



NATIONAL CALL FOR TENDER FOR Construction materials 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, 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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INSTRUCTION TO BIDDERS PRO-05 – ACTED JORDAN

Date : 10/11/2019

Tender N° : T/13DWI/G17/MTR/MT2/OSM/ZAAT/INFRA/10112019

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

PRODUCT SPECIFICATIONS:

1. **Description:** Construction materials
2. **Product class / category:** Supplies
3. **INCOTERM (delivery conditions):** DDP- Zaatari Camp
4. **Work Period:** Agreement for supplying the materials for one year.
5. **Quantity and specifications:**

Lot #	Description	Items within the lot	Delivery Location
1	Raw Materials	11	Zaatari Camp
2	Metal	33	Zaatari Camp
3	General materials	63	Zaatari Camp
4	Tools	50	Zaatari Camp
5	Paints	15	Zaatari Camp
6	Safety	27	Zaatari Camp
7	Electricity	55	Zaatari Camp
8	Concrete Pipes	8	Zaatari Camp
9	AC Tools	18	Zaatari Camp
10	Power Tools	18	Zaatari Camp

The number of items (Quantities) in the lots above are not fixed, orders will be in different quantities.

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 on this tender, bidders will be considered committed until validity of the offer expires.

RESPONSIBILITIES OF THE CONTRACTOR:

1. **Delivery Time:** Preferred within one week as a maximum after PO raised.
2. **Terms of delivery** DDP-Zaatari Camp
3. **Validity of the offer:** Preferred 6 months

The answers to this tender should include the following elements:

- A filled 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 initiated on every page, 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 initialled on every page, signed and stamped.

- A copy of the supplier legal representative ID
- The company's registration – if applicable -
- Bidder past performance and reference list
- **Bidders can bid to 1 lot as per several lots. Each lot will be evaluated individually.**

GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed **on 24/11/2019 at 04:00 (Jordan time)** in ACTED office at the following address:

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

Or emailed to jordan.tender@acted.org with CC tender@acted.org

2. Offers shall be submitted **in English and in JOD** with and without taxes
3. Bidders will fill and initialled each page, sign and stamp and return the Offer form according to ACTED's format.
4. **The offer to the call for tender will not result in the award of a contract**
5. Unsealed envelopes and late offers will not be considered.
6. The offer must be submitted to ACTED Jordan purchase department in a sealed envelope with the mention "**T/13DWI/G17/MTR/MT2/OSM/ZAAT/INFRA/10112019**" not to be opened before **24/11/2019** and the purpose of the offer or by E-mail at jordan.tender@acted.org, Cc tender@acted.org. Late Bids will be automatically rejected.
7. Any bid with missing required documents will be automatically rejected.
8. Eligibility of the bidders is decided by a committee from ACTED. It takes a place publicly in a tender opening that bidders are welcomed to attend. Submitting the compulsory documents requested by ACTED determine the eligibility of the bidders. 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 – **Last Page** - that based on the eligibility will be considered. No prices shall be disclosed during the tender opening.

Tender opening will be held on **25/11/2019 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.

9. For all inquiries regarding this tender, please contact the ACTED representative office in Amman by telephone + 962-6-4636275 or by E-mail at jordan.tender@acted.org, Cc tender@acted.org.
10. At any time prior to the deadline for offer submission, ACTED may amend the tender document by issuing addenda. Any addendum issued shall be part of the tender documents and shall be communicated in writing to all interested bidders.

Interested bidders must send ACTED a letter of interest to jordan.tender@acted.org

11. To report any concerns or issues relating to this tender that wish to remain anonymous please email transperancy@acted.org in which emails are received by HQ.
12. 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



ACTED

Form PRO-05 Version 1.4

carry out anti-terrorism checks on contractor, its board members, staff, volunteers, consultants, financial service providers and sub-contractor.”

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

Tenders advertisement	10/11/2019
Deadline for offers submission	24/11/2019
Tender opening	25/11/2019

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.

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

OFFER FORM – ACTED JORDAN

Date:

Tender N°: T/13DWI/G17/MTR/MT2/OSM/ZAAT/INFRA/10112019.

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.

Note: Tenders are invited to bid for one or more lots. Each lot must be priced separately. All items in the same lot must be priced (partial offers will not be accepted).

The number of items (Quantities) in the lots are not fixed, orders will be in different quantities.

LOT 1: RAW MATERIALS

No	Description	Supplier's Specification (if different)	Unit	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments/ more details
1	Base course		m3			
2	Cement (50kgs Bag)		Ton			
3	Concrete Block 40*20*15cm		EA			
4	Gravel cm 0.2-0.4 حصمة عدسية		m3			
5	Gravel 1.2cm حصمة حمضية		m3			
6	Gravel 2cm حصمة فولية		m3			
7	White Cement 50Kgs Bag		Kg			
8	White Sand soft		m3			
9	Silica Sand soft		m3			
10	Ceramic tiles 45x45		m2			
11	Basalt Stone- Black gravel		m3			

BIDDER'S COMMENTS/REMARKS:

1. _____
2. _____

DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:

..... Days for 100% of the services



BIDDER'S TERMS AND CONDITIONS:

1. Valid of the offer: _____ (recommended: 6 months or more)
2. Terms of payment: _____ (recommended: 14 days after completion of service)
3. Terms of Delivery: _____ (recommended: DDP – Zaatari Camp)

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

(END OF LOT 1)

LOT 2: METAL

No	Description	Supplier's Specification (if different)	Unit	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments/ more details
1	Angle Iron 30X30X3mm		m			
2	Angle Iron 40X40X4mm		m			
3	Angle Iron 50X50X5mm		m			
4	Reinforcing Steel Rod 6mm		Ton			
5	Reinforcing Steel Rod 8mm		Ton			
6	Reinforcing Steel Rod 10mm		Ton			
7	Reinforcing Steel Rod 12mm		Ton			
8	Flat Steel 40X2mm		m			
9	Flat Steel 20X2mm		m			
10	Steel Sheet 1.4mm		m ²			
11	Steel Sheet 2mm		m ²			
12	Steel Sheet 3mm		m ²			
13	Steel Sheet 5mm		m ²			
14	Round tupe - Pipe 1/2" 2mm		m			
15	Round tupe - Pipe 3/4" 2mm		m			
16	Round tupe - Pipe 1.25" 2mm		m			
17	Round tupe - Pipe 2" 2mm		m			
18	Rectangular Tube (Hollow section) 20X20X2mm		m			
19	Rectangular Tube (Hollow section) 20X50X2mm		m			
20	Rectangular Tube (Hollow section) 40X40X3mm		m			
21	Rectangular Tube (Hollow section) 40X60X3mm		m			
22	Rectangular Tube (Hollow section) 40X80X3mm		m			
23	Rectangular Tube (Hollow section) 100X50X3mm		m			
24	Wire mish (5cmX5cm) 4mm wire gauge		m ²			



25	Binding Wire 0.4mm-3mm		Kg			
26	Metal Roofing Sheet 1mX6MX0.5mm		m ²			
27	Sandwich Panel, Double Sided galvanised Steel Sheet (0.5mm thickness).foam filled (3.5-2.5mX1mX4cm) Fire proof/Roof & side		m ²			
28	Chain-link fence/ Galvanised steel 250 cm height, 3 mm wire gauge		m ²			
29	Steel Chain 10mm		m			
30	Steel Chain 8mm		m			
31	Steel Chain 5mm		m			
32	Steel Chain with hooks- Towing trucks		m			
33	Galvanized Barb wire 3-4 mm		m			

BIDDER'S COMMENTS/REMARKS:

3. _____
4. _____

DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:

..... Days for 100% of the services

BIDDER'S TERMS AND CONDITIONS:

4. Valid of the offer: _____ (Recommended: 6 months or more)
5. Terms of payment: _____ (Recommended:14 days after completion of service)
6. Terms of Delivery: _____ (Recommended: DDP – Zaatari Camp)



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Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

(END OF LOT 2)

LOT 3: GENERAL MATERIALS

No	Description	Supplier's Specification (if different)	Unit	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments/ more details
1	Self Drilling Screws, screw head all sizes high quality		Kg			
2	Roofing self drilling screws with washer, all sizes high quality		Kg			
3	Concrete nails all sizes مسامير إسمنت		Kg			
4	Sink strainer (German)//approx 1.5" Germany/PE		Pcs			
5	Siphon Approx 1.5"/PE		Pcs			
6	Acrylic Adhesive good quality, Jordan approx 500gm		Pcs			
7	Epoxy (Altego) 32g لحام قطري		Pcs			
8	Silicone, "Ayla" MH200 280ml		Pcs			
9	Thread Seal Tape / Teflon good quality		Pcs			
10	Construction foam Spray can, 45L		Pcs			
11	Welding rods 2.5mm to 4 mm		Kg			
12	Generator Oil 20/50 jopetrol		L			
13	U aluminum chanell 3X4X3cmX2mm		M			
14	L aluminum chanell 10cmX10cmX2mm		M			
15	L aluminum chanell 4cmX4cmX0.5mm		M			
16	Waterproof plywood 2400X1200X18mm		M2			
17	Cable tie All sizes (5 -50cm), A bag of 100 pieces		Pkt			
18	Bolt lock 15cm steel		Pcs			
19	Door hinge-joint for wood doors 10cmx5cm steel		Pcs			
20	Door hinge-joint 20mm for steel		Pcs			
21	Door handle - Italy		Pcs			
22	Door cylinder		Pcs			

23	Door Lock 3 lever (Italy Made)		Pcs			
24	Plastic rope 0.8 cm, roll 50m		Pcs			
25	Padlock Large heavy duty		Pcs			
26	Padlock Medium heavy duty		Pcs			
27	Padlock Small heavy duty		Pcs			
28	Spark for generator (BPR6ES-11)		Pcs			
29	PE Water Tank lid, good quality 1200g		Pcs			
30	Spraying hose for toilet- Italy		Pcs			
31	supplying hose pipe for european type 60cm		Pcs			
32	Floor Drain 15cmX15cm		Pcs			
33	Water Hose 1/2" (50m)		Pcs			
34	Water Hose 3/4" (50m)		Pcs			
35	Water Tanks 2cbm 3-4 layers with flip lid		Pcs			
36	Water Tanks 1cbm 3-4 layers with flip lid		Pcs			
37	Hand Wash sink 45X55cm (orient)		Pcs			
38	Ceramic Latrine - Arabic Type (orient)		Pcs			
39	Ceramic Latrine - European Type full set Including push flush mechanism		Pcs			
40	Turkish Toilet tank (5L, plastic), Full set including (tank, Flush system, pipes)		Pcs			
41	European Toilet Seat Led (standard size)		Pcs			
42	European toilet flush mechanism, Push, Spain made		Pcs			
43	Float Valve 3/4"		Pcs			
44	Electric float valve		Pcs			
45	Silicon Gun		Pcs			
46	electronic caliper		Pcs			
47	Door closer		Pcs			



48	1" Brass Spring Check Valve & Strainer		Pcs			
49	Pipe clamp 2"		Pcs			
50	Copling with rubber for 2" pump pipe		Pcs			
51	Copling with rubber for 3" pump pipe		Pcs			
52	Copling with rubber for 4" pump pipe		Pcs			
53	Filter head for 2" pump pipe		Pcs			
54	Filter head for 3" pump pipe		Pcs			
55	Diesel filter		Pcs			
56	Rubber 3/4" for the brass junction tank		Kg			
57	Hose pipe for dewatering pumb 2"		M			
58	Hose pipe for dewatering pumb 3"		M			
59	PE sheet 4X6m		Pcs			
60	PE sheet 6X12m		Pcs			
61	PE sheet 8X12m		Pcs			
62	Green fencing mesh		L.M			
63	Steel gate wheel kit		Set			

BIDDER'S COMMENTS/REMARKS:

5. _____
6. _____

DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:

..... Days for 100% of the services



BIDDER'S TERMS AND CONDITIONS:

7. Valid of the offer: _____ (Recommended: 6 months or more)
8. Terms of payment: _____ (Recommended: 14 days after completion of service)
9. Terms of Delivery: _____ (Recommended: DDP – Zaatari Camp)

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

(END OF LOT 3)

LOT 4: TOOLS

No	Description	Supplier's Specification (if different)	Unit	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments/ more details
1	Angle Grinder Disc for metal, good quality 230mm/ Dewalt		Pcs			
2	hacksaw (hand saw) with 12" blade high quality		Pcs			
3	Hack Saw Blade 12" (Good quality) Swedish or French		Pcs			
4	Retractable Knife		Pcs			
5	Retractable Knife blades		Pcs			
6	Screw Driver high quality FULL set (6 pcs)		Pcs			
7	Drill Screw Drivers Set (star) All sizes (6pcs)		Pcs			
8	Drill Socket Wrench Adapter Box All sizes (6pcs)		Pcs			
9	Pipe wrench 18" heavy duty		Pcs			
10	Pipe wrench 14" heavy duty		Pcs			
11	Pipe wrench 12" heavy duty		Pcs			
12	Pipe wrench 10" heavy duty		Pcs			
13	Pipe wrench 8" heavy duty		Pcs			
14	Welding goggles (High quality)		Pcs			
15	Measuring tape 5m (High quality)		Pcs			
16	Measuring tape 10m (High quality)		Pcs			
17	Wheel barrow High quality, heavy duty		Pcs			
18	Wheel barrow wheel High quality, heavy duty		Pcs			
19	Shovel with handel heavy duty		Pcs			
20	Pickaxe with wood handle (railroad type)		Pcs			
21	Wood handle for pickaxe		Pcs			

22	Wood handle for Shovel		Pcs			
23	Masonry chisel (moil and flat) hammered manually		Pcs			
24	hammer 2 Kg with wood handle		Pcs			
25	Metal Wire brush		Pcs			
26	Carpenters End Cutting Pliers		Pcs			
27	Diagonal Cutting Pliers		Pcs			
28	Large Needle Nose Pliers		Pcs			
29	Combination Pliers, 200 mm		Pcs			
30	Water Pump Pliers/ Plumber Pliers		Pcs			
31	Brick Trowel		Pcs			
32	Margin Trowel		Pcs			
33	Finishing Trowel		Pcs			
34	sponge plastic finishing trowel		Pcs			
35	Pallet nylon wrap		Pcs			
36	Manual spray pump 20 L Italy or spain made		Pcs			
37	High pressure hose for spray pump- 14m		Pcs			
38	Welding Machine Earth Clamp		Pcs			
39	Welding Machine Electrode Holder (300-500A)		Pcs			
40	Cable for welding machine 20mm		M			
41	Hand angle grinder iron brush		Pcs			
42	gas pipe clamp 10mm		Pcs			
43	Air pressure paint gun		Pcs			
44	Silicon Gun		Pcs			
45	electronic caliper		Pcs			
46	Tool Box		Pcs			
47	Angle Grinder Disc for metal, good quality 230mm/ Dewalt		Pcs			

48	hacksaw (hand saw) with 12" blade high quality		Pcs			
49	Hack Saw Blade 12" (Good quality) Swedish or French		Pcs			
50	Retractable Knife		Pcs			

BIDDER'S COMMENTS/REMARKS:

7. _____
8. _____

DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:

..... Days for 100% of the services

BIDDER'S TERMS AND CONDITIONS:

10. Valid of the offer: _____ (Recommended: 6 months or more)
11. Terms of payment: _____ (Recommended: 14 days after completion of service)
12. Terms of Delivery: _____ (Recommended: DDP – Zaatari Camp)

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

(END OF LOT 4)



LOT 5: PAINT

No	Description	Supplier's Specification (if different)	Unit	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments/ more details
1	Paint oil		L			
2	Primary painting		L			
3	Thinner		L			
4	Final silk paint		L			
5	Paint rollers (big)		Pcs			
6	Paint rollers (Small)		Pcs			
7	Brush thin head (High quality)		Pcs			
8	Brush 1" (High quality)		Pcs			
9	Brush 2" (High quality)		Pcs			
10	Brush 4" (High quality)		Pcs			
11	Paint brush-big (high quality)		Pcs			
12	Spray-paint (various colours) 400ml		Pcs			
13	Spray-paint/ (Happy color) (various colours) 400ml		Pcs			
14	Permeanent marker High quality, UV resistant, various colors		Pcs			
15	Paint marker High quality, various colors		Pcs			

BIDDER'S COMMENTS/REMARKS:

9. _____
10. _____



DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:

..... Days for 100% of the services

BIDDER'S TERMS AND CONDITIONS:

- 13. Valid of the offer: _____ (recommended: 6 months or more)
- 14. Terms of payment: _____ (recommended: 14 days after completion of service)
- 15. Terms of Delivery: _____ (recommended: DDP – Zaatari Camp)

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

(END OF LOT 5)

**LOT 6: SAFETY**

No	Description	Supplier's Specification (if different)	Unit	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments/ more details
1	Gloves rubber, thick, black, long sleeve (High quality)		Pcs			
2	Cotton hand gloves		Pcs			
3	Linen Gloves, rubberised full palms		Pcs			
4	Construction Safety Work Gloves		Pcs			
5	Welding Gloves- Long sleeves		Pcs			
6	Gum Boots , good quality All sizes (40 -46)		Pcs			
7	Safety Gum Boots , good quality All sizes (40 -46)		Pcs			
8	Safety boots (good quality) Various sizes (40-46)		Pcs			
9	Safety high neck boot (Jogger or 5.11) Various sizes (40-46)		Pcs			
10	Dust mask with filters		Pcs			
11	Gas mask with filters		Pcs			
12	Filters for the gas mask		Pcs			
13	Overall chemical suit		Pcs			
14	Safety welding suit big size		Pcs			
15	Safety Helmets- Blue/Green/ Red/ Yellow		Pcs			
16	First AID kit- small		Pcs			
17	First AID kit- big		Pcs			
18	Safety sign		Pcs			
19	Road safety cone		Pcs			
20	Steel safety barriers		Pcs			
21	Plastic safety barriers		Pcs			
22	Safety sunglasses		Pcs			
23	Welding glasses		Pcs			

24	Welding Mask		Pcs			
25	Warning tape- (white and red) and (yellow and black)		Pcs			
26	Overall - white (Cellulose)		Pcs			
27	Safety flag		Pcs			

BIDDER'S COMMENTS/REMARKS:

11. _____
12. _____

DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:

..... Days for 100% of the services

BIDDER'S TERMS AND CONDITIONS:

16. Valid of the offer: _____ (Recommended: 6 months or more)
17. Terms of payment: _____ (Recommended: 14 days after completion of service)
18. Terms of Delivery: _____ (Recommended: DDP – Zaatari Camp)
19. _____

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

(END OF LOT 6)

LOT 7: ELECTRICITY

No	Description	Supplier's Specification (if different)	Unit	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments/ more details
1	Cable 1,5 mm - 1,5 mm, single core (red/brown, black/blue, green & yellow)		M			
2	Cable 2,5 mm - 2,5 mm, single core (red/brown, black/blue, green & yellow)		M			
3	Cable 4 mm - 4 mm, single core (red/brown, black/blue, green & yellow)		M			
4	Cable 2,5 mm - 2,5 mm, 2 core, insulated		M			
5	Cable 2,5 mm - 2,5 mm, 3 core, insulated		M			
6	Cable 4 mm - 4 mm, 4 core, insulated		M			
7	Electric plug (male & female)		Pcs			
8	Socket "Single" Heavy duty Futina		Pcs			
9	Socket "MK" Heavy duty Futina		Pcs			
10	Switch Heavy duty Futina		Pcs			
11	Box for Socket and Switch Heavy duty Futina		Pcs			
12	Bridge for socket and switch Heavy duty Futina		Pcs			
13	Box Cover Heavy duty Futina		Pcs			
14	Plug Heavy duty Futina		Pcs			
15	Electric cable trunk 2cmX2cm		Pcs			
16	Electric cable trunk 4cmX2cm		Pcs			
17	CNDDUITPIPE, Plastic, 20mm, 3m length, piece		Pcs			
18	CNDDUITPIPE, Plastic, 22mm, 3m length, piece		Pcs			
19	CNDDUITPIPE, Plastic, 25mm, 3m length, piece		Pcs			
20	BUSH, Plastic connector, 20mm for conduit pipe, piece		Pcs			



21	BUSH, Plastic connector, 22mm for conduit pipe, piece		Pcs			
22	BUSH, Plastic connector, 25mm for conduit pipe, piece		Pcs			
23	Elbow, Plastic connector, 20mm for conduit pipe, piece		Pcs			
24	Elbow, Plastic connector, 22mm for conduit pipe, piece		Pcs			
25	Elbow, Plastic connector, 25mm for conduit pipe, piece		Pcs			
26	Circuit breaker - C16, single phase (germany,japan)		Pcs			
27	Circuit breaker - C25, single phase (germany,japan)		Pcs			
28	Circuit breaker - C32, single phase (germany,japan)		Pcs			
29	Circuit breaker - Three phase, 100A (germany,japan)		Pcs			
30	Circuit breaker Box - 1 slot		Pcs			
31	Circuit breaker Box - 2 slot		Pcs			
32	Circuit breaker Box - 3 slot		Pcs			
33	Main Circuit breaker Box - 10 slot		Pcs			
34	Terminal block - for 1,5, 2,5, 4 mm cables		Pcs			
35	Bulb holder		Pcs			
36	Bulb (Saver) - 11 W		Pcs			
37	Bulb (Saver) - 18W		Pcs			
38	Fluorescent Neon lamp 120 cm		Pcs			
39	LED Neon lamp 120 cm		Pcs			
40	LED Neon lamp chassis 120 cm		Pcs			

41	LED flood lights 100w		Pcs			
42	Electrician tools set (tool / box)		Pcs			
43	Soldering machine tools set (tool/box) 200w		Pcs			
44	Set of consumables for soldering		Pcs			
45	Safety starter (Philips)		Pcs			
46	Screwdriver- Electric Tester		Pcs			
47	Silicon (heater)		Pcs			
48	Silicon gun (fingers)		Pcs			
49	Avometer digital		Pcs			
50	Cable head (all size)		Pcs			
51	Insulation tape Various colors		Pcs			
52	Fluorescent Transformer		Pcs			
53	Electrician Junction (6-out)		Pcs			
54	Electric tester screwdriver		Pcs			
55	Electrician pulling steel wire (10m-30m) for 10 m		Pcs			

BIDDER'S COMMENTS/REMARKS:

13. _____

14. _____

DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:

..... Days for 100% of the services

BIDDER'S TERMS AND CONDITIONS:

20. Valid of the offer: _____ (Recommended: 6 months or more)



21. Terms of payment: _____ (Recommended: 14 days after completion of service)

22. Terms of Delivery: _____ (Recommended: DDP – Zaatari Camp)

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

(END OF LOT 7)

**LOT 8: CONCRETE PIPES**

No	Description	Further details	Supplier's Specification (if different)	Unit	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments/ more details
1	Precast reinforced concrete pipe	Concrete pipe 300 mm with (wall thickness not less than 70mm , Fc'= 30 MPA, steel reinforcement diameter not less than 6mm with distance between each not more than 10 mm.		Pcs			
2	Precast reinforced concrete pipe	Concrete pipe 400 mm with (wall thickness not less than 70mm , Fc'= 30 MPA, steel reinforcement diameter not less than 6mm with distance between each not more than 10 mm.		Pcs			
3	Precast reinforced concrete pipe	Concrete pipe 500 mm with (wall thickness not less than 70mm , Fc'= 30 MPA, steel reinforcement diameter not less than 6mm with distance between each not more than 10 mm.		Pcs			
4	Precast reinforced concrete pipe	Concrete pipe 600 mm with (wall thickness not less than 70mm , Fc'= 30 MPA, steel reinforcement diameter not less than 6mm with distance between each not more than 10 mm.		Pcs			
5	Precast reinforced concrete pipe	(flange with rubber)Concrete pipe 300 mm with (wall thickness not less than 70mm , Fc'= 30 MPA, steel reinforcement diameter not less than 6mm with distance between each not more than 10 mm.		Pcs			
6	Precast reinforced concrete pipe	(flange with rubber) Concrete pipe 400 mm with (wall thickness not less than 70mm , Fc'= 30 MPA, steel reinforcement diameter not less than 6mm with distance between each not more than 10 mm.		Pcs			
7	Precast reinforced concrete pipe	(flange with rubber) Concrete pipe 500 mm with (wall thickness not less than 70mm , Fc'= 30 MPA, steel reinforcement diameter not less than 6mm with distance between each not more than 10 mm.		Pcs			



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8	Precast reinforced concrete pipe	(flange with rubber)Concrete pipe 600 mm with (wall thickness not less than 70mm , Fc'= 30 MPA, steel reinforcement diameter not less than 6mm with distance between each not more than 10 mm.		Pcs			
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BIDDER'S COMMENTS/REMARKS:

DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:

..... Days for 100% of the services

BIDDER'S TERMS AND CONDITIONS:

1. Valid of the offer: _____ (Recommended: 6 months or more)
2. Terms of payment: _____ (Recommended:14 days after completion of service)
3. Terms of Delivery: _____ (Recommended: DDP – Zaatari Camp)

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

(END OF LOT 8)

LOT 9: AC TOOLS

No	Description	Supplier's Specification (if different)	Unit	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments/ more details
1	Air Conditioner R22 Gas, 13 kg		Pcs			
2	Air Conditioner R410 Gas, 13 kg		Pcs			
3	Air Conditioner R22 Gas, 3 kg		Pcs			
4	Air Conditioner R410 Gas, 3 kg		Pcs			
5	AC Manifold Gauges Set		Pcs			
6	Insulated Copper Pipe for AC 1/2", 5m length		Pcs			
7	Insulated Copper Pipe for AC 1/4", 5m length		Pcs			
8	Insulated Copper Pipe for AC 3/8", 5m length		Pcs			
9	AC Copper Pipe cutter		Pcs			
10	Copper Pipe Flaring Tools		Set			
11	AC Copper Pipe insulation		Pcs			
12	AC Insulation Tape		Pcs			
13	AC brass adapter 1/2"		Pcs			
14	AC brass adapter 1/4"		Pcs			
15	AC brass adapter 3/8"		Pcs			
16	Silver Brazing Rod		Pkt			
17	Silver soldering powder		Pcs			
18	Oxy-Fuel welding torch		Pcs			

BIDDER'S COMMENTS/REMARKS:

15. _____

16. _____

DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:

..... Days for 100% of the services

BIDDER'S TERMS AND CONDITIONS:

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

24. Terms of payment: _____ (recommended: 14 days after completion of service)

25. Terms of Delivery: _____ (recommended: DDP – Zaatari Camp)

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

(END OF LOT 9)

LOT 10: POWER TOOLS

No	Description	Supplier's Specification (if different)	Unit	Unit Price JOD excluding taxes	Unit Price JOD including taxes	Supplier's Comments/ more details
1	Heat gun - hitachi rh650v		Pcs			
2	Cordless drill - hitachi ds18dvc		Pcs			
3	Impact Drill - Hitachi DV18V		Pcs			
4	Angle Grinder 250mm - hitachi g13sb3		Pcs			
5	Angle Grinder 125mm - hitachi g13sb3		Pcs			
6	Portable Chop Saw 14" - hitachi		Pcs			
7	Welding generator - Welding machine (ws 220 tdc) powered by Honda (GX390)		Set			
8	Generator 10,000 watts, 240V Japan or England : Rated Output 9.5KVA ,Peak Output 10.5KVA ,Air Cooled Diesel Engine ,Electric Key Start Diesel generator ,Heavy duty steel frame for extreme durability LCD display Digital multi display with volts, Amps, Hour meter 220 Volts & Twin 15 AMP outlets Earth leakage and RCD 20L Fuel Tank, 10-12 Hour Run Time ,one-year warranty.		Pcs			
9	Generator 6500 watts, 240V Japan or England:Rated Output 6KVA ,Peak Output 6.5KVA ,Air Cooled Diesel Engine ,Electric Key Start Diesel generator ,Heavy duty steel frame for extreme durability LCD display Digital multi display with volts, Amps, Hour meter 220 Volts & Twin 15 AMP outlets Earth leakage and RCD 15 L Fuel Tank, 10-12 Hour Run Time ,one-year warranty.		Pcs			



10	Leica Sprinter Digital Level Standard Deviation: 0.6 mm (electronic) and 1.2 mm (optical) at 30m , Standard deviation distance measurement 10 mm for $D \leq 10$ m and (Distance in m x 0.001) for $D > 10$ m , range 2 – 100 m (electronic) , Data storage up to 1000 points.		Pcs			
11	Leica GPS-GS14 : Geodetic GNSS receiver with integrated 3.75G UMTS. Includes GPS, Glonass , Galileo, and BeiDou, 20Hz Update Rate. Ruggedized WinCE field controller with full VGA touch display, 1GB NAND Flash memory, 512MB SDRAM and SD card slot. Includes Bluetooth, 3.5G GSM/UMTS module, numeric keypad, Lithium Ion battery, 7.4V/2.6Ah, chargeable. Pole holder base plate for CS10 and CS15 Field Controller, equiped with cgarger for the bettery .		Pcs			
12	0.5 HP ELECTRIC WATER PUMP		Pcs			
13	High pressure pump 160bar - FASA PROGRESSIVE 160bar		Pkt			
14	Auto air compressor - INOCO aac2501		Pcs			
15	Balma air compressor ns12s/200 CM3 BLM COPPER					
16	Vibratory plate compactor , superior compaction in any direction, FORWARD and REVERSE. Ideal for gravel and mixed soils in narrow trenches and along foundations, walls and abutments, Easy-to-reach located controls		Pcs			



	, Large shock mounts to reduce vibration on the handle, Heavy-duty shock mounts to reduce vibration on the upper deck, Wear-resistant base plates, open design to reduces dirt buildingWrap around protection cage to protects the plate, Engine: - Air-cooled diesel 7 to 9 HPFrequency: - 4000 V.P.M, Centrifugal Force: - 30.5kn, Compaction Depth: - 50cm, Travel Speed cm/s: - 26cm/s, Efficiency: - 570m ² /h, Plate Size cm(in): - 62x45cm					
17	Diesel engine concrete mixer with (capacity not less than 6-8m ³ /h , Discharge volume=250L, Max.aggregate size: 60mm , Drum thickness: 6mm, Working cycle Period: 60s, Speed of mixing drum: 14r/min, not less than 15 HP, Automatic discharge way.		Pcs			
18	Rock driller, electrical jack hammer , hammering frequency up to 860 impacts/minute ,Single impact energy: 50 ft-lbs ,heavy-duty & easy to operate , high breaking performance – up to 6 tons per hour Minimal vibration deluxe cart is fully mobile ,doesn't need a compressor, running on any 220V AC/DC, 15-Amp outlet or 6 KVA portable generator		Pcs			
19	Electric welding machine Welding machine, Double knob version, thrust knob, Adjustable Output Current: 20-200A, Power: 4800W ,Rated input voltage(V): 1 Phase AC220±15% ,Welding Electrode: 2.5mm, Work Piece Thickness: 2-6mm ,Work		Pcs			

Piece Material: Carbon steel, Stainless Steel, Alloy Steel ,Advanced IGBT inverter technology ,Save 40% electricity, 4000r/min rapidly heat-dissipating ,Adopt The fourth generation advanced technology ,Powerful heat-removal system, Intelligent temperature control					
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BIDDER'S COMMENTS/REMARKS:

17. _____
18. _____

DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:

..... Days for 100% of the services

BIDDER'S TERMS AND CONDITIONS:

26. Valid of the offer: _____ (recommended: 6 months or more)
27. Terms of payment: _____ (recommended:14 days after completion of service)
28. Terms of Delivery: _____ (recommended: DDP – Zaatari Camp)

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

(END OF LOT 10)

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.

<u>CRITERIA</u>	<u>SCORING METHOD</u>	<u>MAXIMUM SCORE AVAILABLE</u>
<u>PRICE</u>	The cheapest bid (meeting all specifications) will receive a score of 50, all other bids will be scored proportionally against this price	<u>50</u>
<u>QUALITY</u>	Up to 30 points can be awarded based on the quality of requested services	<u>30</u>
<u>RELIABILITY</u>	Up to 10 points can be awarded for suppliers with a demonstrated good record of delivery with NGOs and experience in the sector	<u>10</u>
<u>CAPACITY</u>	Up to 10 points can be awarded based on the delivery time of the requested services	<u>10</u>



BIDDER'S QUESTIONNAIRE – ACTED JORDAN

Date:

Tender N°: T/13DWI/G17/MTR/MT2/OSM/ZAAT/INFRA/10112019

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	
Governance of the company: Chairman, Vice-Chairman, Treasurer or Secretary of the Board of Directors or Board of Trustees			
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	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications	



permanent resident?			
<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	



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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	
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):	<div><input type="checkbox"/> Manufacturer <input type="checkbox"/> Consulting Company <input type="checkbox"/> Authorized Agent <input type="checkbox"/> Trader <input type="checkbox"/> Other (Please Specify)</div>		
Sector of Business (multiple choices possible):	<div><input type="checkbox"/> Goods/Suppl <input type="checkbox"/> Services <input type="checkbox"/> Equipment <input type="checkbox"/> Other (Please Specify) <input type="checkbox"/> Works</div>		
Year Established:		Country of registration:	
Licence number:		Valid until:	
Working languages:	<div><input type="checkbox"/> English <input type="checkbox"/> Arabic <input type="checkbox"/> French <input type="checkbox"/> Chinese <input type="checkbox"/> Spanish <input type="checkbox"/> Other (Please Specify) <input type="checkbox"/> Russian</div>		
Technical documents available in:	<div><input type="checkbox"/> English <input type="checkbox"/> Arabic <input type="checkbox"/> French <input type="checkbox"/> Chinese <input type="checkbox"/> Spanish <input type="checkbox"/> Other (Please Specify) <input type="checkbox"/> Russian</div>		
B. Financial Information			
VAT Number:		Tax Number:	
Bank Name:		Bank Account Number:	
Bank Address:		Account Name:	
Swift/BIC number:		Standard Payment Terms:	<div><input type="checkbox"/> Yes <input type="checkbox"/> No</div>

☐ Attached



Has the company been audited in the last 3 years?							
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:							
Year:	USD:	Year:	USD:				
Annual Value of Export Sales for the last 3 years							
Year:	USD:	Year:	USD:				
C. Experience							
Company's recent business with ACTED and/or other International Aid Agencies or United Nations Agencies:							
	<i>Organisation</i>	<i>Contact person</i>	<i>Phone/E-mail</i>	<i>Goods/Works/Services</i>	<i>Value (USD)</i>	<i>Year</i>	<i>Destination</i>
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 has 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? <div style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</div>	Do you accept visit of ACTED staff & external auditors to your office? <div style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</div>
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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: Title/Position E-mail address (for contact for verification purposes): Phone number (for contact for verification purposes):	Date: Place: Signature: Company Stamp:
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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 (specif):	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked

Name & Position of Bidder's authorized representative _____

Authorized signature & stamp _____

BIDDER'S ETHICAL DECLARATION – ACTED JORDAN

Date:

Tender N°: T/13DWI/G17/MTR/MT2/OSM/ZAAT/INFRA/10112019

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 _____



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 initialled
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

الاعطاء بخطوات القيام كيفة

1. راجع مستند تعليمات تقديم العطاء و اتبع الخطوات المذكورة
2. قدم طلب معلومات إضافية من قسم الخدمات اللوجيستية في أكتد الاردن عبر البريد الالكتروني عند الحاجة
jordan.tender@acted.org
3. اللغة الانجليزية هي اللغة الوحيدة المقبولة بمستندات العطاء، الارقام 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 و توقيعه
 - 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 للمناقشين
 - 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:

Tender N°: T/13DWI/G17/MTR/MT2/OSM/ZAAT/INFRA/10112019

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)			
	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 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 & stamp _____