NATIONAL CALL FOR TENDER ACTED IRAQ

Date: 19/11/2020

Tender N°: T/10/FWA/STATIONERY/ERB/IRAQ/19112020/001

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 products:

PRODUCT SPECIFICATIONS:

1. Description: 1 lot of: Stationery Supplies
2. Product class / category: Goods
3. Product stage: New, Complete and ready-to-use
4. INCOTERM (delivery conditions): DDP ACTED Erbil office
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	Stationery supplies	Goods	Framework agreement for one year – quantities will be identified all over the year – Fixed price per unit	New, Complete and ready-to-use	DDP ACTED office - **Erbil** /Delivery within 24 hours after reception of purchase order

RESPONSIBILITIES OF THE CONTRACTOR:

1. Terms of delivery: DDP ACTED office in Erbil
2. Specification: As per specific conditions above
3. Date of delivery: Recommended: within 24 hours after reception of purchase order
4. Validity of the **contract**: One Year FWA
5. Validity of the **offer** Recommended: 6 months

GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed **on 10/12/2020 at 04:00 PM (Iraq time)** in ACTED Erbil office for both email application or in-hand delivery. Late offers will be automatically rejected**.**
2. The offer must be submitted to ACTED purchase department in a sealed envelope with the mention **"T/10/FWA/STATIONERY/ERB/IRAQ/19112020/001 not to be opened before 10/12/2020 at 04:00 PM"** and sent at the following adress:

   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 Cc: tender@acted.org

   In case of submission by E-mail, please:

   - 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.
3. Offers shall be submitted **in English. (Compulsory).**
4. Prices should be defined in USD (United States Dollar) and IQD (Iraqi Dinar). **(Compulsory).**

5. **Bidders are requested to sign, stamp and return all pages of the tender document, including: Instructions for bidders, Offer Form, bidders questionnaire, Ethical Declaration and bidders check-list according to ACTED format (Compulsory).**
6. **Any changes made to ACTED tender document will render the offer as not eligible.**
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. All offers delivered in a sealed envelope to the ACTED Office listed above must be signed and stamped on each page **(Compulsory).**
10. 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.

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 IQD and all columns of items applied to have been filled **(compulsory);**
3. PART C –Bidder Questionaire 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;
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 - A valid copy of the Company registration certificate (**compulsory)** ;
9. ANNEXES – Color pictures (or samples) of item(s);
10. An original and one copy of the bid must be provided;
11. All bidding documents must be filled in English (**Compulsory)**.

Specific conditions:

1. **Unit prices for the below mentioned items shall be quoted.**
2. Prices of the below items must include custom duties/taxes and transportation costs to the mentionned ACTED office.
3. Bidders shall specify the lead time for the delivery upon submission of the orders in the tender documents.
4. Bidder must provide samples of the minimum quality expected for each item along with a technical description.

5. On request, samples of items determined by ACTED should be available for delivery to ACTED Erbil office within 24-48 hours for the purpose of the quality check. Each item should be labelled clearly with your company name.
6. Bidders shall quote for all items of the lot to be considered eligible.

Selection Criteria:

Step 1: Financial Evaluation:
The 4 cheapest suppliers will be shortlised based on the gradation system, the gradation system will indicate the items that are highly requested (most essential), medium and less requested items.

Step 2: Technical Evaluation:
The 4 shortlisted suppliers will require to submit samples for the items determined by ACTED and will be evaluated on the quality-based PASS/FAIL method.

Highly requested items:
Lot1: A4 papers, A3 papers, Ballpoint pen, Notebook A5, Box files, Transparancy sheet, Sticky notes, whiteboard marker

Company Name: _____

Authorized Representative Name: _____

Signature: _____

Stamp:

OFFER FORM ACTED IRAQ

Date:

Tender N°: **T/10/FWA/STATIONERY/ERB/IRAQ/19112020/001**

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: (_____)
   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.

