

## INTERNATIONAL CALL FOR TENDER ACTED **Afghanistan**

### Part A - Instructions to bidders

Date: 04/11/2019

Tender reference: T/02DUD/D1-6-18-13-25-30-42-47-59-64-76-81/Kabul/04-11-2019/01

ACTED is requesting through this tender **qualified/specialized construction and logistical companies** to provide detailed written offers for the supply of the following shelter, latrine materials and tools:

***\* Any bidder which core activity is not related/specialized with the tender subject (shelter and latrine materials/tools) will not be considered.***

#### **PRODUCT SPECIFICATIONS:**

- |                                    |   |
|------------------------------------|---|
| 1. Description:                    | Shelter/ latrines materials   |
| 2. Service class / category:       | Shelter/ latrines   |
| 3. Made in (Service origin):       | National/International  |
| 4. Service stage:                  | Ready to use / according to the attached technical specification and designs  |
| 5. INCOTERM (delivery conditions): | DDP – Badakhshan Province (Faizabad City, Darayem District)/ Takhar Province (Rustaq District, Taluqan City) / Baghlan Province (Pul-i-Khumry City) / Laghman Province (Mehtarlam City) / Kunar Province (Asad Abad Cit) / Nengerhar Province (Jalalabad Cit) |
| Quantity/unit:                     | Please see part C – Offer form  |

#### **RESPONSIBILITIES OF THE BIDDER:**

- |                           |  |
|---------------------------|--|
| 1. Terms of delivery:     | DDP (places listed above)  |
| 2. Date of delivery:      | Within ten (10) days maximum after signature of contract or based on delivery plan prepared by ACTED (to be confirmed) |
| 3. Validity of the offer: | Minimum six (6) months (recommended)   |

#### **The answers to this tender should include the following elements:**

- A written quotation including all the product specifications, the price per unit, quantity proposed and unit, and total price under ACTED format. The bid prices shall be in Afghani.
- A sample/picture of the products;
- A certificate of origin of the products.
- A copy of Company registration certificate and/or licence from government of Afghanistan (MoC);
- The ID of the legal representatives of the company (president and vice president)
- Proofs of past performances for required activity.
- Application Letter on Company Template.

#### **SPECIFIC CONDITIONS:**

1. Prices of the materials/tools must include custom transportation, duties/taxes, legal certification and quality requirements from ACTED.
2. Quantities may be subject to change prior to contract award. In that case, ACTED Afghanistan will consider unit price as reference during the selection stage.
3. Only international bids will be accepted by email and in case of selection the company will be asked to provide the original documents.
4. All prices proposed by the bidders in the "Part C – Offer form" should include all specifications and quality requirements as mention in the "Part B – Technical specifications and quality requirements".
5. All bidding documents must be filled in English.

6. Documents sent without signature and / or stamp on every pages may not be accepted as valid offers.
7. Suppliers are allowed to apply for one or multiple lots.
8. Please indicate on the delivery time schedule table below your estimated capacity of delivery, with a total operational admin cost.

**GENERAL CONDITIONS:**

1. The **closing date** of this tender is fixed on **25th November 2019 at 4:00 pm** Kabul time, in ACTED office at the following addresses:
  - **ACTED Kabul Office** – Shahre Naw Turabaz Khan Qudeat Centre Dist. 10 Kabul City Afghanistan
  - **ACTED Jalalabad Office** - Qasaba, district 4th Jalalabad City, Afghanistan
  - **ACTED Baghlan Office** - 600 Koti Pul-e-Khumri City Afghanistan
  - **ACTED Taluqan Office**- Communication street Taluqan City, Takhar Province Afghanistan
  - **ACTED Badakhshan Office**- District 5, Maiwand Bank Street, Faizabad New City, Badakhshan Province.Tenderers who will present their offer at ACTED bases other than ACTED offices listed above must take into consideration the transport time from the local base to ACTED offices listed above.
2. Tenderers will fill, sign, stamp and return the Offer form according to ACTED's format.
3. Tenderers will sign and return all pages of the Product Specifications for which they apply.
4. The offer to the call for tender will not result in the award of a contract.
5. The offer must be submitted to ACTED Afghanistan offices as listed above in a sealed envelope with the mention **T/02DUD/D1-6-18-13-25-30-42-47-59-64-76-81/Kabul/04-11-2019/01 - Not to be opened before 26/November/2019**” or by email to [afghanistan.tender@acted.org](mailto:afghanistan.tender@acted.org) cc [tender@acted.org](mailto:tender@acted.org) for international companies.
6. Unsealed envelopes and late offers will not be considered;
7. 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](mailto:transparency@acted.org).*

Company Name: \_\_\_\_\_

Authorized Representative Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Stamp:

**INTERNATIONAL CALL FOR TENDER ACTED Afghanistan  
Part B – Technical specifications and quality requirements**

1. The bidder will have to consider the technical specification and designs (as per the annexes) and provide best quality of materials.
2. All materials will be checked by ACTED technical team before awarding the contract and companies with bad quality of items will be rejected.
3. The samples for selected company/es will be kept by ACTED till contract award and all contracted materials will be accepted in accordance to the provided samples.

