



INTERNATIONAL CALL FOR TENDER– **ACTED PAKISTAN** PART A - Instruction to Bidders

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

PRODUCT SPECIFICATIONS:

- | | |
|------------------------------------|---|
| 1. Description: | Supply / Construction of Medium to Large schemes – Chitral, KP |
| 2. Product class / category: | Works/Construction |
| 3. INCOTERM (delivery conditions): | DDP (All cost & duties Paid) to Chitral, KP |
| 4. Quantity / unit: | Listed in Lot1 & 2 (below) |
| 5. Packaging requirements: | As per product requirements |

CONTRACTORS RESPONSIBILITIES:

- | | |
|---------------------------|--|
| 1. Date of completion: | 1 Month after contract signing |
| 2. Validity of the offer: | At least 6 months |
| 3. Terms of Delivery: | DDP (All cost & duties Paid) to Chitral, KP |
| 4. Point of Delivery: | Chitral, KP |

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. To fill part B of this document is compulsory so that the bid can be considered;
- **The tender documents have to be filled in English and prices have to be inclusive of all applied taxes and transportation Cost in PKR;**
- Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) need to be provided;
- A copy of the ID of a legal representative;
- A certificate of origin;
- Should the packaging conditions be at an additional cost, please include its value within the price per unit.

GENERAL CONDITIONS:

1. Bidders are requested to fill in, sign, stamp and return Part A, Part B (Offer Form) and Part C (according to ACTED format)
2. Bidders shall fill, sign, stamp and return the Offer form according to ACTED's format as well as the instructions, Bidder's questionnaire, Bidder's Ethical Declaration and the Bidder's checklist.
3. Bidders shall sign and return all pages of the Product Specifications for which they apply.
4. The offer to the call for tender will not automatically result in the award of a contract.
5. The offer must be submitted to ACTED Logistics department in a sealed envelope with the mention **"T/04CTA/30EMSC/ISL/03.12.2019/302 not to be opened before 2019, December 19 - 10:00 AM" by hand or by post at the address below:**
House # 59, Orchard Road, Orchard Scheme, Murree Road, Islamabad, Pakistan.
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.

SPECIFIC CONDITIONS:**1. Demand Draft / Call Deposit**

Bidders are requested to provide at the time of their bid a Demand Draft / **Call Deposit equivalent to 5 % (five percent) of the total bidding value in favor of ACTED and denominated in PKR.** If the selected bidder refuses to sign the supplies contract, then ACTED reserves the right to forfeit the bid security.

Bids not accompanied by a Demand Draft / Call Deposit will be automatically rejected.

The Demand Draft / Call Deposit of unsuccessful bidders will be returned as promptly as possible, but not later than 30 (thirty) days after the expiration of the bid validity period.

The Demand Draft / Call Deposit of the winning bidder(s) will be maintained for 2 (two) additional months from the contract awarding date and will be released only after the contract(s) signature. The contract will include an execution guarantee at least equal to the bid guarantee.

The withdrawal of any offer before the end of its validity period will result in forfeiture of the Demand Draft / Call Deposit and disqualification of the bid.

- a. ***Interested bidders are requested to make site visit dated from 09th of December to 16th of December, 2019. Purpose of site visit is to brief interested bidders over Supply and Construction of Medium to Large schemes. Attendance sheet will be signed by the supplier to attest the presence to the visit.***
- b. ***Area of implementation of the water supply scheme.***
- c. ***Briefing will be provided by ACTED team over technicalities of the water supply scheme constructions works.***

Timelines of execution and completion of Supply and Construction of Medium to Large schemes.

2. Interested bidders are requested to confirm their visit planning to pakistan.tender@acted.org, CC islamabad.logistics@acted.org
3. No bidder should deem that the entire tender would be awarded to a single bidder. ACTED reserves the right to divide / split the contracts amongst different bidders.
4. Bidders can apply for a single Lot or multiple Lots.
5. In case a public holiday is announced by the Government of Pakistan (Due to security or any other reason) the tender will be opened the next working day at the same time and venue.
6. Lowest price is not sole criteria as quality, delivery time (if required to be proposed by vendor) and previous experience will be considered.
7. The following persons and number can be contacted for general enquiries:
pakistan.tender@acted.org cc tender@acted.org
+92 051-8313022-24
8. Filling all information regarding the quoted items in the Offer Form (e.g. unit prices) is compulsory; any missing information may lead to rejection of your offer(s).
9. Quantities are subject to change; in that case ACTED will consider unit price as reference during the offers' selection.



- 10. Documents sent without signature, stamp on every page and 5% Demand Draft will not be accepted as valid offers.
- 11. Bidders participating from the tax-free zones are requested to submit their updated tax exemption certification verified from relevant stakeholders.

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.

FOR BIDDER'S USE

I undersigned, the Bidder, agree with the instructions and general conditions of this Call for Tender.

Company Name: _____

Authorized Representative Name: _____

Signature: _____

Stamp:

Date: **December 03, 2019**

Tender No. T/04CTA/30EMSC/ISL/03.12.2019/302

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

1. Company Name: _____)
2. Company Authorized Representative Name: _____)
- 2.1 Authorized Representative CNINC # _____)
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.

1. **PLEASE FILL IN THE FOLLOWING TABLE:**
BIDDERS CAN APPLY FOR ONE OR SEVERAL LOTS.

LOT # 01 (Main Bridge Construction)						
Sr. #	Description	Technical Specification	Unit	Total Quantity	Unit Price PKR (Inclusive of all applied taxes)	Total Price PKR (Inclusive of all applied taxes)
1	Excavation in Shingle or gravel Formation		Cubic foot	240		
2	Only labor charges for RCC 1:2:4 in Abutment Including shuttering work Note: plywood should be use for Shuttering		Cubic foot	324		
3	Only labor charges PCC 1:2:4 as in Road Including shuttering work		Cubic foot	160		
4	Only labor charges PCC 1:2:4 as Guard Room Floor		Cubic foot	56		
5	Only labor charges Plaster work 1:6 in Guard Room		Square foot	590		
6	Supply and Installation of Wooden Door in Guard Room complete with Lock, bolts and glass for ventilator on top of the Door including GI sheet made frame	Door size 3'-6"x8' (Imported Wood made)	Job	1		
7	Ceiling work of Guard Room including Labor charges (Size of Room 12'x14')	Use 5mm plywood including all wooden support	Job	1		