NOTE : Bidders must bid for all items in the lot to be considered eligible.
PLEASE FILL IN THE FOLLOWING TABLES:

LOT 1: STATIONERY (ONE YEAR FRAMEWORK AGREEMENT) – DDP- ERBIL

Item N°	Material description	Comments	Unit	Quantity	Supplier's Specification (if different) – especially differences in packaging	Unit price - IQD (DDP Erbil)	Unit Price – USD (DDP Erbil)
1	A4 Paper - 210x297mm – ~80gsm - White color	500 sheets per ream	REAM	1			
2	A3 Paper - 297 x 420 mm – ~80gsm - White color	500 sheets per ream	REAM	1			
3	Ballpoint Pens - 1.00mm tip – Tri-More brand or equivalent – Low viscosity ink - Blue color	Blue ball-point pen, medium-thickness point.	PCE	1			
4	Notebook A4 – Top Spiral – 21x29.7cm – 56~60GSM - 70 sheets	Sinar Line brand or equivalent – Softcover	PCE	1			
5	Notebook A5 – Top Spiral – 14.8x21cm (12.8x20.3cm alternatively) – 56~60GSM - 70 sheets	Sinar Line brand or equivalent – Softcover	PCE	1			
6	Paper Envelope – Catalogue/Booklet Style - C3 - 324 mm x 458 mm – Khaki/White Color	Pack of 20 PCEs	PACK	1			
7	Paper Envelope – Catalogue/Booklet Style - C4 - 229 mm x 324 mm – Brown/White Color	Pack of 20 PCEs	PACK	1			

8	Box File with ring – A4 (243mm x 325mm x 48mm) – 'Alba Rado' brand or equivalent – Different colours	A4 size, large box file in different colors	PCE	1			
9	Transparency sheet – A4 235 x 313mm – Clear color	Dolphin Brand or equivalent – Pack of 100 Sheets	PACK	1			
10	Stapler Machine small – ~20 sheets capacity - 83 x 25 x 52mm – Any color	C-10 - Tip top brand or equivalent - Small size	PCE	1			
11	Marker for white Board – Erasable – 2mm – Different colors	Artline or Bic Brand Equivalent	PCE	1			
12	Sticky note 3inx3in – Different color	Pack of 5 pads with 90sheets, good adhesive quality	PCE	1			
13	Whiteboard Markers Dry-erase – Plastic – ~130 x 13mm – Multiple colors (3 different minimum)	~12 Pens per pack	PACK	1			
14	AA batteries – lithium	Pack of 4	PACK	1			
15	AAA batteries – lithium	Pack of 4	PACK	1			
16	Button or Coin batteries	Different Size	PCE	1			
17	Plug extension/Extension Cable	Extension cable, good quality, min 4 plugs and 3m long reinforced cable. UK Plug	PCE	1			

18	Plug extension/Extension Cable	Extension cable, good quality, min 4 plugs and 5m long reinforced cable. UK Plug	PCE	1			
19	DVD Writeable	DVD-R – 4.7GB – Princo brand or equivalent	PCE	1			
20	USB Printer cable 2m	Minimum 2m long	PCE	1			
21	USB Printer cable 6m	Minimum 6m long	PCE	1			
22	Writing notepad A4 - Legal Pad – 210x297mm - 56~60GSM – 40 sheets - White/Yellow Color	Sinar Line brand or equivalent – Notebook with lines	PCE	1			
23	Writing notepad A5 - Legal Pad – 148x210mm - 56~60GSM – 50 sheets - White/Yellow Color	Sinar Line brand or equivalent – Softcover notebook with spiral	PCE	1			
24	Spiral Notebook (Lined) - A4 210x297mm - ~80gsm – White color	100-200 sheets per notebook	PCE	1			
25	Lined exercise book – A5 210 x 148mm - with cover - ~50 pages - ~80gsm – White color	50 pages minimum	PCE	1			
26	Business Card Album 240 Card	Plastic foldable card album for credit card size – 240 cards	PCE	1			
27	Paper Envelope – Catalogue/Booklet Style - C2 - 458 mm x 648 mm – Khaki/White Color	Pack of 20 PCEs	PACK	1			
28	Paper Envelope – Catalogue/Booklet Style - C5 - 162 mm x 229 mm – Brown /White Color	Pack of 20 PCEs	PACK	1			
29	Paper Envelope – Catalogue/Booklet Style - C6 - 114 mm x 162 mm – Brown /White Color	Pack of 20 PCEs	PACK	1			

30	Paper Envelope – Catalogue/Booklet Style - C7 - 81 mm x 114 mm – Brown /White Color	Pack of 20 PCEs	PACK	1			
31	Hard Plastic File with multi ring – A4 (243mm x 325mm x 48mm) – 2 inch thickness min	Arch File 2 Inch A4	PCE	1			
32	Expanding File – Foldermate brand or equivalent – Black color	A4 size, minimum 10 separation	PCE	1			
33	Hanging/Suspension Files – 227 x 345mm (capacity 32mm) – ~285gsm - Range of colors	Hanging file for cabinet archive	PCE	1			
34	Management File – A4 size – Plastic – Multiple colors	A4 Size punch file or equivalent	PCE	1			
35	Boxes For storing Boxfiles	size not less than 6 Boxes Ad	PCE	1			
36	Paper Tray 3 tier metallic – Vertical/Horizontal	Different colors	PCE	1			
37	Paper Tray 3 tier Wooden – Vertical/Horizontal	Different colors	PCE	1			
38	Plastic Binding Sheet (Binding film) - A4 210 x 297mm – thickness 0.20mm - Transparent	Sinar Line brand or equivalent	PCE	1			
39	Plastic Folder type Popper fix (Translucent) - A4 338 x 241mm – Multiple colors	Pack of 20 PCES	PCE	1			
40	HR hanging files with hangers and plastic labels	Pack of 25 PCES	PACK	1			
41	Pocket file with button – A4 335 x 235mm - 20 leaves	Plastic folder with plastic button	PCE	1			

42	Spiral 12mm – Different Color	Box of 50 PCES (minimum)	BOX	1			
43	Spiral 14mm – Different Color	Box of 50 PCES (minimum)	BOX	1			
44	Spiral 16mm – Different Color	Box of 50 PCES (minimum)	BOX	1			
45	Spiral 18mm – Different Color	Box of 50 PCES (minimum)	BOX	1			
46	Spiral 20mm – Different Color	Box of 50 PCES (minimum)	BOX	1			
47	Transparency sheet - A3 439 x 33mm – Clear color	Dolphin Brand or equivalent – Pack of 100 Sheets	PACK	1			
48	Ink for stamp Pad – Black/Red/Blue Color – 100ml	Small size bottle	PCE	1			
49	Big Calculator	Table calculator – AAA battery power	PCE	1			
50	Small Pocket size Calculator	Table calculator – AA battery power or similar	PCE	1			
51	Dymo Labeling Machine – DYMO LabelManager 210D – Large display and QWERTY keyboard – 6.4in x 6.0in x 2.5in – Any color	Dymo brand or equivalent	PCE	1			
52	Label Machine Ink	Suitable for the model above	PCE	1			
53	Paper for label machine	Suitable for the model above	PCE	1			
54	Laminating Machine A3 - Bright Office brand or equivalent –	230B laminator	PCE	1			

	300mm~330mm laminating width – Any color						
55	Laminating Machine A4 – Bright Office brand or equivalent – 210mm~260mm laminating width - Any color	260mm laminator	PCE	1			
56	Paper Cutter (type Stanley Knife) – Stainless Steel – 158mm x 38mm – Any color	Big size – Retractile razor	PCE	1			
57	Paper Cutting Hand Machine – A4 Size - ~10 sheets cutting capacity – Color White, Blue, Black or Brown	Manual cut machine different sizes Good Quality	PCE	1			
58	Punch Machine (manual) - 2 holes Heavy duty – ~318x159x132mm – Any color	Table punch machine	PCE	1			
59	Punch Machine - 2 holes Medium – Min 20~25 sheets capacity – 6mm hole diameter – Any color	Medium size	PCE	1			
60	Scissor – 25cm length – stainless steel blade – Any color or equivalent	Medium size	PCE	1			
61	Scissor – 35cm length – stainless steel blade – Any color or equivalent	Big Size	PCE	1			
62	Scissors (rounded tip) – 91 x 10 x 168mm	(80mm blade minimum) – Any color	PCE	1			
63	Spiral binding machine – Min binding size 297 x 210mm (A4) Min binding thickness 25 sheets – Any color	Spiral machine for different sizes of paper – Manual	PCE	1			
64	Stapler Machine Heavy Duty – ~200 sheets capacity – 383 x 71 x 153mm (throat depth 80mm) – Any color	C-12 Stapler Machine	PCE	1			

65	Stapler Machine Medium – ~100 sheets capacity - 123 x 54 x 36mm (throat depth 65mm) – Any color	C-10 Stapler Machine – Medium size	PCE	1			
66	Staples - Compatable with above 200 sheets Stapler – Steel wire – Metallic color	Delta Brand or Equivalent	PACK	1			
67	Staples- 23/8 – Steel wire – Metallic color	500 PCES per pack	PACK	1			
68	Staples - 24/6 size – Steel wire – Metallic color	Delta Brand or Equivalent, 1000 PCES per pack	PACK	1			
69	Stapler Remover – ~61 x 40 x 60mm - Any color	Two opposing, pivot-mounted pairs of thin style	PCE	1			
70	Double Clip (Binder Clip) large	51mm or similar	PCE	1			
71	Double Clip (Binder Clip) Medium	41mm or similar	PCE	1			
72	Double Clip (Binder Clip) Small	25mm or similar	PCE	1			
73	Double Clip (Binder Clip) X Small	19mm or similar	PCE	1			
74	Drawing pin – 10mm - Multi-Color	Maped brand or equivalent - Pack of 25 PCES	PACK	1			
75	Drawing pin (Thumb pin) - Steel alloy – Metallic color	Pack of 300 PCES	PACK	1			
76	Eraser – 62 x 22 x 12mm – White color	Soft eraser	PCE	1			

77	Gum Stick Transparent adhesive	Uhu brand or equivalent – 21g size	PCE	1			
78	Gum stick Transparent adhesive	Uhu brand or equivalent – 40g size	PCE	1			
79	Gum Stick 7g – 8.00cm height, 2.00cm diameter – Transparent adhesive	Uhu brand or equivalent – 7g size	PACK	1			
80	Glue 125 ml UHU	UHU or similar	PCE	1			
81	Paint brush set of 6 pces different sizes	6 pces different sizes	PACK	1			
82	Key Box 24 – Steel master brand or equivalent – 219 x 254 x 47.7mm – Black/Metallic color	24 keys capacity	BOX	1			
83	Paper Clip - 26mm – Metallic color/Colores	Pack of 100 PCES (Minimum)	PACK	1			
84	Paper Clip - 33mm – Metallic color/Colores	Pack of 100 PCES (Minimum)	PACK	1			
85	Paper Clip - 50mm – Metallic color/Colores	Pack of 100 PCES (Minimum)	PACK	1			
86	Plastic Card Holder Heavy duty - 100 x 68mm – Transparent/clear color	Plastic B8 Horizontal ID Name Cards Badge Holder	PCE	1			
87	Rubber Band – Size 16 (63.5 x 15.8mm) - Beige color	Currency size rubber band	PACK	1			
88	Sharpener Normal Plastic - Steel cutter – ~28mm length – 1 hole – Any color	Plastic Sharpener with container	PCE	1			
89	Sharpener Steel case – Steel cutter – ~28mm length 1 hole – Metallic color	Metallic Sharpener without container	PCE	1			

90	Stamp made on order – Trodat Printy 46040 or equivalent – Blue ink color	On demand Auto-self inking stamp	PCE	1			
91	Stamp Ink Pad Medium Size Black/Red/Blue Color with cover	With cover	PCE	1			
92	Steel Scale (Ruler) – 330 x 26mm – Metallic color	30cm size metric scale (ruler)	PCE	1			
93	Plastic Scale (Ruler) – 330 x 26mm – White color	30cm size metric scale (ruler)	PCE	1			
94	Waste bins big size	Metallic bin with tap – 10lt	PCE	1			
95	Waste bins big size	Plastic bin with tap – 10lt	PCE	1			
96	Waste bins small	Metallic bin with tap – 05lt	PCE	1			
97	Waste bins small	Plastic bin with tap – 05lt	PCE	1			
98	Color Paper 100 sheets - A4 (210x297mm) – Multiple color	Sinar Line brand or equivalent	REAM	1			
99	Paper recharge type Dymo Label – Standard D1 Labeling Tape for LabelManager Label Makers - Tape size 6mm Width x 7m Length - Black ink color on white tape	Dymo brand or equivalent	PCE	1			
100	Flip chart paper (plain) – Vertical – 635 x 762mm - White color	Ream of 20 Sheets	REAM	1			
101	Laminating Pouch A4 – 216 x 303mm – 80 micron thickness (minimum) - Transparant/Clear color	Pack of 100 PCES (Minimum)	PACK	1			

102	Laminating Pouch A3 – 311 x 432mm – 80 micron thickness (minimum) – Transparent/Clear color	Pack of 100 PCES (Minimum)	PACK	1			
103	Memo Cube White Paper / Glued – 10x10x10cm	Block of 400 sheets	PACK	1			
104	Memo Cube Colour Paper / Glued – 10x10x10cm	Block of 400 sheets	PACK	1			
105	Plotter Roll - 24" x 150' – Smooth paper finish – White color	Sinar Line brand or equivalent	ROLL	1			
106	Plotter Roll 900 x 50 ml x 2 inch –– Smooth paper finish – White color	Sinar Line brand or equivalent	ROLL	1			
107	A4 clipboard - 17.6 x 9.6 x 5.8in – Light Brown color	A4 size	PCE	1			
108	Flip chart stand	Dimensions 953x1300 cm	PCE	1			
109	Notice board 500x350mm	Cork or equivalent material pin board	PCE	1			
110	Notice board 900x600mm	Cork or equivalent material pin board	PCE	1			
111	Notice board pins	Pack of 35 pcs	PACK	1			
112	White board 500x350mm	White bard 30x40cm - magnet	PCE	1			
113	White board 900x600mm	White bard 60x90cm - magnet	PCE	1			
114	Information Blue board 500x350mm	Information board	PCE	1			

115	Information Blue 900x600mm	Information board	PCE	1			
116	Magnet balls set 6 pces (small)	Pack of 6 small pces	PACK	1			
117	Magnet balls set 12 pces (big)	Pack of 12 small pces	PACK	1			
118	Masking tape	21mm x 54.8m – Cream color/Mini crepe paper	ROLL	1			
119	Packing Tape 48mm x 54.8m – Brown color	2 inch Brown Color or equivalent	ROLL	1			
120	Transparent Tape – 2.54 x 1.25 x 1143cm – Clear color	Without dispense	ROLL	1			
121	Adhesive tape type scotch - 2' – Single-sided - Clear color	2 inch Transparent tape	ROLL	1			
122	Adhesive tape type scotch - – - Single-sided - Clear color	3 inch Transparent tape	ROLL	1			
123	Tape type double sided	2 inch (Minimum) double sided - length not less than 10m	ROLL	1			
124	Electrical Tape	3/4 inch multicolor	ROLL	1			
125	Warning Tape - Two colors Black and Yellow/Red and white	100m Length (minimum)	ROLL	1			
126	Tape dispense for the Transparent Tape – 2.54 x 1.25 x 1143cm – Clear color	Multicolor	ROLL	1			
127	Highlighter (Chisel tip) –	Flat barrel - ~130 x 26 x 17mm - Multiple colors (single color per pen)	PCE	1			

128	Mechanical pencil	Medium Point (0.7mm),	PCE	1			
129	Lead Pencil – HB=2 pencil – 'Black Peps' compatable for above pencil	Pack of 12 PCES (Minimum)	PACK	1			
130	HB Pencils (wood) – Black lead color	Black lead color	PCE	1			
131	Marker Permanent – Instant Dry – Waterproof writing – Different colors	Snowman brand Equivalent	PCE	1			
132	Magic pen	for making permanent impressions/Different colors	PCE	1			
133	Pen Fluid	White fluid for correction – Pen style	PCE	1			
134	Pen Fluid set with thinner	White fluid for correction – Brush style	PCE	1			
135	A4 Paper - 210x297mm – ~80gsm - Multiple colors	500 sheets per ream	REAM	1			
136	A4 Paper - 210x297mm – ~230-250gsm - Multiple colors	Paper	PCE	1			
137	Whiteboard Eraser	type Dry-wipe - ~105 x 55 x 20mm – Black color	PCE	1			
138	Crayons – Crayola brand or equivalent – Multiple colors	Packs 8 crayons of different colours (minimum)	PACK	1			
139	Pencils, colour - ~175mm length – Crayola brand or equivalent - Multiple colors	Packs 8 pencils of different colours (minimum)	PACK	1			
140	Zip Ties	Length: 4 inch (minimum) *Width: 0.16 Inch (minimum)/ pack of 100 ties	PACK	1			

141	Zip Ties	Length: 8 inch (minimum) *Width: 0.16 Inch (minimum)	PACK	1			
142	Zip Ties	Length: 12 inch (minimum)/ pack of 100 ties *Width: 0.16 Inch (minimum)/ pack of 100 ties	PACK	1			

BIDDER'S COMMENTS/REMARKS:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

BIDDER'S TERMS AND CONDITIONS:

1. Validity of the offer: _____ (Recommended : 6 months)
2. Terms of delivery (Erbil):_____ (Recommended 24 Hours)
3. Terms of payment: Monthly, 100% by cheque or bank transfer after completing the service

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

END OF LOT 1

BIDDER'S QUESTIONNAIRE – ACTED Iraq

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

Tender N°: **T/10/FWA/STATIONERY/ERB/IRAQ/19112020/001**

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	
Governance of the company: Chairman, Vice-Chairman, Treasurer or Secretary of the Board of Directors or Board of Trustees			
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?	☐ Yes ☐ No	Professional Licenses – State Issued Certifications	
Management of the company: CEO, Executive Director, Deputy Director, President or Vice-President			
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?	☐ Yes ☐ No	Professional Licenses – State Issued Certifications	
Management of the company: Chief Finance Officer or Chief Accountant			
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		Gender (e.g. male, female)	

not listed as "Name")			
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?	☐ Yes ☐ No	Professional Licenses – State Issued Certifications	
Company's staff & insurance			
No. Full Time Employees:		Employee average work wage per hour:	
% of Men to Women:		Any employee(s) with relatives working with ACTED?	☐ Yes ☐ No
No. of Children:		Legal minimum wage paid?	☐ Yes ☐ No
In what capacity?		Paid vacations are offered?	☐ Yes
What are their ages?		Are flexible working hours offered?	☐ Yes ☐ No
Name of insurance company:		Staff covered by health insurance?	☐ Yes ☐ No
Description of the Company			
Type of Business (multiple choices possible):	☐ Manufacturi ☐ Authorised Agent ☐ Trader ☐ Consulting Company ☐ Other (Please Specify)		
Sector of Business (multiple choices possible):	☐ Goods/Suppl ☐ Equipment ☐ Works ☐ Services ☐ Other (Please Specify)		
Year Established:		Country of registration:	
Licence number:		Valid until:	
Working languages:	☐ English ☐ French ☐ Spanish ☐ Russian ☐ Arabic ☐ Chinese ☐ Other (Please Specify)		
Technical documents available in:	☐ English ☐ French ☐ Spanish ☐ Russian ☐ Arabic ☐ Chinese ☐ Other (Please Specify)		
B. Financial Information			
VAT Number:		Tax Number:	
Bank Name:		Bank Account Number:	

Bank Address:		Account Name:	
Swift/BIC number:		Standard Payment Terms:	☐ Yes ☐ No
Has the company been audited in the last 3 years?			☐ Attached
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:

C. Experience

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)*	*Year*	*Destination*
1							
2							
3							
4							
5							

What is your company's main area of expertise?	
What is your company's business coverage area?	☐ National ☐ 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	

D. Technical Capability

Type of Quality Assurance Certificate		☐ Attached
Type of Certification/Qualification Documents		☐ 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)

E. Miscellaneous

Does your company have an Environmental Policy? (Yes/No)	☐ Yes ☐ No
Does your company have an Ethical Trading Policy? (Yes/No)	☐ Yes ☐ No
Does your company have an Anti-terrorist Policy? (Yes/No)	☐ Yes ☐ No
Is your company compliant with the EU General Data Protection Regulation (or equivalent)? (Yes/No)	☐ Yes ☐ No
If you answered yes to the above two questions, please attach copies of your policy:	☐ 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?	☐ Yes ☐ 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?	☐ Yes ☐ No
If you answered yes, please provide details:	
Has your company ever been guilty of grave professional misconduct proven by other means?	☐ Yes ☐ 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?	☐ Yes ☐ 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?	☐ Yes ☐ 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?	☐ Yes ☐ 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?	☐ Yes ☐ 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)?			☐ Yes ☐ No
If you answered yes, please provide details:			
Do you agree with terms of payment of 30 days?	☐ Yes ☐ No	Do you accept visit of ACTED staff & external auditors to your office?	☐ Yes ☐ No

PART II: CERTIFICATION

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

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

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

Company Name: _____

Authorized Representative Name: _____

Signature and Stamp: _____

BIDDER'S ETHICAL DECLARATION ACTED Iraq

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

Tender N°: **T/10/FWA/STATIONERY/ERB/IRAQ/19112020/001**

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.
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.

E. Relation with Terrorism and Belligerent Forces

Bidder certifies that it has not provided and will not provide material support resources, information or any other means to any individual, association or organization that it knows, or has reason to know, is an individual or organization that advocates, plans, sponsors, engages in, or has engaged in an act of terrorism within Iraq or abroad. Bidders also commits to not support, advocate or assist any belligerent party that may affect ACTED alignement with humanitarian principles of impartiality and neutrality.

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 ACTED Iraq

Date: _____

Tender N°: **T/10/FWA/STATIONERY/ERB/IRAQ/19112020/001**

Company : _____

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)		
	Included		Present		Comments
	Yes	No	Yes	No	
1.An original and one copy of the bid has been provided **(compulsory)**					
2. (form PRO-05) – Instructions to Bidders is attached, filled, signed and stamped by the supplier on every page. (**compulsory**)					
3. (form PRO-06) – Offer Form is attached, filled, signed and stamped by the supplier on every page. **(compulsory)**					
4. The prices in the Offer Form are in **IQD and USD (compulsory)**					
5. (form PRO-06-01) – Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier on every page. **(compulsory)**					
6. (form PRO-06-02) – Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier on every page. **(compulsory)**					
7. The Bidding documents are filled in English. **(compulsory)**					
8. ANNEXES – Proofs of past performances in a similar field of activity (*e.g.* past deliveries of similar items) are provided **(Highly recommended)**					
9. ANNEXES – A Copy of Company registration documents and license are included. ID of legal representative (**compulsory)**					
10. ANNEXES – Colour pictures (or samples) of item(s) are included **(Highly recommended)**					

Name & Position of Bidder's authorized representative _____

Authorized signature _____

Stamp: