



NATIONAL CALL FOR TENDER **Vehicle Rental (1) and Truck Rental Services (2)** **ACTED JORDAN – Revised Version 1.0**

PREFACE

ACTED is a French humanitarian NGO, founded in 1993, which supports vulnerable populations affected by humanitarian crises worldwide. ACTED provides continued support to vulnerable communities by ensuring the sustainability of post-crisis interventions and engaging long-term challenges facing our target populations, in order to break the poverty cycle, foster development and reduce vulnerability to disasters.

ACTED Jordan has its capital office in Amman, and operates notably in the host communities in the northern governorates, Za’atari Refugee Camp, King Abdullah Park Camp.

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

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

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

TABLE OF CONTENT:

NATIONAL CALL FOR TENDER – Vehicle Rental	1
ACTED JORDAN.....	1
PREFACE	1
INSTRUCTIONS TO BIDDERS ACTED JORDAN.....	2
BIDDER’S QUESTIONNAIRE – ACTED Jordan.....	22
BIDDER’S ETHICAL DECLARATION – ACTED Jordan	27
BIDDER’S CHECK LIST – ACTED Jordan.....	32



INSTRUCTIONS TO BIDDERS ACTED JORDAN

Date: ~~17-05-2020~~ 15/06/2020

Original Amended. V. 1 // 2 // A second Publication window – amendment of the closing date

Tender N°: T/13/VEHICLERENTAL/AMM/17052020

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

PRODUCT SPECIFICATIONS:

- 1. Description: Vehicle rental
- 2. Product class / category: Service
- 3. Product stage: Ready to use with regular maintenance
- 4. INCOTERM (delivery conditions): DDP - Jordan – Amman/Mafraq
- 5. Work period: One year Framework agreement.
- 6. Quantites and specifications:

Lot #	Description	Number of items within the lot	Category	INCOTERMS/ Delivery point
Lot 1 - A	Vehicle Rental Services	9	Service	DDP – Jordan All Location
Lot 1 - B	Driver's services	3	Service	DDP – Jordan All Location
Lot 2	Truck Rental Services	5	Service	DDP – Jordan All Location

SECTION 1 - GENERAL CONDITIONS:

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

- Bidders shall adhere to all the requirements of the tender described below.
- Any Bid submitted will be regarded as an offer by the bidder and does not imply the acceptance of the Bid by ACTED Procurement Unit. Hence ACTED is under no obligation to award a contract to any bidder as a result of this [National Call for Tender](#).
- ACTED reserves the right to cancel the procurement process at any stage without any liability of any kind upon notice to bidders or cancellation notice on publication website.
- It is desired that the bidder registers at **ACTED Jordan Vendor database** by providing the following documentation also requested as mandatory documentation in the present tender:
 - [ACTED Supplier Questionnaire \(PRO-03.2\)](#): The questionnaire shall be completely filled in, ratified at the bottom of every pages, signed and stamped. Should any information be missing, or the policies not acknowledged by the supplier, its request for registration shall be rejected (**Compulsory**)
 - [ACTED Ethical Declaration \(PRO-06.2\)](#) - duly filled in, ratified, signed and stamped, as an acknowledgment of ACTED policies, and commitment to ethical business practices (**Compulsory**)



- A copy of all **Supplier Legal Registration** documents shall be annexed to its questionnaire, and dated no more than 1 year (only if otherwise authorized). It shall state the company's current legal representative (Compulsory) including:
 - **Company Registration** (all types of companies including Individual Establishment, Partnership Companies, LPC, Limited Liability Companies, Private Shareholder Companies etc.) **(Mandatory)**.
 - **Vocational Licence** from the municipality in which your business is located **(Mandatory)**.
 - Proof of **membership at the chamber of commerce or chamber of industry (if applicable)**.
 - Proof of **Registration of the business at the tax** department office **(mandatory)** including for small businesses^{*, 1, 2}.
- A **Copy of the legal representative's ID** shall be annexed to the supplier questionnaire **(Compulsory)**
- Vendors past performance and reference list **(Recommended)**
- Ultimately, if the Bidder is selected for contract award, the bidder must register on our database as per above guidelines.

The **closing date** of this tender is fixed on ~~1st June 2020~~ **29/06/2020**, bids should be delivered to ACTED office at the following address:

ACTED Representative Office
25, Ahmad Shawqi street, Jabal Weibdeh
Amman 11194, Jordan
(Opposite Terra Sancta Kindergarten)
Or preferred via email due to the COVID-19
jordan.tender@acted.org with CC tender@acted.org

A - PREPARATION OF BIDS:

7. **Costs of bid:** The bidder shall bear all costs related to the preparation and submission of the bid.
8. **Language:** Bid should be filled in **English**
9. **Eligibility and Qualification:** The bidder shall furnish the evidence of its status as an eligible and qualified vendor, using the forms provided in the present tender and providing extra documents required as per the annexed checklist.
10. All documentation shall be initialled at the bottom of each pages. Each document shall be signed and stamped on their final page.
11. **Documents Comprising the bids:**
 - a. Documents establishing the eligibility and qualification of the bidder for the specific tender.
 - i. **Company Registration** as per Jordanian Law, Vocational **Licence**, **Tax office registration**, **ID** of legal representative, **ACTED Bidders' Questionnaire**, and **ACTED Ethical Declaration**.
 - b. Price bid respecting technical descriptions
 - i. **ACTED Offer Form (PRO-06)** – Including and excluding taxes.

¹ Income Tax

² Sales Tax

- c. Technical Evaluation notably following experience in the specific domain of activity, reliability, quality of goods/service/work delivered following ACTED Specifications, social and environmental impact (bonus points).
 - i. [ACTED Bidders' Questionnaire](#),
 - ii. [Vehicle Catalogue with specification](#),
 - iii. [Vehicle Registration Documentation](#),
 - iv. [Extra Proof of Vehicle Ownership](#).
 - v. [Regular Maintenance Plan – detailed](#)
 - vi. [Car coverage and Protection Plans Included in Price - detailed](#)
 - vii. [Proof of past performances](#) and references for adequate works.
- d. Any additional attachment or appendices requested by ACTED for the specific bid, please refer to [ACTED Bidders' Checklist \(PRO-06.3\)](#) for this specific tender (below).

- Bidders shall fill, ratify, stamp **each** page of the tender documents and return documentation according to ACTED's format.
- Bidders shall sign and stamp each last page documents at the indicated and dedicated space.

B - GENERAL RESPONSIBILITIES OF THE BIDDERS:

The bidders shall be informed that:

- 12. **Validity of the offer:** **(Recommended: minimum of 6 months)** – In exception circumstances, ACTED, prior to the expiration of the bid validity period, ACTED may request bidders to extend the period of validity of their bid. The request and response shall be made writing.
- 13. **Clarification of bids:** Bidders may request clarifications of any documents no later than **4 days prior** to the ending date of the tender. ACTED shall endeavour to provide responses to clarifications in a timely manner but any delay in such response shall not cause an obligation on the part of ACTED to extend the submission date of the bids unless decided by ACTED procurement Unit in Jordan. For all inquiries regarding this tender, please contact the ACTED representative office in Amman not later than **27/05/2020 25/06/2020** at **3pm** by telephone + 962-6-4636275 or by E-mail at jordan.tender@acted.org , Cc tender@acted.org .
- 14. **Amendment of Tender:** At any time prior to the deadline of bid submission, ACTED may modify the National call for tender in the form of amendemnt or addendum (specifications, deadline etc.) to the Call for Tender. Such amendments will be made available to all prospective bidders or made available on advertisement website.
- 15. **Alternative bids:** Alternative bids for this tender will not be considered.
- 16. **Submission:** Bidder should refer to advertisement form ([PRO-05.1](#)). In general, the bidder shall submit a duly signed, initialed and complete bid comprising all documents and forms in accordance with the present tender. Bid can be delivered at ACTED Office in Jordan or by courier at jordan.tender@acted.org with CC tender@acted.org. The bid shall be signed by the bidder or person duly authorized to represent the company the bidder (i.e. power of attorney). Submitting an offer implies accepting ACTED general conditions.
Hard copy: submission can be made by courier or hand delivery at ACTED Jordan Office. The signed bid shall be then marked as "**original**". Any other copies should be referred as "**copy**" and should be made out of the original. All documentation should be sealed and submitted together in an envelope as bearing the name of the bidder, ACTED Jordan address the warning not to



open offers before the tender opening session as stipulated in ACTED advertisement form.

The supplier shall place the Offer form in an anonymous and sealed envelope, or in an E-mail to jordan.tender@acted.org CC. tender@acted.org , mentioning:

"T/FWA/13/VEHICLERENTAL/AMM/17-05-2020 - not to be opened before the tender opening session date initially planned on ~~04/06/2020~~ 30/06/2020

- i. Would the envelop be not sealed, ACTED will not be responsible for misplacement, loss or early opening of bids.
- ii. Unsealed envelopes and late offers will not be considered.

Soft Copy: Electronic submission is currently available only through email at the addresses mentioning in the present tender. Electronic files that form the bid must be in accordance with the format and requirements indicated by ACTED. Any original documents requested by ACTED in the bidder checklist should be send by courier as per Hard copy guidelines here above. **Proposals are required to be submitted using scanned signed PDF copies as well as soft copies (electronic copies of the files in excel).**

PDF can be prefilled using ACTED electornic format but signatures, initialization and stamping should be done manually – after what the supplier should scan and send scanned originals. The scanned signed copies will be considered the formal bid submission. If there are any variances between the scanned signed copies and the electronic copies, the information included in the scanned signed copies will be considered the formal bid submission.

- i. Late offers will not be considered.

Please refer to bidder’s checklist to know if any original documentation should be submitted.

The offer to the call for tender will not result in the award of the contract nor should be considered as any sort of commitment from ACTED.

17. Deadline of Submission: Complete bids must be received no later than: ~~04/06/2020~~ 29/06/2020 at 4pm.
ACTED

shall not consider any bid that is received after the deadline for the submission of bids.

18. Withdrawal/Substitute: A bidder may “withdraw”, or “substitute” its bid after it has been submitted at any time prior to the deadline of submission. To do so, a written notice to ACTED Jordan purchasing team at the email address, duly signed by authorized representative (or person with power of attorney). Bids requested to be withdrawn or subsituted shall be returned unopen to the bidders.

19. Opening Session: Bidders are invited to attend the **Purchase Committee Stage Tender** Opening session which initially planned on ~~04/06/2020~~ 30/06/2020 at 11am at the **ACTED Jordan office**, in which submissions are opened and deemed eligible for consideration based on the administrative and eligibilty requirements. Please send an email to jordan.tender@acted.org Cc tender@acted.org to register interest in attending, ACTED Jordan will then inform you if this date changes.



C - EVALUATION OF BIDS:

20. **Confidentiality:** Information to the examination, evaluation and comparison of bids and the recommendation of contract award shall not be disclosed to bidders not officially concerned with such process.

