NATIONAL CALL FOR TENDER – Instructions to bidders ACTED SOMALILAND

Date: 16-Aug-2021

Tender N°: T/27EMU/FRL/SOL/FRD/FRH/CONSTRUCTION OF LATRINES/SOLAR LIGHTS/HRG/16/08/2021/001

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

PRODUCT SPECIFICATIONS:

1. Description: Construction of Flood Protected Latrines & Disable people Latrines
2. Product class / category: Work
3. INCOTERM (delivery conditions): DDP within Dhabasaar/Tulo Samakaab
4. Quantity/unit: As per Offer Form & table of quantities

RESPONSIBILITIES OF THE CONTRACTOR:

1. Terms of delivery: DDP Dhabasaar/Tulo Samakaab
2. Date of delivery: 3 Months from Contract Signature Date
3. Validity of the offer: At Least six months.

THE ANSWERS TO THIS TENDER MUST INCLUDE THE FOLLOWING ELEMENTS:

- A written quotation including all the product specifications, the price per unit in **USD**, quantity proposed and unit, and total price in USD.

- Bidders must also attach the following legal documents (Mandatory):
  I. Company Registration certificate from Somaliland
  II. Supplier's copy of passport/ID.

- Bidders must submit the below financial information:
  I. Bank details that correspond to the Company (To fill in the table below).
  II. Copy of the bank statement details.
  III. The capability of the company to finance its self.

- Bidders will submit following documents which will be considered in bid analysis:
  I. Copy of similar contracts done for similar activities over the past years.
  II. Certification of previous experience.
  III. Company Profile.
  IV. List of the qualifications and experiences of key staff.

- Fully filled (Signed and Stamped) below tender documents including:
  I. Instruction to bidder signed and stamped.
  II. Two Completely filled copies from offer form
  III. Bidder's checklist.
  IV. Ethical Declaration.
  V. Drawing and designs signed and stamped.
  VI. Bidder Questionnaire filled signed and stamped.
  VII. General Conditions for Purchase.

GENERAL CONDITIONS:

1. The **closing date** of this Request for tender is fixed **on 31st August 2021 at 17:00pm.**
2. Tenderers will fill, sign, stamp and return the Offer form according to ACTED's format.

3. Tenderers will **sign, stamp and return all pages** of the Product Specifications for which they apply.
4. The offer to the call for tender will not result in the award of a contract.
5. The bids can be submitted via email (pdf; scanned and signed) to somalia.tender@acted.org with the subject "T/27EMU/FRL/FRD/SOL/FRH/CONSTRUCTION OF LATRINES/SOLAR LIGHTS/HRG/16/08/2021/001" not to be opened before **31st August, 2021**.
6. Note that ACTED is not responsible for calculation mistakes in the submitted bid. The unit cost and therefore resulting total cost by applying general know mathematic rules will be binding. ACTED will consider the unit cost for items in case of calculations mistakes made.
7. 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."

SPECIFIC CONDITIONS:

1. Bidders are advised to quote for all the items under selected LOT to be considered eligible.
2. Bidders can apply for one LOT separately or all LOTs, However, suppliers should choose LOTs that best suit their financial and working capacity.
2. The costs of items in the B.O.Q shall be fairly estimated and overhead cost shall be fairly disturbed among all items, ACTED has the right to ignore any quotation which its costs are not within ACTED market surveys without any notification.
3. ACTED has the right to cancel any item mentioned in the B.O.Q without any compensation of any kind.
4. The contract unit prices are fixed. No compensation will be paid for Fuel or materials price rises, No unit price adjustment will be made in case of reducing BOQ items.
5. Bidders acknowledge and agrees on all delivery terms, by signing tender documents bidders will guarantees the accessibility to construction sites and will not face any challenges in delivering the materials, machineries and technicians to the construction site.

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 contact the following phone number and/or send an e-mail to transparency@acted.org.

FOR BIDDER'S USE

I undersigned, the Bidder, agree with the instructions and general conditions of this Call for Quotation.

Company Name: _____

Authorized Representative Name: _____

Signature and Stamp: _____

OFFER FORM ACTED SOMALILAND

Tender N°: T/27EMU/FRL/SOL/FRD/FRH/CONSTRUCTION OF LATRINES/SOLAR LIGHTS/HRG/16/08/2021/001

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.

PLEASE FILL IN PRICES IN THE FOLLOWING TABLE, EACH BATCH CORRESPONDING TO [(PRICES TO BE ALL TAXES AND DUTIES INCLUSIVE)

LOT 1: CONSTRUCTION OF 20 FLOOD PROTECTED LATRINES WITH HANDWASHING FACILITY AND SOLAR LIGHTS

ITEM	DESCRIPTION	UNIT	QUANTITY	RATE (USD)	AMOUNT (USD)
	Introduction Notes				
	Construction of 40 single flood protection latrines each with hand washing stations and solar lights including 30% of latrines to be constructed through market based approach – cash or vouchers.10% of these latrines will be used/constructed for Disable people				
I	**ACTED Construction of 20 Normal flood resistant latrines with hand washing faclities**				
ITEM	**DESCRIPTION**	**UNIT**	**QUANTITY**	**RATE (USD)**	**AMOUNT (USD)**
A	**Excavation works**				
1.1	Clear site of all loose soil 100mm deep and dispose off as directed n.e 100mm, with whole area 3.8m1*1.9m	M^2	7.22		
1.2	Excavate over soft formation for pit and latrine foundation to design. Pit excavation-dimensions; 1m Length X 1m Width X 3m depth	M3	3		
	Collection 1				
B	**Foundation works**				
1.3	Provide materials and lay rubble in foundation wall 150 mm wide x 600 mm height in cement sand mortar ratio 1:4:8 with pt masonry wall construction L: 2.3m W: 1.9m	M^3	1.748		
1.4	Supply and fix hardwood 75mm-100mm diam. treated with wood preservative in superstructure - wall framework (2.7m high spaced at 1200m lengthwise,and circumferential railing at 750mm c/c. Rate to include for cutting and nailing all members for circumferencial railing and door frames	LM	41		
1.5	Supply and install 100mm PVC vent pipe 3000mm to detail complete with vent covers.	Pcs	1		
1.6	Supply and fix 150mm dia PVC pipe 1500mm as drain pipe for squathole to latrine pit as specified in design drawing. Ensure slope 1:1.5 for self cleaning.	Pcs	1		

1.7	Supply and fill hardcore park to foundation for latrine compacting in 150mm layers n.e 300mm all uniform to the privacy wall in constructed rubble foundation wall. Latrine excavated material to be used	M^3	1.3		
1.8	Supply materials and construct well vibrated mass concrete ratio 1:2:4 to slab for latrine base and pit cover all uniform. Provide for squatholes with foot rest to design detail	M^3	0.8		
	Collection 2				
C	**Reinforcement**				
1.9	Provide and place Y10 steel bars @ 250mm c/c to latrine pit slab	Kgs	34		
1.1	Supply and lay BRC A142 to latrine substructure slab	SM	14		
1.11	Soffits to slab, 150mm x 25mm	LM	15		
	Collection 3				
D	**Superstructure wall cover**				
1.12	Supply and fix Superstructure walling- G30 galsheet corrugated iron sheets to superstructure wall and privacy wall height as specified using roofing nails	M^2	18		
1.13	Provide for 50mmx12mm lipping to all iron sheet joints sharp edges for safety to users. Rate to include for painting colour matching to sheets	LM	21		
	Collection 4				
E	**Roofing**				
1.14	Provide for 75x50mm hardwood truses and fix to roof	LM	4.5		
1.15	Supply and fix 50mmx50mm roof purlins	LM	5.8		
1.16	Supply and fix galsheet currugated sheets to roof	SM	4.8		
1.17	Provide for 1" hoop iron as support to trusses and purlin well nailed to wall passes	Kgs	1		
1.18	Supply and fix 200mmx25mm wrot fasciaboard to roof	LM	9		
	Collection 5				
F	**Finishing works**				

1.19	Supply materials and plaster 25mm cement mortar mix 1:3 and 25mm thick in rubble walling and all concreted surfaces. Provide for smooth trowel finish to screed	M^3	0.4		
1.2	Provide materials, fabricate and fix door 1.8m x 0.9m made of galvanized iron sheet on timber frame. Provide for 50mmx12mm lipping round the sheet edges painted to match. (The door opens Inside)	No.	1		
1.21	Supply and fix Latches (8" external and 6" internal chrome coated bolts) -	No.	2		
1.22	Prepare fasciaboard surface and apply three coats ACTED blue gloss paint	SM	4		
1.23	Supply paint and labour and brand latrine on white background (1000mmx450mm) with wording CONSTRUCTED BY ACTED WITH FUNDING FROM……Year 2021. Rate to include for logos as per attached template.	LS	1		
1.24	Provide materials and cast 500x500mm manhole cover 100mm thick. Use 8mm rebar	No.	1		
1.25	Supply 20l white Jerrican, fitted with 1/2" tap on fabricated 700mm high steel stand. Use 25mmx25mmx3mm SHS for stand with 25mmx3mm flat bar around tank with provision for locking as support around jerrican. Provide for 2 logos on jerrican, spray painted to detail.	Sets	1		
Collection 6					
	Summary				
	Collection 1				
	Collection 2				
	Collection 3				
	Collection 4				
	Collection 5				
	Collection 6				
Subtotal for One (1) Latrine					
	Grand total of construction of 20 flood resistant latrines with hand washing faclities	Pcs	20.0		

LOT 2: CONSTRUCTION OF 5 SINGLE FLOOD PROTECTED LATRINES FOR DISABLED PEOPLE INCLUDING HAND WASHING STATIONS

Construction of 5 single flood resistant latrines for Disable people with hand washing faclities					
ITEM	**DESCRIPTION**	**UNIT**	**QUANTITY**	**RATE (USD)**	**AMOUNT (USD)**
A	**Excavation works**				
1.1	Clear site of all loose soil 100mm deep and dispose off as directed n.e 100mm, with whole area 3.8m1*1.9m	M^2	7.22		
1.2	Excavate over soft formation for pit and latrine foundation to design. Pit excavation-dimensions; 1m Length X 1m Width X 3m depth	M3	3		
	Collection 1				
B	**Foundation works**				
1.3	Construct rubble stone retaining wall insite the excavated pit, 400mm wide upto 1000mm deep, use mortar at the ratio of 1:4	M3	2.92		
1.4	Provide materials and lay rubble in foundation wall 400 mm wide x 500 mm height in cement sand mortar ratio 1:4	M3	1.748		
1.5	Cast 200mm thick plain concrete around the latirne, and construct access ramp use concrete ratio of 1:3:6,	M3	3		
1.6	Supply and fix hardwood 75mm-100mm diam. treated with wood preservative in superstructure - wall framework (2.7m high spaced at 1200mm lengthwise,and circumferential railing at 750mm c/c. Rate to include for cutting and nailing all members for circumferencial railing and door frames	LM	1		
1.7	Supply and install 100mm PVC vent pipe 3000mm to detail complete with vent covers.	Pcs	1		
1.8	Supply and fix 150mm dia PVC pipe 1500mm as drain pipe for squathole to latrine pit as specified in design drawing. Ensure slope 1:1.5 for self cleaning. Rate to include for installation of sitting type toilete	Pcs	1.3		
1.9	Supply and fill hardcore park to foundation for latrine compacting in 150mm layers n.e 300mm all uniform to access ramp in constructed rubble foundation wall. Latrine excavated material to be used	M3	0.8		

	Supply materials and construct well vibrated mass concrete ratio 1:2:4 to slab for latrine base and pit cover all uniform.	M3	0.8		
	Collection 2				
C	**Reinforcement**				
1.1	Provide and place Y10 steel bars @ 250mm c/c to latrine pit slab	Kgs	34		
1.11	Supply and lay BRC A142 to latrine substructure slab	SM	14		
1.12	Soffits to slab, 150mm x 25mm	LM	15		
Collection 3					
D	**Superstructure wall cover**				
1.13	Supply and fix Superstructure walling- G30 galsheet corrugated iron sheets to superstructure wall and privacy wall height as specified using roofing nails	M^2	18		
1.14	Provide for 50mmx12mm lipping to all iron sheet joints sharp edges for safety to users. Rate to include for painting colour matching to sheets	LM	21		
Collection 4					
E	**Roofing**				
1.15	Provide for 75x50mm hardwood truses and fix to roof	LM	4.5		
1.16	Supply and fix 50mmx50mm roof purlins	LM	5.8		
1.17	Supply and fix galsheet currugated sheets to roof	SM	4.8		
1.18	Provide for 1" hoop iron as support to trusses and purlin well nailed to wall passes	Kgs	1		
1.19	Supply and fix 200mmx25mm wrot fasciaboard to roof	LM	9		
Collection 5					
F	**Finishing works**				
1.2	Supply materials and plaster 25mm cement mortar mix 1:3 and 25mm thick in rubble walling and all concreted surfaces. Provide for smooth trowel finish to screed	M^3	0.4		

1.21	Provide materials, fabricate and fix door 1.8m x 0.9m made of galvanized iron sheet on timber frame. Provide for 50mmx12mm lipping round the sheet edges painted to match. (The door opens Inside)	No.	1		
1.22	Supply and fix Latches (8" external and 6" internal chrome coated bolts) -	No.	2		
1.23	Supply and place toilet seat to one room for disabled with provision for hand support rails	Item	1		
1.24	Prepare fasciaboard surface and apply three coats ACTED blue gloss paint	SM	4		
1.25	Supply paint and labour and brand latrine on white background (1000mmx450mm) with wording CONSTRUCTED BY ACTED WITH FUNDING FROM……Year 2021. Rate to include for logos as per attached template.	LS	1		
1.26	Provide materials and cast 500x500mm manhole cover 100mm thick. Use 8mm rebar	No.	1		
1.27	Supply 20l white Jerrican, fitted with 1/2" tap on fabricated 700mm high steel stand. Use 25mmx25mmx3mm SHS for stand with 25mmx3mm flat bar around tank with provision for locking as support around jerrican. Provide for 2 logos on jerrican, spray painted to detail.	Sets	1		
Collection 6					
	Summary				
	Collection 1				
	Collection 2				
	Collection 3				
	Collection 4				
	Collection 5				
	Collection 6				
Subtotal for One (1) Latrine					
	Grand total for 5 single flood resistant latrines for Disable people with hand washing faclities	Pcs	5.0		

LOT 3: CONSTRUCTION OF 15 FLOOD PROTECTED LATRINES WITH HAND WASHING STATION

Construction of 15 flood resistant latrines with hand washing faclities via Market based approach					
ITEM	**DESCRIPTION**	**UNIT**	**QUANTITY**	**RATE (USD)**	**AMOUNT (USD)**
A	**Excavation works/replaced to Skilled and unskilled BENEFICIARIES**				
1.1	Clear site of all loose soil 100mm deep and dispose off as directed n.e 100mm, with whole area 3.8m1*1.9m	M^2	Please Don't Fill This Part		
1.2	Excavate over soft formation for pit and latrine foundation to design. Pit excavation-dimensions; 2m Length X 1m Width X 1.5m depth	M3			
	Collection 1				
B	**Foundation works**				
1.3	Provide materials and lay rubble in foundation wall 150 mm wide x 600 mm height in cement sand mortar ratio 1:4:8 with pt masonry wall construction L: 2.3m W: 1.9m	M^3	1.748		
1.4	Supply and fix hardwood 75mm-100mm diam. treated with wood preservative in superstructure - wall framework (2.7m high spaced at 1200m lengthwise,and circumferential railing at 750mm c/c. Rate to include for cutting and nailing all members for circumferencial railing and door frames	LM	41		
1.5	Supply and install 100mm PVC vent pipe 3000mm to detail complete with vent covers.	Pcs	1		
1.6	Supply and fix 150mm dia PVC pipe 1500mm as drain pipe for squathole to latrine pit as specified in design drawing. Ensure slope 1:1.5 for self cleaning.	Pcs	1		
1.7	Supply and fill hardcore park to foundation for latrine compacting in 150mm layers n.e 300mm all uniform to the privacy wall in constructed rubble foundation wall. Latrine excavated material to be used	M^3	1.3		
1.8	Supply materials and construct well vibrated mass concrete ratio 1:2:4 to slab for latrine base and pit cover all uniform. Provide for squatholes with foot rest to design detail	M^3	0.8		
	Collection 2				

C	**Reinforcement**				
1.9	Provide and place Y10 steel bars @ 250mm c/c to latrine pit slab	Kgs	34		
1.1	Supply and lay BRC A142 to latrine substructure slab	SM	14		
1.11	Soffits to slab, 150mm x 25mm	LM	15		
Collection 3					
D	**Superstructure wall cover**				
1.12	Supply and fix Superstructure walling- G30 galsheet corrugated iron sheets to superstructure wall and privacy wall height as specified using roofing nails	M^2	18		
1.13	Provide for 50mmx12mm lipping to all iron sheet joints sharp edges for safety to users. Rate to include for painting colour matching to sheets	LM	21		
Collection 4					
E	**Roofing**				
1.14	Provide for 75x50mm hardwood truses and fix to roof	LM	4.5		
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1.16	Supply and fix galsheet currugated sheets to roof	SM	4.8		
1.17	Provide for 1" hoop iron as support to trusses and purlin well nailed to wall passes	Kgs	1		
1.18	Supply and fix 200mmx25mm wrot fasciaboard to roof	LM	9		
Collection 5					
F	**Finishing works**				
1.19	Supply materials and plaster 25mm cement mortar mix 1:3 and 25mm thick in rubble walling and all concreted surfaces. Provide for smooth trowel finish to screed	M^3	0.4		
1.2	Provide materials, fabricate and fix door 1.8m x 0.9m made of galvanized iron sheet on timber frame. Provide for 50mmx12mm lipping round the sheet edges painted to match. (The door opens Inside)	No.	1		

1.21	Supply and fix Latches (8" external and 6" internal chrome coated bolts) -	No.	2		
1.22	Prepare fasciaboard surface and apply three coats ACTED blue gloss paint	SM	4		
1.23	Supply paint and labour and brand latrine on white background (1000mmx450mm) with wording CONSTRUCTED BY ACTED WITH FUNDING FROM……Year 2021. Rate to include for logos as per attached template.	LS	1		
1.24	Provide materials and cast 500x500mm manhole cover 100mm thick. Use 8mm rebar	No.	1		
1.25	Supply 20l white Jerrican, fitted with 1/2" tap on fabricated 700mm high steel stand. Use 25mmx25mmx3mm SHS for stand with 25mmx3mm flat bar around tank with provision for locking as support around jerrican. Provide for 2 logos on jerrican, spray painted to detail.	Sets	1		
Collection 6					
	Summary				
	Collection 1				
	Collection 2				
	Collection 3				
	Collection 4				
	Collection 5				
	Collection 6				
Subtotal for One (1) Latrine					
	Grand total for 15 flood resistant latrines with hand washing faclities via Market based approach	Pcs	15.0		

LOT 3: INSTALLATION OF 40 STREET SOLAR LIGHTS WITH THE EACH LATRINES

Installation of 40 solar lights of all latrines					
No	**Description**	**Unit**	**Qty**	**Unit Price**	**Total price**
1	Supply and install; Solar Module / Panels (Efficient polycrystalline modules) -150W, 18.2V. One 60W LED lamp dispating 100 lumens per watt Complete with inbuilt lithium ion 12v 60AH battery and micro charge controller with auto on and off function. All material aluminium alloy with installation brackets and fittings .	Pcs	1		
2	100mm dia galvanized 6 meters metal poles reducing to 2" complete with 375x375x25mm heavy duty steel base plate with brackets, plate bolts, mounting frame, lamp mounting arm, all necessary wiring and foundation plate. Anchor bolt specs: 5/8" x 18" long heavy duty complete with 4 bolts, 8 nuts and 8 washers, "L" bend on anchor end All parts Fully galvanized to protect against corrosion and conform to ASTM F1554 Grade 55	Number (Polls)	1		
3	Earthwork in excavation of trench for foundation of the pole, in all kinds of soil and not exceeding 1m depth and the Area is (1*1)m^2, including dressing of bottom and sides of trenches. Stack excavated soil clear from edges of excavation, disposal of surplus soil out of site as directed by engineer.	m^3	1		
4	Cast Rc Concrete class 20 square footing dimension 600mm x 600mm n.e 1000mm deep with bolting to fix the poles permanently to the ground, include additional projection made for the concrete footings in the depression to get in level with the two basements at the opposite ends of depression. Provide for 4No size collumn rebars 12mm deformed steel with D8 stirrups @200mm C/C	m^3	0.456		
	Total solar lights				
	Grand total for 40 solar light installtions	Pcs	40.0		

BIDDER'S COMMENTS/REMARKS:

1. _____
2. _____
3. _____
4. _____

DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:

..... Days for 100% of the items

BIDDER'S TERMS AND CONDITIONS:

1. Validity of the offer: _____
2. Terms of delivery: _____
3. Terms of payment: _____
4. Defect liability Period: _____ (recommended 12months)

Name of Bidder's Authorized Representative: _____

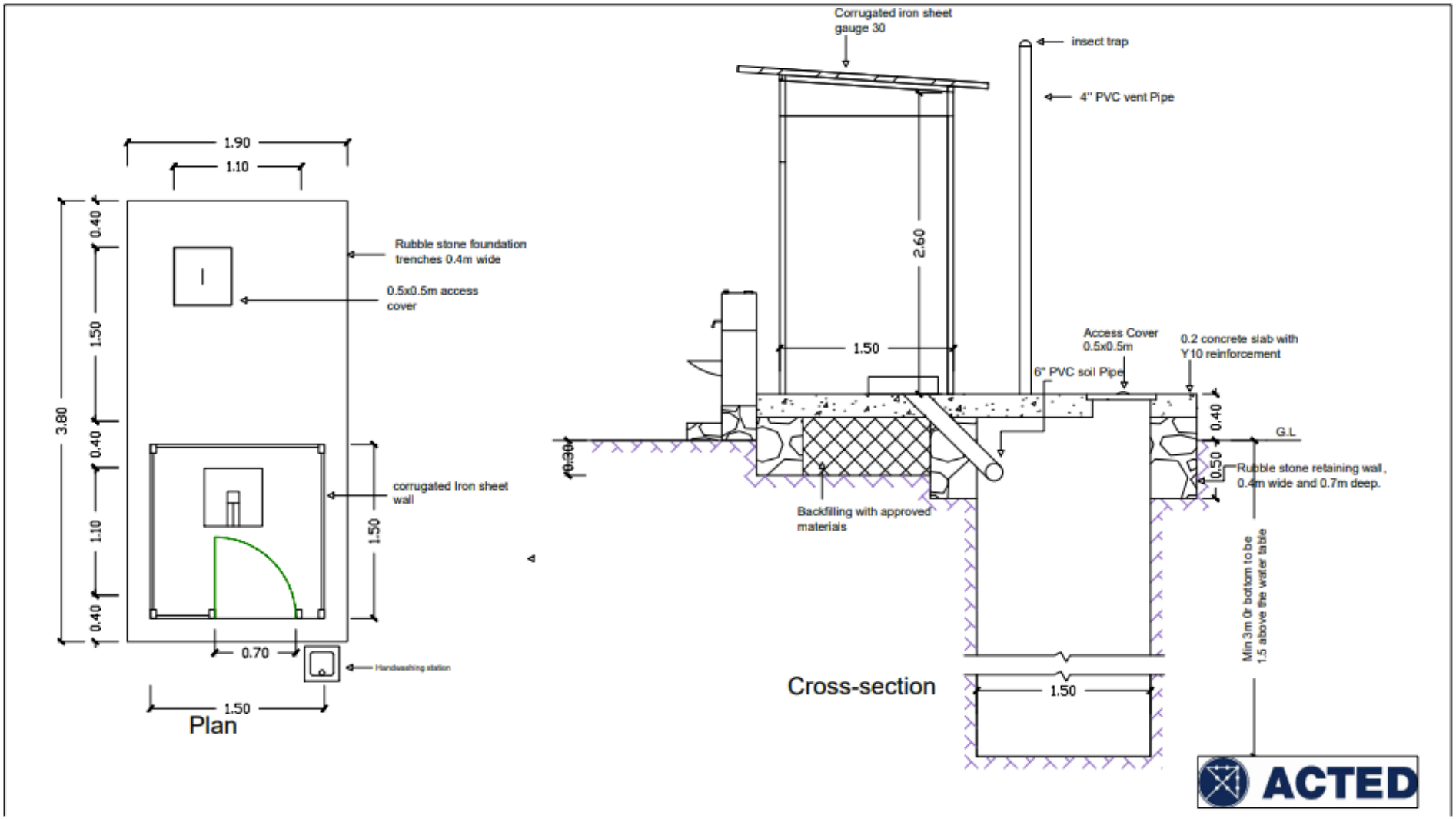
Authorized signature and stamp: _____

Date: _____

SOLAR DESIGN



LATRINE DESIGN



BIDDER'S ETHICAL DECLARATION

Tender N°: T/27EMU/FRL/SOL/FRD/FRH/CONSTRUCTION OF LATRINES/SOLAR LIGHTS/HRG/16/08/2021/001

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 Organization (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 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 recognized 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 minimise 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 jeopardize 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. 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 Tenderer's authorized representative_____

Authorized signature and stamp: _____

Date : 16th August 2021
Tender N° : T/27EMU/FRL/SOL/FRD/FRH/CONSTRUCTION OF LATRINES/SOLAR LIGHTS/HRG/16/08/2021/001

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		Date of birth (mm/dd/yyyy)	

government-issued photo ID)			
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 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	
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:		What is the legal minimum wage paid?	☐Yes ☐No

In what capacity?		Are paid vacations offered?	☐Yes ☐No
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):	☐ Manufacturing ☐ Consulting Company ☐ Authorized Agent	☐ Manufacturing ☐ Trader ☐ Other, please specify : _____	
Sector of Business (multiple choices possible):	☐ Goods / supplies ☐ Services ☐ Equipment	☐ Works ☐ Other, please specify : _____	
Year Established:		Country of registration:	
Licence number:		Valid until:	
Working languages:	☐ English ☐ French ☐ Spanish	☐ Arabic ☐ Chinese ☐ Other, please specify : _____	
Technical documents available in:	☐ English ☐ French ☐ Spanish	☐ 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:	
Has the company been audited in the last 3 years?			☐Yes ☐No
Please attach a copy of the company's most recent Annual or Audited Financial Report			☐ Attached

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)*	*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: _____

Stamp:

BIDDER'S CHECK LIST ACTED SOMALILAND

Date: **4th August 2021**

Tender N°: T/27EMU/FRL/SOL/FRD/FRH/CONSTRUCTION OF LATRINES/SOLAR LIGHTS/HRG/16/08/2021/001

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)		
	Included		Present		Comments
	Yes	No	Yes	No	
1.At least one original copy of the bid have been provided **(compulsory)** And Extra Copy **(Facultative)**					
2. PART 1 (form PRO-05) – Instructions to Bidders is attached, filled, signed and stamped by the supplier. **(compulsory)**					
3. PART 2 (form PRO-06) –Offer Form is attached, filled, signed and stamped by the supplier. **(compulsory)**					
4. The prices in the Offer Form are in USD (**compulsory)**					
5. PART 3 (form PRO-06-01)– Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier. **(Facultative)**					
6. PART 4 – (form PRO-06-02)– Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier. **(Facultative)**					
7. ANNEXES – Clearance/ Permit letters indicating the government taxation payment is provided **(compulsory)**					
8. Bidders will submit following documents which will be considered in bid analysis: **(Facultative)** I. Copy of similar contracts done for similar activities over the past years. II. Certification of previous experience. III. Company Profile. IV. List of the qualifications and experiences of key staff.					
9. Bidders must also submit the following legal documents **(Mandatory):** I. Company Registration certificate from South West State. II. Supplier's copy of passport/ID.					
10. ANNEXES – Color pictures (or samples) of item(s) are included					
11. Bidders must submit the below financial information: I. Bank details that correspond to the Company. In supplier Questionnaire to be filled. II. Copy of the bank statement details. III. The capability of the company to finance its self.					

Name & Position of Bidder's authorized representative _____

Authorized signature _____