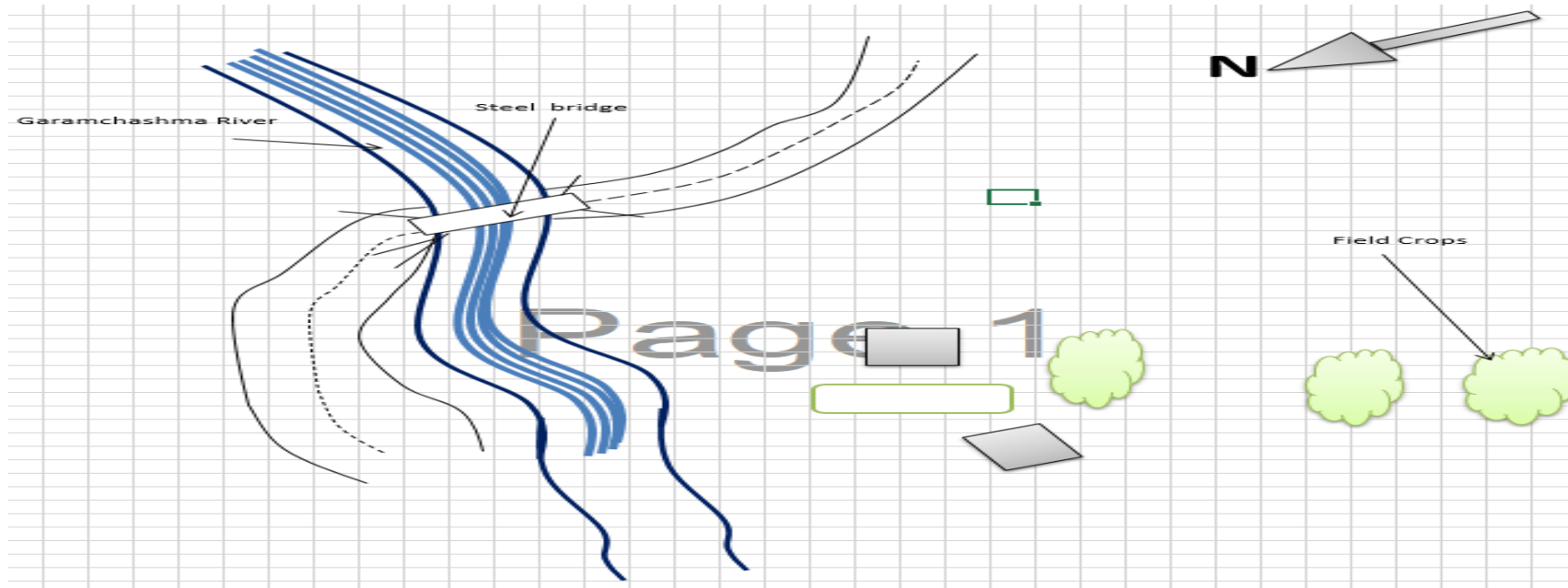
8	labor, transportation, fixing and cutting charges for leftover over old wood	leftover old Wood will be use for the repair of Karimabad Bridge near shoghor	Cubic foot	260		
9	Cement	Ordinary Portland Cement (OPC), 10000 psi 50 kg bag	Bags	103		
10	Sand	Local washed	Cubic foot	268		
11	Crush	size 1/2"	Cubic foot	330		
12	Steel 1/2"	40 grade	kg	606		
13	Tie Wire	Flexible	Kg	15		
14	Calcium chloride granular 74.0%	Equivalent to UK Made	Kg	25		
15	Supply and fixing of Gi Steel Bar #8 Including Cutting of steel bars as per requirement and threading for nut bolts etc		Running foot	60		
16	Supply and fixing cold rolled steel plates		Job	18		

17	Supply and fixing of cold rolled steel		Square foot	30		
18	Supply and fixing of Steel tread plate Size(8'x4' Gauge 3.2mm) including cutting welding complete	5 bars galvanized tread plate Anti-slip. Anti-rust. Corrosion resistance. Hard. Long life. Low maintenance Surface finish Galvanized, black, painting. Low carbon steel	No's	30		
19	Nuts, bolts to connect and fix the plates on top bottom, and sides of the channel.	Heavy duty The size (20mm to 25mm dia and 2" to 3" long) and may change or vary as per site engineer recommendation	Job	1		
20	iron nails		kg	40		
21	Round Cap screw Nails		Kg	8		
22	welding work, cutting of sheets and holes making		Job	1		
23	Supply and fixing of Deodar wood	Road Bearers (8' x 1' x 6")planed & seasoned painted with use Mobil Oil. This is also to be note that the wood should be procured from Govt register supplier with all clearance from concern Govt Department and provide transport pass from forestry department.	No's	70		
24	Supply and fixing of Deodar wood	Horizontal planks size (13'-6"x1'x3") planed & seasoned painted with use Mobil Oil. This is also to be note that the wood should be procured from Govt register supplier with all clearance from concern Govt	No's	69		

		Department and provide transport pass from forestry department.				
25	Paint	ICI Duluxe or equivalent	Gallon	12		
26	Paint thinner	Good quality	Gallon	4		
27	Only Labor charges for painting work length of bridge 66' including 12'x14' guard room	3 coats	Job	1		
28	Dismantling of Existing Bridge only wooden portion.		Job	1		
29	Supply and fixing of Sign Board 4'x3'	Sheet Gauge 18, for frame and pedestal use 16 Gauge iron Pipe clear length of the pedestal 4', 1' angle iron welded with pedestal, Background color white, both side writing with ACTED, Concern & DFID Logos	No's	1		
30	Work wear gloves for labor works	(Re-usable) Plastic made	Pairs	8		
31	Safety Helmet	Color Yellow, head size 52-64 cm (M), Chin Strap, Fast track four-point inner Fiber suspension, ANSI/ISEA Z89, 1-2009 Type 1 Class E & G, MSA or equivalent	No's	8		
32	Wellington Boot(Labor Boots)	size 40-44	Pairs	8		
Grand Total (PKR) Inclusive of all applicable taxes & Transportation						

BIDDER'S COMMENTS/REMARKS:

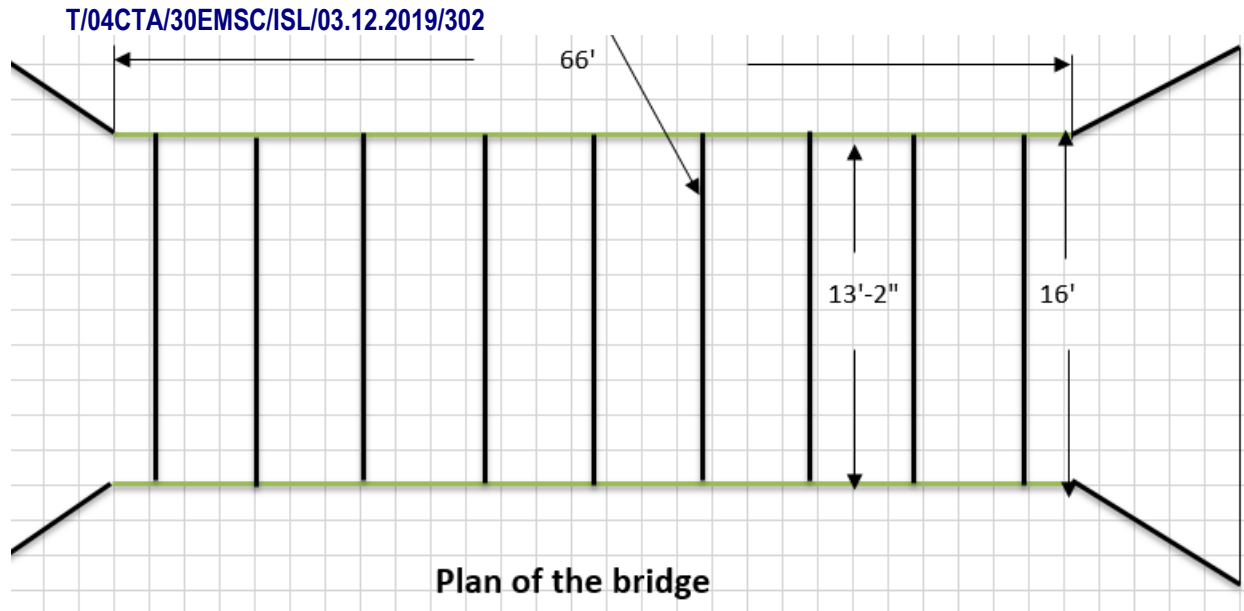
1. _____
2. _____

Annex A : Site Plan

Annex B: Detail Estimate


Detail Estimate											
S#	Description	No	Length	Width	Height	Unit	Qty	Cement	Sand	Crush	Steel 1/2"



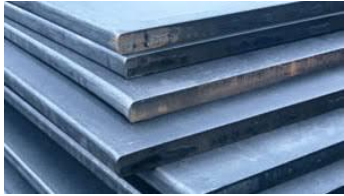
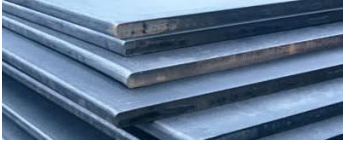

1	Excavation for RCC Wall in abutment	1	24	5	2	Cubic foot	240				
2	RCC Wall along Abutment (1:2:4) c/c distance 9"	2	24	0.75	9	Cubic foot	324	57.024	70.25357	140.5071	606
3	PCC 1:2:4 as in Road	2	10	16	0.5	Cubic foot	160	28.16	70.4	140.8	
4	PCC 1:2:4 as Guard Room Floor	1	12	14	0.33	cubic foot	55.44	9.75744	24.3936	48.7872	
5	Paster work in Gurad Room 1:5										
	Inner side	1	30	0.08	11	Cubic foot	26.4				
	Outer Side	1	26	0.08	10	Cubic foot	20.8				
	Total					Cubic foot	47.2	7.866667	49.16667		
G-Total								102.8081	267.7673	330.0943	606






