

# INTERNATIONAL CALL FOR TENDER- Instructions to bidders

## Part 1

### ACTED *South Sudan*

Date: 26/03/2020

Tender N°: T/32DYN/UNHCR/JUB/PRO/26-03-2020/001

ACTED is requesting through this tender a company or organisation to provide detailed **financial and technical** written quotations for the supply of the following consultancy services:

**PRODUCT SPECIFICATIONS:**

- |                              |   |
|------------------------------|---|
| 1. Description:              | <b>Flood Mitigation Feasibility Study</b> |
| 2. Product class / category: | <b>Consultancy services</b>               |
| 3. Made in (product origin): | <b>International</b>                      |
| 4. Delivery conditions:      | <b>Maban and Juba, South Sudan</b>        |

**RESPONSIBILITIES OF THE CONTRACTOR:**

- |                           |   |
|---------------------------|---|
| 1. Date of consultancy:   | <b>Expected period of consultancy from 18<sup>th</sup> May – to 19<sup>th</sup> of July 2020 (dates subject to change) in Maban and Juba, South Sudan</b> |
| 2. Validity of the offer: | <b>6 months minimum</b>   |

Note that due to the Covid-19 pandemic, implementation dates may be subject to change to ensure the safety of consultants and beneficiaries but also because of travel restrictions that could restrain consultants from entering and exiting the country as well as moving within the country.

The answers to this tender should include the following elements:

1. The Technical Offer (Envelope/File 1 out of 2), clearly marked “ **T/32DYN/UNHCR/JUB/PRO/26-03-2020/001 - Technical Offer – Do not open before 14-04-2020 11AM**”

- 1.1 Signed and stamped instructions to bidders
- 1.2 Signed and stamped technical project proposal
- 1.3 Signed and stamped ToR
- 1.4 Signed and stamped bidder’s questionnaire
- 1.5 Signed and stamped bidder’s ethical declaration
- 1.6 Signed and stamped bidder’s check list
- 1.7 A copy of the legal representative ID and company registration document
- 1.8 a copy of a professional civil and repatriation insurance

2. The Financial Offer (Envelope/File 2 out of 2), clearly marked “ **T/32DYN/UNHCR/JUB/PRO/26-03-2020/001 – Financial Offer**”

- 2.1 Signed and stamped financial offer including the price per unit, quantity proposed and total price.
- 2.2 Terms of delivery and payment. Please note that while partial payments can be negotiated, advance payments are against ACTED’s procurement policy and will not be accepted.
- 2.3 Signed and stamped instructions to bidders.

2.4 A copy of the legal representative ID and company registration document

2.5 Bank account details

**SPECIFIC CONDITIONS:**

1. ACTED security rules will have to be strictly followed throughout the duration of the contract.
2. Accommodation and transportation in South Sudan will be provided by ACTED. Other subsistence expenses (meals, sundry items, etc.) and international flights should be included in a proposal cost.
3. International companies and individuals should subscribe a professional civil insurance valid in South Sudan, as well as repatriation insurance. Therefore, the copy of both insurance certificates has to be submitted along with their offer.

