



## NATIONAL CALL FOR TENDER FRAMEWORK AGREEMENT - ACTED Iraq

Date: 27/10/2020

Tender N°: T/FA/10MULTI/MULTI/COVID-19 PPE & SAFETY SUPPLIES/ERB/27102020/001

Closing date: 17/11/2020

To support its ongoing operations in Iraq, ACTED is launching a national competitive bidding and is requesting through this tender a company to provide detailed written quotations for the supply of the following supplies:

### PRODUCT SPECIFICATIONS:

1. Description: 3 lots of: Personal Protective Equipment (PPE) for COVID-19, Fire Extinguisher and First Aid Kit
2. Product class / category: Supplies/Services
3. Product stage: New, Complete and ready-to-use
4. INCOTERM (delivery conditions): **DDP ACTED Office in Erbil**
5. Quantities and specifications: As per request during the validity of the Framework Contract

Lot	Description	Product category	Quantity	Product stage	INCOTERM/Delivery Point and Deadline
1	PPE for COVID-19	Supplies	Framework agreement for one year – quantities will be identified all over the year – Fixed price per one	New, Complete and ready-to-use	DDP / ACTED Erbil, within 3 days after reception of purchase order
2	Fire Extiguisher	Supplies/Services	Framework agreement for one year – quantities will be identified all over the year – Fixed price per one	New, Complete and ready-to-use	DDP / ACTED Erbil, within 3 days after reception of purchase order
3	First Aid Kit	Supplies	Framework agreement for one year – quantities will be identified all over the year – Fixed price per one	New, Complete and ready-to-use	DDP / ACTED Erbil, within 3 days after reception of purchase order

Quantities are indicative and are subject to change.

### RESPONSIBILITIES OF THE CONTRACTOR:

1. Terms of delivery: **DDP ACTED Erbil office**
2. Date of delivery: **Recommended:** within 3 days after reception of purchase order
3. Validity of the offer: 6 months (Recommended)

### GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed **on 17/11/2020 at 04:00 PM (Iraqi time)** in ACTED Erbil office for both email application or in-hand delivery. Late offers will be automatically rejected.
2. Offers shall be submitted **in English (compulsory)**.
3. Prices should be defined in **USD** (United States Dollar) and **IQD** (Iraqi Dinar) (**compulsory**).

4. **Bidders are requested to fill in, sign, stamp and return Instructions for bidders, Offer Form, bidders questionnaire, Ethical Declaration and bidders check-list according to ACTED format below** (Note: All pages of the Instruction to Bidders, Offer Form, Bidders Questionnaire and ethical declaration must be stamped and signed (**compulsory**));
  5. Bidders will sign and return all pages of the Product Specifications for which they apply.
  6. Bidders must also attach a valid copy of the Company registration certificate and/or licence and an ID copy of legal representative (**compulsory**) ;
  7. The offer to the call for tender will not result in the award of a contract.
  8. The resulted contract of this tender does not imply in an exclusive clause for the hereby mentioned services.
  9. The offer must be submitted to ACTED purchase department in a sealed envelope with the mention **T/FA/10MULTI/MULTI/COVID-19 PPE & SAFETY SUPPLIES/ERB/27102020/001 not to be opened before 17/11/2020** and the purpose of the offer.
- **ACTED representative office in Erbil, IRAQ** (6th street (Khabat street) on the right after Ankawa intersection, 1st street on the right, House #: 240/1/467 Hadiyab quarter, Ainkawa, Erbil, Iraq).  
**Or emailed to both:** [iraq.tender@acted.org](mailto:iraq.tender@acted.org) and [tender@acted.org](mailto:tender@acted.org)
    - Mention the tender reference number mentioned above in the subject tab.
    - Fill the tender document, signed, stamped, scanned and sent. **Electronic stamp and signatures are not acceptable.**
10. All offers delivered in a sealed envelope to the ACTED Office listed above must be signed and stamped on each page (**compulsory**);
  11. Unsealed envelope and late offers will not be considered.
  12. Alterations to any page, including the use of correction fluid, are not permitted.
  13. To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors' compliance requirements, all contract offers are subject to the condition that contractors do not appear on anti-terrorism lists, in line with ACTED's anti-terrorism policy. To this end, ACTED reserves the right to carry out anti-terrorism checks on contractor, its board members, staff, volunteers, consultants, financial service providers and sub-contractor.

**NOTE:** ACTED adopts a zero tolerance approach towards corruption and is committed to respecting the highest standards in terms of efficiency, responsibility and transparency in its activities. In particular, ACTED has adopted a participatory approach to promote and ensure transparency within the organization and has set up a Transparency focal point (Transparency Team supervised by the Director of Audit and Transparency) via a specific e-mail address. As such, if you witness or suspect any unlawful, improper or unethical act or business practices (such as soliciting, accepting or attempting to provide or accept any kickback) during the tendering process, please send an e-mail to [transparency@acted.org](mailto:transparency@acted.org).

**REQUIRED DOCUMENTS TO BE SUBMITTED TO ACTED:**

1. PART A – Instructions to Bidders must be attached, filled, signed and stamped by the supplier on every page (**compulsory**);
2. PART B – Offer Form must be attached, filled, signed and stamped by the supplier on every page. The bid prices shall be in USD and all columns of items applied to have been filled (**compulsory**);
3. PART C – Bidder Questionnaire Form must be attached, filled, signed and stamped by the supplier on every page (**compulsory**);
4. PART D – Bidder's Ethical Declaration must be attached, filled, signed and stamped by the supplier on every page (**compulsory**);
5. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past similar items deliveries);
6. ANNEXES – Application Letter on Company Template;



# ACTED

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7. ANNEXES – A valid copy of a government issued ID ( drivers license or passport) for the company's authorized representative in addition to a copy of A valid Certificate of Incorporation and Official Operational License (**Compulsory**);
8. ANNEXES – Color pictures (or samples) of item(s);
9. An original and one copy of the bid must be provided; (**Compulsory for the original**)
10. All bidding documents must be filled in English (**Compulsory**).

**SPECIFIC CONDITIONS:**

1. Bidders can provide offers for one lot or more (if applicable).
2. The submission of offer(s) to this call for tender may not result in the award of a contract;
3. **Unit prices for all the items shall be quoted.**
4. Prices of all the items must include custom duties/taxes and transportation costs to the mentioned ACTED office.
5. Bidders shall specify the lead time for the delivery upon submission of the orders in the tender documents.
6. Bidder must provide samples of the minimum quality expected for each item along with a technical description.
7. The answers to this tender should include a written quotation including all the product specifications, the price per unit, technical specifications and unit.

**SELECTION CRITERIA:**

- **STEP 1: FINANCIAL EVALUATION:**  
**4 CHEAPEST SUPPLIERS WILL BE SHORTLISTED BASED ON THE TOTAL PRICE OF THE ITEMS FOR EACH LOT**

**STEP 2: TECHNICAL EVALUATION:**  
**THE 4 SHORTLISTED SUPPLIERS WILL REQUIRE TO SUBMIT SAMPLES FOR ALL THE ITEMS AND WILL BE EVALUATED ON THE QUALITY BASED ON PASS/FAIL METHOD.**

**IF THE FOUR SHORTLISTED SUPPLIERS FAILED IN THE TECHNICAL EVALUATION, THE NEXT CHEAPEST SUPPLIER WILL BE TECHNICALLY EVALUATED**

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

Authorized Representative Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Stamp:

**OFFER FORM**

Date:

Tender N°: T/FA/10MULTI/MULTI/COVID-19 PPE & SAFETY SUPPLIES/ERB/27102020/001

**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 (Physical 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.

TO BE ELIGIBLE FOR ONE LOT, BIDDERS NEED TO BID FOR ALL THE ITEMS WITHIN THE LOT.  
 BIDDERS CAN PROVIDE OFFERS FOR ONE LOT OR MORE

**LOT 1- PPE FOR COVID-19**

PLEASE FILL IN THE FOLLOWING TABLES:

NOTE: IF THE REQUESTED UNIT IS NOT AVAILABLE, PLEASE PROVIDE IN THE COLUMN "SUPPLIER SPECIFICATION IF DIFFERENT" THE UNIT AVAILABLE. THE PRICE COMPARISON WILL BE DONE ON PRO RATA

