



Consortium for Natural Disaster Preparedness, Response and Recovery in Pakistan



NATIONAL CALL FOR TENDER

T/04CGB/12LROP/ISL/06-02-2020/48

ACTED (Agency for Technical Cooperation and Development) implementing the project “**Consortium for Natural Disaster Preparedness, Response and Recovery in Pakistan**” under DFID funding is inviting suppliers of supplies and works to submit offers for **8 RO Plants Material Supply, Consumables Supply, & Construction, Umer Kot South SINDH** :

Batch #	Description	Unit	Quantity	INCOTERMS/ Delivery point	Delivery Deadline
1	Supply of RO Plant CIVIL WORK Material	Job	8	DDP - UC Sekhro: 6 Villages Names: Sekhro, Lala Bah, Sadamani, Jamrari-1, Kerlo Naseerani, Kerlo Karani, UC Kaplore: 2 Villages Names: Bhadi & Amrar Menghwar	Within 30 working days after signature of contract.
2	Supply of RO Plants Electrical & Mechanical Material	Job	8		
3	Labor Work Services for RO Plants Civil work, Electrical & Mechanical (Designs ANNEX-A) (BOQ ANNEX – B)	Job	8		
4	Consumable Item for operation and maintenance	Nos	For 8 RO Plants (as mentioned in Offer form Batch # 5)	DDP - ACTED Warehouse Umerkot, Sindh	Within 10 working days after signature of contract

The tender will be conducted using ACTED standard bidding documents, open to all qualified suppliers and service providers. The Bidding Documents in English may be collected free of charge by all interested bidders at the following address(es):

- ACTED representative office in [House # 59, Orchard Road, Orchard Scheme, Murree Road, Islamabad, Pakistan](#)

Or by sending a blank e-mail titled **T/04CGB/12LROP/ISL/06-02-2020/48** to pakistan.tender@acted.org, CC islamabad.logistics@acted.org, tender@acted.org, there will be a link in return email. By clicking on this link, bidders will get the "tender pack".

Or can be downloaded from the ACTED website at www.acted.org under the section “Call for Tenders” and IAPG website at <https://www.iapg.org.uk/> under the section “Latest Tenders”.

Potential bidders are encouraged to consult the ACTED or IAPG websites regularly for potential modification to the present tender and/or the bidding documents.

All bids must be submitted before **26-02-2020 at 07:00 PM (Islamabad time)** at the address mentioned above in a sealed envelope. Late Bids and bids submitted by e-mail will be automatically rejected.

ACTED will not be responsible for any costs or expenses incurred by the Bidders in connection with the preparation and submission of their bids to ACTED.



Date: February 6, 2020

T/04CGB/12LROP/ISL/06-02-2020/48

Form PRO-05 Version 1.47

For Construction Sites, suppliers can visit the site in collaboration with ACTED team with a 1-day prior notice to Site Inspection, Site visiting contact on pakistan.tender@acted.org, CC islamabad.logistics@acted.org, tender@acted.org.

For all inquiries regarding this tender, please contact the ACTED representative office in Islamabad not later than **25-02-2020 at 12:00 PM (Islamabad time)** by email at pakistan.tender@acted.org, CC islamabad.logistics@acted.org, tender@acted.org.

A tender opening session will take place on **27-02-2020 at 11:00 am (Islamabad time)** in the ACTED representative office in **House # 59, Orchard Road, Orchard Scheme, Murree Road, Islamabad, Pakistan**. The presence of bidders' representative is allowed with prior confirmation of participation **by email to** pakistan.tender@acted.org, CC islamabad.logistics@acted.org, tender@acted.org, or by phone **+92 51831302224** no later than **25-02-2020 at 12:00 PM (Islamabad time)**.

Note: if you witness or suspect any unlawful, improper or unethical act or business practices (such as soliciting, accepting or attempting to provide or accept any kickback) during the tendering process, please contact the following send an e-mail to transparency@acted.org.

INTERNATIONAL CALL FOR TENDER– **ACTED PAKISTAN**

Instruction to Bidders

Date: 06-02-2020

Tender N°: T/04CGB/12LROP/ISL/06-02-2020/48

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

PRODUCT SPECIFICATIONS:

- | | |
|------------------------------------|--|
| 1. Description: | 8 RO Plants Material Supply, Consumables Supply, & Construction |
| 2. Product class / category: | RO Plants (Consumables, Civil work, Electrical & Mechanical) |
| 3. Made in (product origin): | National/International |
| 4. Product stage: | Ready to use |
| 5. INCOTERM (delivery conditions): | DDP UC Sekhro and UC Kaplore |
| 6. Quantity / unit: | Listed in Batch 1, 2, 3, 4 (Offer Forms) |
| 7. Packaging requirements: | As per product requirements |

CONTRACTORS RESPONSIBILITIES:

- | | |
|---------------------------|--|
| 1. Date of completion: | 30 working days after contract signing |
| 2. Validity of the offer: | At least 06 months |
| 3. Point of Delivery: | UC Sekhro: 6 Villages Names: Sekhro, Lala Bah, Sadamani, Jamrari-1, Kerlo Naseerani, Kerlo Karani,
UC Kaplore: 2 Villages Names: Bhadi & Amrar Menghwar |

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.
- A copy of the ID of a legal representative and a copy of the company registration license.

SPECIFIC CONDITIONS:

1. The tender documents have to be filled in English and prices have to be inclusive of all applied taxes and transportation Cost in PKR.
2. Should the packaging conditions be at an additional cost, please include its value within the price per unit.
3. 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.

Date: February 6, 2020

T/04CGB/12LROP/ISL/06-02-2020/48

Form PRO-05 Version 1.47

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.

4. 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).
5. Quantities are subject to change; in that case ACTED will consider unit price as reference during the offers' selection.
6. ACTED will not be responsible for any costs or expenses incurred by the Bidders in connection with the preparation and submission of the bids to ACTED.
7. Documents sent without signature, stamp on every page and 5% Demand Draft will not be accepted as valid offers.
8. Bidders participating from the tax-free zones are requested to submit their updated tax exemption certification verified from relevant stakeholders.
9. 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. Bidders can apply for a single Batch or multiple Batches.
10. In case a public holiday is announced by the Government of Pakistan (Due to security or any other reason) the tender opening session will happen the next working day at the same time and venue.
11. Lowest price is not sole criteria as quality, delivery time (if required to be proposed by vendor) and previous experience will be considered.
12. Interested bidders are requested to make site visit dated 06-02-2020 to 14-02-2020. Supplier's remains unsuccessful for site visit will be considered as ineligible during tendering process. Purpose of site visit is to brief interested bidders over water supply scheme,
 - a. Area of implementation of the water supply scheme.
 - b. Briefing will be provided by ACTED team over technicalities of the water supply scheme constructions works.
 - c. Timelines of execution and completion of water supply scheme.
13. Interested bidders are requested to confirm their visit planning to pakistan.tender@acted.org CC islamabad.logistics@acted.org, tender@acted.org.

GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed **26-02-2020 at 07:00 PM (Islamabad time)** in ACTED office at the following address : **House # 59, Orchard Road, Orchard Scheme Murree Road – Islamabad.**
2. Bidders will fill, sign, stamp and return the Offer form according to ACTED's format.
3. Bidders will 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 "**not to be opened before 27-02-2020 - 11:00 AM**" and the purpose of the offer, or by email to pakistan.tender@acted.org, Cc islamabad.logistics@acted.org, tender@acted.org.
6. Unsealed envelopes and late offers will not be considered.



Date: February 6, 2020

T/04CGB/12LROP/ISL/06-02-2020/48

Form PRO-05 Version 1.47

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.

Company Name:

Authorized Representative Name:

Signature:

Stamp:



Date: February 6, 2020

T/04CGB/12LROP/ISL/06-02-2020/48

Form PRO-05 Version 1.47

OFFER FORM ACTED PAKISTAN Form PRO-06

Date: 06-02-2020

Tender No. T/04CGB/12LROP/ISL/06-02-2020/48

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 bid for one or several batches. Bidders are considered eligible if they bid for one or several batches. Bidders have to bid for all the items of one lot to be considered technically fit during the selection process.

BATCH # 01 (Supply of RO Plant CIVIL WORK Material)						
Sr #	Description / Specification	Unit	Quantity Per site	Total Quantity	Unit Price (Inclusive of all applied taxes)	Total Price (Inclusive of all applied taxes)
1	Cement. -OPC 50 Kg having 28 Days strength up to 7500 -8000 Psi	Bag	275	2,200		
2	Hill Sand -Hill Sand Bullari Hyderabad free from Dust	CFT	950	7,600		
3	Crush -Crush 1/2" free from dust and lime angular Size	CFT	1,100	8,800		
4	Bricks -1st class Burnt Bricks (9"4.5"3")	Nos	14,000	112,000		
5	Roof Bricks -Roof Tiles (12"X6"X1") rectangular in shape sharp corners smooth in size.	Nos	670	5,360		
6	Shingle/Stone Blast -Stone Blast size 2" free from pebbles	CFT	250	2,000		
7	Steel bar -Steel 1/2" Amerli /Mughal Steel or equivalent	KG	320	2,560		
8	Binding Wire for Shuttering -Binding Wire	KG	8	64		
9	Steel Girder (Room Size 20X12 Internal size) so it is required in short Span of 12 feet (13.5 covering wall Thickness of 9") -Steel Girder 13.5 ft long 6"X2.5-3" No. 4500 (weight min. 3 KG per feet) with red coat oxide at the time of construction: after construction there should be sky blue color	Nos	5	40		

BATCH # 01 (Supply of RO Plant CIVIL WORK Material)						
Sr #	Description / Specification	Unit	Quantity Per site	Total Quantity	Unit Price (Inclusive of all applied taxes)	Total Price (Inclusive of all applied taxes)
10	Steel T-Iron Room Size (20X12) So it is required in long span as of 20ft it will covers 6 inch of wall. -Steel T-Iron 22 ft long length per T-iron (size 2" x 1.25") (weight min. 1000 Grams per feet) with red coat oxide at the time of construction: after construction there should be sky blue color	Nos	11	88		
11	Steel T-Iron for Water Point -Steel T-Iron 6 ft long length per T-iron (size 2" x 1.25") (weight min. 1000 Grams per feet) with red coat oxide	Nos	11	88		
12	Iron Door Iron Door: (6t x 6 ft) with frame, frame angle iron size 1.25"x1.25" gauge 2mm . Door Angle iron size 1."x1" gauge 2mm, Iron sheet gauge 20, Bended/ Zigzag Iron sheet, Horns size 6 inch 3 horns each side (top, center, & bottom) , 2 Handles inside , 3 hinges of 4" size on each side. 2 Bolt Inside and 1 lock outside. Double opening, with red oxide and double coated Spray paint Blue Color, or by direction of Engineer	Nos	1	8		
13	Iron Window -Iron Window: (4ft x 4 ft) with frame ,frame angle iron size 1.25"x1.25" gauge 2mm , Window Angle Iron size 1." x 1." Gauge 2mm, Iron sheet gauge 20, 2 Cross Pati 1" thick,1.5 mm thick in each panel, Horns size 6 inch,3 horns each side (top, center, & bottom) , 2 hinges of 4" size on each side, 2 bolt inside, 2 Handles inside, Double opening, , with red oxide and double coated paint Blue Color or as per Direction of Engineer	Nos	2	16		
14	Stainless steel Pipe 3" dia -Best quality, to be installed as per site requirements including bending etc	RFT	20	160		
15	Steel Taps -Best quality water taps By Company of Super Asia, Abid or equivalent	Nos	5	40		

BATCH # 01 (Supply of RO Plant CIVIL WORK Material)						
Sr #	Description / Specification	Unit	Quantity Per site	Total Quantity	Unit Price (Inclusive of all applied taxes)	Total Price (Inclusive of all applied taxes)
16	PVC Pipe 3" dia -Best quality (Pak Arab/Jeddah or equivalent)	RFT	200	1,600		
17	PVC Elbow 3" dia -Best quality (Pak Arab/Jeddah or equivalent)	Nos	5	40		
18	PVC Tee 3" dia -Best quality (Pak Arab/Jeddah or equivalent)	Nos	5	40		
19	Iron Gate Grill Gate for Fencing 5X5 feet -Iron Gate Grill Gate for Fencing 5X5 feet	Nos	1	8		
20	Iron Angle -Iron L-Angle for fixing barbed wire in angle (2"X2"X(2/8" Thickness)) 1.5 feet in CC bed and 6 feet above G. level Total 7.5 feet and bend one feet upper portion towards inside, iron Angle Should be coated by sky blue color or as directed by engineer	Nos	70	560		
21	Mesh Fence including waste water pond and RO boundary wall (60X60 RO Boundary) (20X20 Waste water Pond) -Mesh fence GI Mesh with height of 5 feet, bended mesh hole size of 70X70mm (3"X3") it should be controlled by tensile force and no loosening between posts/Angles, mesh wire dia 3.5 mm to 4.5 mm	RFT	320	2,560		
22	Sign board -Sign Boards with installation (outer G.I pipe 2" dia outside, written portion G.I sheet 4' height x 4.5' width x 2 mm gauge) ,written sheet should be fixed with outer G.I pipe 2" dia pipe at three places in each side with 2" width x 6" length and 4 mm gauge. Total Height of Sign Board will be 7 feet two feet below ground and 5 feet above Ground Level. (Installed with 1:2:4 PCC 1.5' from ground level) painting text on Both sides, outer GI pipe should be coated with Sky blue color or as per direction of Engineer	Nos	1	8		

Date: February 6, 2020

T/04CGB/12LROP/ISL/06-02-2020/48

Form PRO-05 Version 1.47

BATCH # 01 (Supply of RO Plant CIVIL WORK Material)						
Sr #	Description / Specification	Unit	Quantity Per site	Total Quantity	Unit Price (Inclusive of all applied taxes)	Total Price (Inclusive of all applied taxes)
23	Water Tanker -Water for Construction Of Ro Room And Waste water pond	Nos	4	32		
24	Colour oil paint -One coat of premier and two coat of Oil Paint color should be sky blue or as per direction of Engineer, Oil Paint by Company of Master/Corona or Equivalent	liters	60	480		
Grand Total Inclusive of all applicable taxes & Transportation						

