

Instructions to Bidders - ACTED JORDAN

Date: 20.11.2025

Tender N°: T/13FFH/K19/AUD/AMM/TC/Audit/Grow-Economy

Through this tender, ACTED is requesting a company to provide detailed written offers for the supply of the following **service**:

SERVICE SPECIFICATIONS:

- | | |
|--------------------------|--------------------|
| 1. Description: | 13FFH Audit |
| 2. Quantity/unit: | 1 Lot |

A detailed list of requested services is provided in the attached Offer Form.

The responses to this call for tender shall include the following elements:

1	The present Instructions to Bidders (PRO-05) signed & stamped by the Bidder
2	An original Offer Form (PRO-03.2) dated, filled, signed & stamped by the Bidder (<i>all prices in JOD</i>)
3	The Supplier Questionnaire Form (PRO-06.1) dated, filled, signed & stamped by the Bidder
4	ACTED Ethical Declaration (PRO-06.2) dated, filled, signed & stamped by the Bidder
5	ACTED's General Conditions for Purchase signed & stamped by the Bidder
6	STATEMENT OF INTEGRITY This document is a declaration confirming that the bidder and their partners meet integrity, legal, social, environmental, and conflict-of-interest standards required by the funding agency (AFD) and the Contracting Authority
7	A copy of the Bidder's legal representative ID or passport
8	The Bidder's official registration documents
9	Any other compulsory item specified in the Bidder's Checklist (PRO-06.3)
10	The Bidder's Checklist (PRO-06.3) dated, filled, signed & stamped by the Bidder

It is important to note that all documents must be filled, dated, signed & stamped by the Bidders in order to be considered as eligible. ACTED only accepts bids that have been filled in English.



GENERAL CONDITIONS:

1. ACTED is not obliged to award this tender to any party and 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 the publication website.

2. The **closing date** of this tender is **11.12.2025 at 15:00** Jordan Time. Bids can be submitted at the following address:

ACTED Representative Office
6 Adli Center, Floor No.4, Leila Al-Akhleyah Street, Ash-Shumaysani, Amman, Jordan
Or email to jordan.tender@acted.org with CC tender@acted.org

3. A bidder's submission of an offer to this call for tender may not result in the award of a contract.
4. The offer must be submitted to the ACTED Logistics department in a sealed envelope marked "Not to be opened before **14.12.2025**" and the Tender reference number "[T/13FFH/K19/AUD/AMM/TC/Audit/Grow-Economy](#)"
Or via email at: jordan.tender@acted.org with cc tender@acted.org.
5. Offers submitted to any other ACTED offices or email addresses will not be considered.
6. Unsealed envelopes and late offers will not be considered.
7. Bidders may request clarifications of any documents no later than 2 days prior to the ending date of the tender by email at jordan.tender@acted.org with cc tender@acted.org.
8. Soft Copy offer submission is only through email at the addresses mentioned in the present tender. Electronic stamps and signatures are accepted in this case.
9. Bidders are invited to attend the Purchase Committee Stage Tender Opening session, which is **initially** planned on **14.12.2025 at 11:00 at the ACTED Jordan office**, where submissions are opened and deemed eligible for consideration based on the administrative and eligibility requirements. Please send an email to jordan.tender@acted.org with cc tender@acted.org to register interest in attending. ACTED Jordan will then inform you if this date changes.
10. To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors' compliance requirements, all offers are subject to the condition that contractors do not appear on anti-terrorism lists, in line with ACTED's anti-terrorism policy. To this end, ACTED reserves the right to carry out anti-terrorism checks on any contractor, its board members, staff, volunteers, consultants, financial service providers, and subcontractors.
11. Collusive practices are prohibited and will lead to offer rejection.
12. 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 set up a Transparency unit (supervised by the Director of Audit & Transparency) that can be reached through a dedicated phone number and e-mail address. As such, if you witness or suspect any unlawful, improper, or unethical act or business practice (such as soliciting, accepting or attempting to provide or accept any kickback) during the tendering process, please contact the following phone number +33 6 07 22 46 28 and/or send an e-mail to transparency@acted.org.



13. Lots:

- The tender is one **lot**.
- The bidder must submit an offer covering **all items and quantities** specified within the lot(s) they are bidding for.
- **Partial bids** for only part of a lot will **not be considered**.

ACTED reserves the right to **cancel the procurement process**—in whole or in part (for one or more lots)—**at any stage** and **without incurring any liability**. Such cancellation will be communicated to bidders either **through direct notice** or via a **cancellation announcement** published on the relevant platform or website.

Bidders' selection method:

The selection and award process shall be conducted in accordance with **ACTED's internal procurement procedures** and the relevant **donor compliance requirements**. The evaluation will take place in **two distinct stages** as detailed below:

1. Selection Criteria (Eligibility Stage)

- All submitted offers will first be assessed on a PASS/FAIL basis against ACTED's and the donor's mandatory eligibility and compliance requirements.
- Only those bidders who successfully meet all compliance criteria will advance to the next stage of evaluation.

2. Award Criteria (Scoring Stage)

- Eligible bidders will be evaluated through a weighted scoring methodology, as outlined in the criteria of the evaluation table below.

Financial Evaluation:

- The lowest-priced offer will receive the maximum score of **20 points**.
- All other financial offers will be scored proportionally based on their price variance compared to the lowest offer.

Technical Evaluation:

- The maximum technical score is **70 points**, distributed according to the technical criteria specified in the evaluation table.

Final Consideration:

- Bidders who meet all technical and compliance requirements and present the most economically advantageous offer will be recommended for the final assessment stage, which includes an interview.

Interview Stage:

- The **top three** shortlisted bidders will be invited to an interview worth **10 points**, forming part of the final evaluation.

To achieve the Maximum Score, Bidders are encouraged to ensure that:

- All **required supporting documents** listed in the tender dossier are submitted in full and in the correct format.
- The **audit team's qualifications** align with the proposed **timelines and engagement logistics**.
- The bidder demonstrates commitment to:
 - The full **mission duration** and defined **audit workflow stages**.
 - The submission of **draft and final reports** within the specified deadlines.



#	Criteria	Sub-criteria	Maximum Score possible	Zero (0) points	Middle Score proportionally	Maximum Score
1	Professional Affiliation	The auditor must be a member of a recognized accounting/auditing body, ideally affiliated with IFAC.	PASS/FAIL	- Valid membership certificate from a recognized national accounting/auditing body - Proof that the body is an IFAC member OR signed declaration committing to comply with IFAC standards - Company/firm professional license or business registration authorizing audit activities		
2	Compliance with standards & Ethics	The auditor must comply with and have experience in: - ISA – International Standards on Auditing - IFAC Code of Ethics - Local legal and regulatory requirements	PASS/FAIL	- Signed declaration confirming compliance with : - International Standards on Auditing (ISA) - IFAC Code of Ethics - Applicable local legislation and regulations - Statement of Independence & Conflict-of-Interest Declaration (for the auditor and team)		
3	Company Experience	Experience with audits of development aid projects and programs funded by national and/or international institutions and/or donors and/or Projects in a similar sector/complexity	15	Experience less than 2 years 5 Points	Experience 3- 5 years 10 Points	Experience 6+ years 15 points
		Have sufficient knowledge of local laws, procurement, taxation, and labor regulations	15	Experience less than 2 years 5 Points	Experience 3- 5 years 10 Points	Experience 6+ years 15 points
		Audit experience in the project/Program sector and procurement audits	15	Experience less than 2 years 5 Points	Experience 3- 5 years 10 Points	Experience 6+ years 15 points
4	Staff Experience The auditor provides the CVs of all team members. The CVs include information on the types of audits performed by team members, demonstrating their abilities and capacity to perform audits, as well	Audit partner 15+ years of experience Details: TOR 3.2.3.1 Key Experts	5	0		5
		Team Leader 12+ years of experience Details: TOR 3.2.3.1 Key Experts	5	0		5



	as detailed information regarding any relevant experience. In particular, the auditor should mention the proven number of years or number of clients with international organizations and/or institutional donors.	Supervisor 8+ years of experience Details: TOR 3.2.3.1 Key Experts	5	0		5
		Senior Auditor 5+ years of experience Details: TOR 3.2.3.1 Key Experts	5	0		5
		Assistant auditor 1+ year of experience Details: TOR 3.2.3.2 Key Experts	5	0		5
5	Financial	A competitive financial proposal/value for money	20	Proportional		
6	Interviews	- Audit Team Qualifications and Experience - Auditor's Professional Affiliation - Team profiles - Timeline	10	Does not match the documents provided 1 Point	Partially match 5 points	Fully match 10 points

3. ACTED's Special Conditions for Purchase for this tender are attached for the information of Bidders. When sending their offers to the present call for tender, Bidders acknowledge their agreement with these terms & conditions.



OFFER FORM **ACTED JORDAN**

To be Filled by Bidder **(COMPULSORY)**

Company's Name (as per registration documents)	
Company Authorized Representative's Name (as per registration documents or a duly signed Power of Attorney)	
Company Registration Number	
Registration body	
The company's mailing address Shop/Office/Building No Street name City Governorate/province/district Country	
A commercial representative for the bid (If different from the authorized representative)	
Phone contact number Landline Mobile No	
Email address	

I undersigned (to be filled in by Bidders)

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

GENERAL CONDITIONS:

- **Please fill in the following tables, one for each LOT:**
 - The tender is one lot.
 - The bidder must submit an offer covering **all items and quantities** specified within the lot(s) they are bidding for.
 - **Partial bids** for only part of a lot will **not be considered**.
- **Unit Prices must be in JOD, USD, and EURO, including all taxes, mentioning the exchange rate amount.**
- **Income taxes will be applicable for this service as per Jordanian law. So, please do not forget to include it within your prices.**

ACTED reserves the right to cancel the procurement process for one, part, or all lots at any stage without any liability of any kind upon notice to bidders or cancellation notice on the publication website.



Financial Offer:

#	Filled in by ACTED			To be filled in by the Bidder		
No	Deliverables:	Unit	Quantity	Price Incl all Taxes [JOD]	Price Incl all Taxes [USD]	Price Incl all Taxes [EURO]
1	Three-year Audit All the details are mentioned in the TOR No.: TOR/13FFH/K19/AUD/AMM/TC/ Audit/Grow-Economy	L.S	1			

Delivery Conditions:

	General conditions requested by ACTED	Delivery conditions offered by the bidders (If NO)
Delivery Date	The bidder will be committed to deliver all the service terms as mentioned in the TOR No.: TOR/13FFH/K19/AUD/AMM/TC/Audit/Grow-Economy ☐ Yes ☐ No	
Availability	The bidder will be available with all the listed staff in their offer once the contract is signed ☐ Yes ☐ No	

Bidders Conditions:

	General conditions recommended by ACTED	General conditions offered by the bidders (If NO)
Validity of the offer	2 years	
Terms of payment	Monthly, after 30-45 working days of approval of the invoice	

Bidders Comments/Remarks:

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

***** THE END *****