**FOR BIDDER'S USE**

I undersigned \_\_\_\_\_, the Bidder, agree with the technical specifications and quality requirements of this Call for Tender.

Company Name: \_\_\_\_\_

Authorized Representative Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**INTERNATIONAL CALL FOR TENDER ACTED Afghanistan**  
**Part C – Offer form**

Date:

Tender reference: T/ 02DUD/D1-6-18-13-25-30-42-47-59-64-76-81/Kabul/04-11-2019/01

**To be Filled by Bidder (COMPULSORY)****Details of Bidding Company:**

1. Company Name: \_\_\_\_\_
2. Company Authorized Representative Name: \_\_\_\_\_
3. Company Registration No: \_\_\_\_\_  
No/Country/ Ministry
4. Company Specialization: \_\_\_\_\_
5. Mailing Address: \_\_\_\_\_  
Country/Governorate./City/St name/Shop-Office No
  - a. Contact Numbers: \_\_\_\_\_ / Mobile No: \_\_\_\_\_
  - b. E-mail Address: \_\_\_\_\_

I undersigned \_\_\_\_\_, agree to provide ACTED, non-profit NGO, with items answering the following specifications, according to the general conditions and responsibilities that I engage myself to follow.

**PLEASE FILL IN THE FOLLOWING TABLES, ONE FOR EACH BATCH, EACH BATCH CORRESPONDING TO THE TECHNICAL SPECIFICATION AND DESIGNS:**

**SUPPLIERS ARE ALLOWED TO BID FOR ONE OR MULTIPLE LOTS.**

**LOT-1: SHELTER MATERIALS AND TOOLS - FAIZABAD CITY OF BADA KHSHAN PROVINCE**

Item No	Description	Place of Delivery	Unit	Quantity	Unit Price (AFN) including all applicable taxes	Total Price (AFN) including all applicable taxes
1	Iron beam size (14cmx7cmx5mm) for D1 lintel L=2m with anti-rust painting	Faizabad City	Bar	100.00		
2	Iron beam size (14cmx7cmx5mm) for D2 lintel L=1.5m with anti-rust painting	Faizabad City	Bar	200.00		
3	Iron beam size (14cmx7cmx5mm) for D3 lintel L=1.5m with anti-rust painting	Faizabad City	Bar	100.00		
4	Iron beam size (14cmx7cmx5mm) for W1 lintel L= 3m with anti-rust painting	Faizabad City	Bar	200.00		
5	Iron beam of the roof slab size ( 14cm x 7cm x 5mm) L = 4m with anti-rust painting	Faizabad City	Bar	500.00		
6	Plank- Wooden-Size(2.5*20*600)cm	Faizabad City	m2	1,900.00		
7	Earthquake resistance(Katiba)-Wooden plate-size (9.5*9.5*560)cm	Faizabad City	Bar	200.00		
8	Nails-Iron -3 inch	Faizabad City	kg	150.00		
9	Iron plate 2mm thickness,3cm width,45cm length	Faizabad City	Pc	1,000.00		
10	Door -Khar Wooden for rooms D2-2No (as per design)	Faizabad City	No	100.00		
11	Door - Khar Wooden for corridor D1-1No (as per design)	Faizabad City	No	50.00		
12	Door -Khar wooden for washroom D3-1No (as per design)	Faizabad City	No	50.00		
13	Windows -Khar Woode for W1 (as per design)	Faizabad City	No	100.00		
14	Window for washroom-Khar for W2 (as per design)	Faizabad City	No	50.00		
15	Glass without installation.(installation under HH)	Faizabad City	m2	250.00		
16	Gutters from Iron sheet (12 X 8)Cm	Faizabad City	No	200.00		
17	Plastic sheet for roofing	Faizabad City	m2	5,500.00		
<b>Tools Kits</b>						
1	Claw hammer-Steel	Faizabad City	Pc	50.00		
2	Steel Shovel with wood handle	Faizabad City	Pc	50.00		
3	Iron Pick digger with wooden handle	Faizabad City	Pc	50.00		
4	Iron Hand-held saw	Faizabad	Pc			

		City		50.00		
5	Iron Mason's bucket	Faizabad City	Pc	50.00		
6	Iron wheelbarrow with Tyre	Faizabad City	Pc	50.00		
<b>Grand Total (AFN)</b>						

