

**NATIONAL CALL FOR TENDER**  
**ACTED South Sudan**  
***PART A – Instructions to bidders***

**Date:** 30-03-2020

**Tender reference:** T/FWA/32MULTI /Fleet\_Insurance/JUB/LOG/30-03-2020/01

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

**PRODUCT SPECIFICATIONS:**

- |                              |                          |
|------------------------------|--------------------------|
| 1. Description:              | Fleet Insurance Services |
| 2. Product class / category: | Service                  |
| 3. Quantity/unit:            | As per Offer Form        |

**RESPONSIBILITIES OF THE CONTRACTOR:**

- |                           |   |
|---------------------------|---|
| 1. Terms of delivery:     | DDP - ACTED Juba office South Sudan     |
| 2. Validity of the offer: | Six (6) Months from tender opening date |

The answers to this tender should include the following elements:

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

**GENERAL CONDITIONS:**

1. The closing date of this tender is fixed on **17/04/2020 at 5:00PM** (South Sudanese local time) both for email applications and in-hand delivery. Late offers will not be considered and will automatically be rejected.

2. The offers must be submitted to ACTED office in Juba in a sealed envelope with the mention: **“T/FWC/MULTI/Fleet \_Insurance/JUB/LOG/23-03-2020/01- Not to be opened before 21/04/2020 2:00PM”** by hand delivery to the following address:

**ACTED Office Hai Cinema Plot 64, block AXII Juba, South Sudan**

Or by e-mail to [south-sudan.tender@acted.org](mailto:south-sudan.tender@acted.org) cc [tender@acted.org](mailto:tender@acted.org)

3. **Bidders are requested to fill in, sign, stamp and return all pages of Instructions to bidders, Offer Form, bidder’s questionnaire, Ethical Declaration and bidder’s checklist according to ACTED format below.**

4. **The tender opening session is fixed on 21/04/2020 at 2:00 PM in ACTED Juba Office, at the address mentioned above, to which suppliers are invited to assist if they wish.**

5. The offer to the call for tender will not result in the award of a contract.
6. Unsealed envelope and late offers will not be considered.

**SPECIFIC CONDITIONS**

7. The fleet Insurance company will have to cover the costs of accidents that may happen to the listed items.

**INSTRUCTIONS FOR TENDER SUBMISSION:**

1. Please fill all required information in the Offer Form (Part B) and the Ethical Declaration (Part D) for the items for which you apply.
2. Please fill all required information in the Company Profile Form (Part C) and attach your company requisites and registration documents.
3. Put all required documents (as listed under Section E below) signed and stamped into an envelope and seal & stamp it.
4. **Make a copy** of these documents and include them in a separate envelope when applying to this tender.
5. Write the tender reference on the two envelopes as indicated above;
6. Send both envelopes by hand delivery to the address mentioned above;
7. If you are not in a position to send your offer(s) by hand delivery, you can send your offer(s) over e-mail to ACTED by respecting the instructions below:
  - a. Scan your offer(s) after it is signed and stamped;
  - b. Make sure that your scan copy is clear and readable;
  - c. Send it to [south-sudan.tender@acted.org](mailto:south-sudan.tender@acted.org), Cc [tender@acted.org](mailto:tender@acted.org) with a delivery confirmation request before the deadline mentioned above.
  - d. In the subject line, mention the tender reference (see above, 1st page)
8. Suppliers sending their offer by E-mail only will be requested to submit original offers at a later stage if their offer is preselected.

**Note:**

- a. Suppliers must bid for all items. Suppliers who fail to offer a price for each item will be rejected during the selection process based on the criteria of availability.
- b. All suppliers will receive a written notice after the selection process either a rejection notice if their offer hasn't been preselected, or a pre-selection notice in case their offer has been preselected.

To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors' compliance requirements, all contract offers are subject to the condition that contractors do not appear on anti-terrorism lists, in line with ACTED's anti-terrorism policy. To this end, ACTED reserves the right to carry out anti-terrorism checks on contractor, its board members, staff, volunteers, consultants, financial service providers and sub-contractor."

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

I undersigned, \_\_\_\_\_, the Bidder, agree with the instructions and general conditions of this National Call for Tender.

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

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

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

Stamp:



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## PART B- OFFER FORM ACTED South Sudan

Date: \_\_\_\_\_ (date should be indicated by the supplier)

Tender N°: T/FWA/32MULTI /Fleet Insurance/JUB/LOG/30-03-2020/01

### 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.



<u>Description:</u>	
<u>Specific conditions:</u>	<b>A.</b>
	<b>Comprehensive insurance for Motor Vehicle :</b>
1>	Death Injury to third party USD 50,000
2>	Series of claims arising out of one event USD 100,000
3>	Property Damage USD 50,000
4>	Repair Authority USD 750
5>	Towing: USD 600
6>	Windscreen covered up to limit USD 300
7>	Third party Property damage USD 50,000
<u>Specific Conditions:</u>	<b>B.</b>
	<b>Comprehensive insurance for Motorbikes:</b>
1>	Medical :USD 100
2>	Towing: SD 175
3>	Authorised repair limit USD 75
4>	Third party Property damage USD 50,000
5>	Death Injury to third party USD 50,000
<u>Specific Conditions:</u>	<b>C.</b>
	<b>Comprehensive insurance for Marine Hulls-Boat</b>
1>	Third Party Property Damage Excess USD 500
2>	Third Party Property Damage Limit Per Event USD 100,000
3>	Third party Bodily Injury per person USD 50,000
<u>Specific Conditions:</u>	<b>D.</b>
	<b>General Conditions for all Fleet.</b>
1>	Limit of Liability per event/series of Claims USD 100
2>	
<u>Specific Conditions:</u>	<b>E.</b>
	<b>Excess for all types:</b>
1>	5% of the sum Insured Min USD 500
2>	Theft or parts 10% Min USD 300



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<u>Specific conditions:</u>	
1>	Geographical Limit -South Sudan
2>	Exclusions (Terrorism and Political Risks)

<u>Description:</u>	
<u>Specific conditions:</u>	<b>A. Comprehensive insurance for Motor Vehicle:</b>
1>	Death Injury to third party USD 50,000
2>	Series of claims arising out of one event USD 100,000
3>	Property Damage USD 50,000
4>	Repair Authority USD 750
5>	Towing: USD600
6>	Windscreen covered up to limit USD 300
7>	Third party Property damage USD 50,000
<u>Specific Conditions:</u>	<b>B. Comprehensive insurance for Motorbikes:</b>
1>	Medical: USD 100
2>	Towing: SD 175
3>	Authorised repair limit USD 75
4>	Third party Property damage USD 50,000
5>	Death Injury to third party USD 50,000
<u>Specific Conditions:</u>	<b>C. Comprehensive insurance for Marine Hulls-Boat</b>
	Third Party Property Damage Excess USD 500
1>	Third Party Property Damage Limit Per Event USD 100,000
2>	Third party Bodily Injury per person USD 50,000



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	3>	<b>General Conditions for all Fleet.</b>
<u>Specific Conditions:</u>	D.	Limit of Liability per event/series of Claims USD 100,000
	1>	In Aggregate Any one Year USD 20,000
	2>	
<u>Specific Conditions:</u>	E.	<b>Excess for all types:</b>
	1>	5% of the sum Insured Min USD 500
	2>	Theft or parts 10% Min USD 300
<u>Specific conditions:</u>	1>	Geographical Limit -South Sudan
	2>	Exclusions (Terrorism and Political Risks)

Suppliers must bid for all items. Suppliers who fail to offer a price for each item will be rejected during the selection process based on the criteria of availability.

No:	BRAND	Model	Engine No	CHASSIS NUMBER	VALUE INSURED (US \$)	Year of manufacturing	Unit	Unit price (all tax and charges included) in USD
1	TOYOTA	LAND CRUISER	IHZ-0655588	JTGEB73J3B9004395.	\$23,000.00	2010	Month	
2	TOYOTA	LAND CRUISER	IHZ-0719473	JTGRB71JXC7012236	\$23,000.00	2012	Month	
3	TOYOTA	LAND CRUISER	IHZ-0646147	JTGRB71J3A7005030	\$23,000.00	2010	Month	
4	TOYOTA	LAND CRUISER	IHZ-0816648	JTGRB71J8F7021022	\$40,000.00	2015	Month	
5	TOYOTA	LAND CRUISER	IHZ-0697738	JTERB71J900065443	\$64,092.60	2012	Month	
6	TOYOTA	LAND CRUISER	IHZ-0587322	JTFLB71J288016955	\$47,532.00	2008	Month	
7	YAMAHA	DT125	3TS-122933	DG01X-041964	\$3,000.00	2008	Month	
8	YAMAHA-quardbike	R450	J310E-236201	5Y4AJ4W0F0523768	\$3,500.00	2015	Month	



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9	TOYOTA	LAND CRUISER	IHZ-0622956	JTGRB71J97003728	\$20,000.00	2009	Month	
10	TOYOTA	LAND CRUISER	1HZ-0378855	JTGB71J00011232	\$17,000.00	2002	Month	
11	TOYOTA	LAND CRUISER	IHZ-0633049	JTGEB73J9A9002424	\$25,000.00	2010	Month	
12	YAMAHA	BOAT	40HP	N/A	\$20,000.00	N/A	Month	
13	YAMAHA	DT125	3TS-123349	DG01X-042380	\$3,000.00	2008	Month	
14	YAMAHA	TRIAL DT125	3TS123353	DG01X-042382	\$3,000.00	2008	Month	
15	TOYOTA	INNOVA	2TR-72356141	MHXX42G2C5013114	\$25,000.00	2012	Month	
16	FORD	EVEREST	WL-1355327	MNCLS4DW402648	\$40,000.00	2012	Month	
17	FORD	EVEREST	WL-1355304	MNCLS4D10DW402646	\$40,000.00	2012	Month	
18	TOYOTA PICK UP	LAN	IHZ-0836014	JTFLB71J5G4313577	\$40,000.00	2015	Month	
19	TOYOTA HARD TOP	hardtop	1HZ-0859715	JTERB71J100085976	\$44,343.00	2016	Month	
20	Toyota NOAH	Noah	3ZR-4070620	ZRR75-0013751	\$6,000.00	2007	Month	
21	Toyota NOAH	Noah	3ZR-4097400	ZRR70-0079163	\$6,000.00	2008	Month	
22	YAMAHA	DT125	3TT-214683	DEO2X-091934	\$3,500.00	2015	Month	
23	TOYOTA	LAND CRUISER	1HZ-0719581	JTGEB73J20701771	\$64,000.00	2012	Month	
24	HONDA	DT125	L125S-575821F	L125SE-5612321	\$3,000.00	2010	Month	
25	HONDA	DT125	L125S-5758299	L125SE-5612426	\$3,000.00	2015	Month	
26	TOYOTA	LAND CRUISER	IHZ-0306597	JTFLB71J099802478	\$1,100.00	2009	Month	
27	TOYOTA	LAND CRUISER	IHZ-0430963	JTECBOIJ301013328	\$11,000.00	2003	Month	
28	TOYOTA	LAND CRUISER	IHZ-0679077	JTGRB71JIB7007425	\$23,000.00	2011	Month	
29	TOYOTA	LAND CRUISER	IHZ-0661070	JTGR71JOB7005942	\$23,000.00	2010	Month	
30	TOYOTA	LAND CRUISER	IHZ-0661084	JTGRB71J2B7005943	\$23,000.00	2018	Month	
31	TOYOTA	HARD TOP	IHZ-0661026	JTGRB71J9B7005941	\$23,000.00	2010	Month	
32	YAMAHA	DT125	3TT-215865	DEO2X-093120	\$3,500.00	2015	Month	
33	TOYOTA	HARD TOP	1HZ-0832935	JTGRB71J0F7088147	\$40,000.00	2015	Month	
34	HONDA	BIKE	JD2IE-2223982	LTMJD2198F5805480	\$4,850.00	2014	Month	
35	HONDA	BIKE	JD21E-2284048	LTMJD219759655559	\$4,850.00	2014	Month	



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36	TOYOTA	HARD TOP	1HZ-0859751	JTERB71J300085980	\$44,343.00	2016	Month	
37	TOYOTA	HARD TOP	IHZ-0721284	JTGRB71J6C7012234	\$26,000.00	2012	Month	
38	YAMAHA	MARINE HULLED VESSEL	60FET6H2K	N/A	\$20,000.00	N/A	Month	
39	YAMAHA	DT	3T5-122934	DG01X-041965	\$3,000.00	2008	Month	
40	YAMAHA	MARINE HULLED VESSEL	3TT-160390	N/A	\$20,000.00	N/A	Month	
41	YAMAHA	BIKE	H315E-1234682	5Y4AH123W6GA52345	\$9,000.00	2016	Month	

**BIDDER'S COMMENTS/REMARKS:**

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

**BIDDER'S TERMS AND CONDITIONS:**

1. Valid of the offer: \_\_\_\_\_ **(recommended: 6 months)**. *(The offer must be valid for 6 months until the selection is done and at the date of the contract's signature. Hereby, the bidder is informed the prices indicated in the offer will be valid for 12 months since the date of the contract signature).*
2. Terms of delivery: \_\_\_\_\_ (DDP recommended)
3. Terms of payment: \_\_\_\_\_ (monthly payment recommended)

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

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

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





**PART C – BIDDER'S QUESTIONNAIRE**  
**ACTED SOUTH SUDAN**

Date: \_\_\_\_\_ (date should be indicated by the supplier)

Tender Reference: T/FWA/32MULTI /Fleet\_Insurance/JUB/LOG/30-03-2020/01

**TO BE FILLED BY BIDDER (COMPULSORY)**

**PART I: INFORMATION**

**A. Company Details and General Information**

Name of Company		Trading As	
Address (headquarters)		Telephone	
Zip Code (headquarters)		Fax	
City (headquarters)		E-mail address 1	
PO Box		E-mail address 2	
Country (headquarters)		Website address	
Parent Company or name of owner		Subsidiaries/ Associates/ Overseas Representative	
Sales Person's Name		Sales Person's Position	
Sales Person's phone		Sales Persons' E-mail	
<i>Governance of the company: Chairman, Vice-Chairman, Treasurer or Secretary of the Board of Directors or Board of Trustees</i>			
Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	



Government-issued photo Identification Document (ID) number		Type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	
Province/Region		E-mail address	
Is the individual a U.S. citizen or legal permanent resident?		Professional Licenses – State Issued Certifications	
<i>Management of the company: CEO, Executive Director, Deputy Director, President or Vice-President</i>			
Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number		type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	



Province/Region		E-mail addresses	
Is the individual a U.S. citizen or legal permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications	
<i>Management of the company: Chief Finance Officer or Chief Accountant</i>			
Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number		type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as “Name”)		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	
Province/Region		E-mail addresses	
Is the individual a U.S. citizen or legal permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications	
<i>Company's staff &amp; insurance</i>			
No. Full Time Employees:		Employee average work wage per hour:	
% of Men to Women:		Any employee(s) with relatives working with ACTED?	<input type="checkbox"/> Yes <input type="checkbox"/> No
No. of Children:		Legal minimum wage paid?	<input type="checkbox"/> Yes <input type="checkbox"/> No



In what capacity?		Paid vacations are offered?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
What are their ages?		Are flexible working hours offered?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name of insurance company:		Staff covered by health insurance?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Description of the Company</i>					
Type of Business (multiple choices possible):	<input type="checkbox"/> Manufacturing <input type="checkbox"/> Authorized Agent <input type="checkbox"/> Consulting Company <input type="checkbox"/> Trader <input type="checkbox"/> Other, please specify _____				
Sector of Business (multiple choices possible):	<input type="checkbox"/> Goods / supplies <input type="checkbox"/> Works <input type="checkbox"/> Services <input type="checkbox"/> Equipment <input type="checkbox"/> Other, please specify : _____				
Year Established:			Country of registration:		
Licence number:			Valid until:		
Working languages:	<input type="checkbox"/> English <input type="checkbox"/> Arabic <input type="checkbox"/> French <input type="checkbox"/> Chinese <input type="checkbox"/> Spanish <input type="checkbox"/> Other, please specify : _____				
Technical documents available in:	<input checked="" type="checkbox"/> English <input type="checkbox"/> Arabic <input checked="" type="checkbox"/> French <input type="checkbox"/> Chinese <input type="checkbox"/> Spanish <input type="checkbox"/> Other, please specify : _____				
<b>B. Financial Information</b>					
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?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Please attach a copy of the company's most recent Annual or Audited Financial Report			<input type="checkbox"/> Attached
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:
<b>C. Experience</b>			
Company's recent business with ACTED and/or other International Aid Agencies or United Nations Agencies:			
	<i>Organisation</i>	<i>Contact person</i>	<i>Phone/E-mail</i>
			<i>Goods/Works/Services</i>
			<i>Value (USD)</i>
			<i>Year</i>
			<i>Destination</i>
1			
2			
3			
4			
5			
What is your company's main area of expertise?			
What is your company's business coverage area?		<input type="checkbox"/> National <input type="checkbox"/> Restricted to (specify location) :	
To which countries has your company exported and/or managed projects in the last 3 years?			



Provide any other information that demonstrates your company's qualifications and experience (eg. awards)	
List any national or international Trade/Professional Organisations of which your company is a member	
<b>D. Technical Capability</b>	
Type of Quality Assurance Certificate	<input type="checkbox"/> Attached
Type of Certification/Qualification Documents	<input type="checkbox"/> Attached
International Offices/Representation	
List below up to 10 of the core Goods and/or Services your company sells:	
1)	6)
2)	7)
3)	8)
4)	9)
5)	10)
List the main assets of your company (trucks & heavy machines, heavy & valuable equipment, premises & warehouses, production sites etc.)	
1)	6)
2)	7)
3)	8)
4)	9)
5)	10)
<b>E. Miscellaneous</b>	
Does your company have an Environmental Policy? (Yes/No)	
Does your company have an Ethical Trading Policy? (Yes/No)	
Does your company have an Anti-Terrorist Policy? (Yes/No)	
Is your company compliant with the EU General Data Protection Regulation (or equivalent)? (Yes/No)	
If you answered yes to the above two questions, please attach copies of your policy:	



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:	
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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)	
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**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:	

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

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

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

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

Sta



**PART D: BIDDER'S ETHICAL DECLARATION**  
**ACTED South Sudan**

Date: \_\_\_\_\_ (date should be indicated by the supplier)

Tender Reference: T/FWA/32MULTI /Fleet\_Insurance/JUB/LOG/30-03-2020/01

Tenderer's name: \_\_\_\_\_

Tenderer'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 recognized employment relationship established through national law and practice. Obligations to employees under labor or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labor-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 Behavior**

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 1.3. 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 labor and environmental standards specified, both in my own company and those of my suppliers.

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

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



**PART E: BIDDER'S CHECK LIST**  
**ACTED SOUTH SUDAN**

Date: \_\_\_\_\_ (date should be indicated by the supplier)

Tender Reference: T/FWA/32MULTI /Fleet\_Insurance/JUB/LOG/30-03-2020/01

**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 ( <b>compulsory</b> ) and one copy of the bid have been provided.					
2. PART A – Instructions to Bidders is attached, filled, <b>signed and stamped</b> by the supplier on every page ( <b>compulsory</b> )					
3. PART B – Offer Form is attached, filled, <b>signed and stamped</b> by the supplier on every page ( <b>compulsory</b> )					
4. The prices in the Offer Form are in USD ( <b>compulsory</b> )					
5. PART C – Bidders Questionnaire Form is attached, filled, <b>signed and stamped</b> by the supplier on every page ( <b>compulsory</b> )					
6. PART D – Bidder's Ethical Declaration is attached, filled, <b>signed and stamped</b> by the supplier on every page ( <b>compulsory</b> )					
7. The Bidding documents are filled in English ( <b>compulsory</b> )					
8.ID issued by the government of the legal representative ( <b>Compulsory</b> )					





9.Valid Certificate of Incorporation ( <b>Compulsory</b> )					
10.Valid Operation License ( <b>Recommended</b> )					
11.A bank letter for account validity approved by the bank ( <b>Recommended</b> )					
13. Certificate of Insurance ( <b>Recommended</b> )					
15. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past deliveries of similar services) are provided ( <b>Recommended</b> )					

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

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

Stamp: