



T-35EBB/D39BAM/MAB/MDG/PROG/22.12.2020

**INTERNATIONAL CALL FOR TENDER**  
**ACTED NIGERIA**  
**SUPPLY OF SHELTER KITS IN MAIDUGURI**  
**Part A – Instructions to Bidders**

Date: 22/12/2020

Tender No.: T/35EBB/D39/BAM/MAB/MDG/PROG/22.12.2020

In anticipation of upcoming projects that may require rapid supply of large quantities of humanitarian items, ACTED is requesting written quotations for the supply of SHELTER KITS IN MAIDUGURI.

**PRODUCT SPECIFICATIONS:**

- |                  |                                                       |
|------------------|-------------------------------------------------------|
| 1. DESCRIPTION   | SUPPLY OF SHELTER KITS TO MAIDUGURI                   |
| 2. INCOTERM      | DDP - Maiduguri                                       |
| 3. QUANTITY/UNIT | As per table below                                    |
| 4. PACKAGING     | Each item shall be delivered in its original package. |

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

- A written quotation including all the product specifications, the price per unit, and total price.
- An ID copy of the company legal representative. (preferably international Passport, voters card, National ID card)
- A registration document/customclearance/certification/quality certificate to the relevant government agency, copy of his registration at the relevant Chamber of Commerce
- Proof of past performance with recommended five (5) similar contract preferably with NGOs.

**GENERAL CONDITIONS:**

1. The **closing date and time** of this tender is fixed on **12/01/2021 (Tuesday January 12<sup>th</sup> 2021) 17:00 (Maiduguri time)** at the following address :

ACTED Representative Office in Maiduguri:  
Plot No. 129, Goni Road, Maiduguri, Borno State, Nigeria

Or emailed to: [nigeria.tender@acted.org](mailto:nigeria.tender@acted.org); [cc\\_mdg.logistics-procurementofficer@acted.org](mailto:cc_mdg.logistics-procurementofficer@acted.org); [tender@acted.org](mailto:tender@acted.org)

2. Tenderers will fill, sign, stamp and return all the documents.
3. The offer should be provided according to ACTED's format and description.
4. Only the bidders who are registered with CaC (Corporate Affairs Commission), government of Nigeria and having updated tax clearance certificate for 2020 will be considered.
5. A valid means of identification is a major requirement. (preferably international Passport, voters card, National ID card.)
6. Prices are mandatory in **Nigerian Naira (NGN) including all taxes**.
7. Offers shall be submitted in **English**.
8. The offer to the call for tender will not result in the award of a contract.
9. The offer must be submitted to ACTED purchase department in a sealed envelope with the mention "**T-35EBB/D39BAM/MAB/MDG/PROG/22.12.2020**" **not to be opened before 13/01/2021**".
10. Unsealed envelopes and late offers will not be considered.
11. Quantities and specifications of items listed in this tender are subject to change.
12. 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, contractors' data shall be automatically processed.

**SPECIFIC CONDITIONS:**

1. On request, samples of the items should be available for delivery to ACTED within 24-48 hours. Each sample should be labelled clearly with bidder's company name. Bidder should be able to provide samples to ACTED's office in Maiduguri.
2. Samples may be inspected shortly after the closing date of this tender and all offers made will be considered at the moment that ACTED requires these items. It is anticipated that suppliers for these items will be selected from these offers for the entirety of the six month quotation validity.
3. Bidders should provide offer(s) for all items in a given lot to be considered in the award of a contract.
4. Bidders are welcome to offer more than one type/size/exact specification of each item listed in the table below, at different prices. This may be favourable to your quotation owing to expected changes in identified demand. In that case, please provide different offer forms for each item.
5. In case of making an error when writing the prices, please discard the page. Any alterations including the use of correction fluid, will render your offer invalid.
6. Queries and request for clarification of the specification can be made by E-mail to [nigeria.tender@acted.org](mailto:nigeria.tender@acted.org); [cc\\_mdg.logistics-procurementofficer@acted.org](mailto:cc_mdg.logistics-procurementofficer@acted.org); [tender@acted.org](mailto:tender@acted.org) - up to two full working days may be required for a response - or by Telephone +234 80 65 56 33 27.
7. Payment will be performed in Nigerian Naira (NGN) hereby selected as the contractual currency for this tender.
8. Payments from ACTED to the successful candidate will be done through bank transfer or cheque within ACTED premises.
9. ACTED reserves the right to contact previous organization with who the bidder has worked and any financial or security authority for verification.