**BIDDER'S COMMENTS/REMARKS:**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

**LOT-2: SHELTER MATERIALS AND TOOLS - DARAYEM DISTRICT OF BADA KHSHAN PROVINCE**

Item No	Description	Place of Delivery	Unit	Quantity	Unit Price (AFN) including all applicable taxes	Total Price (AFN) including all applicable taxes
1	Iron beam size (14cmx7cmx5mm) for D1 lintel L=2m with anti-rust painting	Darayem District	Bar	114.00		
2	Iron beam size (14cmx7cmx5mm) for D2 lintel L=1.5m with anti-rust painting	Darayem District	Bar	228.00		
3	Iron beam size (14cmx7cmx5mm) for D3 lintel L=1.5m with anti-rust painting	Darayem District	Bar	114.00		
4	Iron beam size (14cmx7cmx5mm) for W1 lintel L= 3m with anti-rust painting	Darayem District	Bar	228.00		
5	Iron beam of the roof slab size ( 14cm x 7cm x 5mm) L = 4m with anti-rust painting	Darayem District	Bar	570.00		
6	Plank- Wooden- Size(2.5*20*600)cm	Darayem District	m2	2,166.00		
7	Earthquake resistance(Katiba)-Wooden plate-size (9.5*9.5*560)cm	Darayem District	Bar	228.00		
8	Nails-Iron -3 inch	Darayem District	kg	171.00		
9	Iron plate 2mm thickness,3cm width,45cm length	Darayem District	Pc	1,140.00		
10	Door -Khar Wooden for rooms D2-2No (as per design)	Darayem District	No	114.00		
11	Door - Khar Wooden for	Darayem	No			

	corridor D1-1No (as per design)	District		57.00		
12	Door -Khar wooden for washroom D3-1No (as per design)	Darayem District	No	57.00		
13	Windows -Khar Woode for W1 (as per design)	Darayem District	No	114.00		
14	Window for washroom-Khar for W2 (as per design)	Darayem District	No	57.00		
15	Glass without installation.(installation under HH)	Darayem District	m2	285.00		
16	Gutters from Iron sheet (12 X 8)Cm	Darayem District	No	228.00		
17	Plastic sheet for roofing	Darayem District	m2	6,270.00		
<b>Tools Kits</b>						
1	Claw hammer-Steel	Darayem District	Pc	57.00		
2	Steel Shovel with wood handle	Darayem District	Pc	57.00		
3	Iron Pick digger with wooden handle	Darayem District	Pc	57.00		
4	Iron Hand-held saw	Darayem District	Pc	57.00		
5	Iron Mason's bucket	Darayem District	Pc	57.00		
6	Iron wheelbarrow with Tyre	Darayem District	Pc	57.00		
<b>Grand Total (AFN)</b>						

**BIDDER'S COMMENTS/REMARKS:**

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**LOT-3: SHELTER MATERIALS AND TOOLS - RUSTAQ DISTRICT OF TAKHAR PROVINCE**

Item No	Description	Place of Delivery	Unit	Quantity	Unit Price (AFN) including all applicable taxes	Total Price (AFN) including all applicable taxes
1	Iron beam size (14cmx7cmx5mm) for D1 lintel L=2m with anti-rust painting	Rustaq District	Bar	80.00		
2	Iron beam size (14cmx7cmx5mm) for D2 lintel L=1.5m with anti-rust painting	Rustaq District	Bar	160.00		
3	Iron beam size	Rustaq District	Bar			

	(14cmx7cmx5mm) for D3 lintel L=1.5m with anti-rust painting			80.00		
4	Iron beam size (14cmx7cmx5mm) for W1 lintel L= 3m with anti-rust painting	Rustaq District	Bar	160.00		
5	Iron beam of the roof slab size ( 14cm x 7cm x 5mm) L = 4m with anti-rust painting	Rustaq District	Bar	400.00		
6	Plank- Wooden-Size(2.5*20*600)cm	Rustaq District	m2	1,520.00		
7	Earthquake resistance(Katiba)-Wooden plate-size (9.5*9.5*560)cm	Rustaq District	Bar	160.00		
8	Nails-Iron -3 inch	Rustaq District	kg	120.00		
9	Iron plate 2mm thickness,3cm width,45cm length	Rustaq District	Pc	800.00		
10	Door -Khar Wooden for rooms D2-2No (as per design)	Rustaq District	No	80.00		
11	Door - Khar Wooden for corridor D1-1No (as per design)	Rustaq District	No	40.00		
12	Door -Khar wooden for washroom D3-1No (as per design)	Rustaq District	No	40.00		
13	Windows -Khar Woode for W1 (as per design)	Rustaq District	No	80.00		
14	Window for washroom-Khar for W2 (as per design)	Rustaq District	No	40.00		
15	Glass without installation.(installation under HH)	Rustaq District	m2	200.00		
16	Gutters from Iron sheet (12 X 8)Cm	Rustaq District	No	160.00		
17	Plastic sheet for roofing	Rustaq District	m2	4,400.00		
<b>Tools Kits</b>						
1	Claw hammer-Steel	Rustaq District	Pc	40.00		
2	Steel Shovel with wood handle	Rustaq District	Pc	40.00		
3	Iron Pick digger with wooden handle	Rustaq District	Pc	40.00		
4	Iron Hand-held saw	Rustaq District	Pc	40.00		
5	Iron Mason's bucket	Rustaq District	Pc	40.00		
6	Iron wheelbarrow with Tyre	Rustaq District	Pc	40.00		
<b>Grand Total (AFN)</b>						