No	Items	Specification	Unit	Quantity	Unit Price (USD)	Unit Price (IQD)	Supplier specification if different
					DDP ACTED Erbil Office		
1	<b>Mask</b>	Medical mask, 3 ply, good breathability, internal and external faces should be clearly identified, 98% droplet filtration, preferably fluid resistance, 50 mask per pack <b>Packaging: Sealed plastic bag and carton box</b>	Pack	1			
2	<b>Particulate respirator</b>	Good particle filtration (minimum 94% or 95%), good breathability with design that does not collapse against the mouth (e.g. duckbill, cup-shaped), may be tested for fluid resistance (NIOSH/FDA surgical N95, EN 149 FFP2+Type IIR, GB 19083 Grade/Level 1) Or equivalent <b>Packaging: Sealed plastic bag</b>	Piece	1			
3	<b>Gloves, examination, non-sterile</b>	Gloves, examination, nitrile (preferable), latex, polychloroprene or PVC, powder-free, non-sterile. (e. g., minimum 230mm total length). Minimum thickness 0.05mm. Sizes S, M, L. 50 pair per pack (100 pieces per pack) <b>Packaging: Carton box</b>	Pack	1			
4	<b>Hand Disinfectant Gel</b>	Ethyl Alcohol hand disinfectant gel, at least 70% alcohol, 250 ml or equivalent per bottle	Bottle	1			
5	<b>Alcohol disinfectant spray</b>	Ethanol based <b>alcohol disinfectant spray, at least 70% alcohol</b> , 250 ml or equivalent per bottle	Bottle	1			



6	<b>Face Shield</b>	<p>Made of clear plastic and providing good visibility to both the wearer and the other person. Adjustable band to attach firmly around the head and fit snugly against the forehead, fog resistant (preferable). Completely cover the sides and length of the face. May be re-usable (made of robust material which can be cleaned and disinfected)</p> <p><b>Packaging: Sealed plastic bag</b></p>	Piece	1			
<b>Total Price (DDP)</b>							

**BIDDER'S COMMENTS/REMARKS:**

1. \_\_\_\_\_
2. \_\_\_\_\_

**BIDDER'S TERMS AND CONDITIONS:**

1. Valid of the offer: \_\_\_\_\_ (Recommended: 6 months)
2. Terms of delivery: \_\_\_\_\_
3. Terms of payment: on monthly bases. 100% after completing the service by cheque or bank transfer

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

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

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

**End of lot 1**



**LOT 2- FIRE EXTINGUISHER**

PLEASE FILL IN THE FOLLOWING TABLES:

NOTE: IF THE REQUESTED UNIT IS NOT AVAILABLE, PLEASE PROVIDE IN THE COLUMN "SUPPLIER SPECIFICATION IF DIFFERENT" THE UNIT AVAILABLE. THE PRICE COMPARISON WILL BE DONE ON PRO RATA

No	Items	Specification	Unit	Quantity	Unit Price (USD)	Unit Price (IQD)	Supplier specification if different
					DDP ACTED Erbil Office		
1	Fire extinguishers	12kg ABC Powder	Piece	1			
2	Fire extinguishers	6kg ABC Powder	Piece	1			
3	Riffling fire extinguishers	Riffling fire extinguishers bottles with ABC Powder per Kg	KG	1			
<b>Total Price (DDP)</b>							

**BIDDER'S COMMENTS/REMARKS:**

1. \_\_\_\_\_
2. \_\_\_\_\_

**BIDDER'S TERMS AND CONDITIONS:**

4. Valid of the offer: \_\_\_\_\_ (Recommended: 6 months)
5. Terms of delivery: \_\_\_\_\_
6. Terms of payment: on monthly bases. 100% after completing the service by cheque or bank transfer

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

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

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

**End of lot 2**

**LOT 3- FIRST AID KIT**

PLEASE FILL IN THE FOLLOWING TABLES:

**NOTE: IF THE REQUESTED UNIT IS NOT AVAILABLE, PLEASE PROVIDE IN THE COLUMN "SUPPLIER SPECIFICATION IF DIFFERENT" THE UNIT AVAILABLE. THE PRICE COMPARISON WILL BE DONE ON PRO RATA**

No	Items	Specification	Unit	Quantity	Unit Price (USD)	Unit Price (IQD)	Supplier specification if different
					DDP ACTED Erbil Office		
1	<b>Standard First Aid Kit</b>	Should contains below items: 1-Soap sachets (10pcs) 2-alcohol pad (20pcs) 3-adhesive plaster (100pcs) 4-boston (1pc) 5-conforming bandage 5cm (3pcs) 6-conforming bandage 7.5m (2pcs) 7-elastic bandage (2pcs) 8-sterile eye pad (5pcs) 9-sterile gauze pad (20pcs) 10-cotton ball (5pkts) 11-safety pin (10pcs) 12-triangular bandage TNT (4pcs) 13-antiseptic wipes (7pcs) 14-scissors (1pair) 15-tweezers (2pairs) 16-sterile scalpel (1pc) 17-lancet (1pc) 18-syringe (1pc) 19-latex gloves (6pairs) 20-plastic kidney dish (1pc) 22-blanket (2pcs) 23-wound dressing (1pc) 24-strap tourniquets (1pc) 25-burn sheet (2pcs)	Kit	1			





		26-ABD pad (2pcs) 27-ice bag (1pc) 28-CRP mask (1pc) 29-adhesive tape (3pcs) 30-plaster (1pc) 31-first aid booklet (1pc) 32-ABS box (1pc) 33-light pen (1pc) 34-Sting relief pad (10pcs) 35-Burn care gel (2pcs) 36-Abdominal/combined pad (1pc)					
2	<b>Trauma bag</b>	Should contains below items: 1-stethoscope (1pc) 2-blood pressure unit, adult (1pc) 3-window punch (1pc) 4-flex all splint (1pc) 5-finger splint (1pc) 6-cold pack (2pcs) 7-tape cloth (4pcs) 8-conforming gauze (6pcs) 9-elastic bandage ((6pcs) 10-rolled gauze bandage (2pcs) 11-eye pads (4pcs) 12-tiangular bandage (4pcs) 13-ABD pads (2pcs) 14-gauze pads (10pcs) 15-alcohol prep pads (10pcs) 16-idodine pads (10pcs) 17-fabric bandage (20) 18-burn sheet (1pc) 19-multi trauma dressing (1pc) 20-6pack oral airways (1) 21-pocket mask (1pc) 22-resuscitator mask, PVC (1pc)	Kit	1			



	23-cervical collar (neck less) (1pc) 24-cervical collar (regular) (1pc) 25-cervical collar (short) (1pc) 26-safety glasses (1) 27-safety pins (5pcs) 28-powder-free gloves (5pairs) 29-latex free tourniquets, rolled (5) 30-glow stickes, green (3) 31-mylar blanket (2pcs) 32-earloop mask (10) 33-surgicl gowns (2pcs) 34- EMT shears (2) 35-penlight with pupil gauge (1) 36-bandage scissors (1 pair) 37-tweezers (1pair)					
<b>Total Price (DDP)</b>						

**BIDDER'S COMMENTS/REMARKS:**

- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

**BIDDER'S TERMS AND CONDITIONS:**

- 7. Valid of the offer: \_\_\_\_\_ (Recommended: 6 months)
- 8. Terms of delivery: \_\_\_\_\_
- 9. Terms of payment: on monthly bases. 100% after completing the service by cheque or bank transfer

Name of Bidder's Authorized Representative: \_\_\_\_\_  
 Authorized signature and stamp: \_\_\_\_\_  
 Date: \_\_\_\_\_

**End of lot 3**



## BIDDER'S QUESTIONNAIRE – ACTED Iraq

Date: ----/----/-----

Tender N°: T/FA/10MULTI/MULTI/COVID-19 PPE & SAFETY SUPPLIES/ERB/27102020/001

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"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	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"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	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:		Legal minimum wage paid?	<input type="checkbox"/> Yes <input type="checkbox"/> No
In what capacity?		Paid vacations are offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What are their ages?		Are flexible working hours offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of insurance company:		Staff covered by health insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Description of the Company</b>			
Type of Business (multiple choices possible):	<input type="checkbox"/> <b>Manufacturer</b> <input type="checkbox"/> <b>Authorized Agent</b> <input type="checkbox"/> <b>Trader</b> <input type="checkbox"/> <b>Consulting Company</b> <input type="checkbox"/> <b>Other (Please Specify)</b>		
Sector of Business (multiple choices possible):	<input type="checkbox"/> <b>Goods/Supply</b> <input type="checkbox"/> <b>Equipment</b> <input type="checkbox"/> <b>Works</b> <input type="checkbox"/> <b>Services</b> <input type="checkbox"/> <b>Other (Please Specify)</b>		
Year Established:		Country of registration:	
Licence number:		Valid until:	
Working languages:	<input type="checkbox"/> <b>English</b> <input type="checkbox"/> <b>French</b> <input type="checkbox"/> <b>Spanish</b> <input type="checkbox"/> <b>Russian</b> <input type="checkbox"/> <b>Arabic</b> <input type="checkbox"/> <b>Chinese</b> <input type="checkbox"/> <b>Other (Please Specify)</b>		
Technical documents available in:	<input type="checkbox"/> <b>English</b> <input type="checkbox"/> <b>French</b> <input type="checkbox"/> <b>Spanish</b> <input type="checkbox"/> <b>Russian</b> <input type="checkbox"/> <b>Arabic</b> <input type="checkbox"/> <b>Chinese</b> <input type="checkbox"/> <b>Other (Please Specify)</b>		
<b>B. Financial Information</b>			
VAT Number:		Tax Number:	
Bank Name:		Bank Account Number:	
Bank Address:		Account Name:	
Swift/BIC number:		Standard Payment Terms:	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Attached**



Has the company been audited in the last 3 years?		
Please attach a copy of the company's most recent Annual or Audited Financial Report		
Annual Value of Total Sales for the last 3 Years: Year:    USD:                      Year:                      USD:    Year:                      USD:		
Annual Value of Export Sales for the last 3 years Year:    USD:                      Year:                      USD:    Year:                      USD:		
<b>C. Experience</b>		
Company's recent business with ACTED and/or other International Aid Agencies or United Nations Agencies:		
	<i>Organis ation</i>	<i>Contact person</i>
	<i>Phone/E-mail</i>	<i>Goods/Works/Service s</i>
	<i>Valu e (USD )</i>	<i>Year</i>
	<i>Destination</i>	
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"/> <b>Attached</b>
Has your company ever been bankrupt, or is in the process of being wound up, having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning these matters, or is in any analogous situation arising from a similar procedure provided for in national law?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:	
Has your company ever been convicted of an offence concerning its professional conduct by a judgment which has force of res judicata?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:	
Has your company ever been guilty of grave professional misconduct proven by other means?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:	
Has your company ever not fulfilled its obligations relating to the payment of social security contributions, or the payment of taxes in accordance with the law of the country in which it is established, or with those of France, or those of the country where the contract is to be performed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:	
Has your company ever been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
	Do you accept visit of ACTED staff & external auditors to your office? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>

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

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

Authorized Representative Name: \_\_\_\_\_

Signature and Stamp: \_\_\_\_\_





## BIDDER'S ETHICAL DECLARATION

Date: ----/----/-----

Tender N°: T/FA/10MULTI/MULTI/COVID-19 PPE & SAFETY SUPPLIES/ERB/27102020/001

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.



# ACTED

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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 \_\_\_\_\_

Stamp:



## BIDDER'S CHECK LIST

Date: ----/----/-----

Tender N°: T/FA/10MULTI/MULTI/COVID-19 PPE & SAFETY SUPPLIES/ERB/27102020/001

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 and one copy of the bid have been provided <b>(compulsory for one original)</b>					
2. PART 1 (form PRO-05) – Instructions to Bidders is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
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 in <b>USD and IQD, (compulsory)</b>					
5. PART 3 (form PRO-06-01) – Bidders Questionnaire Form is attached, filled, signed and stamped 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 <b>(recommended)</b>					
9. ANNEXES – A Copy of Company registration documents and license & A valid copy of a government issued ID ( drivers license or passport) for the company's authorized representative are included <b>(compulsory)</b>					
10. ANNEXES – Colour pictures (or samples) of item(s) are included <b>(Highly recommended)</b>					
11. ANNEXES – Application Letter on Company Template <b>(Optional)</b>					

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

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

Stamp: