

## NATIONAL CALL FOR TENDER - ACTED Iraq

Date: 12/03/2020

Tender N°: T/1099/ACTED/ERBIL/12032020/001

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

### PRODUCT SPECIFICATIONS:

1. Description: **1 lot of: Supply of Materials**
2. Product class / category: Supplies
3. Product stage: Finished products
4. INCOTERM (delivery conditions): **DDP<sup>1</sup> + Offloading Duhok Warehouse**
5. Quantities and specifications: As per below details

### RESPONSIBILITIES OF THE CONTRACTOR:

1. Delivery lead time: Within five calendar days after the date of signing the contract
2. Validity of the offer: **Six (12) months (Recommended)**

### GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed on **26/03/2020 (March 26<sup>th</sup>, 2020) at 17:00 (Iraq time)** in ACTED offices 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** Golvin 67 St. Malta Islam Quarter/Duhok/ KRI The 3rd Street from Malta Hill Traffic Light to Down Town

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<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/>)

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

In case of electronic submission, please:

- Mention the tender reference number mentioned above in the subject tab.
  - Fill the tender document, sign, stamp, scan and send. **Electronic stamp and signatures are not acceptable.**
2. Offers shall be submitted in English, only, and in **IQD (Mandatory)**.
  3. Bidders will fill, sign, stamp and return **all** the pages of this document according to ACTED's format.
  4. Bidders will sign and return all pages of the Product Specifications for which they apply.
  5. The offer to the call for tender 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 "T/1099/ACTED/ERBIL/12032020/001" – Not to be opened before **26/03/2020**
  7. Unsealed envelopes and late offers will not be considered.
  - 8. Detailed pictures samples of the item are mandatory.**
  9. The quantities and specifications may be subject to change.
  10. In case of any calculation mistakes, the unit price will be considered.
  11. In case of making an error when writing the prices, please discard the page. Any alterations, including the use of correction fluid (white ink), will render your offer invalid.

**REQUIRED DOCUMENTS:**

- Company registration.
- Tax exemption certificate.
- ID of the owner.
- ID of the legal representative with the authorization letter (If applicable).
- Evidence of experience undertaking similar work.
- Other supporting documents (If applicable).
- Certificate of Origin (If applicable).

**THE OFFER WILL BE CONSIDERED NOT ELIGIBLE IF:**

- The bid is late.
- Unsealed envelope.
- White ink is used, price correction by hand.
- All papers are not signed and stamped.
- Documents mentioned above are not attached.
- Electronic stamp and signature (in case of submission by e-mail).

**SELECTION CRITERIA:**

- Quality – Conformity with the technical specifications list of samples will be required later ( 50 %).
- Best price (50%).

**OFFER FORM**

Date:

Tender N°: T/1099/ACTED/ERBIL/12032020/001

**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.

PLEASE FILL IN THE FOLLOWING TABLE:

**LOT1: SUPPLIES OF MATERIALS (BELOW IS THE MAXIMUM QUANTITY AND WILL BE ORDER IN BATCHES DURING THE YEAR)**

No.	Item	Specification	Unit	Quantity	Unit Price(IQD)	Total price (IQD)
					DDP Duhok WH	DDP Duhok WH
1	HB pencils	HB pencils (12 pencils per Pack)	Pack	31		
2	Sharpener	Plastic Sharpeners for pencils	PCS	55		
3	Rulers	Rulers steel	PCS	18		
4	Notebook A4	Notebook A4 – Top Spiral – 21x29.7cm – 56~60GSM - 50 sheets - Sinar Line brand or equivalent – Softcover	PCS	450		
5	whiteboard with stands	whiteboard with stands the size not less than length: 90 cm, width: 60 cm for providing activities and also flip charts can be hanged on them	PCS	6		
6	spiral school notebooks	spiral school notebooks 200 sheets good quality big size 20*25cm	PCS	550		
7	Medium notebooks	Medium notebooks with no spiral, lined sheets, 200 sheets. A5 size and good quality	PCS	340		
8	Notebook customized f	Notebook customized for ACTED with spiral not less than 50 sheets	PCS	49		
9	Erasers	Erasers not less than 50mm*15mm*10mm	PCS	16		
10	colored pencils	colored pencils ( Pack of 12 colors)	Pack	106		
11	Ballpoint Pens	Ballpoint Pens - 1.00mm tip – Tri-More brand or equivalent – Low viscosity ink - Blue color - Blue ball-point pen, medium-thickness point.	PCS	963		
12	Pocket file with button	Pocket file with button – A4 335 x 235mm --Plastic folder with plastic button	PCS	150		
13	Watercolor pens	Watercolor pens ( Pack of 10 pens)	Pack	50		
14	SPONGE BALL	SPONGE BALL (SMALL SIZE) Solid foam ball, small size (7,5 cm diameter), multi colors and patterns	PCS	40		
15	Drawing notebook	Drawing notebook for children 25 pages	PCS	45		

16	Kids stories books Arabic	Kids stories books Arabic Colored Arabic stories, small and short stories, assorted book stories Children from 4 to 8 Children from 8 to 10 Children from 10 to 12 Youth up to 12	PCS	35		
17	Paper A4	Paper A4 White color 80 gsm Ream of 500 sheets	Ream	117		
18	Paper A4	paper A4 (colored sheets) 80 gsm ream of 250 sheets	Ream	29		
19	Paper A3	paper A3 white color ream of 500 sheets	Ream	2		
20	Staplers	Staplers - 24/6 medium Size	PCS	28		
21	Toner Ink Canon 731K - LH-CRG731K	printer toner, Ink Canon 731K - LH-CRG731K toner cartridge- Longhorn company- Multi colors	Set	19		
22	Toner for L382 Epson	Ink 660 multi colors for EPSON Printer L382 Multicolor	Set	19		
23	Transparent sheets A4	Transparent sheets A4 (Pack of 100PCS)	Pack	57		
24	Sticky notes	Sticky notes 3 inch*3 inch multiple colors Pack of not less than 400 sheets good adhesive quality	Pack	65		
25	Correction pen	White correction pen	PCS	30		
26	Ballpoint Pens	Ballpoint Pens - 1.00mm tip – Tri-More brand or equivalent – Low viscosity ink - Red color - Blue ball-point pen, medium-thickness point.	PCS	192		
27	Glue stick	Glue stick not less than 35gm	PCS	22		
28	Scissors	Scissors/small/ for children • Standard 5.5inch school scissor with an overall length of 140mm featuring an integrated 5cm ruler. • Plastic covered	PCS	28		
29	Staples	Staples - 24/6 size – Steel wire – Metallic color - Delta Brand or Equivalent, 1000 PCES per Pack	Pack	32		
30	Flipchart	Flipchart	PCS	61		
31	Highlighter pen	Highlighter pen multiple colors each Pack not less than 4 PCS	Pack	47		
32	Glitter paper	Glitter paper A4 (various colors)	Pack	80		
33	Transparent tape	Transparent tape 3/4 inch 25y without dispenser	PCS	4		
34	Transparent tape	Tape 3-inch Pack of 6 PCS, type: Crystal clear	Pack	5		
35	Whiteboard Markers	Whiteboard Markers Dry-erase – Plastic – ~130 x 13mm – Multiple colors (3 different minimum) - ~12 Pens per Pack	Pack	58		

36	Whiteboard Eraser	Whiteboard Eraser - type Dry-wipe - ~105 x 55 x 20mm	PCS	20		
37	Water bottles	Water bottles (19 Liter)	PCS	100		
38	Disposable cartoon cups	Disposable cartoon cups 120m (Pack of 50)	Pack	55		
39	Drinking water box	drinking water box of 60 cups 200 mlx60	Box	272		
40	Juice Bottles	Rani Juice Bottles (Box of 24) 200 ml	Box	132		
41	Candies	Candies in box, various type of candies, at least 50 PCS per bag	Bag	105		
42	Pop Cake	Pop Cake 45g ( box of 24 PCS) pop Kek or equivalent	Box	12		
43	Biscuits	Biscuits box of 24. 45g, wafer with hazelnut cream Poker or equivalent	Box	149		
44	Tissues:	tissues: 300 facial tissues 21*21.5cm 2 ply or equivalent	Pack	18		
45	Building blocks for children	Good quality Building blocks in Pack, 25 to 50 PCS per Pack, multiple colors, for children up to 4yrs	Pack	45		
46	Stories Book	<p>STORIES BOOK</p> <p>Arabic and English stories, small and short stories, assorted book stories</p> <p>Children from 4 to 8</p> <p>Children from 8 to 10</p> <p>Children from 10 to 12</p> <p>Youth up to 12 / DM</p>	PCS	47		
47	Puzzles	<p>Puzzles (CHILDREN AGE 6+)</p> <p>Colorful PCS, puzzle between 50 to 100 PCS A3 Size / DM</p>	PCS	47		
48	Teddy bears Single cuddly toy	Teddy bears Single cuddly toys, small size (15 cm), diverse type of animals/bears,	PCS	35		
49	barbie/dolls little toys	<p>barbie/dolls little toys SPECIFICATION:</p> <p>Type barbie, Size 15 to 20 cm.</p>	PCS	35		
50	Football Ball	<p>football ball</p> <p>Good quality, solid foam, design for children-youth</p>	PCS	20		
51	Medium sized car toys	<p>medium sized car toys, (boys and girls' cars) different colors-Plastic</p> <p>In pack, with minimum 5 pcs, small cars, diverse cars, colorful</p> <p>Good quality (safety check)</p>	PCS	35		

52	Play Dough	PLAY DOUGH Pack of 4 pots - Small pots (50g) or Pack of 6 pots - small pots (25 g), Multiple colors (blue, green, red, pink, yellow, etc.)	Pack	35		
53	Hair dressing toys	hair dressing toys, comb and mirror Set of mirror, comb and scissor – plastic toys, small PCS.	Box	35		
54	Pack of construction blocks for kids	Pack of construction blocks (type Lego, various colors) Building blocks in Pack, 25 to 50 PCS per Pack, multiple colors, for children up to 4	PCS	35		
55	Puzzle learning board letter	puzzle learning board letter A4 Arabic	PCS	20		
56	Puzzles picture toys	puzzles picture toys Puzzles, Colorful pieces, puzzle of 15 to 25 pcs A4 Arabic language	Pack	25		
57	Bag	Bags for pre-school children, colorful, soft, good quality	PCS	45		
58	Umbrella for kids	UMBRELLA FOR KIDS Umbrella for children 4+, Colorful patterns (girls and boys), Nylon, easy and safe to close and open App 40 cm – 50 cm diameter.	PCS	40		
59	Bottle of painting color	Bottle of painting color acrylic 50 ml (various color: yellow, blue, green, white, red)	PCS	15		
60	Plastic balloons	Plastic balloons (multiple colors) size medium 50 pcs in the bag	Bag	11		
61	Ribbon colored Decorative ribbon	ribbon colored Decorative ribbon, in roll Packing, width: 18 mm, nylon material, satin colors	Roll	6		
62	Art therapy Package	Art therapy package (anti stress book) 50 pages A4	Pack	120		
63	First aid kit/	First aid kit/ medium size for offices (First Aid kit, plaster in variety of different sizes and shapes; Small, medium and large sterile gauze dressing s, two sterile eye dressings; triangular bandages; rolled bandages; safety pins; Disposable sterile gloves; tweezers; Scissors; alcohol; free cleansing wipes; Sticky tape; Thermometer (preferable digital); Antiseptic (Betadine or equivalent)	Pack	13		
64	Water dispenser	Water dispenser Hot & Cold	PCS	2		
65	AC reversible 1.5 TON	AC reversible 1.5 TON, electrically economy. Brand General SHKAR or equivalent with installation in Domiz Camp Duhok	PCS	2		

66	Laptop	Laptop INTEL core I5, 826 U, 2 GB AMD, RX 550, 8 GB DDR4, 1 TB, HDD, screen size: 15.6 FULL HD E590 Lenovo or equivalent	PCS	3		
67	Smartphones	Smartphones: SAMSUNG A10s or equivalent, (Dual Sim, Android 9.0 32 GB storage, microSD, slot, 720x1520 pixels, 13 MP, 1080 p, 2 GB RAM, 3400 mAh)	PCS	6		
68	USB stick	USB stick 8G Toshiba or equivalent	PCS	12		
69	Wireless mouse	Wireless mouse Logitech or equivalent	PCS	12		
70	External Hard Drive	External Hard Drive (1TB USB3.0) transcend or equivalent	PCS	4		
71	Sanitary Pad	Sanitary Pad for women pack of 10 pcs	PACK	500		
72	Diapers for children	Diapers for children sizes 1-5 (each size different pcs from 15 - 30 pcs)	PACK	500		
73	Hand Sanitizer	hand sanitizer Gel 500 ml - Gel	PCS	500		
74	Liquid Soap	Soap for washing hands liquid 200 or 250 ML	PACK	500		
75	Tooth Paste	tooth paste (collgate or signal) medium size 50 MI	PCS	500		
76	Tooth Brushes	tooth brushes for adults	PCS	500		
78	Tooth Brushes	tooth brushes for children	PCS	500		
79	Wet Wipes	wet wipes 120 pcs for each bag	BAG	500		

**BIDDER'S COMMENTS/REMARKS:**

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

**BIDDER'S TERMS AND CONDITIONS:**

1. Valid of the offer: \_\_\_\_\_ (recommended: 12 months)
2. Terms of delivery: \_\_\_\_\_
3. Terms of payment: \_\_\_\_\_

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

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

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





## BIDDER'S QUESTIONNAIRE – ACTED Iraq

Date:

Tender N°: T/1099/ACTED/ERBIL/12032020/001

### 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?	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	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?	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	Professional Licenses – State Issued Certifications	
<b>Management of the company: Chief Finance Officer or Chief Accountant</b>			
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	
<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"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
No. of Children:		Legal minimum wage paid?	<input type="checkbox"/> <b>Yes</b>
In what capacity?		Paid vacations are offered?	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
What are their ages?		Are flexible working hours offered?	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Name of insurance company:		Staff covered by health insurance?	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<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"/> Goods/Suppl <input type="checkbox"/> Equipment <input type="checkbox"/> Works <input type="checkbox"/> Services <input type="checkbox"/> Other (Please Specify)		
Year Established:		Country of registration:	
Licence number:		Valid until:	
Working languages:	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Russian <input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Other (Please Specify)		
Technical documents available in:	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Russian <input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> 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:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the company been audited in the last 3 years?			<input type="checkbox"/> 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:	Year:	USD:
Annual Value of Export Sales for the last 3 years			
Year:	USD:	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?	<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	

**D. Technical Capability**

Type of Quality Assurance Certificate	<input type="checkbox"/> Attached
Type of Certification/Qualification Documents	<input type="checkbox"/> Attached



International Offices/Representation	
List below up to 10 of the core Goods and/or Services your company sells:	
1)	6)
2)	7)
3)	8)
4)	9)
5)	10)
List the main assets of your company (trucks & heavy machines, heavy & valuable equipment, premises & warehouses, production sites etc.)	
1)	6)
2)	7)
3)	8)
4)	9)
5)	10)
<b>E. Miscellaneous</b>	
Does your company have an Environmental Policy? (Yes/No)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your company have an Ethical Trading Policy? (Yes/No)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your company have an Anti-terrorist Policy? (Yes/No)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your company compliant with the EU General Data Protection Regulation (or equivalent)? (Yes/No)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes to the above two questions, please attach copies of your policy:	<input type="checkbox"/> Attached
Has your company ever been bankrupt, or is in the process of being wound up, having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning these matters, or is in any analogous situation arising from a similar procedure provided for in national law?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:	
Has your company ever been convicted of an offence concerning its professional conduct by a judgment which 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"/> <b>Yes</b>
		<input type="checkbox"/> <b>No</b>
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:	<input type="text"/>	Date:	<input type="text"/>
Title/Position	<input type="text"/>	Place:	<input type="text"/>
E-mail address (for contact for verification purposes):	<input type="text"/>	Signature:	<input type="text"/>
Phone number (for contact for verification purposes):	<input type="text"/>	Company Stamp:	<input type="text"/>

**Check list of supporting documents**

**For ACTED use only**

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>

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

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



## BIDDER'S ETHICAL DECLARATION – ACTED Iraq

Date:

Tender N°: T/1099/ACTED/ERBIL/12032020/001

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.

I undersigned \_\_\_\_\_, agree to adopt the above Code of Conduct and to commit to comply with the labour and environmental standards specified, both in my own company and those of my suppliers.

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

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





## BIDDER'S CHECK LIST

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

Tender N°: T/1099/ACTED/ERBIL/12032020/001

**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)</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 are in IQD or in local currency <b>(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 Arabic or English.					
8. ANNEXES – A Copy of Company registration documents, ID of the owner and Tax exemption certificate are included					
9. ANNEXES – Color pictures of item(s) are included					

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




















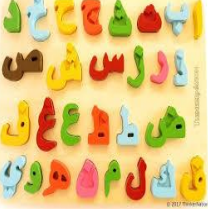















Authorized signature \_\_\_\_\_



**Annex A: Example of samples (Below Pictures are for clarification only Don't take the brand name as consideration.):**

 1	 2	 3	 4	 5
 6	 7	 8	 9	 10
 11	 12	 13	 14	 15
 16	 17	 18	 19	 20
 21	 22	 23	 24	 25
 26	 27	 28	 29	 30
 31	 32	 33	 34	 35



 <p>36</p>	 <p>37</p>	 <p>38</p>	 <p>39</p>	 <p>40</p>
 <p>41</p>	 <p>42</p>	 <p>43</p>	 <p>44</p>	 <p>45</p>
 <p>46</p>	 <p>47</p>	 <p>48</p>	 <p>49</p>	 <p>50</p>
 <p>51</p>	 <p>52</p>	 <p>53</p>	 <p>54</p>	 <p>55</p>
 <p>56</p>	 <p>57</p>	 <p>58</p>	 <p>59</p>	 <p>60</p>
 <p>61</p>	 <p>62</p>	 <p>63</p>	 <p>64</p>	 <p>65</p>
 <p>66</p>	 <p>67</p>	 <p>68</p>	 <p>69</p>	 <p>70</p>