



ACTED **VENDOR REGISTRATION PROCESS** ACTED **JORDAN**

PREFACE

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

ACTED has its capital office in Amman, has around 190 national staff member and 11 international staff members. ACTED operates notably in the host communities in the northern governorates, Za’atari Refugee Camp, Azraq Refugee Camp, King Abdullah Park Camp.

General Information regarding our vendor’s registration process:

Being registered in ACTED Supplier database is a prerequisite to be awarded contracts. Therefore, no procurement scenario may lead to the selection of a supplier that would not have primarily provided the **all** documents below at:

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

Or emailed to

jordan.tender@acted.org with CC tender@acted.org

note: e-registration website: in-progress/not available as off today

To do business with ACTED, a vendor must be on the ACTED Registered Vendor Roster. All potential suppliers apply to ACTED Registered Vendor Roster and have to submit the following documentation:

- Written documentation filled, ratified at the bottom of each pages, signed and stamped at ACTED Office Jordan or by email (**Compulsory**)
 - [ACTED Supplier Questionnaire \(PRO-03.2\)](#) is made available permanently in ACTED offices so that any potential vendor could **spontaneously register**. It is also required from bidders that may not be preliminarily registered in ACTED Supplier database while submitting offers to a Call for tender, or suppliers from which quotations are collected. The questionnaire shall be completely filled in, 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, 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)**

Submission: In general, the Vendors:

shall submit a duly signed, initialed and complete documentation comprising all documents and forms in accordance with the present guidelines. Documentation can be delivered at ACTED Office in Jordan or by email courier at jordan.tender@acted.org with CC tender@acted.org. The registration shall be signed by duly authorized to represent the company the vendor (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 document 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 vendor.

The supplier shall place the Registration Documentation in an envelope, or in an E-mail to jordan.tender@acted.org CC. tender@acted.org, mentioning:

"Registration/ACTED/VendorDatabase/Process/NameoftheCompany"

- i. Would the envelop be not sealed, ACTED will not be responsible for misplacement, loss.

Soft Copy: Electronic submission is currently available only through email at the addresses mentioning in the present documentation. Electronic files that form the registration must be in accordance with the format and requirements indicated by ACTED. Any original documents requested by ACTED in the vendors 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 format 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 vendor registration 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 vendor registration.

What are the benefits:

- If vetted, you will be attributed an internal third-party code that will help us contacting you for tendering process*.

¹ Income Tax: Individual Establishment - For natural persons: The first 12,000 JD earned are exempted from income tax // For natural persons who are also heads of household: The first 24,000 JD are exempted from income tax

² Sales Tax: Depending on the sector (Service, Industry, Retail) and upon the sales turnover. Any exemption will have to be proven.



- Your vendor registration means that your company is in our database of potential suppliers and is likely to be contacted for a specific tender process aligned with your competencies**.
- Once validated, you will receive a confirmation that you are part of ACTED Jordan Roster***.
- ACTED reserves the right to request updated forms from the tenderers in case they date for more than 1 year, or for any other reason. It is *highly recommended to* always attach the above-mentioned documentation to all tender process (public tenders advertised on in-country website or HQ).

*Submitting a completed application to ACTED Jordan does not mean that a supplier will be automatically added to ACTED Jordan supplier database. Registration will depend on supplier's core competencies, company's submitted documentation, and its ability to perform.

**Registration does not imply invitation to every RfB or RfQ, nonetheless it increases the chance for the supplier to be contacted.

***Registration status is not indefinite. ACTED reserves the right to put registration on hold if one documentation is expired or if additional information is requested.

****PDF format 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 vendor registration 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 vendor registration.

VENDOR REGISTRATION STATUS – ACTED JORDAN

Submitted: ACTED has received the information provided.

Processing: Your company is currently being reviewed and evaluated by ACTED Jordan Purchasing Teams and Purchasing Committee. No technical evaluation is done at this stage.

Registered: Your company has been registered on ACTED Jordan Supplier Database. Once again, there are no implication of technical criteria at this stage. Registration does not imply pre-qualification for instance. Hence, ACTED reserves the right to further assess and evaluate your company during the whole period that your registered in our database and during the tendering phase or before being awarded a contract. Furthermore, ACTED reserves the right to ask additional information all throughout the period in which the supplier is part of our vendor database. As a matter of example, [General Conditions for Purchase \(PRO 09.01/02\)](#) could be requested.

Vendor to Update: The review and evaluation of your company’s registration could not be completed due to insufficient/incorrect information provided in your submission. You may receive an email from ACTED that will contain details on the additional information required. ACTED staff is not be able to view the profiles for companies, which have to update information (Vendor to Update status) or which been deactivated. This means your company’s details will not show up in any search for vendors.

Expired documentation: Registrations documentation is expired. Please note that this is the responsibility of the vendor/supplier, to make sure to provide ACTED Jordan teams the last updated documentation (notably [Company Registration](#)).

Declined: Your company’s registration has been declined based on the information provided in your submission.

Name of Vendor’s Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____