## SELECTION CRITERIA

A technical analysis will be conducted by ACTED for the bidder's selection based on these criteria detailed below and ranked in order of importance.

### A - PRICE representing 80%

The price will be the first criteria to be considered by ACTED to select the most competitive supplier. Tenderers must quote prices in Nigerian Naira (NGN) to ACTED, as the contract currency shall be in NGN.

### B – QUALITY OF SAMPLES

The technical check will be based on a **PASS/FAIL** criteria. If the supplier does not meet the minimum standards of quality, ACTED will not consider its offer.

### C - AVAILABILITY

Selection on availability will be based on a **PASS/FAIL** criteria. If the Supplier does not bid for all the items inside one lot, ACTED will not consider its offer.

### D – PAST EXPERIENCES representing 15%

Preference will be given to suppliers with proof of previous experience preferably with local or international organizations. At least 5 contracts have to be provided.

### E – LEAD TIME representing 5%

Preference will be given to suppliers proposing short and relevant lead time (not more than 21 days)

I undersigned \_\_\_\_\_, the Bidder, agree with the instructions, general and specific conditions of this bid.

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

Authorized RepresentativeName: \_\_\_\_\_

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

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

## Part B - OFFER FORM ACTED Nigeria

Date: \_\_\_\_\_ (To be filled by the bidder)

Tender n°: T-35EBB/D39BAM/MAB/MDG/PROG/22.12.2020

### 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.

**BIDDERS MUST SUBMIT AN OFFER FOR EVERY ITEM IN THE FOLLOWING LOT. FAILING THAT, THEY WILL BE REJECTED AT SELECTION STAGE.**

**PROCUREMENT OF 241 BAMA SHELTER KITS TO MAIDUGURI****SHELTER KITS:**

Item	Description	Bidder's specification (if different)	Unit	Qty	Unit Price incl all taxes ( NGN )	Total Price incl all taxes ( NGN )
1	Plastic sheeting (3.5X6m) <b>380GSM</b> can not be ripe with hand and single lamination joint ( <b>High Quality Tarpaulin</b> )		Sheet	843.5		
2	Obeche Hard Wooden poles, 2X4 Inches 3200mm length for vertical poles,rafter and ridge beam		PCS	7712		
3	Obeche Hard Wooden poles, 2X3 Inches 3200mm length for horizontal brace, door and window frames		PCS	6748		
4	Wooden Battern 1.5 x 0.5 Inches 3300mm		PCS	13255		
5	Steel Nails - 4 inches		kg	964		
6	Steel Nails - 3 inches		kg	723		
7	steel Nails - 1 1/2 inches		kg	723		
8	8mm to 10 mm diameter synthetic rope to be cut at 30 meters each.		bundle	241		
9	Tie wire, galvanised steel, 1.5mm cut at 30 meters each		bundle	241		
10	Wind security (langa langa) 1m length		PCS	1446		
11	Cap Nails (Steel)		Packet	241		
12	4" Hinges (Steel)		pair	1205		
13	4" latches		PCS	964		
14	4" staple		PCS	241		
15	Termiguard anti termite chemicals in 4 liters gallon		gallon	120.5		
16	Used engine oil in 25 liters jerry can		jerry can	39		
<b>TOTAL PROJECT COST incl all taxes ( NGN )</b>						

Contractor is responsible for logistics, handling and offloading of all goods.

**BIDDER'S COMMENTS/REMARKS:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:**

..... Days for 100% of the items (recommended: not more than 14 days)

**BIDDER'S TERMS AND CONDITIONS:**

1. Valid of the offer: \_\_\_\_\_ (recommended: 6 months or more)
2. Terms of Delivery: From \_\_\_\_\_ Days to \_\_\_\_\_ Days after receiving call from ACTED staff. (not more than 14 days recommended)
3. Terms of payment: \_\_\_\_\_ (within 30 days after delivery recommended)

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

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

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

## BIDDER'S QUESTIONNAIRE ACTED [NIGERIA]

Date : \_\_\_\_\_ (To be filled by the bidder)

Tender N° : T-35EBB/D39BAM/MAB/MDG/PROG/22.12.2020

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	
<b>Company's staff &amp; insurance</b>			
No. Full Time Employees:		Employee average work wage per hour:	
% of Men to Women:		Any employee(s) with relatives working with ACTED?	<input type="checkbox"/> Yes <input type="checkbox"/> No
No. of Children:		What is the legal minimum wage paid?	<input type="checkbox"/> Yes <input type="checkbox"/> No
In what capacity?		Are paid vacations offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What are their ages?		Are flexible working hours offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of insurance company:		Staff covered by health insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Description of the Company</b>			
Type of Business (multiple choices possible):	<input type="checkbox"/> Manufacturing <input type="checkbox"/> Consulting Company <input type="checkbox"/> Authorized Agent	<input type="checkbox"/> Manufacturing <input type="checkbox"/> Trader <input type="checkbox"/> Other, please specify : _____	
Sector of Business (multiple choices possible):	<input type="checkbox"/> Goods / supplies <input type="checkbox"/> Services <input type="checkbox"/> Equipment	<input type="checkbox"/> Works <input type="checkbox"/> Other, please specify : _____	
Year Established:		Country of registration:	
Licence number:		Valid until:	
Working languages:	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish	<input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Other, please specify : _____	
Technical documents available in:	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish	<input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Other, please specify : _____	
<b>B. Financial Information</b>			
VAT Number:		Tax Number:	
Bank Name:		Bank Account Number:	
Bank Address:		Account Name:	
Swift/BIC number:		Standard Payment Terms:	
Has the company been audited in the last 3 years?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Please attach a copy of the company's most recent Annual or Audited Financial Report			<input type="checkbox"/> Attached
Annual Value of Total Sales for the last 3 Years:			
Year: USD:		Year: USD:	
Annual Value of Export Sales for the last 3 years			
Year: USD:		Year: USD:	
<b>C. Experience</b>			

Company's recent business with ACTED and/or other International Aid Agencies or United Nations Agencies:						
#	Organisation	Contact person	Phone/E-mail	Goods/Works/Services	Value (USD)	Destination
1						
2						
3						
4						
5						
What is your company's main area of expertise?						
What is your company's business coverage area?		<input type="checkbox"/> National <input type="checkbox"/> Restricted to (specify location) : _____				
To which countries has your company exported and/or managed projects in the last 3 years?						
Provide any other information that demonstrates your company's qualifications and experience (eg. awards)						
List any national or international Trade/Professional Organisations of which your company is a member						
<b>D. Technical Capability</b>						
Type of Quality Assurance Certificate					<input type="checkbox"/> Attached	
Type of Certification/Qualification Documents					<input type="checkbox"/> Attached	
International Offices/Representation						
List below up to 10 of the core Goods and/or Services your company sells:						
1)		6)				
2)		7)				
3)		8)				
4)		9)				
5)		10)				
List the main assets of your company (trucks & heavy machines, heavy & valuable equipment, premises & warehouses, production sites etc.)						
1)		6)				
2)		7)				
3)		8)				
4)		9)				
5)		10)				
<b>E. Miscellaneous</b>						
Does your company have an Environmental Policy? (Yes/No)				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Does your company have an Ethical Trading Policy? (Yes/No)				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Does your company have an Anti-terrorist Policy? (Yes/No)				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is your company compliant with the EU General Data Protection Regulation (or equivalent)? (Yes/No)				<input type="checkbox"/> Yes <input type="checkbox"/> No		
If you answered yes to the above two questions, please attach copies of your policy:					<input type="checkbox"/> Attached	
Has your company ever been bankrupt, or is in the process of being wound up, having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning these matters, or is in any analogous situation arising from a similar procedure provided for in national law?					<input type="checkbox"/> Yes <input type="checkbox"/> No	
If you answered yes, please provide details:						
Has your company ever been convicted of an offence concerning its professional conduct by a judgment which as force of res judicata?				<input type="checkbox"/> Yes <input type="checkbox"/> No		
If you answered yes, please provide details:						
Has your company ever been guilty of grave professional misconduct proven by other means?				<input type="checkbox"/> Yes <input type="checkbox"/> No		

If you answered yes, please provide details:			
Has your company ever not fulfilled its obligations relating to the payment of social security contributions, or the payment of taxes in accordance with the law of the country in which it is established, or with those of France, or those of the country where the contract is to be performed?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:			
Has your company ever been the subject of a judgement, which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:			
Has your company ever been declared to be in serious breach of contract for failure to comply with its contractual obligations, following another procurement procedure or grant award procedure financed by a donor country?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:			
Has your company ever been declared to be in serious breach of contract for failure to comply with its contractual obligations, following another procurement procedure or grant award procedure financed by a donor country?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:			
Has your company ever been in any dispute with any Government Agency, the United Nations, or International Aid Organisations (including ACTED)?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:			
Do you agree with terms of payment of 30 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you accept visit of ACTED staff & external auditors to your office?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>PART II: CERTIFICATION</b>			
I, the undersigned warrant that the information provided in this form is correct, and in the event of changes, details will be provided to ACTED as soon as possible in writing. I also understand that ACTED does not do business with companies, or any affiliates or subsidiaries, which engage in any practices that are in breach of ACTED's Child Protection, Sexual Exploitation and Abuse Protection, Conflict of Interest, Anti-fraud, Anti-terrorism Policy and Data Protection Policies (available on request).			
Name:		Date:	
Title/Position		Place:	
E-mail address (for contact for verification purposes):		Signature:	
Phone number (for contact for verification purposes):		Company Stamp:	
<b>Check list of supporting documents</b>			<b>For ACTED use only</b>
1) Trading license	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
2) VAT registration/tax clearance certificate	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
3) Company profile	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
4) Proof of trading/dealership/agent	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
5) Evidence of similar contracts	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
6) References	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
7) Particulars of CEO and key personnel	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
8) Articles of Association & Certificate of incorporation	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
9) Financial statements (latest)	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
10) Other (specify):	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	



## BIDDER'S ETHICAL DECLARATION ACTED Nigeria

Date: \_\_\_\_\_ (To be filled by the bidder)

Tender n°: T-35EBB/D39BAM/MAB/MDG/PROG/22.12.2020

Bidder's name: \_\_\_\_\_

Bidder'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' 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 Bidder's authorized representative \_\_\_\_\_

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



## BIDDER'S CHECK LIST - ACTED Nigeria

Date: \_\_\_\_\_ ((To be filled by the bidder))

Tender n°: T-35EBB/D39BAM/MAB/MDG/PROG/22.12.2020

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

Description	To be filled in by Bidder		For ACTED use only (to be filled in by Purchase Committee)		Comments
	Included		Present		
	Yes	No	Yes	No	
1. An original <b>(Compulsory)</b> of the bid have been provided (offers sent by e-mail will be requested an original version at selection stage)					
2. PART 1 (form PRO-05) – Instructions to Bidders is attached, filled, signed and stamped by the supplier.					
3. PART 2 (form PRO-06) –Offer Form is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
4. The prices in the Offer Form are in NGN <b>(compulsory)</b>					
5. PART 3 (form PRO-06-01) – Bidders Questionnaire Form is attached, filled, by the supplier. <b>(compulsory)</b>					
6. PART 4 – (form PRO-06-02) – Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
7. The Bidding documents are filled in <b>English. (compulsory)</b>					
8. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) are provided					
8. ANNEXES – A Copy of Company registration documents, license, the ID of the legal representative of the company (preferably international Passport, voters card, National ID card) and an updated tax clearance certificate (2020 and Limited Company only) are included <b>(compulsory)</b>					

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

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