



## REQUEST FOR PROPOSAL ACTED Iraq

Date: 01/12/2019

RFP N°: RFP/10/ANNUAL FINANCIAL ACCOUNTS 2019/ERB/01122019/001

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

### PRODUCT SPECIFICATIONS:

1. Description: Preparation and delivery of **ACTED annual financial report relevant to KRI and federal Iraq Activities**
2. Product class / category: Accountant services
3. Quantity/unit: **Specified in the attached documents of the bid request**

Lot #	Description	Terms of delivery	Details	Delivery deadline
1	Preparation and delivery of ACTED annual financial and tax reports relevant to KRI activities for 2019	DDP - ACTED representative office in Erbil	<b>Specified in the attached documents of the bid request</b>	09/04/2020
2	Preparation and delivery of ACTED annual financial report relevant to federal Iraq activities for 2019	DDP - ACTED representative office in Erbil		09/04/2020

### GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed on **15/12/2019 at 04:00 PM local time** in ACTED office at the following address :  
**ACTED representative office in Erbil, IRAQ** (6th street (Khabat street) on the right after Ankawa intersection, 1st street on the right, House #: 240/1/467 Hadiyab quarter, Ainkawa, Erbil, Iraq)  
Or emailed to both: [iraq.tender@acted.org](mailto:iraq.tender@acted.org) and [tender@acted.org](mailto:tender@acted.org)  
**In case of electronic submission, please:**
  - Mention the RFP reference number mentioned above in the subject tab.
  - Fill the RFP document, sign, stamp, scan and send. Electronic stamp and signatures are not acceptable.
2. Bidders will fill, sign, stamp and return this document.
3. Offers shall be submitted in English and in US dollars and IQD (Iraqi Dinar).
4. The offer to the request for proposal will not result in the award of a contract.
5. The offer must be submitted to ACTED Logistics department in a sealed envelop stamped and signed by the company and indicating the tender title, date and time of submission. The envelope must bear the mention "**RFP/10/ANNUAL FINANCIAL ACCOUNTS 2019/ERB/01122019/001**"
6. Unsealed envelopes and late offers will not be considered.
7. Regarding electronic bids, Bids Will Be Considered not eligible if:  
White ink is used, price correction by hand.  
All papers are not signed and stamped (if applicable).  
Documents mentioned above are not attached.  
Electronic stamp (if applicable) and signature (in case of submission by e-mail).



**SPECIFIC CONDITIONS AND TERMS:**

1. Accountant scope and responsibility:
  - All documents submitted are to be presented first to Acted Finance in English
2. The answers to this RFP should include the following elements:
  - Proof of registration
  - Proof of registration at the Charter of accountants
  - A written offer form including the total price (see ACTED template below);
  - Proof of past experiences including previous clients names, description of the service provided, location of the project, outcome of the service, phone numbers where ACTED can reach the previous client. All documents shall be provided in English.
  
  - Breakdown of the offer in the required amount of man.day of work with daily fees
  - Concise CVs of key staff expected to work on the assignement
  - The attached documents of the bid request email
  - Any other relevant documents.

**ACTED'S FINANCE STRUCTURE FOR THE FISCAL YEAR OF 2019**

**NUMBER OF NATIONAL EMPLOYEES IN IRAQ AT THE 30/11/2019: 313**

**ACCOUNTING SOFTWARE: SAGA**

**AVERAGE NUMBER OF TRANSACTIONS PER MONTH IN 2019: 2,130**

**INCOME JAN-DEC 2019: 11M USD Millions**

**EXPENDITURES JAN-DEC 2019: 11M USD Million**



## QUOTATION FORM

### Details of Company

Company Name		Company Specialization	
Representative		Phone Number	
Registration Number		Email Address	
Country of Registration		Mailing Address	

PLEASE FILL IN THE FOLLOWING TABLES:

### LOT 1:

#	Description	Bidder's comments	Unit	Quantity Proposed	Unit Price (USD)	Total Price (USD)
1	Preparation and delivery of the 2019 annual financial report relevant to KRI activities as per the template provided by DG NGO here attached including but not limited to : <ul style="list-style-type: none"><li>- Bank info</li><li>- P&amp;L: Resources and Expenses</li><li>- Tables of salaries &amp; expenses</li><li>- Fixed Assets list</li><li>- Fixed assets movements for the year</li><li>- Change in financial assets for the year</li><li>- Change in financial liabilities for the year</li></ul>		Man.day			
2	Delivery of certification of annual the annual financial report by the Syndicate of Chartered Accountants for KRG		Man.day			
3	Submission of the annual financial report to the DG NGO of Erbil		Man.day			
4	Preparation of the annual personal income tax report, submission to the relevant tax authorities		Man.day			
5	Daily rate for extra effort in case required by the Client		Man day			



**BIDDER'S COMMENTS/REMARKS :**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**DELIVERY CONDITIONS GUARANTEED BY COMPANY AFTER SIGNATURE OF THE CONTRACT:**

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

**TERMS AND CONDITIONS OF QUOTATION:**

1. Validity of the offer: \_\_\_\_\_ (mandatory: 3 months)
2. Terms of delivery: \_\_\_\_\_ (complete with the delivery time you are able to complete)
3. Terms of payment: \_\_\_\_\_

**END OF LOT 1**



**PLEASE FILL IN THE FOLLOWING TABLES:**

**LOT 2:**

#	Description	Bidder's comments	Unit	Quantity Proposed	Unit Price (USD)	Total Price (USD)
1	Preparation and delivery of the 2019 annual financial report relevant to Federal Iraq activities as per the template provided by DG NGO here attached including but not limited to - Bank info - P&L: Resources and Expenses - Fixed assets list		Man.day			
2	Delivery of Certification of the annual financial report by the Syndicate of Chartered Accountants of Baghdad		Man.day			
3	Submission of the annual financial report to the DG NGO of Baghdad		Man.day			
4	Daily rate for extra effort in case required by the Client		Man day			

**BIDDER'S COMMENTS/REMARKS:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**DELIVERY CONDITIONS GUARANTEED BY COMPANY AFTER SIGNATURE OF THE CONTRACT:**

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



**TERMS AND CONDITIONS OF QUOTATION:**

1. Validity of the offer: \_\_\_\_\_ (mandatory: 3 months)
2. Terms of delivery: \_\_\_\_\_ (complete with the delivery time you are able to complete)
3. Terms of payment: \_\_\_\_\_

**END OF LOT 2**

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.

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

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

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



## BIDDER'S QUESTIONNAIRE ACTED Iraq

Date:

Tender N°: RFP/10/ANNUAL FINANCIAL ACCOUNTS 2019/ERB/01122019/001

### PART I: INFORMATION

#### A. Company Details and General Information

Name of Company		Trading As	
Address (headquarters)		Telephone	
Zip Code (headquarters)		Fax	
City (headquarters)		E-mail address 1	
PO Box		E-mail address 2	
Country (headquarters)		Website address	
Parent Company or name of owner		Subsidiaries/ Associates/ Overseas Representative	
Sales Person's Name		Sales Person's Position	
Sales Person's phone		Sales Persons' E-mail	

#### Governance of the company: Chairman, Vice-Chairman, Treasurer or Secretary of the Board of Directors or Board of Trustees

Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number		Type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	
Province/Region		E-mail address	
Is the individual a U.S. citizen or legal permanent resident? <input type="checkbox"/> Yes <input type="checkbox"/> 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 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	
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"/> <del>Manufactur</del> <input type="checkbox"/> <del>Authorised Agent</del> <input type="checkbox"/> <del>Trader</del> <input type="checkbox"/> <del>Consulting Company</del> <input type="checkbox"/> <del>Other (Please Specify)</del>		
Sector of Business (multiple choices possible):	<input type="checkbox"/> <del>Goods/Suppl</del> <input type="checkbox"/> <del>Equipment</del> <input type="checkbox"/> <del>Works</del> <input type="checkbox"/> <del>Services</del> <input type="checkbox"/> <del>Other (Please Specify)</del>		





Year Established:		Country of registration:	
Licence number:		Valid until:	
Working languages:	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Russian <input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Other (Please Specify)		
Technical documents available in:	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Russian <input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Other (Please Specify)		

**B. Financial Information**

VAT Number:		Tax Number:	
Bank Name:		Bank Account Number:	
Bank Address:		Account Name:	
Swift/BIC number:		Standard Payment Terms:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Attached
Has the company been audited in the last 3 years?			
Please attach a copy of the company's most recent Annual or Audited Financial Report			
Annual Value of Total Sales for the last 3 Years:			
Year:	USD:	Year:	USD:
Year:	USD:	Year:	USD:

**C. Experience**

Company's recent business with ACTED and/or other International Aid Agencies or United Nations Agencies:

	Organization	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?