**EVALUATION CRITERIA:**

<b>Technical proposal – 70% of the overall score</b>	
<p>1. Experience of the consultant on similar studies (overall rating of 20% out of 70%)</p> <ol style="list-style-type: none"> <li>a) Cover letter explaining how you meet the aforementioned requirements with an emphasis on experience in flood mitigation studies and work in eastern and horn of African region or in South Sudan - 10 points</li> <li>b) Previous experience – 10 points</li> <li>c) Samples of flood mitigation studies – 10 points</li> </ol>	20%
<p>2. Approach and methodology (overall rating of 30% out of 70%)</p> <ol style="list-style-type: none"> <li>a) Overall objective of the flood mitigation study – 10 points</li> <li>b) Methodology – 10 points <ul style="list-style-type: none"> <li>▪ Adapted and contextualised methodology for flood mitigation study in Maban</li> <li>▪ Study of delineated area</li> <li>▪ Analysis on peak sediment and flood</li> <li>▪ Developing hydrograph for river</li> <li>▪ Practical structural and non-structural analysis</li> <li>▪ Project formulation experience</li> </ul> </li> <li>c) Work schedule – 10 points <ul style="list-style-type: none"> <li>▪ Activity schedule</li> <li>▪ Team organisation</li> <li>▪ Staff duty matrix</li> <li>▪ Staffing schedule</li> </ul> </li> <li>d) Transfer of technology to the team on the ground for the future use – 10 points</li> <li>e) Innovativeness – 10 points <ul style="list-style-type: none"> <li>▪ Innovativeness of study and investigation</li> <li>▪ Design</li> <li>▪ Implementation management</li> </ul> </li> <li>f) Proposal presentation – 10 points <ul style="list-style-type: none"> <li>▪ Conciseness</li> <li>▪ Clarity</li> <li>▪ Completeness</li> </ul> </li> </ol>	30%
<p>3. Key staff allocated for the project (overall rating of 20% out of 70%)</p> <ol style="list-style-type: none"> <li>a) Water Resource Engineer / Team Leader – 10 points</li> <li>b) Hydrologist – 10 points</li> <li>c) GIS and Remote Sensing Specialist – 10 points</li> </ol>	20%

d) Environmental Specialist – 10 points	
e) Social Work Expert – 10 points	
<b>Financial proposal – 30% of the overall score</b>	
Financial	30%
<b>TOTAL</b>	<b>100%</b>

**GENERAL CONDITIONS:**

1. The **closing date** of this tender is fixed **on 13/04/2020 at 17:00 (Juba local time)** in ACTED office at the following address:

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

or

by email at: [south-sudan.tender@acted.org](mailto:south-sudan.tender@acted.org), and cc [tender@acted.org](mailto:tender@acted.org)

2. The offer to the call for tender will not result in the award of a contract.

3. Unsealed envelope and late offers will not be considered.

4. 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 contact the following phone number [add number] and/or send an e-mail to [transparency@acted.org](mailto:transparency@acted.org).*

Name \_\_\_\_\_ Position: \_\_\_\_\_

Signature & Stamp: \_\_\_\_\_ Date: \_\_\_\_\_

# **Technical Offer**

**Envelope 1 out of 2**

**or**

**File 1 out of 2**

**PART A - PROJECT PROPOSAL**  
**ACTED South Sudan**

Date: \_\_\_\_\_ (to be indicated by the bidder)

Tender Reference: T/32DYN/UNHCR/JUB/PRO/26-03-2020/001

**To be Filled by Bidder (COMPULSORY)****Important Note:**

- **Technical proposal MUST be submitted in a separate envelope/file from the Offer Form.**

**Details of Bidding Company:**

1. Company Name: \_\_\_\_\_
2. Company Authorized Representative Name: \_\_\_\_\_
3. Company Registration No: \_\_\_\_\_  
*No/Country/Ministry*
4. Company Specialisation: \_\_\_\_\_
5. Mailing Address: \_\_\_\_\_  
*Country/Governate/City/St Name*
6. Contact Numbers:  
Land line: \_\_\_\_\_ / Mobile: \_\_\_\_\_
7. 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.

**1- Experience of the consultant on similar studies (overall rating of 20% out of 70%)**

- a) **Cover letter** explaining how organisation meets the aforementioned requirements with an emphasis on experience in flood mitigation studies and work in eastern and horn of African region or in South Sudan. If needed, please provide cover letter as a separate document.

*Up to 10 points will be awarded based on how the information provided meet the requirements*

- b) Previous experience:** Please list relevant contracts awarded to your company or organisation since 2016, to demonstrate experience in designing, developing and conducting a similar flood studies. **If needed, please provide a separate list and/or documentation.**

Project Description	Location	Duration	Project Cost (USD)	Client	Contact Details (Name, phone, email)

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*Up to 10 points will be awarded for previous experience, for all aforementioned studies.*

- c) **Samples of flood mitigation studies conducted.** Include as a separate document, up to 10 pages per sample, maximum of 3 samples.

*Up to 10 points will be awarded based on the quality of the samples provided.*

**2- Approach and methodology (overall rating of 30% out of 70%). Approach and methodology must include following sections and be presented in a separate document:**

- a) **Overall objective of the flood mitigation study.** *Up to 10 points will be awarded for this section.*

- b) **Methodology.** *Each criterion carries equal mark. Up to 10 points will be awarded for this section.*

- **Adapted and contextualised methodology for flood mitigation study in Maban**
- **Study of delineated area**
- **Analysis on peak sediment and flood**
- **Developing hydrograph for river**
- **Practical structural and non-structural analysis**
- **Project formulation experience**

- c) **Work schedule.** *Each criterion carries equal mark. Up to 10 points will be awarded for this section.*

- **Activity schedule**
- **Team organisation**
- **Staff duty matrix**
- **Staffing schedule**

- d) **Transfer of technology to the team on the ground for the future use.** *Up to 10 points will be awarded for this section.*

**Please note that following aspects of the approach and methodology will be assessed;**

- e) **Innovativeness.** *Each criterion carries equal mark. Up to 10 points will be awarded for innovativeness of the approach and methodology.*

- **Innovativeness of study and investigation**
- **Design**
- **Implementation management**

- f) **Proposal presentation.** *Each criterion carries equal mark. Up to 10 points will be awarded for proposal presentation.*

- **Conciseness**
- **Clarity**
- **Completeness**

**3- Key staff allocated for the project (overall rating of 20% out of 70%).**

- a) CVs of the professional staff allocated for the project. Following positions must be filled;

- **Water Resource Engineer / Team Leader.** *Up to 10 points will be awarded.*
- **Hydrologist.** *Up to 10 points will be awarded.*
- **GIS and Remote Sensing Specialist.** *Up to 10 points will be awarded.*
- **Environmental Specialist.** *Up to 10 points will be awarded.*
- **Social Work Expert.** *Up to 10 points will be awarded.*



Each CV will be evaluated based on the following criteria;

- i. Academic and general qualifications
- ii. Professional experience related to the assignment
- iii. Training experience

Name \_\_\_\_\_

Position: \_\_\_\_\_

Signature & Stamp: \_\_\_\_\_

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



**Terms of Reference (ToR) for Flood Mitigation Feasibility Study,  
Maban Refugee Operation, South Sudan  
February 2020**

## **1. Background**

South Sudan has continued to grapple with a myriad of problems affecting its population, ranging from conflicts to natural disasters, from famine to the devastating effects of climate change. Five years of the most recent conflict has forced almost 4.2 million people to flee their homes in search of safety, nearly 2 million of them within and nearly 2.2 million outside the country. While the intensity of conflict may have reduced recently, and clashes have been contained to certain regions, vulnerable people continue to experience the impacts of the conflict through 2019 and beyond.

The recently revitalized peace process promises to offer new opportunities since 2019 and beyond for South Sudan's women, men and children. However, the cumulative effects of years of conflict, violence and destroyed livelihoods have left more than 7 million people or about two thirds of the population in dire need of some form of humanitarian assistance and protection since 2019 and beyond. While the situation is no longer escalating at a rapid speed, the country remains in the grip of a serious humanitarian crisis<sup>1</sup>. Compounding to the same displacement trend, the unusually heavy seasonal flooding that started in July and exacerbated through October of 2019 had affected large areas of South Sudan, with estimates between 600,000 and 800,000 people affected<sup>2</sup>, according to authorities. As of late October 2019, Ayod, Maban, Mayom, Nyirol, Pibor and Uror in Greater Upper Nile were among the counties most heavily affected by the floods.

Based on IRNA(initial rapid needs assessment) findings conducted in flood affected areas of Greater Maban, 200,000 people were affected, and in line with experience from previous floods in South Sudan, critical needs included access to safe drinking water, anti-malarial and other basic drugs, and, destruction of infrastructures including shelters, roads, basic and social services . The degradation or loss of crops and other sources of livelihoods is likely to cause longer-term humanitarian needs and reduced food security in 2020 and beyond. The scale of the impacts on the late-2019 harvest needs to be determined by livelihood partners. The high-water level in some flooded areas is still constraining vulnerable people's physical access to basic services and restricting humanitarians' ability to assess and respond to needs. In places where water level has receded, humanitarian organizations are responding to assessed needs, in support of the Government.

UNHCR provides protection to refugees sheltered in four camps specifically 17,952 refugees in Gendrassa camp; 61,553 refugees in Doro camp, 24,028 in Kaya and 47,226 refugees in Yusuf Batil camp; thus the total estimated population of the refugees in the operation is 150,579 (as of 31 January 2020).

Following the occurrence of recurrent flooding emergency from June to October 2019, most of water supply facilities, sanitation and hygiene promotion were seriously affected; this limited access to safe water, safe excreta disposal as well as challenges on proper sharing of key hygiene messages to the communities. Joint assessment by UNHCR and its WaSH partner, ACTED, indicated that 5236 household latrines and 241 institutional latrines collapsed leaving behind 43% of the refugees' population without household latrines. This is a very challenging situation coupled with the limited financial resources UNHCR and its partners faced and could lead to a public health crisis in the host and refugee communities.

However, a durable and sustainable solution for resolving this series of challenges faced in the aftermath of the flood requires a comprehensive flood mitigation feasibility study so that a reliable and cost-effective solution can be availed to the stakeholders for reducing the possible impacts on the communities.

## **2. Statement of the problem**

Due to the high intensity of rainfall during the rainy season, it is experienced that the flood overflowing from the Yabus river caused damages on road infrastructures, shelter, WaSH facilities, livelihood, environment, health and school facilities, which provided services to the host and refugee communities in Maban county. This flooding required proper flood mitigation measures backed by a practical feasibility study by understanding the possible flood controlling mechanisms to reduce the impacts for similar flood experiences in the future. During field visits to Gasmala and Bunj areas, it was observed that the overflow surpasses the riverbanks and water flows towards

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<sup>1</sup> HRP 2019

<sup>2</sup> UNOCHA – Situational report, Oct 2019

land surface that created its own temporary flood channels where the flood water finds its way to affect the populations in Khor el ahmar payam and other parts of greater Maban including the four refugee camps



### 3. Population and Study Area.

Camp	Registration Groups	Active Population
Batil	9,398	47,226
Doro	13,713	61,553
Gendrassa	3,964	17,952
Kaya	5,227	24,028
<b>Total</b>	<b>32,302</b>	<b>150579</b>

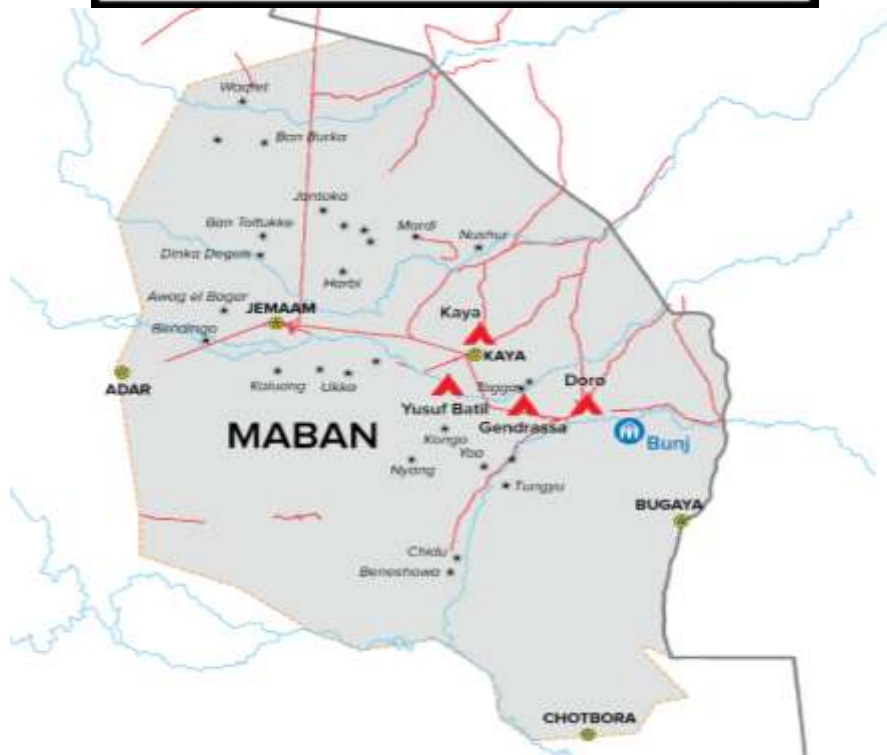
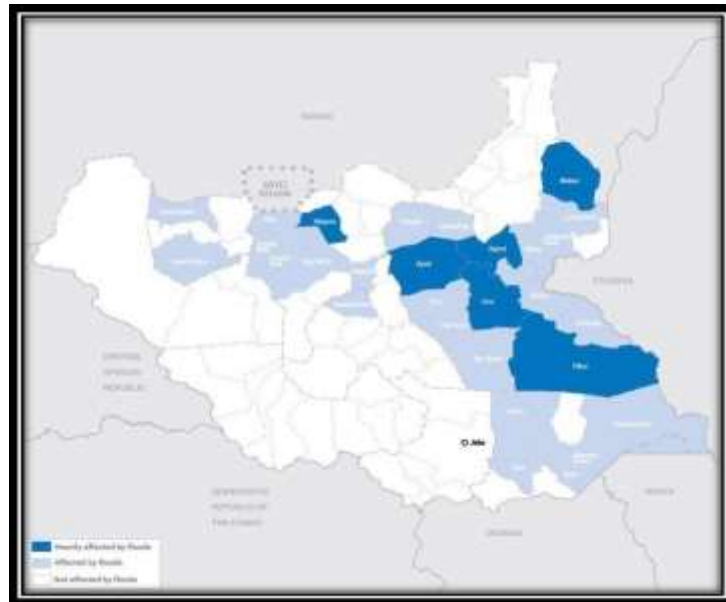
As of January, 2020

#### 2019 PROJECTED HOST POPULATION PER PAYAM PER SEX

PAYAM	MALE	FEMALE	TOTAL
Bunj	9,193	8,225	17,418
Jinkwota	4,942	4,942	9,884
Jinmagda	7,896	7,064	14,960
Khor EL Amer	5,115	4,577	9,692
Banashowa	9,341	8,358	17,699
<b>Total</b>	<b>36,487</b>	<b>33,166</b>	<b>69,653</b>

**Source: South Sudan National bureau of statistics 2015-2020 population projection**

**STUDY AREA:** The study area for the flood mitigation feasibility is mainly the highlighted areas in the map below (as mentioned in key part of the map). However, the consultant needs to delineate the study based on the GIS and remote sensing finding.



**Map of Maban County, South Sudan**

#### **4. Objectives:**

##### General Objectives:

- a. To undertake flood mitigation feasibility study in Greater Maban of Upper Nile State, South Sudan.

##### Specific Objectives: To:

- a. Understand the root causes of flooding along the Yabus river regime.
- b. Identify flood prone areas in Maban.
- c. Determine the peak sediment and flood discharge of Yabus river.
- d. Develop the flood hydrograph for the Yabus river.

- e. Recommend structural and non-structural flood mitigations measures in Maban.
- f. Formulate multi-purpose projects for reducing flood impacts in Maban.

## 5. Expected Outputs

- a. Root causes of flooding Maban identified.
- b. Flood prone areas delineated.
- c. Peak flood and sediment discharges of Yabus river determined.
- d. Flood hydrograph developed for Yabus river.
- e. Structural and non-structural flood control or mitigation measures along and beyond Yabus river determined.
- f. Multipurpose projects formulated.

## 6. Methodology

The methodologies of the study include the followings but not limited to these below:

- a. GIS and Remote Sensing
- b. Manning Equation
- c. Kinematic Wave Parameter (KWP)
- d. SCS Curve Number
- e. HEC RAS modelling
- f. Intensity Duration Curves (IDF) curves development for greater Maban.

## 7. Legal, and policy frameworks

The consultant should be adhered to the required legal and policy frameworks to undertake the consultancy services for the flood mitigation study.

## 8. Timeline and deliverables

The study shall be completed within nine weeks commencing from the date of receipt of the contract. A detailed technical and financial proposal shall be submitted by the consulting firm to ACTED.

The Consultancy team will be guided by the following deliverables and timelines;

#	Deliverables	Duration	Timeline
1.	Data collection and progress report	3 weeks	18/05/2020 – 07/06/2020
2.	Draft feasibility study report	1 week	08/06/2020 – 14/06/2020
3.	Workshops (Maban/Juba) on draft feasibility study report	2 weeks	15/06/2020 – 28/06/2020
4.	Final feasibility study report	2 weeks	29/06/2020 – 12/07/2020
5.	Submission of maps (A0) soft and hard copies (50 copies)	1 week	13/07/2020 – 19/07/2020

## 9. Expertise Requirements and Qualifications

**Water Resources Engineer / Team Leader:** The Water Resources Development Engineer / Team Leader should have at least a Master's Degree (preferably PhD degree) in Civil/Hydraulic Engineering for conducting of feasibility study for flood mitigation measures analysis and development of multipurpose hydraulic projects, 8 years (preferably 10 years) of professional experience in the field of water resources planning, costing, and evaluating multipurpose hydraulic/irrigation projects.

**Hydrologist:** The Hydrologist should have a Master's degree in Hydraulic Engineering or equivalent, with at least eight (8) years (preferably 10 years) of professional experience the field of water resources planning, flood analysis, river basin study. Moreover, the hydrologist should have skills on GIS and remote sensing for classification of land and soil activities

**GIS and Remote Sensing Specialist:** The GIS and Remote Sensing Specialist should have Master's Degree (preferably PhD degree) in GIS and Remote Sensing or Hydraulic Engineering with at least five (5) years of professional experiences and in the field of water resources planning, flood analysis, river basin study.

**Environmental specialist:** The environmental specialist should have Master's degree in environmental engineering or environmental science with solid experience in environmental protection, conservation, and advocacy with at least 5 years of experiences.

**Social work expert:** The social work expert should have Master's degree in social work or community development science with 7 years related experiences in the humanitarian and development sectors. Experience in South Sudan is an added value.

Experts	Expected number of calendar days per specialist
Water Resources Engineer / Team Leader	63 days (the whole study period)
Hydrologist	48 days
GIS and Remote Sensing Specialist	42 days
Environmental specialist	36 days
Social work expert	36 days

#### 10. Conditions:

**Security:** ACTED security guidelines will have to be strictly followed during the whole consultancy in South Sudan.

**Accommodation:** The Consultant will be accommodated in ACTED Guest House at Juba and in ACTED compound in Maban at ACTEDs expense

**Travel:** ACTED will be in charge of the domestic return flight ticket Juba-Maban-Juba as well as the transport to the sites within Maban. The consultant will take the charge and bear the costs all other travels (including international flight ticket, ground transfer, food and accommodation) between their place of the residence to Juba and return.

**Food:** Food will be available in Maban ACTED compound at his/her own charge. Meals in Juba are to be arranged by the consultant at his/her own expense.

**Insurance:** International consultants shall subscribe to and bear the full cost of professional, medical and repatriation insurances. A copy of this insurance certificate will be attached to this contract.

**Per Diems:** ACTED will not provide per diem

**Work and car travel:** Transportation means in Maban and Juba will be arranged by ACTED for the consultant works purposes as well as leisure, taking into consideration all ACTED transportation needs at a given time. The consultant is not allowed to proceed with any transportation arrangement themselves during his stay in South Sudan, as per ACTED security policy in country.

#### 11. Contacts, Communication and Supervision

The consultant will be under the direct supervision of the ACTED's technical team in support of the technical working (TWG) team for the duration of the contract. The consultant will maintain official communication with the client technical team.

Name \_\_\_\_\_ Position: \_\_\_\_\_

Signature & Stamp: \_\_\_\_\_ Date: \_\_\_\_\_

Form PRO-06-01 Version 1.3

## PART B- BIDDER'S QUESTIONNAIRE ACTED **South Sudan**

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

Tender Reference: **T/32DYN/UNHCR/JUB/PRO/26-03-2020/001**

### 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	-
<b>Governance of the company: Chairman, Vice-Chairman, Treasurer or Secretary of the Board of Directors or Board of Trustees</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 address	-
Is the individual a U.S. citizen or legal permanent resident?		Professional Licenses – State Issued Certifications	-
<u>Management of the company: CEO, Executive Director, Deputy Director, President or Vice-President</u>			
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	
<u>Management of the company: Chief Finance Officer or Chief Accountant</u>			
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	
<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"/> 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
<b>Description of the Company</b>			
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"/> Services <input type="checkbox"/> Other, please specify : _____	<input type="checkbox"/> Works <input type="checkbox"/> Equipment
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"/> 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"/> Arabic <input type="checkbox"/> Chinese <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:							
	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							
<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:			
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).

<u>Name:</u>		<u>Date:</u>	-
<u>Title/Position</u>		<u>Place:</u>	-
<u>E-mail address (for contact for verification purposes):</u>		<u>Signature:</u>	-



Phone number (for contact for verification purposes):

Company Stamp:

Check list of supporting documents		For ACTED use only	
1)	Trading license	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked
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

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

Position: \_\_\_\_\_

Signature & Stamp: \_\_\_\_\_

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

**PART C - BIDDER'S ETHICAL DECLARATION ACTED South Sudan**

Date:

Tender N°: T/32DYN/UNHCR/JUB/PRO/26-03-2020/001

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 Tenderer's authorized representative \_\_\_\_\_ Authorized signature \_\_\_\_\_

PRO-06-03 Version1.3

**PART D- BIDDER'S CHECK LIST ACTED South Sudan**DateTender N°: T/32DYN/UNHCR/JUB/PRO/26-03-2020/001**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	
<b>Technical Offer</b>					
1. Technical offer is signed and stamped by the supplier. <b>(compulsory)</b>					
2. Instructions to Bidders is signed and stamped by the supplier. <b>(compulsory)</b>					
3. Bidders Questionnaire Form is filled, signed and stamped by the supplier. <b>(compulsory)</b>					
4. Bidder's Ethical Declaration is filled, signed and stamped by the supplier. <b>(compulsory)</b>					
5. The Bidding documents are filled in English. <b>(compulsory)</b>					
6. Copy of the legal representative ID and registration certificate for organisations only <b>(recommended)</b>					
7. Valid insurance certificate. <b>(recommended)</b>					
8. Terms of Reference signed by the bidder. <b>(compulsory)</b>					

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