BIDDER'S COMMENTS/REMARKS:

1. _____
2. _____
3. _____
4. _____

BATCH # 02 (Supply of RO Plants Electrical & Mechanical Material)						
Sr #	Description / Specification	Unit	Quantity Per site	Total Quantity	Unit Price (Inclusive of all applied taxes)	Total Price (Inclusive of all applied taxes)
1	Membrane 8"/40' (Filmtec / Torray) -The Membrane should be able to reverse water quality 12000 TDS level Membrane 8"/40' (Filmtec / Torray) The Membrane should be able to reverse water quality 10000-12000 TDS level, The Membrane should be design on each site with each Quantity of Water,	Nos	3	24		
2	Membrane Pressure Vessel 600 psi (Imported 3in1) -Membrane should be able to reverse water quality 12000 TDS level -Membrane Pressure Vessel 600 psi (Imported 3in1) -Membrane should be able to reverse water quality 12000 TDS level	Nos	1	8		
3	Raw Water Tank 5000 LTR with Stand -(Food Grade) Raw Water Tank 5000 LTR with Stand (Stand Should be with Red Oxide after installation it should be paint by Sky Blue or as per direction of Engineer	Nos	1	8		
4	Product Tank 5000 Litters with Stand -(Food Grade) Product Water Tank 5000 LTR with Stand (Stand Should be with Red Oxide after installation it should be paint by Sky Blue or as per direction of Engineer	Nos	1	8		
5	Plant Skid STAINLESS STEEL -Skid Should Be SS and Painted: it should be designed as per quantity of Solar panels	Nos	1	8		
6	FRP Vessel 18/62	Nos	2	16		
7	Multimedia (Gravels, Sand , Carbon , Anthracite etc.)	Bags	7	56		
8	Multimedia Feed Pump 5 hp (CNP/ Grundfos) -Multimedia Feed Pump 5 hp (CNP/ Grundfos/Pento or equivalent)	Nos	1	8		

BATCH # 02 (Supply of RO Plants Electrical & Mechanical Material)						
Sr #	Description / Specification	Unit	Quantity Per site	Total Quantity	Unit Price (Inclusive of all applied taxes)	Total Price (Inclusive of all applied taxes)
9	Multimedia Valve (3 way Valve) -Multimedia valve three way by company of Hydro Seal Battery Canada or equivalent	Nos	2	16		
10	Cartridge Filter housing 20" Jumbo Imported	Nos	2	16		
11	Cartridge Filter 20" jumbo 5 micron	Nos	1	8		
12	Cartridge Filter 20"jumbo 1 micron	Nos	1	8		
13	High Pressure pump 12 hp (Grundfos, CNP or equivalent)	Nos	1	8		
14	Chemical dosing pump & Tank -Chemical dosing pump & Tank the Powered of Dosing pump will be designed as per VFD Rate(it may be Three Phase)	Nos	1	8		
15	UV Light & Ozonator -UV Light & Ozonator with frame, Fixing & Wiring	Nos	1	8		
16	Flow Meter -Automation Grade Semi-AutomaticAccuracy (%) 2% of FSDTemperature Limit 70 Degree CelsiusTube Body Construction Moulded polycarbonate	Nos	2	16		
17	Pressure Gauges -pressure Gauge up to 600 psi or as per inlet pressure, by Company of Wika /Simens, or Equivalent -Size: 2.5 in. Diameter -Dual Range: 0-5000-6000 PSI / 0-340-408 BAR -Fitting Size: 1/4 in. NPT -Mount: Center Back	Nos	6	48		

BATCH # 02 (Supply of RO Plants Electrical & Mechanical Material)						
Sr #	Description / Specification	Unit	Quantity Per site	Total Quantity	Unit Price (Inclusive of all applied taxes)	Total Price (Inclusive of all applied taxes)
	-Flange: No Flange -Restrictor/Snubber: Yes -U-Clamp: No Stainless Steel Case -Bourdon Tube: C-shape copper alloy -Movement: Copper alloy -Dial: White ABS -Pointer: Black aluminum -Window: Polycarbonate with Buna-N gasket -Accuracy Class: $\pm 2.5\%$ of span (ASME B40.100 Grade A) -Operating Temperature: -Ambient: -40°F to $+140^{\circ}\text{F}$ (-40°C to $+60^{\circ}\text{C}$) -Medium: $+140^{\circ}\text{F}$ ($+60^{\circ}\text{C}$) maximum					
18	Control Panel Box -Control Panel Box for fitting all VFDs, switch and Wiring	Nos	1	8		
19	PVC Fittings 80 Sch(Within plant inside skid) -PVC Fittings 80 Sch(Within plant inside skid) by Company of Hydro or Equivalent	Complete Fitting	1	8		
20	CIP tank (200 Litres) Capsule Shape -CIP tank (200 Litres) Master of Equivalent	Nos	1	8		
21	Pressure Switch	Nos	1	8		
22	12" Boaring -machine Bore of size 12inch with shrouding with reverse rotary Maximum 600 feet but varies at each site	RFT	600	4,800		

BATCH # 02 (Supply of RO Plants Electrical & Mechanical Material)						
Sr #	Description / Specification	Unit	Quantity Per site	Total Quantity	Unit Price (Inclusive of all applied taxes)	Total Price (Inclusive of all applied taxes)
23	8" casing -8 inch dia Casing of Dadex/Prince or equivalent D class	RFT	600	4,800		
24	Suction Pipe/Delivery Pipe -Delivery PE pipe of size 1.5 inch dia by company of Dadex/Prince or equivalent	RFT	600	4,800		
25	Bore Pump -Bore Pump 12 HP Pump by Company of luava/Grundfor or equivalent	Nos	1	8		
26	PV Module (320 W) -PV Module (320 W) Polycrystalline with 320 maximum watt at peak hours: the Total panels will be calculated upon total load as of minimum 22 KW on each site , while total RO Sites are 8,	Lump sum	1	8		
27	VFD (7.5 kw) -VFD 7.5KW by Company of Inverx or equivalent	Nos	1	8		
28	VFD (2.5 kw) -VFD 2.5KW by Company of Inverx or equivalent	Nos	1	8		
29	Universal mounting structure	Nos	25	200		
30	Cable Coil (16mm , 10 mm , 8mm)	RFT	700	5,600		
31	Nut bolts, Cable ties etc	Set	1	8		
32	Breakers (25 A, 16 A)	Nos	6	48		
Grand Total Inclusive of all applicable taxes & Transportation						

BIDDER'S COMMENTS/REMARKS:

1. _____
2. _____
3. _____
4. _____

BATCH # 03 (Labor Work Services for RO Plants Civil work, Electrical & Mechanical)						
Sr #	Description / Specification	Unit	Quantity Per site	Total Quantity	Unit Price (Inclusive of all applied taxes)	Total Price (Inclusive of all applied taxes)
1	Brick Masonry 1:4 (only Labor charges). -Labor Cost Only Required (for Batch # 1)	CFT	990	7,920		
2	-Colour Work (only Labor charges). Labor Cost Only Required (for Batch # 1)	Sft	2,000	16,000		
3	RCC 1:2:4 including Steel binding & form work (only Labor charges). -Labor Cost Only Required (for Batch # 1)	CFT	490	3,920		
4	Roof Tile work including fixing the steel Girder & also T-iron (only labor charges). -Labor Cost Only Required (for Batch # 1)	Sft	335	2,680		
5	Plaster 1:4 (only Labor charges). -Labor Cost Only Required (for Batch # 1)	Sft	1,750	14,000		

BATCH # 03 (Labor Work Services for RO Plants Civil work, Electrical & Mechanical)

Sr #	Description / Specification	Unit	Quantity Per site	Total Quantity	Unit Price (Inclusive of all applied taxes)	Total Price (Inclusive of all applied taxes)
6	Excavation (only Labor charges). -Labor Cost Only Required (for Batch # 1)	CFT	2,380	19,040		
7	Stone blast or Shingle 2" to 3" (only Labor charges). -Labor Cost Only Required (for Batch # 1)	CFT	230	1,840		
8	PCC 1:4:8 (only Labor charges). -Labor Cost Only Required (for Batch # 1)	CFT	260	2,080		
9	Installation and commissioning -Installation and commissioning (for Batch # 2)	Nos	1	8		
Grand Total Inclusive of all applicable taxes & Transportation						

BIDDER'S COMMENTS/REMARKS:

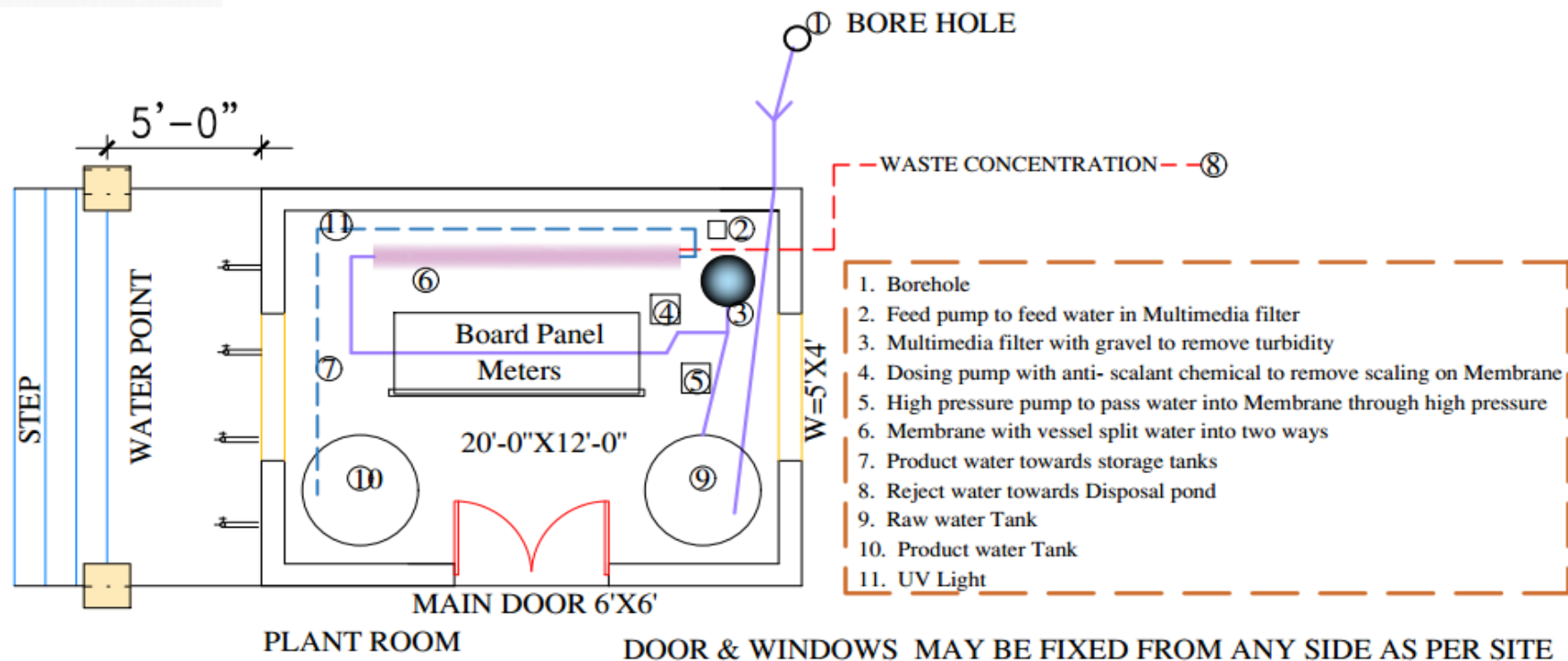
1. _____
2. _____
3. _____
4. _____

BATCH # 04 (Supply of RO Plant Consumable Item for operation and maintenance)						
Sr #	Description / Specification	Unit	Quantity Per site	Total Quantity	Unit Price (Inclusive of all applied taxes)	Total Price (Inclusive of all applied taxes)
1	Anti scalant -BWA/AWC or Equivalent	KG	240	1920		
2	Cartage Filter -HydroSeph letron or Equivalent	No	24	192		
3	Bio Cide -BWA/AWC or Equivalent	KG	240	1920		
Grand Total Inclusive of all applicable taxes & Transportation						

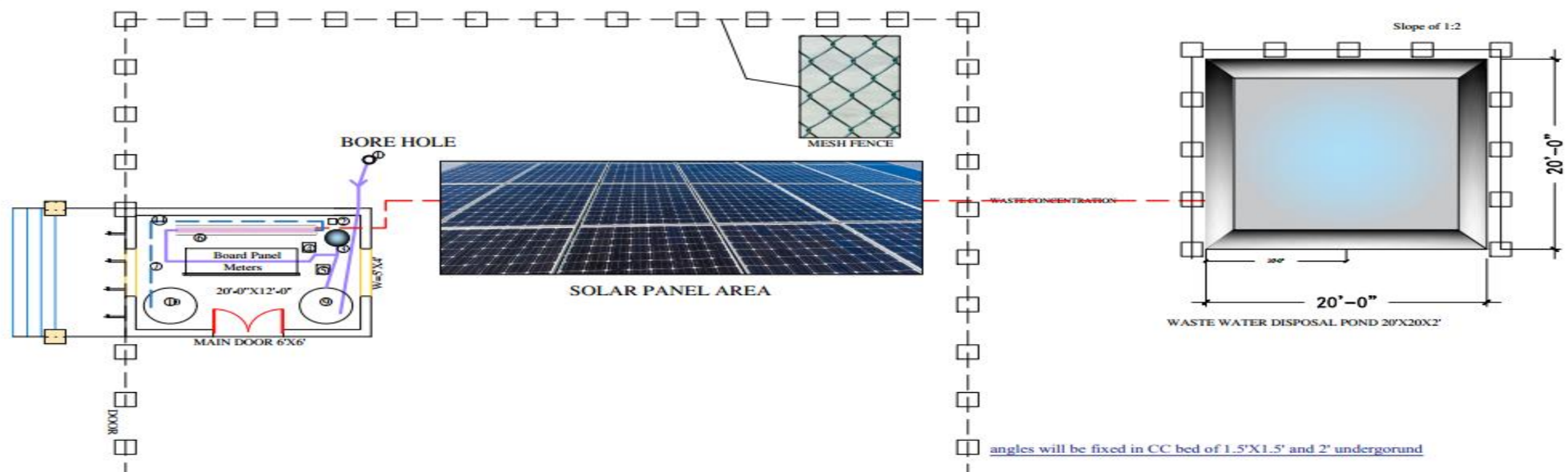
BIDDER'S COMMENTS/REMARKS:

1. _____
2. _____
3. _____
4. _____

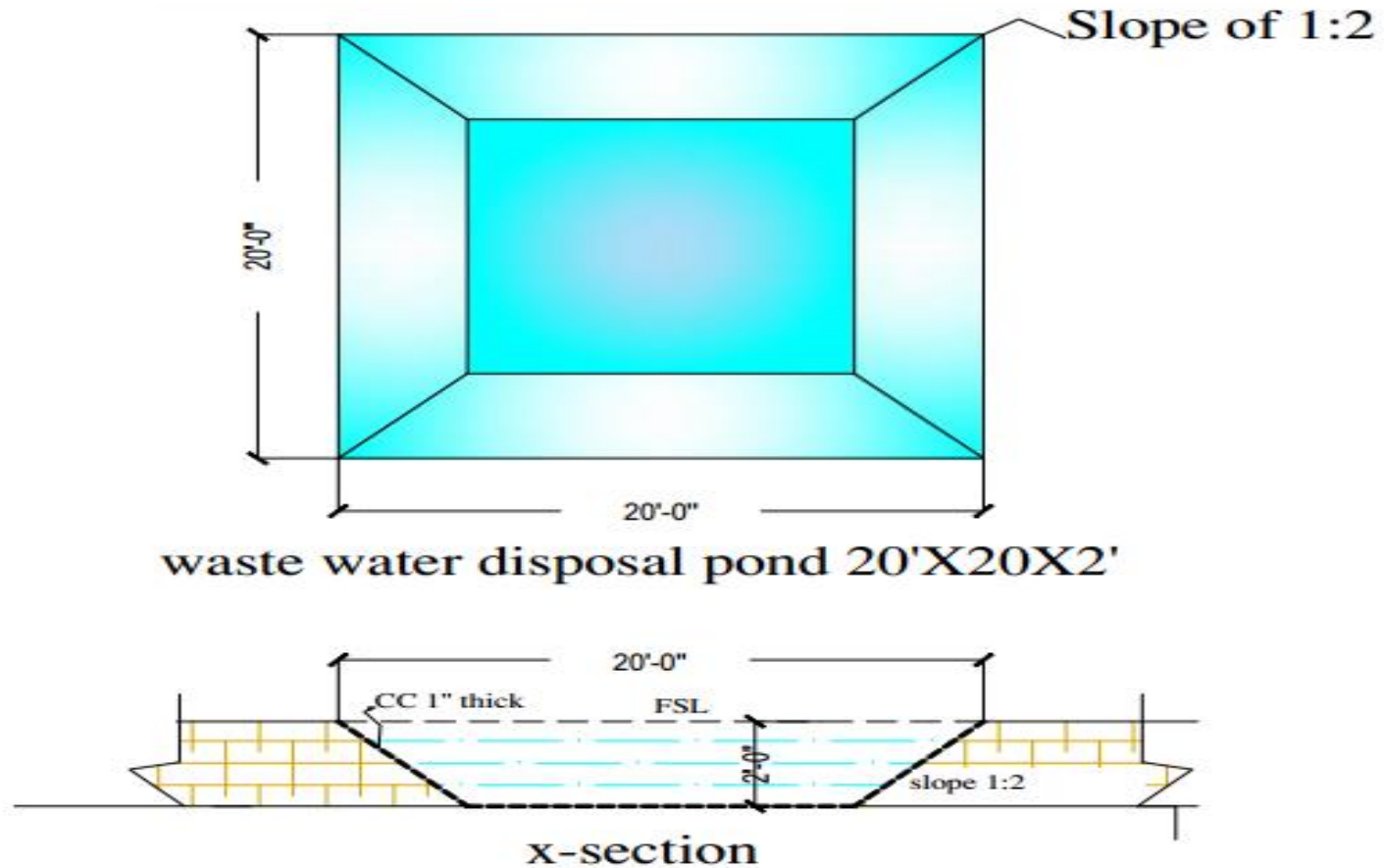
REVERSE OSMOSIS PLANT



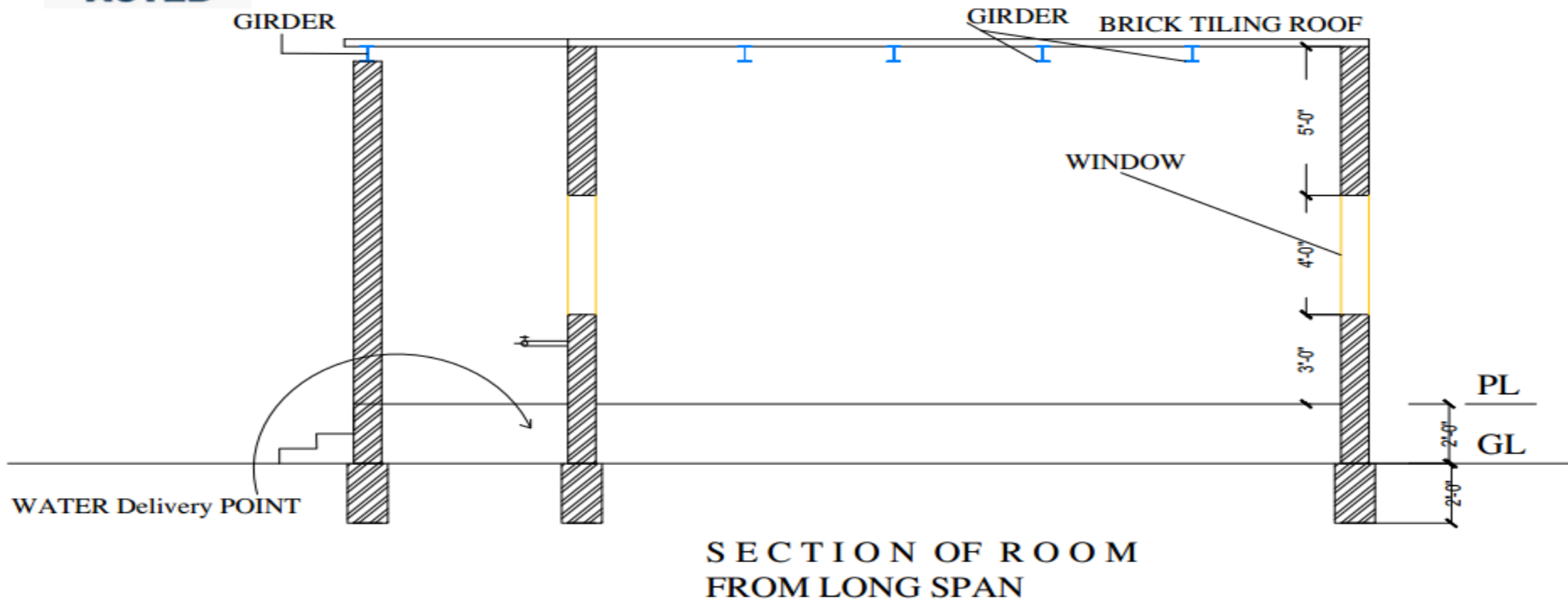
REVERSE OSMOSIS PLANT



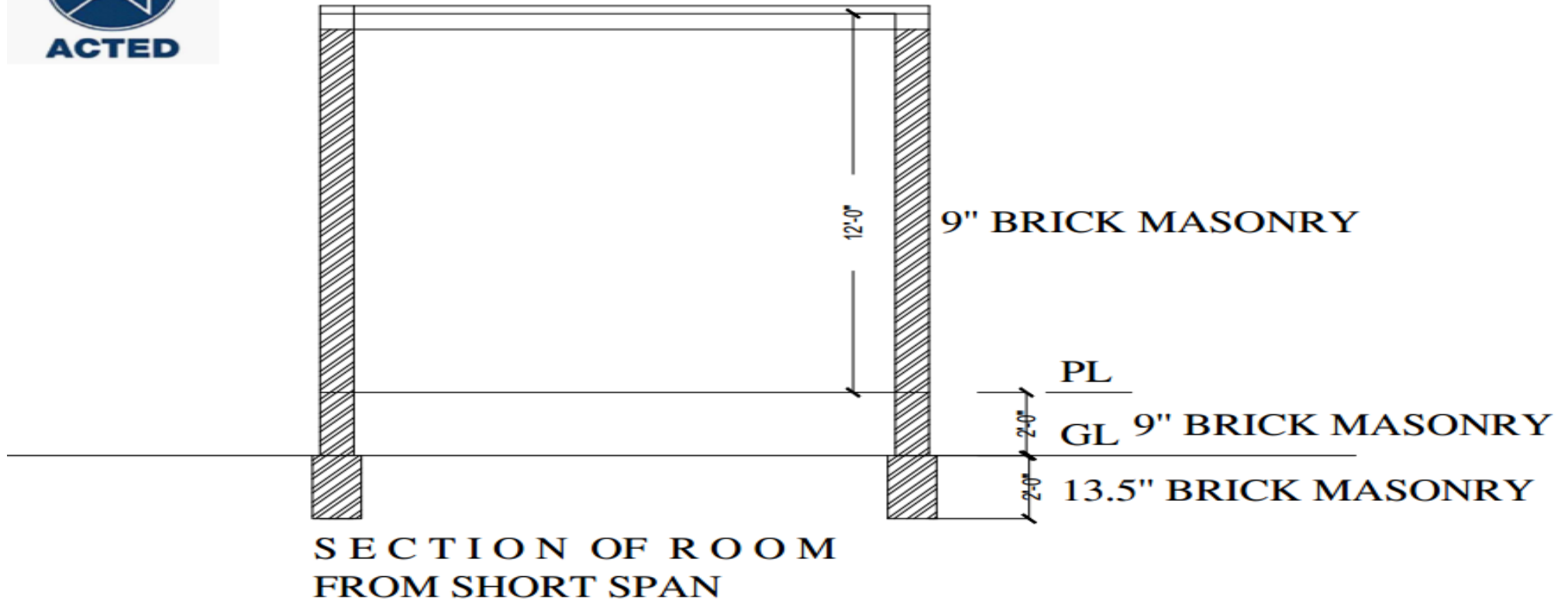
REVERSE OSMOSIS PLANT



REVERSE OSMOSIS PLANT



REVERSE OSMOSIS PLANT



BOQ for Ro Room And water Point District Umer Kot

S.No	Description	Unit	Nos	Measurement				Remarks
				Length	Width	Height	Total	
	Excavation work for RO And water Point							
	RO Room							
	Long Wall	CFT	2	21.5	2	2	172	
	Short Wall	CFT	2	13.5	2	2	108	
	Water Point							
	Short Wall	CFT	2	5	1.5	2	30	
	Long Wall Front	CFT	1	6	1.5	2	18	
	Columns of water point	CFT	2	1.5	1.5	2	9	
	Barbed Wire/Fencing Wall Around RO Plant of 60'X60'							
	Excavation for Brick Column for Door for Boundary wall 13.5"X13.5" in Foundation	CFT	2	1.125	1.125	3	7.6	

Date: February 6, 2020

T/04CGB/12LROP/ISL/06-02-2020/48

Form PRO-05 Version 1.47

	Excavation of CC bed for angle to tight Barbed Wire total Angled posts at 5'c/c total perimeter is 240' where 4 columns are at the each corner and 10 columns/posts are at each side two column for Door (including fencing wire)	CFT	70	1.5	1.5	2	315.0	Column are fixed in distance of 5 feet
	Excavation of RO waste water pond	CFT	1	25	25	2	1250.0	
	Excavation of pipe line for waste water from RO to Pond	CFT	1	150	2	2	600.0	
		CFT	Total Quantity for Excavation:				2509.6	
							2520.0	
	Stone blast or Shingle 2" to 3"							
1	Ro Room							
2	Long Wall	CFT	2	24	2	0.25	24	
3	Short Wall	CFT	2	16	2	0.25	16	
4	Water Point							
5	Short Wall	CFT	2	5	1.5	0.25	3.75	

Date: February 6, 2020

T/04CGB/12LROP/ISL/06-02-2020/48

Form PRO-05 Version 1.47

6	Long Wall Front	CFT	1	6	1.5	0.25	2.25	
7	Columns of water point	CFT	2	1.5	1.5	0.25	1.125	
8	Excavation for Brick Column for Door 13.5"X13.5" in Foundation	CFT	2	1.125	1.125	0.25	0.6	
9	Excavation of CC bed for angle to tight Barbed Wire total Angled posts at 5'c/c total perimeter is 240' where 4 columns are at the each corner and 10 columns/posts are at each side including waste water Pond	CFT	70	1.5	1.5	0.25	39.4	Column are fixed in distance of 5 feet
10	Excavation of RO waste water pond	CFT	1	25	25	0.25	156.3	
11								
		CFT	Total Quantity for Stone blast:				243.3828125	
							235	
	PCC Lean Ratio 1:4:8 for Ro Room And Water Point							
1	Ro Room							

Date: February 6, 2020

T/04CGB/12LROP/ISL/06-02-2020/48

Form PRO-05 Version 1.47

2	Long Wall	CFT	2	24	2	0.25	24	
3	Short Wall	CFT	2	16	2	0.25	16	
4	Floor in Room	CFT	1	20	12	0.25	60	
5	Water Point							
6	Short Wall	CFT	2	4	3	0.25	6	
7	Long Wall Front	CFT	1	6	1.5	0.25	2.25	
8	Columns of water point	CFT	2	2	2	0.25	2	
9	Floor Water points	CFT	1	6	5	0.25	7.5	
10	Columns of water point	CFT	2	1.5	1.5	0.25	1.125	
11	CC bed for angle to tight Barbered Wire total Angled posts at 5'c/c total perimeter is 240' where 4 columns are at the each corner and 10 columns/posts are at each side, Fence Including Waste water Pond	CFT	70	1.5	1.5	0.25	39.4	Column are fixed in distance of 5 feet
12	RO waste water pond	CFT	1	22	22	0.25	121.0	

Date: February 6, 2020

T/04CGB/12LROP/ISL/06-02-2020/48

Form PRO-05 Version 1.47

		CFT	Total Quantity for PCC 1:4:8				279.25	
							270	
	PCC 1:2:4							
	Ro Room							
	Floor	CFT	1	20	12	0.25	60	
	Water Point							
	Floor	CFT	1	6	5	0.25	7.5	
	Mesh Fencing Wall Around RO Plant of 60'X60'							
	CC bed for angle to tight Barbed Wire total Angled posts at 5'c/c total perimeter is 240'		50	1.5	1.5	2	225	
	RO waste water pond sides and slopes 1:3		1	25	25	0.25	156.25	
			Quantity for 1:2:4				448.75	
			Say				450	

Date: February 6, 2020

T/04CGB/12LROP/ISL/06-02-2020/48

Form PRO-05 Version 1.47

	Brick Masonry work Ratio 1:4 for Ro Room And Water Point							
	RO Room							
	1st Step in Foundation							
	Long Wall	CFT	2	23	1.5	0.5	34.5	
	Short Wall	CFT	2	15	1.5	0.5	22.5	
	Long Wall	CFT	2	23	1.125	1	51.75	
	Short Wall	CFT	2	15	1.125	1	33.75	
	2nd Step in Plinth							
	Long Wall	CFT	2	22.375	1.125	1.5	75.52	
	Short Wall	CFT	2	14.25	1.125	1.5	48.09	
	3rd Step (SuperStructure)							
	Long Wall	CFT	2	21.5	0.75	12	387	
	Short Wall	CFT	2	13.5	0.75	12	243	
	Steps Of Ro Room							
	1st	CFT	1	6	1	1	6	
	2nd	CFT	1	6	1	1.5	9	

Date: February 6, 2020

T/04CGB/12LROP/ISL/06-02-2020/48

Form PRO-05 Version 1.47

	3rd	CFT	1	6	1	2	12	
	Water Point							
	1st Step in Foundation							
	Short Wall	CFT	2	5	1.125	1.5	16.875	
	Front Wall	CFT	1	6	1.125	1.5	10.125	
	2st Step (Superstrucure)							
	Short Wall	CFT	2	5	0.75	1.5	11.3	
	Front Wall	CFT	2	6	0.75	1.5	13.5	
	1st Step	CFT	1	6	1	1	6.0	
	2nd Step	CFT	1	6	1	1.5	9.0	
	3rd Step	CFT	1	6	1	2	12.0	
			Total				1001.86	
							1000.00	
	Deduction for Doors & Window							
	Door (Double Ply)for 01 nos Rooms 6' x 7'	CFT	1	6	0.75	7	31.50	
	Windows 4' x 4'	CFT	2	4	0.75	4	24	

Date: February 6, 2020

T/04CGB/12LROP/ISL/06-02-2020/48

Form PRO-05 Version 1.47

			Total				55.50	
			Total Deduction Quantity:				946.36	
							1000.00	
	RCC 1:2:4							
	Plinth Beam	CFT	1	64	1	1	64	
	Plinth Of Water Point	CFT	1	12	1	1	12	
	Lintel Beam Door	CFT	1	6	6	6	216	
	Lintel Beam Window	CFT	2	4	4	6	192	
		CFT	Total Quantity of RCC 1:2:4				484.00	
							490.00	
	Steel Work							
	Ro Room And Water Point							
	Plinth Beam Of RO	RFT	4	63.5			254	
	Plinth Beam Of Water Point	RFT	4	11.5			46	
	Rings for Plinth Beam @ 6" C/C	RFT	128	3.5			448	
	Rings for Short walls @ 6" C/C	RFT	24	3.5			84	

Date: February 6, 2020

T/04CGB/12LROP/ISL/06-02-2020/48

Form PRO-05 Version 1.47

Lentil Beam Door	RFT	4	6.5			26	
Lentil Beam Window	RFT	4	3.5			14	
Rings for long walls @ 6" C/C	RFT	24	3.5			84	
Rings for Short walls @ 6" C/C	RFT	8	3.5			28	
	RFT	Total Quantity of Steel:				984	
						990	
Roof Work for Ro And Water Point							
Roof Work	SFT	1	20.5	12.5		256.25	
Water Point	SFT	1	12.5	6		75	
	SFT	Total Quantity of Roof tiles Work				331.25	
						335	
Plaster Work Ratio: 1:4							
Ro Internal Room	SFT	2	12	12		288	
Ro Internal Room	SFT	2	20	12		480	
Ro Out side Room	SFT	2	23.5	12		564	
Ro Internal Room		2	12.5	12		300	
Water Point Walls	SFT	2	4	12		96	
Water Columns	SFT	2	1.5	12		36	
Animal Trough Short Wall	SFT	2	4	2		16	
Animal Trough Long Wall		2	8	2		32	
		Total Quantity				1812	
Deduction for Doors & Windows							
Doors for Rooms	SFT	1	6		6	36	
Windows	SFT	2	4		4	32	
	SFT	Total Deduction Quantity:				68	

Date: February 6, 2020

T/04CGB/12LROP/ISL/06-02-2020/48

Form PRO-05 Version 1.47

		SFT	Total Quantity for Plaster 1:4				1744	
						say	1750	
	Color Work							
	Roof	SFT	1	12	20		240	
	Water Point	SFT	1	4	6		24	
	Ro Internal Room	SFT	2	12	12		288	
	Ro Internal Room	SFT	2	20	12		480	
	Ro Out side Room	SFT	2	23.5	12		564	
	Ro Internal Room		2	12.5	12		300	
	Water Point Walls	SFT	2	4	12		96	
	Water Columns	SFT	2	1.5	12		36	
			Total Quantity				2028	
	Deduction for Doors & Windows							
	Doors for Rooms	SFT	1	6		7	42	
	Windows	SFT	2	4		4	32	
		SFT	Total Deduction Quantity:				74	Gallon
		SFT	Total Quantity for Plaster 1:4				1954	15.03076923

Summary Cost for Ro Room And water Point District Umer Kot

S.No	Description	Unit	Quantity	Excavation	Cement	Sand	Crush	Bricks	Stone 2"/3"	Steel	Binding Wire	Roof Tiles	Colour
1	Excavation	CFT	2520	2520									
2	Stone blast or Shingle 2" to 3"	CFT	235						235				

Date: February 6, 2020

T/04CGB/12LROP/ISL/06-02-2020/48

Form PRO-05 Version 1.47

3	PCC 1:4:8	CFT	270		25.92	129.6	259.2						
4	PCC 1:2:4	CFT	450		79.2	198	396						
5	Brick Masonry 1:4	CFT	1000		46	240		13500					
6	RCC 1:2:4	CFT	490		86.24	215.6	431.2						
7	Steel 1/2" Dia (Deform)	KG	990							300	4		
8	Roof Tile work	SFT	335		13.4	67						670	
9	Plaster 1:4	SFT	1750		14.9352	74.676							
10	Colour Work Oil Paint	SFT	1960										1960
Total Material Quantity:				2520.000	265.695	924.876	1086.400	13500.000	235.000	299.970	4.500	670.000	1960.000
add contingency				5.000	7.300	20.120	13.600	500.000	20.000	20.030	3.500		40.000
Say Suppose				2525.000	275.0	950.0	1100.0	14000.0	250.0	320.0	8.0	670.0	2000.0

1. Delivery Timeframe:

Batch #	Batch Description	Delivery Destination	Guaranteed delivery completion time by the Supplier	ACTED delivery completion deadline
1	Supply of RO Plant CIVIL WORK Material	All items DDP (All cost & duties Paid) UC Sekhro: 6 Villages Names: Sekhro, Lala Bah, Sadamani, Jamrari-1, Kerlo Naseerani, Kerlo Karani, UC Kaplore: 2 Villages Names: Bhadi & Amrar Menghwar		30 Working days
2	Supply of RO Plants Electrical & Mechanical Material			
3	Labor Work Services for RO Plants Civil work, Electrical & Mechanical (Designs ANNEX-A) (BOQ ANNEX – B)			
4	Consumable Item for operation and maintenance	In ACTED Warehouse Umerkot, Sindh		10 Working Days

2. BIDDER'S TERMS AND CONDITIONS:

- 4.1. Valid of the offer: _____ (recommended: **06** months or more)
- 4.2. Terms of delivery: _____ (DDP recommended)
- 4.3. Terms of payment: _____ (recommended: after work completion)
- 4.4. Does Bidder appear on Active Tax Payers List? Yes / No
- 4.5. Name of Bidder's Authorized Representative: _____



Date: February 6, 2020

T/04CGB/12LROP/ISL/06-02-2020/48

Form PRO-05 Version 1.47

4.6. Authorized signature and stamp:

2.5. Date:

BIDDER'S QUESTIONNAIRE – ACTED PAKISTAN

Date: 06-02-2020

Tender No. T/04CGB/12LROP/ISL/06-02-2020/48

PART I: INFORMATION

A. Company Details and General Information

Name of Company		Trading As	
Address (headquarters)		Telephone	
Zip Code (headquarters)		Fax	
City (headquarters)		E-mail address 1	
PO Box		E-mail address 2	
Country (headquarters)		Website address	
Parent Company or name of owner		Subsidiaries/ Associates/ Overseas Representative	
Sales Person's Name		Sales Person's Position	
Sales Person's phone		Sales Persons' E-mail	
<i>Governance of the company: Chairman, Vice-Chairman, Treasurer or Secretary of the Board of Directors or Board of Trustees</i>			
Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number		Type of ID	
ID country of issuance		Rank or title in organization	



Date: February 6, 2020

T/04CGB/12LROP/ISL/06-02-2020/48

Form PRO-05 Version 1.47

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



Date: February 6, 2020

T/04CGB/12LROP/ISL/06-02-2020/48

Form PRO-05 Version 1.47

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

<i>Company's staff & insurance</i>			
No. Full Time Employees:		Employee average work wage per hour:	
% of Men to Women:		Any employee(s) with relatives working with ACTED?	<input type="checkbox"/> Yes <input type="checkbox"/> No
No. of Children:		Legal minimum wage paid?	<input type="checkbox"/> Yes <input type="checkbox"/> No
In what capacity?		Paid vacations are offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What are their ages?		Are flexible working hours offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of insurance company:		Staff covered by health insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Description of the Company</i>			

Type of Business (multiple choices possible):	<input type="checkbox"/> Manufacturing <input type="checkbox"/> Consulting Company <input type="checkbox"/> Authorized Agent <input type="checkbox"/> Other (Please Specify) <input type="checkbox"/> Trade		
Sector of Business (multiple choices possible):	<input type="checkbox"/> Goods/Supplies <input type="checkbox"/> Services <input type="checkbox"/> Equipment <input type="checkbox"/> Other (Please Specify) <input type="checkbox"/> Work		



Date: February 6, 2020

T/04CGB/12LROP/ISL/06-02-2020/48

Form PRO-05 Version 1.47

Year Established:		Country of registration:	
Licence number:		Valid until:	
Working languages:	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Russian <input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Other (Please Specify)		
Technical documents available in:	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Russian <input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Other (Please Specify)		

B. Financial Information

VAT Number:		Tax Number:	
Bank Name:		Bank Account Number:	
Bank Address:		Account Name:	
Swift/BIC number:		Standard Payment Terms:	
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

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

Date: February 6, 2020

T/04CGB/12LROP/ISL/06-02-2020/48

Form PRO-05 Version 1.47

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

What is your company's main area of expertise?	
What is your company's business coverage area?	<input type="checkbox"/> National <input type="checkbox"/> Restricted to (specify locations):
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	
Type of Certification/Qualification Documents	
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)

Date: February 6, 2020

T/04CGB/12LROP/ISL/06-02-2020/48

Form PRO-05 Version 1.47

3)
4)
5)

8)
9)
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



Date: February 6, 2020

T/04CGB/12LROP/ISL/06-02-2020/48

Form PRO-05 Version 1.47

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 checked="" 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:



Date: February 6, 2020

T/04CGB/12LROP/ISL/06-02-2020/48

Form PRO-05 Version 1.47

Phone number (for contact for verification purposes):

Company Stamp:

Check list of supporting documents

For ACTED use only

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

Company Name

Authorized Representative Name:

Signature & Stamp:

Date:



BIDDER'S ETHICAL DECLARATION – ACTED PAKISTAN

Date: 06-02-2020

Tender No. T/04CGB/12LROP/ISL/06-02-2020/48

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.



ACTED

Date : 05-02-2020

T/04CGB/12LROP/ISL/05-02-2020/48

Form PRO-05 Version 1.4

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 and stamp _____

**BIDDER'S CHECK LIST – ACTED PAKISTAN****Date:** 06-02-2020**Tender No.** T/04CGB/12LROP/ISL/06-02-2020/48

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

Description	To be filled in by Bidder		For ACTED use only (to be filled in by Purchase Committee)		
	Included		Present		Comments
	Yes	No	Yes	No	
1.An original bid have been provided (compulsory)					
2. PART 1 (form PRO-05) – Instructions to Bidders is attached, filled, signed and stamped on all pages by the supplier. (compulsory)					
3. PART 2 (form PRO-06) –Offer Form is attached, filled, signed and stamped on all pages 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 on all pages by the supplier. (compulsory)					
6. PART 4 – (form PRO-06-02)– Bidder’s Ethical Declaration is attached, filled, signed and stamped on all pages 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 – Copy of CNIC of owner is included (compulsory)					
11. ANNEXES – Original Demand Draft is included (compulsory)					

Name & Position of Bidder's authorized representative _____

Authorized signature _____