**BIDDER'S COMMENTS/REMARKS:**

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**LOT-4: SHELTER MATERIALS AND TOOLS - TALUQAN CITY OF TAKHAR PROVINCE**

Item No	Description	Place of Delivery	Unit	Quantity	Unit Price (AFN) including all applicable taxes	Total Price (AFN) including all applicable taxes
1	Iron beam size (14cmx7cmx5mm) for D1 lintel L=2m with anti-rust painting	Taluqan City	Bar	120.00		
2	Iron beam size (14cmx7cmx5mm) for D2 lintel L=1.5m with anti-rust painting	Taluqan City	Bar	240.00		
3	Iron beam size (14cmx7cmx5mm) for D3 lintel L=1.5m with anti-rust painting	Taluqan City	Bar	120.00		
4	Iron beam size (14cmx7cmx5mm) for W1 lintel L= 3m with anti-rust painting	Taluqan City	Bar	240.00		
5	Iron beam of the roof slab size ( 14cm x 7cm x 5mm) L = 4m with anti-rust painting	Taluqan City	Bar	600.00		
6	Plank- Wooden-Size(2.5*20*600)cm	Taluqan City	m2	2,280.00		
7	Earthquake resistance(Katiba)-Wooden plate-size (9.5*9.5*560)cm	Taluqan City	Bar	240.00		
8	Nails-Iron -3 inch	Taluqan City	kg	180.00		
9	Iron plate 2mm thickness,3cm width,45cm length	Taluqan City	Pc	1,200.00		
10	Door -Khar Wooden for rooms D2-2No (as per design)	Taluqan City	No	120.00		
11	Door - Khar Wooden for corridor D1-1No (as per design)	Taluqan City	No	60.00		
12	Door -Khar wooden for washroom D3-1No (as per design)	Taluqan City	No	60.00		
13	Windows -Khar Woode for W1 (as per design)	Taluqan City	No	120.00		
14	Window for washroom-Khar for W2 (as per design)	Taluqan City	No	60.00		

15	Glass without installation.(installation under HH)	Taluqan City	m2	300.00		
16	Gutters from Iron sheet (12 X 8)Cm	Taluqan City	No	240.00		
17	Plastic sheet for roofing	Taluqan City	m2	6,600.00		
<b>Tools Kits</b>						
1	Claw hammer-Steel	Taluqan City	Pc	60.00		
2	Steel Shovel with wood handle	Taluqan City	Pc	60.00		
3	Iron Pick digger with wooden handle	Taluqan City	Pc	60.00		
4	Iron Hand-held saw	Taluqan City	Pc	60.00		
5	Iron Mason's bucket	Taluqan City	Pc	60.00		
6	Iron wheelbarrow with Tyre	Taluqan City	Pc	60.00		
<b>Grand Total (AFN)</b>						

**BIDDER'S COMMENTS/REMARKS:**

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**LOT- 5: SHELTER MATERIALS AND TOOLS - PUL-I-KUMRY CITY OF BAGHLAN PROVINCE**

Item No	Description	Place of Delivery	Unit	Quantity	Unit Price (AFN) including all applicable taxes	Total Price (AFN) including all applicable taxes
1	Iron beam size (14cmx7cmx5mm) for D1 lintel L=2m with anti-rust painting	Pul-i-Khumry City	Bar	280.00		
2	Iron beam size (14cmx7cmx5mm) for D2 lintel L=1.5m with anti-rust painting	Pul-i-Khumry City	Bar	560.00		
3	Iron beam size (14cmx7cmx5mm) for D3 lintel L=1.5m with anti-rust painting	Pul-i-Khumry City	Bar	280.00		
4	Iron beam size (14cmx7cmx5mm) for W1 lintel L= 3m with anti-rust painting	Pul-i-Khumry City	Bar	560.00		
5	Iron beam of the roof slab size ( 14cm x 7cm x 5mm) L = 4m with anti-rust	Pul-i-Khumry City	Bar	1,400.00		