Annex C: Plan of Bridge



Annex D: Pictorial Items list

S#	Description	
1	Tie Wire	

2	Calcium chloride granular 74.0%	
3	Supply and fixing of Gi Steel Bar #8 Including Cutting of steel bars as per requirement and threading for nut bolts etc	
4	Supply and fixing cold rolled steel plates	
5	Supply and fixing of cold rolled steel	
6	Supply and fixing of Steel tread plate Size (8'x4' Gauge 3.2mm) including cutting welding complete	

7	Nuts, bolts to connect and fix the plates on top bottom, and sides of the channel.	
8	iron nails	
9	Round Cap screw Nails	
10	Dismantling of Existing Bridge only wooden portion.	
11	Supply and fixing of Sign Board 4'x3'	

12	Work wear gloves for labor works	
13	Safety Helmet	
14	Wellington Boot (Labor Boots)	

-End of lot 1-

LOT # 02 Link Road Construction						
Sr. #	Description	Technical Specification	Unit	Total Quantity	Unit Price PKR (Inclusive of all applied taxes)	Total Price PKR (Inclusive of all applied taxes)
1	Mechanical Excavator type 60 or above (Price per Working/engine start hour with fuel)	To excavate and load the Road side cut Material. Note: • In case of Machinery out of order supplier should be repair the machinery within two days otherwise contractor should be bound to arrange alternative	Hour	155		

		<p>one in one week and ACTED will be pay additional transportation charges as per the quoted rate.</p> <ul style="list-style-type: none"> • Working hours will be document signed & stamp on daily basis between supplier and ACTED assigned supervisor. • For all additional charges like maintenances of Machinery, accommodation of labors, food arrangement and security of Machinery Contractor should be responsible. • Contractor is bound to provide numbers of Excavators as per ACTED demand. • Payment will be made on actual work done 				
2	Transportation charges of Excavator type 60 or above		No's	1		
3	Mazda with fuel for Material Transportation	<ul style="list-style-type: none"> • Payment will be pay @ minimum 70 cubic foot per trip • Material will be transport and unload within 7 kilometers from site as per Engineer direction. • Contractor is bound to provide numbers of Mazda or equivalent truck as per ACTED demand. • Payment will be made on actual work done 	Trip	240		
4	Blasting	<ul style="list-style-type: none"> • Hole depth 1 to 2 feet • Including all Material use in Blasting • Payment will be done on actual work done • Payment will be made on actual work done 	No's	120		
5	HDPE Pipe 110 mm	(PN-10/SDR-17(equivalent to DADEX, ALPHA) 6-meter length	Running foot	200		



6	Cement	Ordinary Portland Cement (OPL), 10000 psi 50 kg per bag	Bag (contains 50kg)	108		
7	Calcium chloride granular 74.0%	Equivalent to UK Made	Kg	20		
8	Gravel	Local washed	cubic foot	1275		
9	Planks	Poplar 6'x6"x1"	No's	30		
10	Iron Nails 2"	Iron nails, polished low-carbon steel; cold processed, not heat treated except for galvanization; packed in strong and thick plastic bag	Kg	6		
11	Iron Nails 3"	Iron nails, polished low-carbon steel; cold processed, not heat treated except for galvanization; packed in strong and thick plastic bag	Kg	8		
12	Sign Board 4'x3'	Sheet Gauge 18, for frame and pedestal use 16 Gauge iron Pipe clear length of the pedestal 4', 1' angle iron welded with pedestal, Background color white, both side writing with ACTED, Concern & DFID Logos	No's	1		
13	Wooden support for shuttering Work	Poplar Wood Size (6'X2.5"X2")	No's	20		
14	Wooden support for shuttering Work	Poplar Wood Size (3'x2"x1.5")	No's	20		
15	RCC Pipe 1' Dia 6' Long	Class A	No's	16		

16	Wheel Barrow	Use 18 gauge container sheet capacity 2.5 cubic foot painted, Tyre: Equivalent to service brand, Tyre size 4.00-8, PR-6 PR, Tyre Weight with Tolerance (gms) 2675±7%, Sec-Width (mm)-90 Rim: Design for heavy duty Welding/finishing and Painting will be up to satisfaction of engineer Note: all the material like iron sheet, angle iron tyre and rims should be design for heavy load.	No's	1		
17	Spade	Shovel/Spade (Bailcha), Equivalent to china made, weight 1.03 kg with 3'-9" long wooden handle, 3 % Variation will acceptable in Weight, Handle should be smooth and fixed properly ready to use. Note spade weight will be measure without handle	No's	6		
18	Pick axe	Pick Axe with wooden handle, weight 2.4 kg without handle, 3 % Variation will acceptable in weight, Handle should be smooth and fixed properly ready to use length of Handle 3'	No's	4		
19	Steel pan	Metallic Pan (Taghari), Weight: 1Kg to 1.25 kg, Diameter: 14" to 15», GI	No's	4		
20	Work wear gloves for labor works	(Re-usable) Plastic made,	Pairs	8		
21	Safety Helmet	Color Yellow, head size 52-64 cm (M), Chin Strap, Fast track four-point inner Fiber suspension, ANSI/ISEA Z89, 1-2009 Type 1 Class E & G, MSA or equivalent	No's	8		
22	Wellington Boot (Labor Boots)	size 40-44	Pairs	8		
Grand Total (PKR) Inclusive of all applicable taxes & Transportation						

BIDDER'S COMMENTS/REMARKS:

3. _____
4. _____
5. _____

2. Delivery Timeframe:

Lot #	Lot Description	Delivery Destination	Guaranteed delivery completion time by the Supplier	ACTED delivery completion deadline
1	Main Bridge Construction as per Annex a,b,c, & d	Village Droshp Uc Lotkoh District Chitral		15 working days
2	Link Road Construction	Village Roi Uc Lotkoh District Chitral		15 working days

3. BIDDER'S TERMS AND CONDITIONS:

1. Valid of the offer: _____ (recommended: 06 months or more)
2. Terms of delivery: _____ (DDP recommended)
3. Terms of payment: _____

4. Does Bidder appear on Active Tax Payers List? Yes / No

5. Name of Bidder's Authorized Representative: _____

6. Authorized signature and stamp: _____

Date: _____

PART C - BIDDER'S QUESTIONNAIRE – ACTED PAKISTAN

Date: December 03, 2019

Tender No. T/04CTA/30EMSC/ISL/03.12.2019/302

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 permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications	

Management of the company: CEO, Executive Director, Deputy Director, President or Vice-President

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

Management of the company: Chief Finance Officer or Chief Accountant

Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number		type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	
Province/Region		E-mail addresses	
Is the individual a U.S. citizen or 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:		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

Description of the Company

Type of Business (multiple choices possible):	<input type="checkbox"/> Manufacturing <input type="checkbox"/> Consulting Company <input type="checkbox"/> Authorized Agent	<input type="checkbox"/> Manufacturing <input type="checkbox"/> Trader <input type="checkbox"/> Other, please specify : _____
Sector of Business (multiple choices possible):	<input type="checkbox"/> Goods / supplies <input type="checkbox"/> Services <input type="checkbox"/> Equipment	<input type="checkbox"/> Works <input type="checkbox"/> Other, please specify : _____
Year Established:		Country of registration:
Licence number:		Valid until:
Working languages:	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish	<input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Other, please specify : _____
Technical documents available in:	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish	<input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Other, please specify : _____

B. Financial Information

VAT Number:		Tax Number:	
Bank Name:		Bank Account Number:	
Bank Address:		Account Name:	
Swift/BIC number:		Standard Payment Terms:	
Has the company been audited in the last 3 years?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Please attach a copy of the company's most recent Annual or Audited Financial Report			<input type="checkbox"/> Attached
Annual Value of Total Sales for the last 3 Years:			
Year: 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:						
#	Organisation	Contact person	Phone/E-mail	Goods/Works/Services	Value (USD)	Destination
1						
2						
3						

4					
5					
What is your company's main area of expertise?					
What is your company's business coverage area?		<input type="checkbox"/> National <input type="checkbox"/> Restricted to (specify location) : _____			
To which countries has your company exported and/or managed projects in the last 3 years?					
Provide any other information that demonstrates your company's qualifications and experience (eg. awards)					
List any national or international Trade/Professional Organisations of which your company is a member					
D. Technical Capability					
Type of Quality Assurance Certificate				<input type="checkbox"/> Attached	
Type of Certification/Qualification Documents				<input type="checkbox"/> Attached	
International Offices/Representation					
List below up to 10 of the core Goods and/or Services your company sells:					
1)		6)			
2)		7)			
3)		8)			
4)		9)			
5)		10)			
List the main assets of your company (trucks & heavy machines, heavy & valuable equipment, premises & warehouses, production sites etc.)					
1)		6)			
2)		7)			
3)		8)			
4)		9)			
5)		10)			
E. Miscellaneous					
Does your company have an Environmental Policy? (Yes/No)				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does your company have an Ethical Trading Policy? (Yes/No)				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does your company have an Anti-terrorist Policy? (Yes/No)				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is your company compliant with the EU General Data Protection Regulation (or equivalent)? (Yes/No)				<input type="checkbox"/> Yes <input type="checkbox"/> No	
If you answered yes to the above two questions, please attach copies of your policy:				<input type="checkbox"/> Attached	

Has your company ever been bankrupt, or is in the process of being wound up, having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning these matters, or is in any analogous situation arising from a similar procedure provided for in national law?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:		
Has your company ever been convicted of an offence concerning its professional conduct by a judgment which 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you accept visit of ACTED staff & external auditors to your office?
		<input type="checkbox"/> Yes <input type="checkbox"/> No

PART II: CERTIFICATION

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

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

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

I undersigned _____, certify that I am the designated legal representative of this Company that the information provided above is correct and I am aware of the fact that I will be held responsible for providing false information.

I declare and certify that the information above is true and accurate to the best of my knowledge. I understand and accept any false or inaccurate information may result in the cancellation of any offer made by the Bidder, even if discovered later.

Name _____ Position: _____

Signature & Stamp: _____ Date: _____



BIDDER'S ETHICAL DECLARATION – ACTED PAKISTAN

Date: December 3, 2019

Tender No. T/04CTA/30EMSC/ISL/03.12.2019/302

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 Organization (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 Organization (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 practiced*

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 recognized 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 minimized 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 maximize efficient energy use and to minimize harmful emissions.

- ***Safety precautions for transport and cargo handling***

All transport and cargo handling processes are based on the need to maximize safety precautions and to minimize 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 jeopardize 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 maximize the beneficial effect of the resources available, e.g. by collaborating with other NGOs, and by prioritizing 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. Recognize official regulation and inspection of workplace standards, and the interests of legitimate trades unions and other representative organizations.
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 Tenderer's authorized representative _____

Authorized signature _____



BIDDER'S CHECK LIST – ACTED PAKISTAN

Date: December 3, 2019

Tender No. T/04CTA/30EMSC/ISL/03.12.2019/302

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

Description	To be filled in by Bidder		For ACTED use only (to be filled in by Purchase Committee)		Comments
	Included		Present		
	Yes	No	Yes	No	
1. An original bid have been provided (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 PKR (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 .					
8. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) are provided					
9. ANNEXES – A Copy of Company registration documents, an ID copy of legal representative and license are included (compulsory)					
10. ANNEXES – Original Demand Draft / Call Deposit equivalent to 5 % (five percent) of the total bidding value in favor of ACTED and denominated in PKR Draft is included (compulsory)					

Name & Position of Bidder's authorized representative _____

Authorized signature _____