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 Organizations of which your company is a member

**D. Technical Capability**

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

List below up to 10 of the core Goods and/or Services your company sells:

- |    |    |
|----|----|
| 1) | 6) |
| 2) | 7) |
| 3) | 8) |



4)	9)
5)	10)
List the main assets of your company (trucks & heavy machines, heavy & valuable equipment, premises & warehouses, production sites etc.)	
1)	6)
2)	7)
3)	8)
4)	9)
5)	10)
<b>E. Miscellaneous</b>	
Does your company have an Environmental Policy? (Yes/No)	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Does your company have an Ethical Trading Policy? (Yes/No)	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Does your company have an Anti-terrorist Policy? (Yes/No)	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Is your company compliant with the EU General Data Protection Regulation (or equivalent)? (Yes/No)	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
If you answered yes to the above two questions, please attach copies of your policy:	<input type="checkbox"/> <b>Attached</b>
Has your company ever been bankrupt, or is in the process of being wound up, having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning these matters, or is in any analogous situation arising from a similar procedure provided for in national law?	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
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?	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
If you answered yes, please provide details:	
Has your company ever been guilty of grave professional misconduct proven by other means?	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
If you answered yes, please provide details:	
Has your company ever not fulfilled its obligations relating to the payment of social security contributions, or the payment of taxes in accordance with the law of the country in which it is established, or with those of France, or those of the country where the contract is to be performed?	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
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 organization or any other illegal activity?	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
If you answered yes, please provide details:	
Has your company ever been declared to be in serious breach of contract for failure to comply with its contractual obligations, following another procurement procedure or grant award procedure financed by a donor country?	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
If you answered yes, please provide details:	
Has your company ever been declared to be in serious breach of contract for failure to comply with its contractual obligations, following another procurement procedure or grant award procedure financed by a donor country?	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
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 Organizations (including ACTED)?	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
If you answered yes, please provide details:	



Do you agree with terms of payment of 30 days?	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	Do you accept visit of ACTED staff & external auditors to your office?	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
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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:	

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



## BIDDER'S ETHICAL DECLARATION

Date:

Tender N°: RFP/10/ANNUAL FINANCIAL ACCOUNTS 2019/ERB/01122019/001

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

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

### CODE OF CONDUCT:

#### 1. Labor Standards

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

- *Employment is freely chosen*

There is no forced, bonded or involuntary prison labor. Workers are not required to lodge 'deposits' or their identity papers with the employer and are free to leave their employer after reasonable notice.

- *Freedom of association and the right to collective bargaining are respected*

Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively. The employer adopts an open attitude towards the legitimate activities of trade unions. Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace. Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

- *Working conditions are safe and hygienic*

A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment. Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers. Access to clean toilet facilities and potable water and, if appropriate, sanitary facilities for food storage shall be provided. Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers. The company observing the standards shall assign responsibility for health and safety to a senior management representative.

- *Child Labor shall not be used*

There shall be no new recruitment of child labor. Companies shall develop or participate in and contribute to policies and programs, which provide for the transition of any child found to be performing child labor to enable her/him to attend and remain in quality education until no longer a child. Children and young people under 18 years of age shall not be employed at night or in hazardous conditions. These policies and procedures shall conform to the provisions of the relevant International Labor Organization (ILO) standards.

- *Living wages are paid*

Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmarks. In any event wages should always be high enough to meet basic needs and to provide some discretionary income. All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment, and about the particulars of their wages for the pay period concerned each time that they are paid. Deductions from wages as a disciplinary measure shall



not be permitted nor shall any deductions from wages not provided for by national law be permitted without the express and informed permission of the worker concerned. All disciplinary measures should be recorded.

*Working hours are not excessive*

Working hours comply with national laws and benchmark industry standards, whichever affords greater protection. In any event, workers shall not on a regular basis be required to work in excess of the local legal working hours. Overtime shall be voluntary, shall not exceed local legal limits, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

- *No discrimination is practiced*

There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

- *Regular employment is provided*

To every extent possible work performed must be on the basis of a recognised employment relationship established through national law and practice. Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

- *No harsh or inhumane treatment is allowed*

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

## **B. Environmental Standards**

Suppliers should as a minimum comply with all statutory and other legal requirements relating to the environmental impacts of their business. Detailed performance standards are a matter for suppliers, but should address at least the following:

- *Waste Management*

Waste is minimized and items recycled whenever this is practicable. Effective controls of waste in respect of ground, air, and water pollution are adopted. In the case of hazardous materials, emergency response plans are in place.

- *Packaging and Paper*

Undue and unnecessary use of materials is avoided, and recycled materials used whenever appropriate.

- *Conservation*

Processes and activities are monitored and modified as necessary to ensure that conservation of scarce resources, including water, flora and fauna and productive land in certain situations.

- *Energy Use*

All production and delivery processes, including the use of heating, ventilation, lighting, IT systems and transportation, are based on the need to maximize efficient energy use and to minimize harmful emissions.

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



All transport and cargo handling processes are based on the need to maximize safety precautions and to minimize potential injuries to ACTED beneficiaries and staff as well as the suppliers' employees or those of its subcontractors.

### **C. Business Behaviour**

The conduct of the supplier should not violate the basic rights of ACTED's beneficiaries.

The supplier should not be engaged

1. in the manufacture of arms
2. in the sale of arms to governments which systematically violate the human rights of their citizens; or where there is internal armed conflict or major tensions; or where the sale of arms may jeopardise regional peace and security.

### **D. ACTED procurement rules and regulations**

Suppliers should comply with ACTED procurement rules and regulations outlines in ACTED Logistics Manual Version 1.2 or above. In particular, ACTED's procurement policy set out in Section 2.1 and 2.4. (Contract awarding). By doing so, Suppliers acknowledge that they do not find themselves in any of the situations of exclusion as referred to under section 2.4.2.

### **Operating Principles**

The implementation of the Code of Conduct will be a shared responsibility between ACTED and its suppliers, informed by a number of operating principles, which will be reviewed from time to time.

ACTED will:

1. Assign responsibility for ensuring compliance with the Code of Conduct to a senior manager.
2. Communicate its commitment to the Code of Conduct to employees, supporters and donors, as well as to all suppliers of goods and services.
3. Make appropriate human and financial resources available to meet its stated commitments, including training and guidelines for relevant personnel.
4. Provide guidance and reasonable non-financial support to suppliers who genuinely seek to promote and implement the Code standards in their own business and in the relevant supply chains, within available resources.
5. Adopt appropriate methods and systems for monitoring and verifying the achievement of the standards.
6. Seek to maximize the beneficial effect of the resources available, e.g. by collaborating with other NGOs, and by prioritizing the most likely locations of non-compliance.

ACTED expects suppliers to:

1. Accept responsibility for labor and environmental conditions under which products are made and services provided. This includes all work contracted or sub-contracted and that conducted by home or other out-workers.
2. Assign responsibility for implementing the Code of Conduct to a senior manager.
3. Make a written Statement of Intent regarding the company's policy in relation to the Code of Conduct and how it will be implemented, and communicate this to staff and suppliers as well as to ACTED.

Both parties will

1. Require the immediate cessation of serious breaches of the Code and, where these persist, terminate the business relationship.
2. Seek to ensure all employees are aware of their rights and involved in the decisions which affect them.
3. Avoid discriminating against enterprises in developing countries.
4. Recognize official regulation and inspection of workplace standards, and the interests of legitimate trades unions and other representative organizations.
5. Seek arbitration in the case of unresolved disputes.

### **Qualifications to the Policy Statement**



The humanitarian imperative is paramount. Where speed of deployment is essential in saving lives, ACTED will purchase necessary goods and services from the most appropriate available source.

ACTED can accept neither uncontrolled cost increases nor drops in quality. It accepts appropriate internal costs but will work with suppliers to achieve required ethical standards as far as possible at no increase in cost or decrease in quality.

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

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

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