21. **Evaluation of Bids:** Evaluation of bids will undertake the following steps:

- a) ACTED Purchasing Committee (Supply Chain, Finance, Coordination) initiate the Tender Opening Committee (TOC) defining offer eligibility based on administration check: The administrative content of each offer will be checked against the Bidder's checklist. Only those bids that meet the first criteria of eligibility defined in the *Instructions to Bidders (PRO-05)* will be shortlisted and undergo technical evaluation. All other incomplete and non-compliant bids will be excluded at this stage (they will though be kept in the tender folder). Submitting the compulsory documents requested by ACTED determine the initial eligibility of the bidders. A detailed analysis will be done by the purchasing team after the TOC. The tender opening committee (TOC) opens the sealed envelopes one at a time, read out loud the name of the tenderer and the availability of each requested document, checks the submitted documents on *ACTED bidders' checklist* and determine accordingly upon the eligibility of the offer. No prices shall be disclosed during the tender opening session. CF – ACTED confidentiality. The rest of the selection will not be done openly and ACTED reserves the right to proceed with the selection independently.
- b) ACTED Purchasing committee then opens the **ACTED Technical committee** (TC) session who will be responsible for the qualification and technical review of the offers. During this period,
 - i. ACTED reserves the right to conduct site visits to pre-selected suppliers, perform quality checks of samples to ensure they match the technical requirements defined in the Order Form. ACTED also reserves the right to carry on **due diligence** exercise aimed at determining the validity of the information provided by the bidder. This exercise shall be documented and will focus on information accuracy, correctness, authenticity provided by the bidder. ACTED reserves the right to process with inquiry and reference checking with other entities (private/public) that may have carried previous work with the bidder.
 - ii. ACTED evaluation team shall review and evaluate the bids on the basis of their responsiveness to the schedule of requirements and technical specifications, as well as any other documentation provided.
 - iii. ACTED may invite bidders to present their technical bids at ACTED Office in Jordan.
- c) ACTED Procurement Unit will be in charge of evaluating bidders financial offer (*PRO-06*). ACTED reserves the right to process with arithmetical check to verify the consistency of the offers. Would it be necessary, ACTED reserves the right to ask clarification to supplier (CF below – Clarification of bids).

22. **Clarification of bids:** ACTED may request bidders for clarification of its bids (administrative, or technical) following ACTED internal procurement procedures. Request for clarifications shall be in writing and not change in the prices or substance of the bid shall be sought, offered or permitted except to provide clarification and confirm

- correction of any arithmetic errors discovered by ACTED procurement unit teams. Any unsolicited clarification which is not a response to ACTED inquiry shall not be considered.
23. **Nonconformities**
Reparable errors
Omissions: Provided that bid is consistent and that few unconformities are noticed, ACTED may request the bidder to submit the necessary information or documentation within a reasonable period to rectify only nonmaterial nonconformities or omissions in the bid related to documentation requirements. Such documentation shall not be related to any aspect of the price of the bid. Failure to comply with the request will result in the rejection of the bid.
24. **Arithmetical Errors:** Discrepancy between unit price and total price that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the total shall be corrected unless an obvious misplacement of decimal. Subtotal shall prevail to total would any errors be noticed.
In both cases, the bidder shall be contacted to confirm adjustments. If the bidders do not accept the correction of errors made by ACTED, its bid shall be rejected, unless specific case and waiver derogation.
25. **Taxes:** Offers shall be submitted in JOD and should be inclusive and/or exclusive of sales tax and duty. ACTED will specify in for each specific tender would the effort be request excluded of taxes only.

D - AWARDING STAGE:

26. **Award of contracts:** Prior to the expiration of the period of bid validity, ACTED reserves the right to award the contract to the qualified and eligible bidder that is found to be responsive to the requirements and technical specifications, and has offered the lowest price, unless detailed in ACTED evaluation report.
 ACTED reserves the right to cancel the call for tender without justification at any time. The cancellation will be done by written notice.
27. **Rejection:** ACTED reserves the right to reject bids without incurring any liability or obligation to inform the affected bidders of the grounds of ACTED' action.
28. **Quantities:** ACTED reserves the right to vary quantity of goods and/or services without any change in the unit price or other terms and condition. ACTED will request written confirmation from selected supplier only. In general, the quantities are indicative and are subject to change upon ACTED's request.
29. **Contract type:** [The types of contract to be signed and the applicable ACTED contract general terms and conditions will be applied to this contract.](#)

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

Tenders advertisement	17/05/2020	15/06/2020
Deadline for offers submission	01/06/2020 at 3pm	29/06/2020 at 04:00 PM
Tender opening	04/06/2020 at 11am	30/06/2020 at 11:00am – subject to change (written notice)

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.

SECTION 2 – SPECIFIC TERMS APPLICABLE TO THIS TENDER:

1. **Lot composition:** Bidders can bid for one lot or more – but must submit an offer for ALL items within one lot.
2. **Fleet composition:** The number of items (Quantities) in the lots above are not fixed;

The answers to this tender should include the following elements for all three (3) lots:

- a) A written offer form including all the product specifications (cars), the cost per vehicles (UoM), quantity, and total price.
- b) Catalogues and technical specifications with clear brands for each vehicle (including pictures) and vehicles options (Capacity of the trucks, etc.) For the vehicles leased for more than one month, GPS tracking system should be installed.
- c) Vehicle Registration Documentation as well as the proof of vehicle ownership from the company.

SECTION 3 – SPECIFIC RELATED CONDITIONS AND REQUIREMENTS – TO BE INCLUDED IN ITEM PRICING

3. **Terms of delivery:** Vehicles to be fully fuelled, licenced vehicle delivered to the agreed location with comprehensive insurance coverage.
4. **Damages responsibility:** The Bidder shall be liable for any and all damages to vehicles, whenever ACTED provide a comprehensive KROKA report. In case a KROKA report is not provided, ACTED shall be liable for the payments provided that the supplier submits an invoice within the same month of the report of said damage, and that the monthly total exceeds the threshold set by the Supplier.
The supplier should provide ACTED with detailed [Car Coverage and Protection Plans which is included in pricing and mandatory to have in-country.](#)
5. **Fines responsibility:** ACTED shall be liable for the payments of fines provided that the supplier submits an invoice within three months of the report of reported fine and/or violation.
6. **Cleaning charges:** No extra charges should be applied. Pricing shall include cleaning charges ACTED shall not be held liable for any extraordinary cleaning expenses, including:
 - a. Dry cleaning of interiors
 - b. Waxing of the body
 - c. Removal of stickers and other visibility items.
7. **Regular Maintenance:** Offer shall include a [regular maintenance](#) plan that should be presented to ACTED with tender documentation
 1. On every Sunday, the Supplier shall send a vehicle maintenance request sheet to all the representatives identified by ACTED.
 2. Said lists shall then be returned to the Supplier on the Thursday of the same week.
 3. The Supplier shall then complete the maintenance as per the request within the weekend following the return of the filled in maintenance request.
 4. Alternatively, whenever a vehicle will need more comprehensive and lengthy revision, it (they) shall be replace by the Supplier during the same period.
 - ii. Whenever a vehicle must be recalled by the Supplier for prolonged maintenance, it (they) shall be replaced by the same type of vehicle and in the same conditions.
 - iii. In the particular cases when the same type of vehicle will not be available, an alternative of vehicle of equal or increased passenger load within the same category shall be provided to ACTED at **no additional charge.**
8. **Fuel policy:** Each vehicle provided to ACTED shall be fully fuelled and it shall be then returned to the Supplier following the same policy (fully fuelled).



9. Invoicing

- a) The Supplier shall submit invoices to ACTED on a monthly basis.
- b) ACTED will commit to submit a confirmation of invoice by the 20th of each month.
- c) Following confirmation, the Supplier may be asked to split its invoices as per the ACTED finance regulations and indications.

10. Vehicles in/out:

The Supplier shall provide a vehicle inspection sheet to ACTED for each of the vehicles given to the organization returning to the car company (in-out of the fleet).

- a.** Such document shall be produced in two copies, one for each party, and it shall be signed by both parties upon the return of each vehicle to the Supplier.
- b.** ACTED shall not be liable for any damage is not reported and signed off by both parties within the document mentioned above.

Name & Position of Bidder's authorized representative _____

Authorized signature _____

Date: _____

EVALUATION CRITERIA FOR TENDER - JORDAN
SPECIFIC GUIDELINES

Tender No. T/FWA/13/VEHICLERENTAL/AMM/17-05-2020

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

CRITERIA	SCORING METHOD	MAXIMUM SCORE AVAILABLE
PRICE	Up to points points can be awarded based on the price of requested services and/or materials Based on Vendor's Financial Offer .	50
QUALITY	Up to 30 points can be awarded based on the quality of requested services – based on Vendor's <ul style="list-style-type: none"> - Detailed list of vehicles and specification - Detailed maintenance plan - GPS system installation - Lead time notice for fleet rightizing - Car coverage and insurance plans detailed – included in price 	30
EXPERIENCE & RELIABILITY	Up to 10 points can be awarded for suppliers with a demonstrated good record of delivery with NGOs and experience in the sector based on Vendor's <ul style="list-style-type: none"> - Proof of past exeperience - References 	10
CAPACITY & AVAILABILITY	Up to 10 points can be awarded based on the delivery time of the requested services based on Vendor's: <ul style="list-style-type: none"> - Total Fleet Capacity - Availability of additional fleet during the contract (part of capacity and availability). 	10

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

PRO06 - OFFER FORM – ACTED JORDAN

Date:

Tender N°: T/FWA/13/VEHICLERENTAL/AMM/17052020

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

1. Company Name: (_____)

2. Company Authorized Representative Name: (_____)

3. Company Registration No: (_____)

No/Country/ Ministry

4. Company Specialization: (_____)

5. Mailing Address: (_____)

Country/Governorate./City/St name/Shop-Office No

a. Contact Numbers: (Land Line: _____ / Mobile No: _____)

b. E-mail Address: (_____)

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

PLEASE FILL IN THE FOLLOWING TABLES, ONE FOR EACH BATCH, EACH BATCH CORRESPONDING TO VEHICLE RENTAL SERVICES:

LOT 1 (A): VEHICLE RENTAL SERVICES ALL GOVERNORATES - JORDAN

Prices breakdown: Prices to include the following accessories/ services per car:

- ✓ Brake pads, gear box, tires, shock absorber, steering system, engine and chassis.
- ✓ spare wheel, jack tools, wheel spanner, toolbox and tow strap.
- ✓ a spare set of keys, fire extinguisher, reflection triangle and first aid kit inside each car (will be inspected) – [detailed First Aid Kit is a bonus.](#)
- ✓ Driving tickets record.
- ✓ Regular maintenance Plan and Vehicle Check-Up.
- ✓ **GPS System:** The GPS system must be made available on all vehicles upon the first and any other reception. **Prices must be inclusive of this service.**
I accept the above mentioned terms for GPS Sytem: Yes No

[Maintenance Plan to be attached to the offer.](#)

- ✓ Fleet delivery/pick up in and out to the different locations (Amman, Zarqa, Mafraq, Balqa. Irbid, Madaba) – Please indicate how vehicles will be delivered or picked:



T/FWA/13/VEHICLERENTAL/AMM/17052020

VEHICLES CAN BE DELIVERED OR PICKED UP AT THE FOLLOWING GOVERNORATES (TICK BOXES):

Amman (the capital), Irbid, Zarqa, Mafraq, Ajloun, Jerash, Madaba, Balqa, Karak, Tafleh, Maan, Aqaba

OTHER FINANCIAL INPUTS REQUESTED:

- Type of insurance – Please, additionally to the bid, attach your full insurance plans following – *Thank you to attach the vehicle insurance cover plans (detailed) in the offer including monthly damage thresholds.*

Financial Offer:

Item No.	Item Specifications & product stage	Estimated Quantity per year**	Supplier's Specification (if different)	Unit of measure (Month* or Day)	Unit of measure (Vehicle)	Unit Price JOD excluding TAX for one vehicle	Unit Price JOD including TAX for one vehicle
1.A	Type: Midsize sedan minimum 1600 CC – AC - Automatic (TYPE OF Nissan Sunny, Kia Cerato, Chevrolet Cruze, Nissan Sentra, TOYOTA Corolla, Renault Fluence or similar) Model 2017 to 2019 Either item 1.A or item 1.B will be in the contract	5 Vehicles	Please attach the catalogue of vehicles to the offer	Month*	1 Vehicle		
	Type: Midsize sedan minimum 1600 CC – AC - Automatic (TYPE OF Nissan Sunny, Kia Cerato, Chevrolet Cruze, Nissan Sentra, TOYOTA Corolla, Renault Fluence or similar) Model 2017 to 2019 Either item 1.A or item 1.B will be in the contract	NA	Please attach the catalogue of vehicles to the offer	Day	1 Vehicle		
1.B	Type: Midsize Sedan, Hybrid, 5 passengers – AC – (TYPE: toyota corolla hybrid, ford fusion hybrid, hyundai IONIC) Either item 1.A or item 1.B will be in the contract	5 Vehicles	Please attach the catalogue of vehicles to the offer	Month*	1 Vehicle		
	Type: Midsize Sedan, Hybrid, 5 passengers – AC – (TYPE: toyota corolla hybrid, ford fusion hybrid, hyundai IONIC) Either item 1.A or item 1.B will be in the contract	NA	Please attach the catalogue of vehicles to the offer	Day	1 Vehicle		
2.	Type: Mini bus, 7 seats (TYPE OF: <i>Hyundai H-1 or similar</i>) Model 2017 to 2019 – Manual or automatic	7 Vehicles	Please attach the catalogue of vehicles to the offer	Month*	1 Vehicle		

	Type: Mini bus, 7 seats (TYPE OF: <i>Hyundai H-1 or similar</i>) Model 2017 to 2019 – Manual or automatic	NA	Please attach the catalogue of vehicles to the offer	Day	1 Vehicle		
3.	Type: 4x4 Double cab, 5 seats (TYPE OF: <i>Toyota HILUX, Mitsubishi L200 or similar</i>) Model 2017 to 2019 – Manual or automatic	5 Vehicles	Please attach the catalogue of vehicles to the offer	Month*	1 Vehicle		
	Type: 4x4 Double cab, 5 seats (TYPE OF: <i>Toyota HILUX, Mitsubishi L200 or similar</i>) Model 2017 to 2019 – Manual or automatic	NA	Please attach the catalogue of vehicles to the offer	Day	1 Vehicle		
4.	Type: 4x4 SUV, 5 seats (TYPE OF: <i>TOYOTA Fortuner, Hyundai Creta or similar</i>) Model 2017 to 2019 – Manual or automatic	1 Vehicle	Please attach the catalogue of vehicles to the offer	Month*	1 Vehicle		
	Type: 4x4 SUV, 5 seats (TYPE OF: <i>TOYOTA Fortuner, Hyundai Creta or similar</i>) Model 2017 to 2019 – Manual or automatic	NA	Please attach the catalogue of vehicles to the offer	Day	1 Vehicle		
5.	Type Truck 15B Engine (TYPE OF : <i>Toyota Dyna, Hyundai HD65 or similar</i>) Model 2016 to 2018, 2 tons, covered – Manual	2 Vehicles	Please attach the catalogue of vehicles to the offer	Month*	1 Vehicle		
	Type Truck 15B Engine (TYPE OF : <i>Toyota Dyna, Hyundai HD65 or similar</i>) Model 2016 to 2018, 2 tons, covered – Manual	NA	Please attach the catalogue of vehicles to the offer	Day	1 Vehicle		

*MONTHLY PRICES MEANS THAT RENTAL PRICE FOR MENTIONED VEHICLE FOR 1 MONTH – CALCULATED ON A 30 DAY BASIS

*ESTIMATED QUANTITY PER YEAR: SUBJECT TO CHANGES BASED ON THE AVAILABLE BUDGET

DESIRED DELIVERY CONDITIONS:

- Full availability of fleet following initial request: (7) Calendar days
- Number of days needed to deliver the ready to use and operate fleet after the official request: (1) Calendar days



I accept the above mentioned terms: Yes No

If other, please specify the delivery conditions guaranteed by the bidder:

- Full availability of fleet following initial request: () Calendar days
- Number of days needed to deliver the adjusted quantity of vehicles to the fleet and operate fleet after the official request: () Calendar days

BIDDER'S TERMS AND CONDITIONS:

1. Validity of the offer: _____ (Recommended: 6 months or more)
2. Terms of payment: _____ On monthly bases after 30-45 working days of approving the invoice
3. Availability: Do you have the full fleet ready in your company? Yes No

Number of cars available (maximum) () Vehicles

BIDDER'S COMMENTS/REMARKS:

1. _____
2. _____

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

***** END OF LOT 1(A) *****

LOT 1 (B): DRIVER'S SERVICES - Occasional short-term drivers services.

Extra services: Bidders should provide a list of drivers that the company could provide upon ACTED's request for extra drivers. These drivers shall be based and available in all areas of the country and specifically the following governorates: Amman (East and West Amman), Zarqa, Mafraq, Balqa, Irbid, Madaba

I accept the above mentioned terms for extra services: Yes No

No.	Item Specifications & product stage	Supplier's Specification (if different)	Measuring Unit	Unit Price JOD excluding TAX for one driver	Unit Price JOD including TAX for one driver
1.	Driver fees /Calendar Day		10 working hours		
2.	Driver Over time if the 10 working hours have been exceeded		1 hour		
3.	Driver overnight stay (<i>Over night = 00:00-5:00 AM</i>) – outside Amman city		1 night		

BIDDER'S COMMENTS/REMARKS:

1. _____
2. _____

BIDDER'S TERMS AND CONDITIONS:

1. Validity of the offer: _____ (Recommended: 6 months or more)
2. Terms of payment: _____ On monthly bases after 30-45 working days of approving the invoice
3. Availability: Do you have the full driver availability ready in your company? Yes No

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

*****END OF LOT 1(B)*****

LOT 2 – TRUCK RENTAL SERVICES

Prices breakdown: Prices to include the following accessories/ services:

- ✓ Brake pads, gear box, tires, shock absorber, steering system, engine and chassis.
- ✓ spare wheel, jack tools, wheel spanner, toolbox and tow strap.
- ✓ a spare set of keys, fire extinguisher, reflection triangle and first aid kit inside each car (will be inspected)
- ✓ Driving tickets record.
- ✓ Regular maintenance Plan.
- ✓ Driver

Maintenance Plan to be attached to the offer.

