

## REQUEST FOR PROPOSAL - SERVICE AGREEMENT ACTED IRAQ – RE ADVERTISEMENT

**Date:** 27/01/2020 (RE ADVERTISEMENT)

**RFP N°:** RFP/10/MULTI/ INSURANCE/07012020/001 (RE ADVERTISEMENT)

ACTED is requesting through this RFP a company to provide detailed written quotations for the supply of the following services:

**PRODUCT SPECIFICATIONS:**

1. **Description:** 2 lots of: Comprehensive premises insurance and vehicle insurance
2. **Product class / category:** Services
3. **INCOTERM (delivery conditions):** DDP<sup>1</sup> Erbil/ Dohuk/ TelAfar/ Mosul/ Baghdad
4. **Quantities and specifications:**

Lot 1	Premises Insurance			
#	Description	Estimated Period	Location	Details
1	ACTED Erbil Main office	1 Year	Erbil - Ainkawa	Comprehensive insurance As described in the quotation form
2	ACTED/REACH Erbil Main office		Erbil - Ainkawa	
3	ACTED Erbil program office/GH		Erbil - Ainkawa	
4	ACTED Mosul office		Mosul/Al Wahda district	
5	ACTED Mosul GH		Mosul/ Al Attiba'a district	
6	ACTED Mosul CRC		Mosul Al Mazzare'e district	
7	ACTED TelAfar office		Tel Afar / Al Wahda neighborhood / near Market St.	
8	ACTED TelAfar GH		Tel Afar / Al Wahda neighborhood / near market, Market St.	
9	ACTED TelAfar CRC		Tel Afar / Al Wahda neighborhood / near Market St.	
10	ACTED Dohuk Office		Dohuk, Malta Islam	
11	ACTED Dohuk Guesthouse 1		Dohuk, Malta Islam	
12	ACTED Dohuk Guesthouse 2		Dohuk, Malta Islam	
13	ACTED Dohuk GH 3		Dohuk, Malta Islam	
14	ACTED Baghdad Office/Guesthouse		Baghdad Presidential Square in Jadriya, Al-Babil District, Area 923, Street 43, House No. 25	

<sup>1</sup> DDP - "Delivered Duty Paid" means that the seller delivers the goods when the goods are placed at the disposal of the buyer, cleared for import on the arriving means of transport ready for unloading at the named place of destination. The seller bears all the costs and risks involved in bringing the goods to the place of destination and has an obligation to clear the goods not only for export but also for import, to pay any duty for both export and import and to carry out all customs formalities. (<http://www.iccwbo.org/products-and-services/trade-facilitation/incoterms-2010/the-incoterms-rules/>)

Lot 2 Vehicle Insurance				
#	Description	Estimated Period	Location	Details
1	Toyota RAV4	1 Year	Erbil	2018
2	Hyundai Santafe	1 Year	Erbil	2015
3	Hyundai Santafe	1 Year	Dohuk	2016

#### RESPONSIBILITIES OF THE CONTRACTOR:

1. Terms of delivery: DDP Erbil/ Dohuk/ TelAfar/ Mosul/ Baghdad
2. Date of delivery: Within one day after reception of the contract
3. Validity of the offer: **Six (6) months (Recommended)**

#### GENERAL CONDITIONS:

1. The **closing date** of this RFP is fixed on **10/02/2020 (10<sup>th</sup> of Feb 2020) at 16.00 (Iraq time) (RE ADVERTISEMENT)** in ACTED Iraq office at the following addresses:
  - **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)
  - **ACTED representative office in Dohuk**, IRAQ Golvin 67 St. Malta Islam Quarter - Dohuk 3rd Street from Malta Hill Traffic Light to Down Town
  - **ACTED representative office in Mosul**, IRAQ, Mosul, Al wahda district, befor Al sabawi st. Traffic light, house No: 85/72 near Al-Salam Mosque

Or emailed to both: [iraq.tender@acted.org](mailto:iraq.tender@acted.org) and [tender@acted.org](mailto:tender@acted.org)

#### **In case of electronic submission, please:**

- Mention the RFP reference number mentioned above in the subject tab.
  - Fill the RFP document, sign, stamp, scan and send them. **Electronic stamp and signatures are not acceptable.**
2. Offers shall be submitted in English and in US dollars and IQD (Iraqi Dinar).
  3. Bidders will fill, sign, stamp and return the Offer form according to ACTED's format.
  4. Bidders will sign and return all pages of the service Specifications for which they apply.
  5. The offer to the request for quotation will not result in the award of a contract.
  6. The offer must be submitted to ACTED purchase department in a sealed envelope with the mention "**RFP/10/MULTI/INSURANCE/070120209/001 (RE ADVERTISEMENT)- not to be opened before 10/02/2020 (RE ADVERTISEMENT)**" and the purpose of the offer.
  7. Unsealed envelopes and late offers will not be considered.
  8. Regarding electronic bids, Bids Will Be Considered not eligible if:
    - White ink is used, price correction by hand.
    - All papers are not signed and stamped (if applicable).
    - Documents mentioned above are not attached.
    - Electronic stamp (if applicable) and signature (in case of submission by e-mail).



**SPECIFIC CONDITIONS:**

1. **Bidders may provide offer(s) for one or several lots.**
2. **Only Insurance companies with valid license/registration are eligible to bid**
3. The answers to this RFP should include the following elements:
  - A written quotation including all the vehicle specifications and registration documents for company offered
  - Legal representative ID
  - Proof of past performance
  - The registration paper of the company

**SERVICE CONDITIONS AND TERMS**

- a. Each company must provide ACTED with full proposal and detailed policy for their comprehensive insurance offer that includes but not limited to the coverage of areas / buildings, reimbursement policies and process, etc
- b. Company must provide a maximum value that will be covered by the insurance policy
- c. Insurance should cover:
  - Domestic Explosion –
  - Wind, rainstorm ... etc.
  - Burst Pipe Water Damage –
  - Fire and Allied Perils –
  - Potential break-in



## QUOTATION FORM

### Details of Insurance Company

<b>Company Name</b>		<b>Company Specialization</b>	
<b>Representative</b>		<b>Phone Number</b>	
<b>Registration Number</b>		<b>Email Address</b>	
<b>Country of Registration</b>		<b>Mailing Address</b>	

### LOT1: PREMISES INSURANCE

#	Description	<u>Estimated Service Period</u>	Location	<u>Estimated Size</u>	<u>Estimated</u> assets value inside the premise <b>USD</b>	<b>Total service value - DDP (USD)</b>	<b>Total service value - DDP (IQD)</b>
<b>ERBIL</b>							
1	ACTED Erbil Main office	1 Year	Erbil/Ainkawa	2 floors of 1000 m <sup>2</sup>	90,000 USD		
2	ACTED/REACH Erbil Main office	1 Year	Erbil/Ainkawa	2 floors of 250 m <sup>2</sup>	15,000 USD		
3	ACTED Erbil program office/GH	1 Year	Erbil/Ainkawa	2 floors of 200 m <sup>2</sup>	15,000 USD		
<b>MOSUL</b>							
4	ACTED Mosul office	1 Year	Mosul/AI Wahda district	2 floor of 300 m <sup>2</sup>	12,000 USD		



5	ACTED Mosul GH	1 Year	Mosul/ Al Attiba'a district	2 floor of 400 m <sup>2</sup>	14,400 USD		
6	ACTED Mosul CRC	1 Year	Mosul Al Mazzare'e district	2 floor of 300 m <sup>2</sup>	15,600 USD		
<b>TELAFAR</b>							
7	ACTED Tel Afar GH	1 Year	Al Wahda neighborhood / near market, Market St.	2 floor of 500 m <sup>2</sup>	15,000 USD		
8	ACTED Tel Afar CRC	1 Year	Al Wahda neighborhood / near Market St.	2 floor of 300 m <sup>2</sup>	15,700 USD		
9	ACTED Tel Afar Office	1 Year	Al Wahda neighborhood / near Market St.	2 floor of 300 m <sup>2</sup>	15,000 USD		
<b>DOHUK</b>							
10	ACTED Dohuk Office	1 Year	Dohuk, Malta Islam	3 floors - 1000 m <sup>2</sup>	35,000 USD		
11	ACTED Dohuk GH1	1 Year	Dohuk, Malta Islam	2 floors - 450 m <sup>2</sup>	6,000 USD		
12	ACTED Dohuk GH2	1 Year	Dohuk, Malta Islam	2 floors - 400 m <sup>2</sup>	1,000 USD		
13	ACTED Dohuk GH3	1 Year	Dohuk, Malta Islam	2 floors - 550 m <sup>2</sup>	10,000 USD		
<b>BAGHDAD</b>							
14	ACTED Baghdad Area office -GH	1 Year	Baghdad Presidential Square in Jadriya, Al-Babil District, Area 923, Street 43, House No. 25.	2 floor of 415m	20,000 USD		



**LOT2: VEHICLE INSURANCE**

#	Description	Estimated Service Period	Location	Estimated value USD	Total service value - DDP (USD)	Total service value - DDP (IQD)
1	Toyota RAV4 - 2019	1 Year	Erbil	24,000 USD		
2	Hyundai Santafe – 2015	1 Year	Erbil	18,000 USD		
3	Hyundai Santafe – 2016	1 Year	Dohuk	18,000 USD		

**Past-experience and capability:**

*Please mention relevant contracts awarded to your company within the last two years, especially similar work with NGOs and any work in potentially insecure areas.*

No	Project Description	Location	Partner Name	Duration	Project Cost (USD)	Are contact details of a reference available on request?
1						Yes / No
2						Yes / No
3						Yes / No



**BIDDER'S TERMS AND CONDITIONS:**

1. Validity of the offer: 6 months (Recommended)
2. Terms of payment: 100% after signing the contract by Bank Transfer in 15 working days

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

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

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

*NB: please attach the service proposal*



## BIDDER 'S ETHICAL DECLARATION

Date:

Tender N°: **RFP/10/MULTI/ INSURANCE/07012020/001 (RE ADVERTISEMENT)**

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

Bidder's address: \_\_\_\_\_

### **CODE OF CONDUCT:**

#### **1. Labor Standards**

The labor standards in this code are based on the conventions of the International Labor Organization (ILO).

- *Employment is freely chosen*

There is no forced, bonded or involuntary prison labor. 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 minimizing, 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 Labor shall not be used*

There shall be no new recruitment of child labor. Companies shall develop or participate in and contribute to policies and programs, which provide for the transition of any child found to be performing child labor 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 Labor Organization (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 practiced*

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 minimized 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 maximize efficient energy use and to minimize harmful emissions.

- ***Safety precautions for transport and cargo handling***

All transport and cargo handling processes are based on the need to maximize safety precautions and to minimize 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 maximize the beneficial effect of the resources available, e.g. by collaborating with other NGOs, and by prioritizing the most likely locations of non-compliance.



ACTED expects suppliers to:

1. Accept responsibility for labor 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. Recognize official regulation and inspection of workplace standards, and the interests of legitimate trades unions and other representative organizations.
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 \_\_\_\_\_