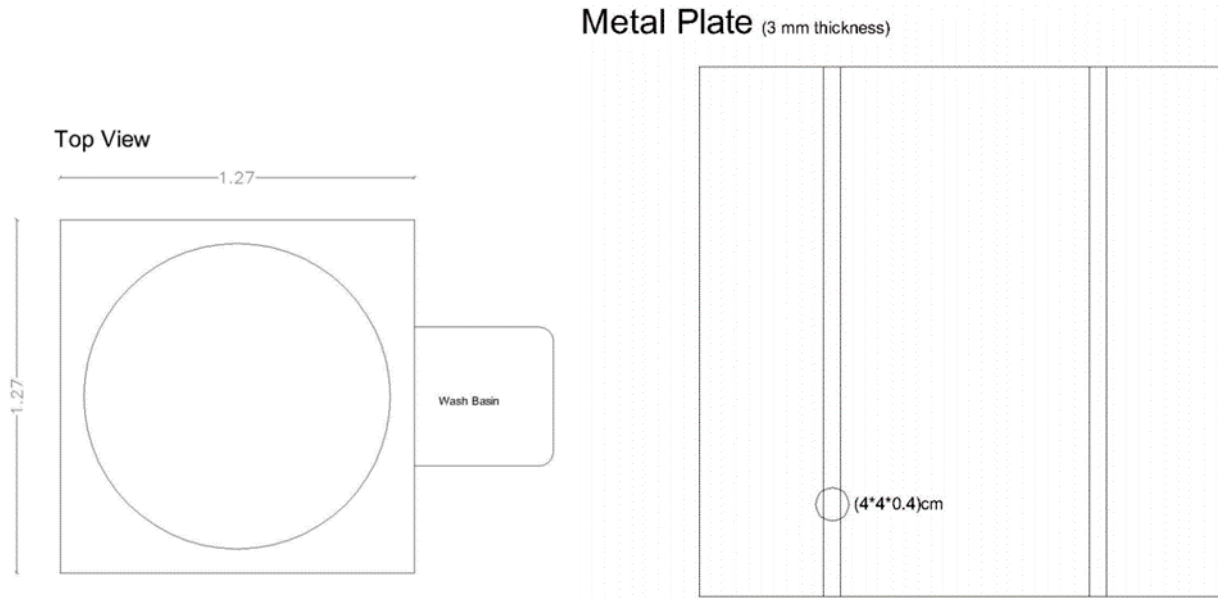


Mobile Latrine Fittings



Water Tank drawing (side view)



Water Tank drawing (metal plate & top view)

- Note: (Any item mentioned in the specifications shall be part of the below B.O.Q, even if it's not mentioned in the B.O.Q). The selected contractor shall prepare a sample Latrine to be approved by ACTED team before proceeding with procurement, assembly or fabrication of the remaining latrines**

Table 1: Indicative list of materials required for the mobile latrines:

Item No.	Item Description	Unit	Quantity	Unit price in JOD Excluding Tax	Total price in JOD Excluding Tax
1	Prefab Steel structure made from steel angles 4*4* 4mm thick. using electro welding including anti-rust paint and according to the drawings. Including welding of steel resting foot 20 * 20 cm * 3mm & sandwich panels for walls, door and roof. slabs fixed by bolts including steel slide locks for inside.				
1.1	Angle Iron (4*4*0.4) cm	m	22		
1.2	Door, 100*190 sandwich panel thickness 3 cm, painted white color, including metal frame.	Piece	1		
1.3	Sandwich panel white color, 200 cm x 100 cm (3 cm thickness)	Piece	3		
1.4	Sandwich panel cover plate, white color, 100 cm x 100 cm (3 cm thickness)	Piece	1		
1.5	Metal pit sheet (corrugated iron)	m ²	4		
1.6	Rough steel plate (20*20*0.3) cm	Piece	4		
1.7	Door hinge, 20mm	Piece	3		
1.8	Door slide / latch	Piece	1		
1.9	Door handle lockable (from inside only)	Piece	2		
1.10	Supply, install of all needed 4" PVC fittings, connections, T-connections, elbows, Y connections, in each shelter (Actual quantity of the 4" PVC pipe will be calculated and piped accordingly; this will be a "based on need item")	LOT	1		
1.11	Cost of excavating, supplying, connecting and installing 4" PVC piping from the portable toilet to All manholes, between manhole(s) and from last manhole to the pit. The piping maximum length in 1 shelter will be 25 meters (Actual length of the 4"	meter	1		

	PVC pipe will be calculated and piped accordingly; this will be a "based on need item")				
1.12	Excavating & installing a 60*60cm manhole (depth will be determined on the site, not deeper than 1 meter), etc... (this will be a "based- on-need item")	Piece	1		
1.13	Dig 1.5m *1.5m *2.0 m pit in the ground (any kind of the ground, no compensation will be given regarding the ground type and hardness, "based- on-need item"))	LOT	1		
2	Checker (floor) plate 4mm thick. for floor including stainless steel WC (Arabic toilet) base with 4" (inch) PVC connection , P-trap for poor flush latrine (horizontal outlet) silicon works, fitting and screws. <u>including pre-installation to in the steel structure</u>				
2.1	Steel Checker plate rough, thickness=0.4 cm	m ²	1		
2.2	U-PVC pipe 4" PN10	m	3		
2.3	U-PVC Gully 4" PN10	Piece	1		
2.4	U-PVC elbow 4" (90 degrees) PN10	Piece	1		
2.5	Toilet pan, stainless steel,	Piece	1		
3	Solar system for lighting				
3.1	Individual Light suitable to be powered by solar energy and batteries (solar) Supply and install tier one solar panel(s) with all needed wiring and connections which is enough to power the indoor and outdoor lighting units. All items, wiring and connections must be weather-proof.	set	1		
3.2	external lighting (solar) Supply and install an external floodlight, mounted to cubicle or individual pole. 10W LED with switch, Triggered on by motion sensor. All items, wiring and connections must be weather-proof.	set	1		
3.3	Battery with charger Charged by solar panel providing Internal and external lighting for 6 working hours.	set	1		
4	Supply and instalation of Water tank with stand				
4.1	Water tank 1m ³ , food graoui sde plastic	Piece	1		

4.2	Angle iron 4 x 4 x 0.4 cm	M	15		
4.3	Angle iron 3 x 3 x 0.3 cm	M	22		
4.4	Steel plate rough, thickness=0.3 cm	m2	2		
4.5	Pipe 1/2 inch UPVC PN10	M	0.5		
4.6	Elbow 1/2 inch end of pipe	Pcs	2		
4.7	Ball valve, 1/2" GI	Piece	1		
4.8	Junction /reducer from 3/4 inch (internal thread) to 1/2 inch (external thread)	Piece	1		
4.9	1/2 inch double nipple (GI)	Piece	1		
4.10	Steel bracket 1/2 inch	Piece	1		
4.11	Chrome tap long neck, 1/2 inch	Piece	1		
4.12	Ceramic or stainless steel sink (45cm*50cm), if ceramic , extra support shall be added to the structure as per the instruction of ACTED engineer	Piece	1		
4.13	Syphon, approx. 1.5", PE	Piece	1		
4.14	Sink strainer (German), approx. 1.5", PE	Piece	1		
5	Installation, maintenane (cleaning) portable latrine kit				
5.1	Pick axe	Piece	1		
5.2	Shovel	Piece	1		
5.3	Broom	Piece	1		
5.4	Plastic bucket - for water use (>30 cm height)	Piece	1		
5.5	Plastic gloves for cleaning (medium or large)	pair	1		
6	Maintenane (cleaning) water tank kit				

6.1	metal saw for cutting pvc or metal pipe	piece	1		
6.2	pvc glue container of 200ml	piece	1		
6.3	pvc pipe 1" matching water tank connections 2m length	piece	1		
6.4	set of 2 90degree elbow / 2 couplings (same as provided by the supplier)	set	1		
6.5	set of 2 spare valves (same as provided by supplier)	set	1		
Total Price in JOD Excluding tax (This should be the Unit price for one Portable Latrine Unit)					

Lot 1: Portable latrines

Item No.	Item Description	Bidder's specifications - If any	Unit	Quantity	Unit price in JOD Including Tax	Total price in JOD Including Tax	Unit price in JOD Excluding Tax	Total price in JOD Excluding Tax
1	Supply and installation of Sanitation units that includes Portable Latrines & 1m3 water tank with stand as per the technical specifications, B.O.Q and pictures mentioned above Installation will be in the North of Jordan governorates.	-	PCs	192				
2	Installation, maintenane (cleaning) portable latrine kit		Kit	16				
Total Price in JOD								

- NOTE: THE UNIT PRICE FOR ONE LATRINE IS THE BASE FOR THE OFFERS ANALYSIS.

BIDDER'S COMMENTS/REMARKS:

1. _____
2. _____

DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:

➤ Number of days needed to deliver after the official request: _____ **Calendar days**

BIDDER'S TERMS AND CONDITIONS:

1. Validity of the offer: _____ **(Recommended: 6 months or more)**
2. Terms of delivery: _____ **(DDP required)**
3. Delivery time: _____
4. Terms of payment: _____

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

Water tanks with stands to be installed in different areas in North of Jordan governorates

Technical Specifications

The Contractor shall provide plastic water tanks (2m3, 3 layers, food grade) on metal tank stands (height of metal plate: 1.3m, total height: 2.2m), stand width shall be suitable for the tank radius provided by the contract (as tanks dimensions differ, hence, the width, length and height might be different from proposed but not less than proposed), with sinks (ceramic or stainless steel) securely fixed directly to the stand and as per the drawings below. A single-source chrome water tap (with all required pipes and fittings) shall be connected to the water tank, in order to be used with the sink. The sink shall be connected to a drainage pipe that discharges to the ground. All welds shall be made by approved methods and with clean welding. The water tank and stand are non-permanent and can be moved as the population moves if needed.

An indicative list of materials required to construct one complete water tank stand is provided in pictures and Table 1 above.

Lot 2: 2m3 Water Tank

Item No.	Item Description	Bidder's specifications - If any -	Unit	Quantity	Unit price in JOD Including Tax	Total price in JOD Including Tax	Unit price in JOD Excluding Tax	Total price in JOD Excluding Tax
1	Supply and installation of Water tank with stand as per technical specifications, B.O.Q and pictures mentioned above Installation will be in the North of Jordan governorates.		Piece	104				
2	Maintenance (cleaning) water tank kit		Kit	16				
Total Price in JOD								

BIDDER'S COMMENTS/REMARKS:

3. _____
4. _____

DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:

- Number of days needed to deliver after the official request: _____ **Calendar days**

BIDDER'S TERMS AND CONDITIONS:

5. Validity of the offer: _____ **(Recommended: 6 months or more)**
6. Terms of delivery: _____ **(DDP required)**
7. Terms of payment: _____

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

Annex A: Evaluation Criteria

A supplier will be selected based on the selection criteria from the table below (with a maximum score of 100). The Scoring Method will be based on the submitted bid and the highest scoring suppliers will be invited for interview ahead of selection.

CRITERIA	SCORING METHOD	MAXIMUM SCORE AVAILABLE
Price	Up to 50 points can be awarded based on the price of requested services	50
Quality	Up to 30 points can be awarded based on the quality evaluation of the requested services (considering education, experience, and interview result)	30
Reliability	Up to 10 points can be awarded for suppliers with a demonstrated good record of delivery with NGOs and experience in the sector	10
Capacity	Up to 10 points can be awarded based on the delivery time of the requested services	10

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

PRO-06-01 - BIDDER'S QUESTIONNAIRE ACTED JORDAN

Date : 24/10/2019

Tender N° : T/13DRQ/U46/WSU/SAN/Mafraq/SDC VOC/24-10-2019

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	
<i>Management of the company: CEO, Executive Director, Deputy Director, President or Vice-President</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 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	
<i>Management of the company: Chief Finance Officer or Chief Accountant</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 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	
<i>Company's staff & insurance</i>			
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:		What is the legal minimum wage paid?	<input type="checkbox"/> Yes <input type="checkbox"/> No
In what capacity?		Are paid vacations 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
<i>Description of the Company</i>			
Type of Business (multiple choices possible):	<input type="checkbox"/> Manufacturing <input type="checkbox"/> Consulting Company <input type="checkbox"/> Authorized Agent	<input type="checkbox"/> Manufacturing <input type="checkbox"/> Trader <input type="checkbox"/> Other, please specify : _____	
Sector of Business (multiple choices possible):	<input type="checkbox"/> Goods / supplies <input type="checkbox"/> Services <input type="checkbox"/> Equipment	<input type="checkbox"/> Works <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"/> 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"/> 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:	

Has the company been audited in the last 3 years?				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Please attach a copy of the company's most recent Annual or Audited Financial Report				<input type="checkbox"/> Attached		
Annual Value of Total Sales for the last 3 Years:						
Year:		Year:		Year:		
USD:		USD:		USD:		
Annual Value of Export Sales for the last 3 years						
Year:		Year:		Year:		
USD:		USD:		USD:		
C. Experience						
Company's recent business with ACTED and/or other International Aid Agencies or United Nations Agencies:						
#	Organisation	Contact person	Phone/E-mail	Goods/Works/Services	Value (USD)	Destination
1						
2						
3						
4						
5						
What is your company's main area of expertise?						
What is your company's business coverage area?		<input type="checkbox"/> National <input type="checkbox"/> 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				<input type="checkbox"/> Attached		
Type of Certification/Qualification Documents				<input type="checkbox"/> 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 and stamp: _____

PRO-06-02 - BIDDER'S ETHICAL DECLARATION ACTED JORDAN

Date : 24/10/2019

Tender N° : T/13DRQ/U46/WSU/SAN/Mafraq/SDC VOC/24-10-2019

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 and stamp _____

How to Tender Steps:

1. Review the bidder's instruction document and follow the steps
2. Request additional information from the ACTED Jordan Logistics team by emailing if needed:
jordan.tender@acted.org
3. English is the **only** language accepted in the documents, even numbers must be in English.
4. Ensure that every page of the tender documents is duly initialed
5. Follow instructions for the necessary stamps and signatures (where prompted on the documents)
6. Make sure to provide copies of:
 - Legal Representative ID +**authorized signature** representative ID if different
 - Registration Documents
7. Provide a list of references **and** past experience
8. Make sure to fill in the information as instructed, paying particular attention to:
 - Bidder's Questionnaire
 - Ethical Declaration
 - Offer form
 - Prices in **JOD**
9. Lastly, submit your bid by cross checking the Bidder's instruction document and enclosing the documents in a **sealed** envelope (stapled) or by email to jordan.tender@acted.org

العطاء بخطوات القيام كيفية:

1. راجع مستند تعليمات تقديم العطاء و اتبع الخطوات المذكورة
2. قدم طلب معلومات إضافية من قسم الخدمات اللوجيستية في أكتد الاردن عبر البريد الإلكتروني عند الحاجة
jordan.tender@acted.org
3. اللغة الانجليزية هي اللغة الوحيدة المقبولة بمستندات العطاء، الأرقام يجب أن تكون أرقام إنجليزية أيضاً
4. تأكد من توقيع الحروف الاولى من الاسم على كل صفحة من صفحات وثائق العطاء
5. إتبع التعليمات الخاصة بالأختام و التوقيعات اللازمة (عند الطلب على المستندات)
6. تأكد من تقديم نسخ من :
 - هوية الأحوال للممثل القانوني للشركة
 - وثائق تسجيل الشركة
7. تقديم قائمة من المراجع و الخبرات السابقة
8. تأكد من ملئ المعلومات وفقاً للتعليمات، مع إيلاء اعتمام خاص ل:
 - استبيان العطاء للمناقصين
 - الإعلان الأخلاقي
 - استمارة العرض
 - الاسعار بالدينار الأردني
9. وأخيراً، قم بتقديم العرض الخاص بك بعد مراجعة مستند التعليمات و إرفاق المستندات في ظرف مختوم و مكبوس أو عبر البريد الإلكتروني إلى jordan.tender@acted.org

BIDDER'S CHECKLIST ACTED JORDAN

Date : 24/10/2019

Tender N° : T/13DRQ/U46/WSU/SAN/Mafraq/SDC VOC/24-10-2019

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

REMEMBER TO ATTACH EVERY DOCUMENT & SIGN AND STAMP WHERE PROMPTED. ANY BID MISSING COMPULSORY DOCUMENTS WILL BE AUTOMATICALLY REJECTED/INELIGIBLE.

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 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 the Company registration documents is included (Compulsory)					
10. ANNEXES – The ID of the company's legal representative is attached. => authorized signature representative ID is requested if different than the legal representative compulsory					

Name & Position of Bidder's authorized representative _____

Authorized signature _____