- ✓ Fleet delivery/pick up in and out to the different locations (Amman, Zarqa, Mafraq, Balqa, Irbid, Madaba) – Please indicate how vehicles will be delivered or picked:

VEHICLES CAN BE REQUESTED FOR WORKS AT THE FOLLOWING GOVERNORATES (TICK BOXES):
 Amman (the capital), Irbid, Zarqa, Mafraq, Ajloun, Jerash, Madaba, Balqa, Karak, Tafleh, Maan, Aqaba

VEHICLES CAN BE USED FOR WORKS INTER-GOVERNORATES AND THE SUPPLIER CAN PROVIDE PERMITS TO DRIVERS: Yes No (COVID-19)

GPS System: The GPS system must be made available on all vehicles upon the first and any other reception. **Prices must be inclusive of this service.**

 I accept the above mentioned terms for GPS Sytem: Yes No

Financial Offer

Item No.	Item Specifications & product stage	Estimated Quantity per year**	Supplier's Specification (if different)	Unit of measure (Month* or Day)	Unit of measure (Vehicle)	Unit Price JOD excludes TAX for one vehicle	Unit Price JOD includes TAX for one vehicle
2.1	Truck 15B Engine (TYPE OF : Toyota Dyna, Hyundai HD65 <i>or similar</i>) Model 2016 to 2018, 6 tons, covered – Manual	NA	Please attach the catalogue of vehicles to the offer	Month*	1 Vehicle		
	Truck 15B Engine (TYPE OF : Toyota Dyna, Hyundai HD65 <i>or similar</i>) Model 2016 to 2018, 6 tons, covered – Manual	NA	Please attach the catalogue of vehicles to the offer	Day	1 Vehicle		
2.2	Truck , Model 2016 to 2018, 8 tons, covered – Manual	NA	Please attach the catalogue of vehicles to the offer	Month*	1 Vehicle		
	Truck , Model 2016 to 2018, 8 tons, covered – Manual	NA	Please attach the catalogue of vehicles to the offer	Day	1 Vehicle		
2.3	Truck , Model 2016 to 2018, 10 tons, covered – Manual	NA	Please attach the catalogue of vehicles to the offer	Month*	1 Vehicle		

	Truck , Model 2016 to 2018, 10 tons, covered – Manual	NA	Please attach the catalogue of vehicles to the offer	Day	1 Vehicle		
2.4	Truck , Model 2016 to 2018, 15 tons, covered – Manual	NA	Please attach the catalogue of vehicles to the offer	Month*	1 Vehicle		
	Truck , Model 2016 to 2018, 15 tons, covered – Manual	NA	Please attach the catalogue of vehicles to the offer	Day	1 Vehicle		
2.5	Truck , Model 2016 to 2018, 15 tons, covered – Manual	NA	Please attach the catalogue of vehicles to the offer	Month*	1 Vehicle		
	Truck , Model 2016 to 2018, 15 tons, covered – Manual	NA	Please attach the catalogue of vehicles to the offer	Day	1 Vehicle		

*MONTHLY PRICES MEANS THAT RENTAL PRICE FOR MENTIONED VEHICLE FOR 1 MONTH – CALCULATED ON A 30 DAY BASIS

*ESTIMATED QUANTITY PER YEAR: SUBJECT TO CHANGES BASED ON THE AVAILABLE BUDGET

DESIRED DELIVERY CONDITIONS:

- Number of days needed to deliver the ready to use vehicle and operate fleet after the official request: (1) Calendar days

I accept the above mentioned terms: Yes No

If other, please specify the delivery conditions guaranteed by the bidder:

- Number of days needed to deliver the adjusted quantity of vehicles to the fleet and operate fleet after the official request: () Calendar days

BIDDER'S TERMS AND CONDITIONS:

- Validity of the offer: _____ (Recommended: 6 months or more)



ACTED

T/FWA/13/VEHICLERENTAL/AMM/17052020

5. Terms of payment: _____ On monthly bases after 30-45 working days of approving the invoice

6. Availability: Do you have the full fleet ready in your company? Yes No

BIDDER'S COMMENTS/REMARKS:

3. _____

4. _____

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

******* END OF LOT 2 *******



BIDDER'S QUESTIONNAIRE – ACTED Jordan

Date: _____
 Tender N°: T/FWA/13/VEHICLERENTAL/AMM/17052020

PART I: INFORMATION			
A. Company Details and General Information			
Name of Company		Trading As	
Address (headquarters)		Telephone	
Zip Code (headquarters)		Fax	
City (headquarters)		E-mail address 1	
PO Box		E-mail address 2	
Country (headquarters)		Website address	
Parent Company or name of owner		Subsidiaries/ Associates/ Overseas Representative	
Sales Person's Name		Sales Person's Position	
Sales Person's phone		Sales Persons' E-mail	
<i>Governance of the company: Chairman, Vice-Chairman, Treasurer or Secretary of the Board of Directors or Board of Trustees</i>			
Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number		Type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	
Province/Region		E-mail address	
Is the individual a U.S. citizen or legal permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications	
<i>Management of the company: CEO, Executive Director, Deputy Director, President or Vice-President</i>			
Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number		type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	
Province/Region		E-mail addresses	



Is the individual a U.S. citizen or legal permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications	
<i>Management of the company: Chief Finance Officer or Chief Accountant</i>			
Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number		type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	
Province/Region		E-mail addresses	
Is the individual a U.S. citizen or legal permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications	
<i>Company's staff & insurance</i>			
No. Full Time Employees:		Employee average work wage per hour:	
% of Men to Women:		Any employee(s) with relatives working with ACTED?	<input type="checkbox"/> Yes <input type="checkbox"/> No
No. of Children:		What is the legal minimum wage paid?	<input type="checkbox"/> Yes <input type="checkbox"/> No
In what capacity?		Are paid vacations offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What are their ages?		Are flexible working hours offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of insurance company:		Staff covered by health insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Description of the Company</i>			
Type of Business (multiple choices possible):	<input type="checkbox"/> Manufacturing <input type="checkbox"/> Consulting Company <input type="checkbox"/> Authorized Agent	<input type="checkbox"/> Manufacturing <input type="checkbox"/> Trader <input type="checkbox"/> Other, please specify : _____	
Sector of Business (multiple choices possible):	<input type="checkbox"/> Goods / supplies <input type="checkbox"/> Services <input type="checkbox"/> Equipment	<input type="checkbox"/> Works <input type="checkbox"/> Other, please specify : _____	
Year Established:		Country of registration:	
Licence number:		Valid until:	
Working languages:	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish	<input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Other, please specify : _____	
Technical documents available in:	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish	<input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Other, please specify : _____	
B. Financial Information			
VAT Number:		Tax Number:	
Bank Name:		Bank Account Number:	
Bank Address:		Account Name:	
Swift/BIC number:		Standard Payment Terms:	



If you answered yes to the above two questions, please attach copies of your policy:		<input type="checkbox"/> Attached
Has your company ever been bankrupt, or is in the process of being wound up, having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning these matters, or is in any analogous situation arising from a similar procedure provided for in national law?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:		
Has your company ever been convicted of an offence concerning its professional conduct by a judgment which as force of res judicata?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:		
Has your company ever been guilty of grave professional misconduct proven by other means?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:		
Has your company ever not fulfilled its obligations relating to the payment of social security contributions, or the payment of taxes in accordance with the law of the country in which it is established, or with those of France, or those of the country where the contract is to be performed?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:		
Has your company ever been the subject of a judgement, which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:		
Has your company ever been declared to be in serious breach of contract for failure to comply with its contractual obligations, following another procurement procedure or grant award procedure financed by a donor country?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:		
Has your company ever been declared to be in serious breach of contract for failure to comply with its contractual obligations, following another procurement procedure or grant award procedure financed by a donor country?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:		
Has your company ever been in any dispute with any Government Agency, the United Nations, or International Aid Organisations (including ACTED)?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:		
Do you agree with terms of payment of 30 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you accept visit of ACTED staff & external auditors to your office?
		<input type="checkbox"/> Yes <input type="checkbox"/> No

PART II: CERTIFICATION

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

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



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

Company Name: _____

Authorized Representative Name: _____

Signature: _____

Stamp: _____

BIDDER'S ETHICAL DECLARATION – ACTED Jordan

Date:

Tender N°: T/FWA/13/VEHICLERENTAL/AMM/17052020

Tenderer's name: _____

Tenderer's address: _____

CODE OF CONDUCT:**1. Labour Standards**

The labour standards in this code are based on the conventions of the International Labour Organisation (ILO).

- *Employment is freely chosen*

There is no forced, bonded or involuntary prison labour. Workers are not required to lodge 'deposits' or their identity papers with the employer and are free to leave their employer after reasonable notice.

- *Freedom of association and the right to collective bargaining are respected*

Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively. The employer adopts an open attitude towards the legitimate activities of trade unions. Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace. Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

- *Working conditions are safe and hygienic*

A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment. Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers. Access to clean toilet facilities and potable water and, if appropriate, sanitary facilities for food storage shall be provided. Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers. The company observing the standards shall assign responsibility for health and safety to a senior management representative.

- *Child Labour shall not be used*

There shall be no new recruitment of child labour. Companies shall develop or participate in and contribute to policies and programmes, which provide for the transition of any child found to be performing child labour to enable her/him to attend and remain in quality education until no longer a child. Children and young people under 18 years of age shall not be employed at night or in hazardous conditions. These policies and procedures shall conform to the provisions of the relevant International Labour Organisation (ILO) standards.

- *Living wages are paid*

Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmarks. In any event wages should always be high enough to meet basic needs and to provide some discretionary income. All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment, and about the particulars of their wages for the pay period concerned each time that they are paid. Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the express and informed permission of the worker concerned. All disciplinary measures should be recorded.

- *Working hours are not excessive*

Working hours comply with national laws and benchmark industry standards, whichever affords greater protection. In any event, workers shall not on a regular basis be required to work in excess of the local legal working hours. Overtime shall be voluntary, shall not exceed local legal limits, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

- *No discrimination is practised*

There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

- *Regular employment is provided*

To every extent possible work performed must be on the basis of a recognised employment relationship established through national law and practice. Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

- *No harsh or inhumane treatment is allowed*

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

B. Environmental Standards

Suppliers should as a minimum comply with all statutory and other legal requirements relating to the environmental impacts of their business. Detailed performance standards are a matter for suppliers, but should address at least the following:

- *Waste Management*

Waste is minimised and items recycled whenever this is practicable. Effective controls of waste in respect of ground, air, and water pollution are adopted. In the case of hazardous materials, emergency response plans are in place.

- *Packaging and Paper*

Undue and unnecessary use of materials is avoided, and recycled materials used whenever appropriate.

- *Conservation*

Processes and activities are monitored and modified as necessary to ensure that conservation of scarce resources, including water, flora and fauna and productive land in certain situations.

- *Energy Use*

All production and delivery processes, including the use of heating, ventilation, lighting, IT systems and transportation, are based on the need to maximise efficient energy use and to minimise harmful emissions.

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

All transport and cargo handling processes are based on the need to maximise safety precautions and to minimise potential injuries to ACTED beneficiaries and staff as well as the suppliers's employees or those of its subcontractors.

C. Business Behaviour

The conduct of the supplier should not violate the basic rights of ACTED's beneficiaries.

The supplier should not be engaged

1. in the manufacture of arms
2. in the sale of arms to governments which systematically violate the human rights of their citizens; or where there is internal armed conflict or major tensions; or where the sale of arms may jeopardise regional peace and security.

D. ACTED procurement rules and regulations

Suppliers should comply with ACTED procurement rules and regulations outlines in ACTED Logistics Manual Version 1.2. or above. In particular, ACTED's procurement policy set out in Section 2.1 and 2.4. (contract awarding). By doing so, Suppliers acknowledge that they do not find themselves in any of the situations of exclusion as referred to under section 2.4.2.

Operating Principles

The implementation of the Code of Conduct will be a shared responsibility between ACTED and its suppliers, informed by a number of operating principles, which will be reviewed from time to time.

ACTED will:

1. Assign responsibility for ensuring compliance with the Code of Conduct to a senior manager.
2. Communicate its commitment to the Code of Conduct to employees, supporters and donors, as well as to all suppliers of goods and services.
3. Make appropriate human and financial resources available to meet its stated commitments, including training and guidelines for relevant personnel.
4. Provide guidance and reasonable non-financial support to suppliers who genuinely seek to promote and implement the Code standards in their own business and in the relevant supply chains, within available resources.
5. Adopt appropriate methods and systems for monitoring and verifying the achievement of the standards.
6. Seek to maximise the beneficial effect of the resources available, e.g. by collaborating with other NGOs, and by prioritising the most likely locations of non-compliance.

ACTED expects suppliers to:

1. Accept responsibility for labour and environmental conditions under which products are made and services provided. This includes all work contracted or sub-contracted and that conducted by home or other out-workers.



2. Assign responsibility for implementing the Code of Conduct to a senior manager.
3. Make a written Statement of Intent regarding the company's policy in relation to the Code of Conduct and how it will be implemented, and communicate this to staff and suppliers as well as to ACTED.

Both parties will

1. require the immediate cessation of serious breaches of the Code and, where these persist, terminate the business relationship.
2. Seek to ensure all employees are aware of their rights and involved in the decisions which affect them.
3. Avoid discriminating against enterprises in developing countries.
4. Recognise official regulation and inspection of workplace standards, and the interests of legitimate trades unions and other representative organisations.
5. seek arbitration in the case of unresolved disputes.

Qualifications To The Policy Statement

The humanitarian imperative is paramount. Where speed of deployment is essential in saving lives, ACTED will purchase necessary goods and services from the most appropriate available source.

ACTED can accept neither uncontrolled cost increases nor drops in quality. It accepts appropriate internal costs but will work with suppliers to achieve required ethical standards as far as possible at no increase in cost or decrease in quality.

I undersigned _____, 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 _____

How to submit offer - Quick Steps³:

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

العطاء بخطوات القيام كيفية:

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

³ PDF can be prefilled using ACTED electronic format but signatures, initialization and stamping should be done manually – after what the supplier should scan and send scanned originals. The scanned signed copies will be considered the formal bid submission. If there are any variances between the scanned signed copies and the electronic copies, the information included in the scanned signed copies will be considered the formal bid submission.



BIDDER'S CHECK LIST – ACTED Jordan

Date:

Tender N°: T/FWA/13/VEHICLERENTAL/AMM/17052020

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

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

ADMINISTRATIVE CHECK

Description	To be filled in by Bidder		For ACTED use only (to be filled in by Purchase Committee)		Comments
	Included		Present		
	Yes	No	Yes	No	
1. An original copy of the bid has been provided with manual stamp and signatures. Suppliers may choose to submit a digital scanned copy on a /USB or email *3 (Compulsory)					
2. The Bidding documents are filled in English. (Compulsory)					
A. ELIGIBILITY and QUALIFICATION - (All Compulsory)					
3. (form PRO-05) – Instructions to Bidders is attached, filled, initialled on each page, signed and stamped by the supplier. (Compulsory)					
4. A Copy of the Company registration in JORDAN documents is included (Compulsory) and attached with vocational licence, tax registration (or proof of payment).					
5. The ID of the person signing the bidding documents is attached. (compulsory) => If the person who signed the documents is not the legal representative of the company, a copy of the legal representative ID must be annexed alongside the power of attorney (compulsory)					
6. (form PRO-06-01) – Bidders Questionnaire Form is attached, filled, initialled on each page, signed and stamped by the supplier. (Compulsory)					
7. (form PRO-06-02) – Bidder's Ethical Declaration is attached, filled, initialled on each page, signed and stamped by the supplier. (Compulsory)					
B. SELECTION - Related Documentation Including ANNEXES					
8. (form PRO-06) – Offer Form is attached, filled, initialled on each page, signed and stamped by the supplier. (Compulsory)					
9. The prices in the Offer Form are in JOD, excluding and including all applicable taxes. (Compulsory)					



ANNEXES – Specific to TENDER - T/FWA/13/VEHICLERENTAL/AMM/17052020					
Highly Recommended – ACTED will consider all documentation during the evaluation of the technical offer. ACTED does not guarantee that they will have to ask additional documentation if missing initially. Missing documentation will be reflected in the pointing system.					
10. Detailed Maintenance Plan for Vehicles					
11.Detailed Insurance Plans included for Vehicles .					
11. Detailed Vehicle Catalogue (description of vehicles (1) and Trucks (2)) for vehicles/trucks that the suppliers will made available for ACTED as per technical specification.					
12. Annexed vehicle registration documentation for each and every vehicle that will be made available to ACTED lot (1) and (2).					
13. List of drivers made available for lot 1.B and 2 .					
14. Proofs of past performances in a similar field of activity are provided. (recommendation letter stamped, contract, proof of delivery...)					

4

Name & Position of Bidder's authorized representative _____

Authorized signature _____

Stamp _____

⁴ PDF can be prefilled using ACTED electronic format but signatures, initialization and stamping should be done manually – after what the supplier should scan and send scanned originals. The scanned signed copies will be considered the formal bid submission. If there are any variances between the scanned signed copies and the electronic copies, the information included in the scanned signed copies will be considered the formal bid submission.