	painting					
6	Plank- Wooden-Size(2.5*20*600)cm	Pul-i-Khumry City	m2	5,320.00		
7	Earthquake resistance(Katiba)-Wooden plate-size (9.5*9.5*560)cm	Pul-i-Khumry City	Bar	560.00		
8	Nails-Iron -3 inch	Pul-i-Khumry City	kg	420.00		
9	Iron plate 2mm thickness,3cm width,45cm length	Pul-i-Khumry City	Pc	2,800.00		
10	Door -Khar Wooden for rooms D2-2No (as per design)	Pul-i-Khumry City	No	280.00		
11	Door - Khar Wooden for corridor D1-1No (as per design)	Pul-i-Khumry City	No	140.00		
12	Door -Khar wooden for washroom D3-1No (as per design)	Pul-i-Khumry City	No	140.00		
13	Windows -Khar Woode for W1 (as per design)	Pul-i-Khumry City	No	280.00		
14	Window for washroom-Khar for W2 (as per design)	Pul-i-Khumry City	No	140.00		
15	Glass without installation.(installation under HH)	Pul-i-Khumry City	m2	700.00		
16	Gutters from Iron sheet (12 X 8)Cm	Pul-i-Khumry City	No	560.00		
17	Plastic sheet for roofing	Pul-i-Khumry City	m2	15,400.00		
<b>Tools Kits</b>						
1	Claw hammer-Steel	Pul-i-Khumry City	Pc	140.00		
2	Steel Shovel with wood handle	Pul-i-Khumry City	Pc	140.00		
3	Iron Pick digger with wooden handle	Pul-i-Khumry City	Pc	140.00		
4	Iron Hand-held saw	Pul-i-Khumry City	Pc	140.00		
5	Iron Mason's bucket	Pul-i-Khumry City	Pc	140.00		
6	Iron wheelbarrow with Tyre	Pul-i-Khumry City	Pc	140.00		
<b>Grand Total (AFN)</b>						

**BIDDER'S COMMENTS/REMARKS:**

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**LOT-6: SHELTER MATERIALS AND TOOLS - MEHTARLAM CITY OF LAGHMAN PROVINCE**

Item No	Description	Place of Delivery	Unit	Quantity	Unit Price (AFN) including all applicable taxes	Total Price (AFN) including all applicable taxes
1	Iron beam size (14cmx7cmx5mm) for D1 lintel L=2m with anti-rust painting	Mehtarlam City	Bar	234.00		
2	Iron beam size (14cmx7cmx5mm) for D2 lintel L=1.5m with anti-rust painting	Mehtarlam City	Bar	468.00		
3	Iron beam size (14cmx7cmx5mm) for D3 lintel L=1.5m with anti-rust painting	Mehtarlam City	Bar	234.00		
4	Iron beam size (14cmx7cmx5mm) for W1 lintel L= 3m with anti-rust painting	Mehtarlam City	Bar	468.00		
5	Iron beam of the roof slab size ( 14cm x 7cm x 5mm) L = 4m with anti-rust painting	Mehtarlam City	Bar	1,170.00		
6	Plank- Wooden-Size(2.5*20*600)cm	Mehtarlam City	m2	4,446.00		
7	Earthquake resistance(Katiba)-Wooden plate-size (9.5*9.5*560)cm	Mehtarlam City	Bar	468.00		
8	Nails-Iron	Mehtarlam City	kg	351.00		
9	Iron plate 2mm thickness,3cm width,45cm length	Mehtarlam City	Pc	2,340.00		
10	Door -Khar Wooden for rooms D2-2No (as per design)	Mehtarlam City	No	234.00		
11	Door - Khar Wooden for corridor D1-1No (as per design)	Mehtarlam City	No	117.00		
12	Door -Khar wooden for washroom D3-1No (as per design)	Mehtarlam City	No	117.00		
13	Windows -Khar Woode for W1 (as per design)	Mehtarlam City	No	234.00		
14	Window for washroom-Khar for W2 (as per design)	Mehtarlam City	No	117.00		
15	Glass without installation.(installation under HH)	Mehtarlam City	m2	585.00		
16	Gutters from Iron sheet (12 X 8)Cm	Mehtarlam City	No	468.00		
17	Plastic sheet for roofing	Mehtarlam City	m2	12,870.00		
<b>Tools Kits</b>						
1	Claw hammer-Steel	Mehtarlam City	Pc			

				117.00		
2	Steel Shovel with wood handle	Mehtarlam City	Pc	117.00		
3	Iron Pick digger with wooden handle	Mehtarlam City	Pc	117.00		
4	Iron Hand-held saw	Mehtarlam City	Pc	117.00		
5	Iron Mason's bucket	Mehtarlam City	Pc	117.00		
6	Iron wheelbarrow with Tyre	Mehtarlam City	Pc	117.00		
<b>Grand Total (AFN)</b>						

**BIDDER'S COMMENTS/REMARKS:**

1. \_\_\_\_\_
2. \_\_\_\_\_

**LOT-7: SHELTER MATERIALS AND TOOLS - ASAD ABAD CITY OF KUNAR PROVINCE**

Item No	Description	Place of Delivery	Unit	Quantity	Unit Price (AFN) including all applicable taxes	Total Price (AFN) including all applicable taxes
1	Iron beam size (14cmx7cmx5mm) for D1 lintel L=2m with anti-rust painting	Asad Abad City	Bar	160.00		
2	Iron beam size (14cmx7cmx5mm) for D2 lintel L=1.5m with anti-rust painting	Asad Abad City	Bar	320.00		
3	Iron beam size (14cmx7cmx5mm) for D3 lintel L=1.5m with anti-rust painting	Asad Abad City	Bar	160.00		
4	Iron beam size (14cmx7cmx5mm) for W1 lintel L= 3m with anti-rust painting	Asad Abad City	Bar	320.00		
5	Iron beam of the roof slab size ( 14cm x 7cm x 5mm) L = 4m with anti-rust painting	Asad Abad City	Bar	800.00		
6	Plank- Wooden-Size(2.5*20*600)cm	Asad Abad City	m2	3,040.00		
7	Earthquake resistance(Katiba)-Wooden plate-size (9.5*9.5*560)cm	Asad Abad City	Bar	320.00		
8	Nails-Iron	Asad Abad City	kg	240.00		
9	Iron plate 2mm	Asad Abad City	Pc			

	thickness,3cm width,45cm length			1,600.00		
10	Door -Khar Wooden for rooms D2-2No (as per design)	Asad Abad City	No	160.00		
11	Door - Khar Wooden for corridor D1-1No (as per design)	Asad Abad City	No	80.00		
12	Door -Khar wooden for washroom D3-1No (as per design)	Asad Abad City	No	80.00		
13	Windows -Khar Woode for W1 (as per design)	Asad Abad City	No	160.00		
14	Window for washroom-Khar for W2 (as per design)	Asad Abad City	No	80.00		
15	Glass without installation.(installation under HH)	Asad Abad City	m2	400.00		
16	Gutters from Iron sheet (12 X 8)Cm	Asad Abad City	No	320.00		
17	Plastic sheet for roofing	Asad Abad City	m2	8,800.00		
<b>Tools Kits</b>						
1	Claw hammer-Steel	Asad Abad City	Pc	80.00		
2	Steel Shovel with wood handle	Asad Abad City	Pc	80.00		
3	Iron Pick digger with wooden handle	Asad Abad City	Pc	80.00		
4	Iron Hand-held saw	Asad Abad City	Pc	80.00		
5	Iron Mason's bucket	Asad Abad City	Pc	80.00		
6	Iron wheelbarrow with Tyre	Asad Abad City	Pc	80.00		
<b>Grand Total (AFN)</b>						

**BIDDER'S COMMENTS/REMARKS:**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

**Lot-8: SHELTER MATERIALS AND TOOLS - JALALABAD CITY OF NENGERHAR PROVINCE**

Item No	Description	Place of Delivery	Unit	Quantity	Unit Price (AFN) including all applicable taxes	Total Price (AFN) including all applicable taxes
1	Iron beam size (14cmx7cmx5mm) for D1 lintel L=2m with anti-rust	Jalalabad City	Bar	440.00		



	painting					
2	Iron beam size (14cmx7cmx5mm) for D2 lintel L=1.5m with anti-rust painting	Jalalabad City	Bar	880.00		
3	Iron beam size (14cmx7cmx5mm) for D3 lintel L=1.5m with anti-rust painting	Jalalabad City	Bar	440.00		
4	Iron beam size (14cmx7cmx5mm) for W1 lintel L= 3m with anti-rust painting	Jalalabad City	Bar	880.00		
5	Iron beam of the roof slab size ( 14cm x 7cm x 5mm) L = 4m with anti-rust painting	Jalalabad City	Bar	2,200.00		
6	Plank- Wooden-Size(2.5*20*600)cm	Jalalabad City	m2	8,360.00		
7	Earthquake resistance(Katiba)-Wooden plate-size (9.5*9.5*560)cm	Jalalabad City	Bar	880.00		
8	Nails-Iron	Jalalabad City	kg	660.00		
9	Iron plate 2mm thickness,3cm width,45cm length	Jalalabad City	Pc	4,400.00		
10	Door -Khar Wooden for rooms D2-2No (as per design)	Jalalabad City	No	440.00		
11	Door - Khar Wooden for corridor D1-1No (as per design)	Jalalabad City	No	220.00		
12	Door -Khar wooden for washroom D3-1No (as per design)	Jalalabad City	No	220.00		
13	Windows -Khar Woode for W1 (as per design)	Jalalabad City	No	440.00		
14	Window for washroom-Khar for W2 (as per design)	Jalalabad City	No	220.00		
15	Glass without installation.(installation under HH)	Jalalabad City	m2	1,100.00		
16	Gutters from Iron sheet (12 X 8)Cm	Jalalabad City	No	880.00		
17	Plastic sheet for roofing	Jalalabad City	m2	24,200.00		
<b>Tools Kits</b>						
1	Claw hammer-Steel	Jalalabad City	Pc	220.00		
2	Steel Shovel with wood handle	Jalalabad City	Pc	220.00		
3	Iron Pick digger with wooden handle	Jalalabad City	Pc	220.00		
4	Iron Hand-held saw	Jalalabad City	Pc	220.00		
5	Iron Mason's bucket	Jalalabad City	Pc	220.00		

6	Iron wheelbarrow with Tyre	Jalalabad City	Pc	220.00		
<b>Grand Total (AFN)</b>						

**BIDDER'S COMMENTS/REMARKS:**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

**LOT-9: LATRINE MATERIALS - FAIZABAD CITY OF BADA KHSHAN PROVINCE**

Item No	Description	Place of Delivery	Unit	Quantity	Unit Price (AFN) including all applicable taxes	Total Price (AFN) including all applicable taxes
1	Door -Khar Wooden-1 No (as per design)	Faizabad City	No	50.00		
2	Zinc pipe with T elbow.	Faizabad City	m	75.00		
3	PVC vent pipe	Faizabad City	m	150.00		
4	Vent pipe hood from Iron sheet	Faizabad City	unit	50.00		
5	Vault steel door for latrine pit (as per design)	Faizabad City	No	50.00		
<b>Grand Total (AFN)</b>						

**BIDDER'S COMMENTS/REMARKS:**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

**LOT-10: LATRINE MATERIALS - DARAYEM DISTRICT OF BADA KHSHAN PROVINCE**

Item No	Description	Place of Delivery	Unit	Quantity	Unit Price (AFN) including all applicable taxes	Total Price (AFN) including all applicable taxes
1	Door -Khar Wooden-1 No (as per design)	Darayem District	No	57.00		
2	Zinc pipe with T elbow.	Darayem District	m	85.50		



3	PVC vent pipe	Darayem District	m	171.00		
4	Vent pipe hood from Iron sheet	Darayem District	unit	57.00		
5	Vault steel door for latrine pit (as per design)	Darayem District	No	57.00		
<b>Grand Total (AFN)</b>						

**BIDDER'S COMMENTS/REMARKS:**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

**LOT-11: LATRINE MATERIALS - RUSTAQ DISTRICT OF TAKHAR PROVINCE**

Item No	Description	Place of Delivery	Unit	Quantity	Unit Price (AFN) including all applicable taxes	Total Price (AFN) including all applicable taxes
1	Door -Khar Wooden-1 No (as per design)	Rustaq Districr	No	40.00		
2	Zinc pipe with T elbow.	Rustaq Districr	m	60.00		
3	PVC vent pipe	Rustaq Districr	m	120.00		
4	Vent pipe hood from Iron sheet	Rustaq Districr	unit	40.00		
5	Vault steel door for latrine pit (as per design)	Rustaq Districr	No	40.00		
<b>Grand Total (AFN)</b>						

**BIDDER'S COMMENTS/REMARKS:**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

**LOT-12: LATRINE MATERIALS - TALUQAN CITY OF TAKHAR PROVINCE**

Item No	Description	Place of Delivery	Unit	Quantity	Unit Price (AFN) including all applicable taxes	Total Price (AFN) including all applicable taxes
1	Door -Khar Wooden-1 No (as per design)	Taluqan City	No	100.00		
2	Zinc pipe with T elbow.	Taluqan City	m	150.00		

3	PVC vent pipe	Taluqan City	m	300.00		
4	Vent pipe hood from Iron sheet	Taluqan City	unit	100.00		
5	Vault steel door for latrine pit (as per design)	Taluqan City	No	100.00		
<b>Grand Total (AFN)</b>						

**BIDDER'S COMMENTS/REMARKS:**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

**LOT- 13: LATRINE MATERIALS - PUL-I-KUMRY CITY OF BAGHLAN PROVINCE**

Item No	Description	Place of Delivery	Unit	Quantity	Unit Price (AFN) including all applicable taxes	Total Price (AFN) including all applicable taxes
1	Door -Khar Wooden-1 No (as per design)	Pul-i-Khumry City	No	140.00		
2	Zinc pipe with T elbow.	Pul-i-Khumry City	m	210.00		
3	PVC vent pipe	Pul-i-Khumry City	m	420.00		
4	Vent pipe hood from Iron sheet	Pul-i-Khumry City	unit	140.00		
5	Vault steel door for latrine pit (as per design)	Pul-i-Khumry City	No	140.00		
<b>Grand Total (AFN)</b>						

**BIDDER'S COMMENTS/REMARKS:**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

**LOT- 14: LATRINE MATERIALS - MEHTARLAM CITY OF LAGHMAN PROVINCE**

Item No	Description	Place of Delivery	Unit	Quantity	Unit Price (AFN) including all applicable taxes	Total Price (AFN) including all applicable taxes
1	Door -Khar Wooden-1 No	Mehtarlam City	No			

	(as per design)			117.00		
2	Zinc pipe with T elbow.	Mehtarlam City	m	175.50		
3	PVC vent pipe	Mehtarlam City	m	351.00		
4	Vent pipe hood from Iron sheet	Mehtarlam City	unit	117.00		
5	Vault steel door for latrine pit (as per design)	Mehtarlam City	No	117.00		
<b>Grand Total (AFN)</b>						

**BIDDER'S COMMENTS/REMARKS:**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

**LOT- 15: LATRINE MATERIALS - ASAD ABAD CITY OF KUNAR PROVINCE**

Item No	Description	Place of Delivery	Unit	Quantity	Unit Price (AFN) including all applicable taxes	Total Price (AFN) including all applicable taxes
1	Door -Khar Wooden-1 No (as per design)	Asad Abad City	No	80.00		
2	Zinc pipe with T elbow.	Asad Abad City	m	120.00		
3	PVC vent pipe	Asad Abad City	m	240.00		
4	Vent pipe hood from Iron sheet	Asad Abad City	unit	80.00		
5	Vault steel door for latrine pit (as per design)	Asad Abad City	No	80.00		
<b>Grand Total (AFN)</b>						

**BIDDER'S COMMENTS/REMARKS:**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

**LOT- 16: LATRINE MATERIALS - JALALABAD CITY OF NENGERHAR PROVINCE**

Item No	Description	Place of Delivery	Unit	Quantity	Unit Price (AFN) including all applicable taxes	Total Price (AFN) including all applicable taxes
1	Door -Khar Wooden-1 No (as per design)	Jalalabad City	No	220.00		
2	Zinc pipe with T elbow.	Jalalabad City	m	330.00		
3	PVC vent pipe	Jalalabad City	m	660.00		
4	Vent pipe hood from Iron sheet	Jalalabad City	unit	220.00		
5	Vault steel door for latrine pit (as per design)	Jalalabad City	No	220.00		
<b>Grand Total (AFN)</b>						

**BIDDER'S COMMENTS/REMARKS:**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

**BIDDER'S TERMS AND CONDITIONS:**

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

Name of Bidder's Authorized Representative: \_\_\_\_\_

Authorized signature and stamp: \_\_\_\_\_

Date: \_\_\_\_\_

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

# INTERNATIONAL CALL FOR TENDER ACTED **Afghanistan**

## PART D - BIDDER'S QUESTIONNAIRE

Date :

Tender N° : **T/ 02DUD/D1-6-18-13-25-30-42-47-59-64-76-81/Kabul/04-11-2019/01**

PART I: INFORMATION			
<b>A. Company Details and General Information</b>			
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	
<b>Management of the company: Chief Finance Officer or Chief Accountant</b>			
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	
<b>Company's staff &amp; insurance</b>			
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
<b>Description of the Company</b>			
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>B. Financial Information</b>			
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:		
<b>C. Experience</b>						
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						
<b>D. Technical Capability</b>						
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)				
<b>E. Miscellaneous</b>						
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
<b>PART II: CERTIFICATION</b>		
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:
<b>Check list of supporting documents</b>		<b>For ACTED use only</b>
1) Trading license	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked
2) VAT registration/tax clearance certificate	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked



3)	Company profile	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked
4)	Proof of trading/dealership/agent	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked
5)	Evidence of similar contracts	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked
6)	References	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked
7)	Particulars of CEO and key personnel	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked
8)	Articles of Association & Certificate of incorporation	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked
9)	Financial statements (latest)	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked
10)	Other (specify):	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked

Company Name: \_\_\_\_\_

Authorized Representative Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Stamp:

**INTERNATIONAL CALL FOR TENDER ACTED Afghanistan**  
**Part E – Bidder's Ethical Declaration**

Date:

Tender N°:      **T/ 02DUD/D1-6-18-13-25-30-42-47-59-64-76-81/Kabul/04-11-2019/01**

Tenderer's name: \_\_\_\_\_

Tenderer'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's 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 [\[tenderer's name\]](#), 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 Tenderer's authorized representative \_\_\_\_\_

Authorized signature \_\_\_\_\_

## INTERNATIONAL CALL FOR TENDER ACTED Afghanistan

### Part E – Bidder's Check List

Date:

Tender reference: T/ 02DUD/D1-6-18-13-25-30-42-47-59-64-76-81/Kabul/04-11-2019/01

BEFORE SENDING YOUR BIDDING DOCUMENTS, PLEASE CHECK THAT EACH OF THE FOLLOWING COMPONENTS IS COMPLETE AND RESPECTS THE FOLLOWING CRITERIA :	To be filled in by Bidder		To be filled in by Opening Committee (For ACTED use only)		Comments (For ACTED use only)
	Yes	No	Yes	No	
1. An original and one copy of the bid have been provided					
2. PART A – Instructions to Bidders is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
3. PART B – Technical specifications and quality requirements is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
4. PART C – Offer Form is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
5. The bid prices are in Afghani <b>(compulsory)</b>					
6. PART D – Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier.					
7. Part E - Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
8. The Bidding documents are filled in English. <b>(compulsory)</b>					
9. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past similar services deliveries in Afghanistan) are provided					
10. ANNEXES – Application Letter on Company Template					
11. ANNEXES – A Copy of Company registration documents and license are included <b>(compulsory)</b>					
12. ANNEXES – The ID of the legal representative of the company is included <b>(compulsory)</b>					
13. ANNEXES – Samples/pictures are provided					
14. ANNEXES – Certificates of origin are provided					
15. ANNEXES – Bank account information has been provided					

Name & Position of Bidder's authorized representative \_\_\_\_\_

Authorized signature

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