

**International Rescue Committee**

**Bangladesh**

**Request for Proposal (RFP)**

**IRC/BD/MSA/04/2019-2020**

**Supply of Office Stationary**

|  |  |
| --- | --- |
| **Planned Timetable** | |
| Issue RFP & ITT | *27th November 2018* |
| Questions from Supplier due date | *29th November 2018* |
| Deadline for reply | *2nd December 2018* |
| Deadline for Bid Submission | *13th December 2018* |
| Bid Opening Date | *17th December 2018* |
| Bid Evaluation | *17th to 20th December 2018* |
| Supplier visit | *24th December 2018* |
| Award of Contracts | *29th December 2018* |
| Contract start | *1st January 2019* |

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20. **INTRODUCTION**
21. ***The International Rescue committee***

The International Rescue Committee, hereinafter referred to as “the IRC”, is a non-profit, humanitarian agency that provides relief, rehabilitation, protection, resettlement services, and advocacy for refugees, displaced persons and victims of oppression and violent conflict. The IRC implements programs in sectors of Health, Child and Youth Protection and Development, Governance, Peace Building, Economic Recovery and Development, and Women’s Protection and Empowerment.

With offices in Dhaka and Cox’s Bazar, the IRC has been operating in Bangladesh since March 2018 providing humanitarian support to the Rohingya refugees in Cox’s Bazar.

1. ***The Purpose of this Request for Proposal (RFP)***

It is the intent of this RFP to secure competitive proposals to select a supplier/vendor for the International Rescue committee Cox’s Bazar and Dhaka Bangladesh Offices to supply office stationery to IRC CXB office.

All eligible Service providers that qualify and are technically competent for the supply of the goods in the price list schedule provided/attached are invited to submit their proposals.

The winning bidder(s) will enter into a Master Purchase Agreement (MPA) for one (1) year. Bidders shall be domiciled and must have complied with all Government legal Regulations to operate in Bangladesh and a regular tax payer to offer such goods as specified in the tender and shall furnish copy of its operating license/certificate of registration valid for the fiscal year 2018-2019. The Bidder shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

1. ***Cost of Bidding***

The Bidder shall be responsible for all costs associated with the preparation and submission of its bid, and IRC hereinafter referred to as “the Purchaser”, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

1. **THE BIDDING DOCUMENTS:**
2. ***The Bidding Documents***

The Bidder is expected to examine all instructions, forms, **terms** and **specifications** in the bidding documents prepared for the selection of authorized suppliers or vendors. Failure to furnish all information required as per the bidding documents or to submit a bid not substantially responsive to the bidding document in every respect will be at the Bidder’s risk and may result in bid rejection.

|  |
| --- |
| *The Bidding documents comprise of the following documents:*   * *The Request for Proposal – RFP (applied to this document);* * *Specification (provided on each item).* * *Price offering sheet (space provided on the list)* * *Supplier Information Form* * *IRC conflict of interest & Supplier code of conduct* * *Intent to Bid* |

1. ***Clarification of Bidding Documents***

A prospective Bidder requiring any clarification of the Bidding Documents may notify the Purchaser by email to [BD.Clarifications@rescue.org](mailto:BD.Clarifications@rescue.org). The request for clarification must reach the purchaser not later than (*November 29th, 2018*). The Purchaser will respond by e-mail providing clarification on the bid documents on the (*December 2nd 2018*). Written copies of the Purchaser’s response (including an explanation of the query but without identifying the source of inquiry) will be communicated to all prospective Bidders, who had received the bidding documents.

**III. PREPARATION OF BIDS:**

1. ***Language of Bid***

The bid and all relative correspondence and documents exchanged between the bidders and the Purchaser shall be written in **English language** only**.**

1. ***Documents Comprising the Bid***

The submitted bid must include the following information. Failure to supply all requested information or comply with the specified formats may disqualify the bidder from consideration.

|  |
| --- |
| * *A Bid detailing the unit price only in the sheet given for the purpose;* * *Certificate of Business registration or Trading License in (Bangladesh)* * *Profile of the company* * *Tax payers documents in (Bangladesh)* * *Financial capabilities (Certificate of liquidity)* * *Cover letter explaining interest to be a contracted vendor or provider* * *Three (3) References from current or past clients (at least in the last one year)* * *List of previous supplies/Experience (Attach copies of contracts for similar experience.* * *Intent to bid form,* ***completed and signed*** * *IRC Conflict of Interest & Supplier Code of Conduct,* ***completed and signed*** * *Supplier Information Form,* ***completed and signed*** |
|  |

1. ***Bid Prices & Price Changes***

For the purpose of selecting a supplier/vendor and executing the Master Purchase Agreement (MPA) , the Bidder shall clearly indicate the unit price of the goods they want to supply. All unit prices shall be clearly indicated in the space provided in the price schedule. The Bidder must sign and officially stamp the price schedule.

During the validity period of the Master Purchase Agreement, if there is a price change in the market the **supplier can express the change in writing for the Purchaser a month before implementing the change**. The Purchaser also responds for the request in writing within 15 days of receipt of notice for price change. Once the changes are agreed between both parties, an addendum will be signed and included in the MPA.

1. ***Bid Currencies***

All rates and amounts entered in the Bid Form and Price Schedule and used in any documents, correspondence or operations pertaining to this tender shall be expressed in (BDT, Taka.)

1. ***Document Establishing Good’s Eligibility and Conformity to Bidding Documents***

Pursuant to Clause 8, the bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the Bidding Documents of all goods, which the Bidder proposes to supply under the Contract.

The Documentary evidence of the goods’ and services’ conformity to the Bidding Documents may be in the form of technical specifications, literature, drawings, data (tables, graphs etc.), and shall furnish:

* A detailed description of the goods’ essential technical and performance characteristics.
* A **clause-by-clause** commentary on the Purchaser’s Technical Specifications demonstrating the goods’ and services’ substantial responsiveness to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

The bidder shall note that standards for workmanship, material and equipment, and references to brand names or catalogue numbers designated by the Purchaser in its Specifications are intended to be restrictive. However, the Bidder may substitute alternative standards, brand names and/or catalogue numbers in its bid, provided that it demonstrates to the Purchaser’s satisfaction that the substitutions are substantially equivalent or superior to those designated in the Technical Specifications.

1. ***Bid Security***

For the Purpose of This Tender or MPA Process, Bid Security or Bond is not applicable.

1. ***Period of Validity of Bids***

Bids shall remain valid **for 90 working days** after the date of bid opening prescribed by the Purchaser, a bid valid for a shorter period may be rejected by the Purchaser as non-responsive.

In exceptional circumstances, the Purchaser may request the Bidders to extend the period of validity. The request and the responses thereto shall be made in writing by letter or e-mail. A bidder agreeing to the request will not be required nor permitted to modify his bid.

1. ***Format and Signing***

The original bid shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. Financial proposal pages of the bid shall be initialed by the person or persons signing the bid and stamped with the company seal.

Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

The bidder shall include a cover letter in their proposal. The content of the cover letter shall include the following information:

* A table containing bid offer: item description, unit price
* A detailed specification of the offered services
* Warranty (if necessary and appropriate);
* Delivery time;
* Price validity date (for this purpose and as stated on the advertisement, quote given shall remain unchanged for 90 working days).
* A declaration that the bidder has read the entire content of the bidding document understood the requirement and bound itself to the terms and conditions thereof;

1. **SUBMISSION OF BIDS**
2. ***Submission and Marking of Bids:***

Bidder shall submit **sealed bids (sealed envelope)** marked with tender reference number

**IRC-BD-MPA-Supply for Office Stationery 2019-2020”** and should be received by the IRC on or before end of business day (5 pm) of th**e 13th** *December 2018,* delivered by hand by the bidder or authorized representative or by courier services and put into the bid box placed at the address below. Bids submitted after the deadline will not be accepted.

* IRC Cox’s Bazar office located at Sayeman Heritage residence, Sayeman Road, Baharchora, Cox’s Bazar.

**Note: IRC office remains open from Sunday to Thursday- from 8.00am to 5.00pm**

Bidders must sign the bid register form at the reception of the office indicating their company name, telephone number, and date of submission.

***Format***

The Bidder’s proposal shall comprise of technical proposal and financial proposal, in separate sealed envelopes.

1. ***Modification and Withdrawal of Bids***

The Bidder may modify or withdraw its bid after the bid’s submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Purchaser prior to the deadline prescribed for submission of bids.

The Bidder’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched. No bid may be modified after the deadline for submission of bids.

1. **BID OPENING AND EVALUATION**
2. ***Preliminary Examination***

The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether bids are generally in order.

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1. ***Evaluation and Comparison of Bids***

Bids determined to be substantially responsive as per section 7 above will be considered for the evaluation process with the below scoring criteria.

|  |  |  |
| --- | --- | --- |
| **EVALUATION CRITERIA** | **Description** | **Weight (%)** |
| **Delivery terms** | Refers to Bidder providing the most advantageous delivery schedule. | 10% |
| **Payment terms** | Refers to the Bidder providing the most favorable terms of payment. The Purchaser payment terms are to pay within 30 calendar days of acceptance of goods/services and receipt of invoice | 10% |
| **Availability** | Refers to availability for immediate commencement of activities after being contracted or goods in stock demonstrated from a physical visit by IRC staff members/ MPA committee. (Attach company catalogue)(indicate value of goods in stock) | 10% |
| **Warranty /replacement** | Bidder provides the most favorable warranty/replacement terms for the goods supplied. (Vendor should outline process for return, giving details of how credits are made and what restrictions are placed on returns) | 10% |
| **Staff and organizational capacity** | Refers to the experience of individuals in the organization, number of staff. (Attach organizational structure). | 5% |
| **Past experience** | Refers to Bidders ability to demonstrate relevant experience and technical knowledge of the goods required, experience working with IRC and other INGOs. | 10% |
| **Financial proposal** | Offer as per Price list (price schedule attached Appendix 1) | 40% |
| **Eligibility** | Refers to Bidder’s ability to demonstrate that they have valid business registration, tax certificate/registration as required by local law. | 5% |
|  |  | **100%** |

1. ***Contacting the Purchaser***

Subject to Clause 5, no Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded or selected authorized supplier or vendor is announced.

1. ***Notification of Award***

Prior to the expiration of the period of bid validity, the Purchaser will notify the successful bidder in writing or where necessary by phone that his/her bid has been accepted and, selected for Master Purchase Agreement for the specific goods. At this stage IRC may also choose to negotiate with the selected bidder to finalize the offer.

1. **CONTRACTING**
2. ***Contract award and notification***

The Purchaser will award the Contract to the notified successful Bidder(s) whose bid has been determined to be substantially responsive and has been determined as the best evaluated bid considering price/performance factors, provided further that the Bidder is determined to be qualified to enter into Master Purchase Agreement and perform its obligations satisfactorily.

1. ***Warranty***

The Supplier warrants that the goods to be supplied are new, unused, of the most recent or current models (products), and meet Purchaser’s specifications.

The warranty shall remain valid for a period of time as may be specified by the supplier in the Bid and this warranty period shall be considered as one of the bid advantages, and shall in no case be less than that which is provided for by (Bangladesh) Law if any

1. ***Inspection***

The Purchaser shall have the right to inspect the goods to confirm their conformity to the specification. The inspection will be conducted by assigned staff of the Purchaser or a reputed relevant consultant selected by the Purchaser.

In the future business relation, should any inspected goods fail to conform to the specification, the Purchaser may reject them and the Bidder shall replace the rejected goods without extension of time except at the Purchaser’s sole discretion.

1. ***Price Schedules and Location***

Vendors interested in the supply of goods to IRC Country offices should NOTE that all categories apply to all IRC Offices.

List of Goods for Master Purchase Agreement as per below list is attached.

1. **Service or consultant agreements**

For service or consultant agreements time and material awards are not authorized unless it is the only suitable award and a ceiling is established.

**Disclaimer**

The Purchaser reserves the right to alter the dates of the timetable.

The Purchaser does not bind itself to accept the lowest or any proposal.

**Ethical Operating Standards**

The IRC Way: Standards for Professional Conduct (“The IRC Way”), the IRC’s code of conduct, and IRC’s Combating Trafficking in Persons Policy. The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings.

The IRC Way provides, inter alia, that IRC does “not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances.” IRC’s procurement systems and policies are designed to maximize transparency and minimize the risk of corruption in IRC’s operations.

IRC requests that a supplier (i) informs IRC upon becoming aware that the integrity of IRC’s business has been compromised during the RFP process, and (ii) report such events through IRC’s confidential hotline, Ethics point, which can be accessed at [www.ethicspoint.com](http://www.ethicspoint.com) or via toll–free (866) 654–6461 in the U.S., or collect (503) 352–8177 outside the U.S.

Attached Form/Documents

* Appendix 1- Price schedule
* Appendix 2 -Supplier Information Form
* Appendix 3-Intend to Bid
* Appendix 4-IRC conflict of interest & Supplier code of Conduct

Appendix 1- Price schedule

**IRC is asking for price for single unit here for evaluation. IRC might use approximate quantity for different items for getting weightage score.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Stationary supplies** |  |  |  |  |  |
| No | **Description** | **Detail Specification** | **UOM** | **Qty** | Unit Price TAX inclusive | Remarks  (if quoted different brand or specification, please mention here.) |
| 1 | A4 Paper (70 g) | Double A or similar | ream | 1 |  |  |
| 2 | A4 paper (80 g) | Double A or similar | ream | 1 |  |  |
| 3 | Album File 40-50 pages |  |  |  |  |  |
| 4 | Box File (3") |  | pcs | 1 |  |  |
| 5 | Box File (2") |  | pcs | 1 |  |  |
| 8 | Binder Clip (15 mm) |  | dozen | 1 |  |  |
| 9 | Binder Clip (19 mm) |  | dozen | 1 |  |  |
| 10 | Binder Clip (25 mm) |  | dozen | 1 |  |  |
| 11 | Binder Clip (32 mm) |  | dozen | 1 |  |  |
| 12 | Binder Clip (41 mm) |  | dozen | 1 |  |  |
| 13 | Binder Clip (51 mm) |  | dozen | 1 |  |  |
| 14 | Camphor | 6 pcs/pkt | pkt | 1 |  |  |
| 15 | Clear Bag (Good Quality) |  | pcs | 1 |  |  |
| 16 | Clear Bag (Low Quality) |  | pcs | 1 |  |  |
| 17 | Calculator (CT-822) |  | pcs | 1 |  |  |
| 18 | Calculator (CT-9816) |  | pcs | 1 |  |  |
| 19 | Coloured Push Pin |  | box | 1 |  |  |
| 20 | Colored board pin |  | box |  |  |  |
| 21 | Correction Fluid pen (good quality) |  | pcs | 1 |  |  |
| 22 | Double Tape 1" |  | roll | 1 |  |  |
| 23 | Dry Cell Battery (AA size) | Sunlight or similar | pcs | 1 |  |  |
| 24 | Dry Cell Battery (AAA size) | Sunlight or similar | Pcs | 1 |  |  |
| 25 | Duster- white board |  | pcs | 1 |  |  |
| 26 | Cloth duster |  | pcs | 1 |  |  |
| 27 | Envelope (brown)good quality, A3 size |  | Pcs | 1 |  |  |
| 28 | Envelope (brown)good quality, A4 size |  | Pcs | 1 |  |  |
| 29 | Envelope (brown)good quality, A5 size |  | pcs | 1 |  |  |
| 30 | Eraser (small size) |  | pcs | 1 |  |  |
| 31 | Eraser (big size) |  | pcs | 1 |  |  |
| 32 | note book- small |  | book | 1 |  |  |
| 33 | note book- medium | Harts or Similar | book | 1 |  |  |
| 34 | note book- Big | Millennium or Similar |  |  |  |  |
| 35 | Flip Chart (A1 size) thin |  | pcs | 1 |  |  |
| 36 | Flip Chart (A1 size) thick |  | pcs | 1 |  |  |
| 37 | File Divider- plastic Assorted color |  | pkt | 1 |  |  |
| 38 | Glue Stick (No.7090) |  | pcs | 1 |  |  |
| 39 | Highlighter Pen (assorted color) |  | pcs | 1 |  |  |
| 40 | Suspension File |  | pcs | 1 |  |  |
| 41 | Knife (cutter) 9 mm |  | pcs | 1 |  |  |
| 42 | Knife (cutter)18 mm |  | pcs | 1 |  |  |
| 43 | Key Chain (with lable) |  | pcs | 1 |  |  |
| 44 | L-File (plastic folder, A4 size) |  | pcs | 1 |  |  |
| 45 | Ledger Book (160 pages), Plain |  | book | 1 |  |  |
| 46 | Ledger Book (200 pages), Plain |  | book | 1 |  |  |
| 47 | Paper File |  | pcs | 1 |  |  |
| 48 | Post It (76 x 20 mm) |  | pkt | 1 |  |  |
| 49 | Post It (76 x 51 mm) |  | pcs | 1 |  |  |
| 50 | Post It (76 x 76 mm) |  | pcs | 1 |  |  |
| 51 | Post It (76 x 126 mm) |  | pcs | 1 |  |  |
| 52 | Paper Clip (coloured) |  | box | 1 |  |  |
| 53 | Punch machine (single hole) | Kangaro or similar | pcs | 1 |  |  |
| 54 | Punch machine (DP 280) | Kangaro or similar | pcs | 1 |  |  |
| 55 | Punch machine (DP 600) | Kangaro or similar | pcs | 1 |  |  |
| 56 | Punch machine (DP 900) | Kangaro or similar | pcs | 1 |  |  |
| 57 | Pencil-HB steadler 110 original |  | pcs | 1 |  |  |
| 58 | Pencil-2B steadler |  | pcs | 1 |  |  |
| 59 | Ball Pen Blue/Black/Red/ green | Cello or similar | pcs | 1 |  |  |
| 60 | Ball Pen Blue/Black/Red/ green | Matador i-teen or similar | pcs | 1 |  |  |
| 61 | Permanent Marker Pen (assorted color) | Uni-fine  or similar | pcs | 1 |  |  |
| 62 | Permanent Marker Pen (assorted color) | Artline or similar | pcs | 1 |  |  |
| 63 | Maskin Tape 1.5" | 100 ft | roll | 1 |  |  |
| 64 | Maskin Tape 2" | 100 ft | roll | 1 |  |  |
| 65 | Carton wrapping tape 2 “ | 100 ft | roll |  |  |  |
| 66 | White Board Marker Pen (assorted color) |  | pcs | 1 |  |  |
| 67 | Ring File 2 “ |  | pcs | 1 |  |  |
| 68 | Ring File 3 “ | Gangu file | pcs | 1 |  |  |
| 69 | Ruler (plastic) 12" |  | pcs | 1 |  |  |
| 70 | Ruler (steel) 12" |  | pcs | 1 |  |  |
| 71 | Stapler | Kangaro HD 45 | pcs | 1 |  |  |
| 72 | Stapler | Kangaro HP 45 | pcs | 1 |  |  |
| 73 | Stapler | Kangaro HD 23S24 | pcs | 1 |  |  |
| 74 | Stapler pin | Kangaro HD 45 | box | 1 |  |  |
| 75 | Stapler pin | Kangaro HP 45 | box | 1 |  |  |
| 76 | Stapler pin | Kangaro HD 23S24 | box | 1 |  |  |
| 77 | Sheet Protector | 100 pcs/pkt | pkt | 1 |  |  |
| 78 | Staples Remover |  | no | 1 |  |  |
| 79 | Sharpener |  | no | 1 |  |  |
| 80 | Scissor (big size) |  | pair | 1 |  |  |
| 81 | Scissor (medium size) |  | pair | 1 |  |  |
| 82 | Transparent Tape (1") | 100 feet | roll | 1 |  |  |
| 83 | Transparent Tape (2") | 100 feet | roll | 1 |  |  |
| 84 | Water Proof file (Zip Type) |  | pcs | 1 |  |  |
| 85 | Zip File (A4)Plastic |  | pcs | 1 |  |  |
| 86 | Zip File (Legal)Plastic |  | pcs | 1 |  |  |
| 87 | Clip board- plastic |  | pcs | 1 |  |  |
| 88 | Laminating sheet a4 size |  | pcs | 1 |  |  |
| 89 | Pen holder (Metal) |  | pcs | 1 |  |  |
| 90 | Card holder book- 300 cards |  | book | 1 |  |  |
| 91 | VIP cards- different color and shape |  | 100 pcs/ pack | 1 |  |  |
| 92 | White board -Small |  | Pcs | 1 |  |  |
| 93 | White board -Big |  | Pcs | 1 |  |  |
| 94 | White board -Medium |  | pcs | 1 |  |  |
| 95 | Notice board- Small |  | Pcs | 1 |  |  |
| 96 | Notice board- Big |  | Pcs | 1 |  |  |
| 97 | Notice board- Medium |  | pcs | 1 |  |  |
| 98 | ID card holder with ribbon |  | pcs | 1 |  |  |
| 99 | Paper tray (three shelf) | Good quality | pcs | 1 |  |  |
| 100 | Folder, plastic (Magazine) |  |  |  |  |  |
| 101 | Sign pen (assorted color) | Uni-fine or similar | pcs | 1 |  |  |

Appendix 2 -Supplier Information Form



**INTERNATIONAL RESCUE COMMITTEE**

**Supplier Information Form**

***The information provided will be used to evaluate the Company before contracting with the IRC.***

***Please complete all fields.***

**Supplier Information**

|  |  |
| --- | --- |
| Company Name |  |
| Any other names company is operating under (Acronyms, Abbreviations, Aliases) |  |
| Previous names of the company |  |
| Address |  |
| Website |  |
| Phone/Fax Numbers | Phone: Fax: |
| Primary Contact | Name: Phone Number:  Email Address: |
| # of Staff |  |
| # of Locations |  |
| Avg. $ Value of Stock on Hand |  |
| Name(s) of Company Owner(s) or Board of Directors |  |
| Parent companies, if any |  |
| Subsidiary or affiliate companies, if any |  |

**Financial Information**

|  |  |
| --- | --- |
| Bank Name and Address |  |
| Name under which company is registered at bank |  |
| Payment Terms | Payment By: Check Yes | No Wire Transfer Yes | No |
| Specify Standard Payment Terms (Net15, 30, etc.) |  |

**Product/Service Information**

|  |  |
| --- | --- |
| List Range of Products/Services Offered |  |
| Basis For Pricing (Catalog, List, etc.) |  |

**References**

|  |  |
| --- | --- |
| Client Name: | Contact Name, Phone, Email Address: |
| Client Name: | Contact Name, Phone, Email Address: |
| Client Name: | Contact Name, Phone, Email Address: |

**Supplier Self-Certification of Eligibility**

Company certifies that:

**1.** They are not debarred, suspended, or otherwise precluded from participating in major donor (e.g. European Union, European and United States Government, United Nations) competitive bid opportunities.

**2.** They are not bankrupt or being wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.

**3.** They have not been convicted of an offense concerning their professional conduct*.*

**4.** They have not been guilty of grave professional misconduct proven by any means that the contracting authority can justify, or been declared to be in serious breach of contract for failure to comply with their contractual obligations towards any contracts awarded in the normal course of business.

**5.** They have fulfilled obligations related to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country where the contract is to be performed.

**6.** They have not been the subject of a judgment for fraud, corruption, involvement in a criminal organization or any other illegal activity.

**7.** They maintain high ethical and social operating standards, including:

* Working conditions and social rights: Avoidance of Child Labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and the IRC’s beneficiaries.
* Environmental aspects: Provision of goods and services with the least negative impact on the environment.
* Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack, or bring unintended advantage to any military actors or other combatants.
* Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.

**8.** Company warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a financial interest in the Company’s business activities, nor is any IRC employee related to principals or owners of the company. Discovery of an undisclosed Conflict of Interest situation will result in immediate revocation of the Company’s Authorized Supplier status and disqualification of Company from participation in future IRC procurement.

9. Supplier hereby confirms that the organization is not conducting business under other names or alias’s that have not been declared to IRC.

10. Supplier herby confirms it does not engage in theft, corrupt practices, collusion, nepotism, bribery, or trade in illicit substances.

By signing the Supplier Information Form you certify that your Company is eligible to supply goods and services to major donor funded organizations and that all of the above statements are accurate and factual.

Company Name:

Name of Representative:

Title:

Signature:

Date:

**FOR IRC USE**

**Following documents have been supplied:**

|  |  |
| --- | --- |
| Business registration or license |  |
| Articles of incorporation or similar document |  |
| Business and other NGO references |  |
| Bank statements and references |  |
| Passport / ID cards of business owners/board of directors |  |
| Financial statement (if available) |  |

**I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ an employee of IRC having completed and reviewed this form confirm the accuracy of information provided:**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Supplier to be re-authorized one year from this date.

Appendix 3-Intend to Bid

**International Rescue Committee, Inc.**

**Intent to Bid**

**IRC Reference #: IRC/BD/MPA/04/2019-2020**

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

*(Please indicate #1 or #2 below)*

**1.□** It is the intent of this company to submit a response to the **Supply of Office Stationery** Request for Proposal.

Please provide a name and email address for the person within your company that should receive notices, amendments, etc. that are related to this RFP:

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature (If faxed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Person signing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We realize that this is an intent to bid and in no way obligates this company to participate in this process.

**2.□** This company DOES NOT intend to participate in this RFP.

Name (Signature if faxed)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Person signing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please fax or email this form at your earliest convenience to the attention of:

Name (YOU) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: BD.clarifications@rescue.org

Appendix 4-IRC conflict of interest & Supplier code of Conduct

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**IRC Conflict of Interest and Supplier Code of Conduct**

Supplier hereby agrees that Supplier and Supplier’s employees and subcontractors, if any, shall abide by and follow all established written policies of IRC related to work conduct, including, but not limited to, The IRC Way: Standards for Professional Conduct (“The IRC Way”), the IRC’s code of conduct, and IRC’s Combating Trafficking in Persons Policy. The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings. Supplier acknowledges that all IRC employees and independent contractors are expected to apply these core values and follow these undertakings in carrying out work on behalf of IRC. It is a point of pride for IRC to apply these behavioral standards in IRC’s everyday operations.

**Integrity - At IRC, we are open, honest and trustworthy in dealing with beneficiaries, partners, co-workers, donors, funders, and the communities we affect.**

* We work to build the trust of the communities in which we work and sustain the trust earned by our reputation in serving our beneficiaries.
* We recognize that our talented and dedicated staff are our greatest asset and we conduct ourselves in ways that reflect the highest standards of organizational and individual conduct.
* Throughout our work, IRC respects the dignity, values, history, religion, and culture of those we serve.
* We respect equally the rights of women and men and we do not support practices that undermine the human rights of anyone.
* We refrain from all practices that undermine the integrity of the organization including any form of exploitation, discrimination, harassment, retaliation or abuse of colleagues, beneficiaries, and the communities in which we work.
* We do not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances.
* We accept funds and donations only from sources whose aims are consistent with our mission, objectives, and capacity, and which do not undermine our independence and identity.
* We support human rights consistent with the UN Universal Declaration of Human Rights and The Convention on the Rights of the Child.
* We rigorously enforce the UN Secretary General’s Bulletin on the Protection from Sexual Exploitation and Abuse of Beneficiaries.
* IRC recognizes its obligation of care for all IRC staff and assumes their loyalty and cooperation.

**Service - At IRC, our primary responsibility is to the people we serve.**

* As a guiding principle of our work, IRC encourages self–reliance and supports the right of people to fully participate in decisions that affect their lives.
* We create durable solutions and conditions that foster peace, stability and social, economic, and political development in communities where we work.
* We design programs to respond to beneficiaries’ needs including emergency relief, rehabilitation, and protection of human rights, post–conflict development, resettlement, and advocacy on their behalf.
* We seek to adopt best practices and evidence–based indicators that demonstrate the quality of our work.
* We endorse the Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief.

**Accountability - At IRC, we are accountable – individually and collectively – for our behaviors, actions and results.**

* We are accountable and transparent in our dealings with colleagues, beneficiaries, partners, donors, and the communities we affect.
* We strive to comply with the laws of the governing institutions where we work.
* We maintain and disseminate accurate financial information and information on our goals and activities to interested parties.
* We are responsible stewards of funds entrusted to our use.
* We integrate individual accountability of staff through the use of performance evaluations.
* We utilize the resources available to our organization in order to pursue our mission and strategic objectives in cost effective ways.
* We strive to eliminate waste and unnecessary expense, and to direct all possible resources to the people we serve

**Conflict of Interest**

* Supplier hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a financial interest in the Supplier’s business activities.
* Supplier hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a family relationship with the supplier’s owners.
* Discovery of an undisclosed conflict of interest will result in immediate termination of any Agreement and disqualification of Supplier from participation in current and future IRC activities.
* Supplier hereby confirms that the organization is not conducting business under other names or alias’s that have not been declared to IRC.
* Supplier hereby confirms it does not engage in theft, corrupt practices, collusion, nepotism, bribery, or trade in illicit substances.

**Supplier hereby agrees to maintain high ethical and social standards:**

* Working conditions and social rights: Avoidance of child labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and IRC’s beneficiaries; prohibition of trafficking in persons.
* Environmental aspects: Provision of goods and services with the least negative impact on the environment.
* Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack, or bring unintended advantage to any military actors or other combatants.
* Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.

If you believe that any IRC employee, volunteer or intern is acting in a manner that is inconsistent with these Standards, please notify a supervisor or the confidential helpline Ethicspoint, www.ethicspoint.com or call Ethicspoint toll-free (866) 654-6461 in the U.S./call collect (503) 352-8177 outside the U.S. There will be no retaliation against any person who raises concerns that are based on good faith belief of improper conduct. An intentionally false report or a failure to report conduct that is known to violate these standards may result in disciplinary action.

By signing this statement supplier acknowledges any violation of the above IRC policies will result in immediate termination of any agreement in place and disqualification from participation in future IRC activities.

|  |
| --- |
| Supplier Name: |
| Signature: |
| Title: |
| Print Name: |
| Date: |