

EXPRESSION of INTETEST (EoI)

Date : 25 February 2026

To : Respective Vendor/Bidder/Service Provider/Supplier

Dear Sir/Madam,

Re. : Expressions of Interest (EoI) for KOHLER Generator Repair and Maintenance.

World Vision Bangladesh is seeking Expressions of Interest (EoI) on company letter head/pad or within this document from bonafide business entities to establish **Framework Agreements** with several key suppliers for **KOHLER Generator Repair and Maintenance** as indicated in **Annexure-2**.

I. General EoI Guidelines and Instructions:

EoI Reference:	PBD_NBC-GRM-0001
Published Date:	25 February 2026
Manner of Proposal Submission:	Please email a scan copy to wvb_scm@wvi.org by mentioning reference number in the subject line of the email. Or In sealed envelope by marking the reference number on top of the envelop
Name of office where EoI document is available:	All Offices of World Vision Bangladesh <i>During WVB Office Working days (Sunday – Thursday) (09:00a.m. to 04:00p.m.) except Govt. Holidays.</i>
Last date & time of collecting the EoI document by Vendors:	11 March 2026 Up to 4:00 PM
Name of office where Proposal shall be dropped:	For Soft Copy (preferred manner) Send the seal & signed copy to wvb_scm@wvi.org by mentioning EoI reference number in the subject line of the email. For Hard Copy Any AP/SP/Grants Offices of World Vision Bangladesh Note : You may also drop to nearest World Vision Office <i>During WVB Office Working days (Sunday – Thursday) (09:00a.m. to 04:00p.m.) except Govt. Holidays.</i>
Deadline for the submission of proposals:	11 March 2026 Up to 5:00 PM
Procurement focal point:	Ranjan Falia SCM Coordinator-Filed, World Vision Bangladesh Email: RanjanFalia@wvi.org Tel : +8801711888423
Item list, specification and Price schedule:	As per attached Annexure-2
Delivery locations:	Geological and Working location of World Vision Bangladesh All over Bangladesh where World Vision Bangladesh has offices.

Annexure – I : Procurement Terms & Condition

2. General Requirement for Proposal Submission:

The offer should include the following documents which will be considered in proposal evaluation. Non-existence of any of the documents mentioned below may be treated as disqualification.

Ln	Requirement
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a.	Unit Price in BDT inclusive of Tax, VAT, Delivery and other additional cost (of the items as per Annexure-2)
b.	Submitted proposal and offer should valid for 2 Years (Up to April 2028)
c.	Copy of updated Trade License
d.	Copy of eTIN Certificate
e.	Copy of VAT Registration Certificate
f.	Photocopy/scan copy of cheque leaf or Bank Statement for three months (no Bank certificate)
g.	Supplier Code of Conduct with Sworn Statement and Vendor's Primary Information

WVB reserves the right to accept or reject any or all the offers in full or part with or without assigning any reason whatsoever.

INSTRUCTIONS TO OFFEROR

Proposal submission manner:	Missing of Eol reference number in the subject line of the email or on top of the sealed envelop is subject to disqualification and WVB is not liable for that.
Cost of proposal:	The Offeror shall bear all costs associated with the preparation and submission of the Proposal, the World Vision Bangladesh (WVB) will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.
Contents of solicitation documents:	Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The Offeror is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Offeror's risk and may affect the evaluation of the Proposal.
Clarification of solicitation documents:	A prospective Offeror requiring any clarification of the Solicitation Documents may notify the procuring WVB entity in writing at the organization's mailing address or fax number indicated in the Eol. The procuring WVB entity will respond in writing to any request for clarification of the Solicitation Documents that it receives earlier than one week prior to the deadline for the submission of Proposals. Written copies of the organization's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Offerors that has received the Solicitation Documents.
Amendments of solicitation documents:	At any time prior to the deadline for submission of Proposals, the procuring WVB entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Offeror, modify the Solicitation Documents by amendment. All prospective Offerors that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents. In order to afford prospective Offerors reasonable time in which to take the amendments into account in preparing their offers, the procuring WVB entity may, at its discretion, extend the deadline for the submission of Proposals.
Language of the proposal:	The Proposals prepared by the Offeror and all correspondence and documents relating to the Proposal exchanged by the Offeror and the procuring WVB entity shall be written in the English language. Any printed literature furnished by the Offeror may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the Proposal, the English translation shall govern.
Proposal currency	All prices shall be quoted in BDT.
Proposal prices	The Offeror shall indicate on an appropriate Price Schedule, an example of which is contained in these Solicitation Documents, the prices of services it proposes to supply under the contract.
Format and signing of proposals	The Offeror shall prepare two copies of the Proposal, clearly marking each "Original Proposal" and "Copy of Proposal" as appropriate. In the event of any discrepancy between them, the original shall govern. The two copies of the Proposal shall be typed or written in indelible ink and shall be signed by the Offeror or a person or persons duly authorized to bind the Offeror to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the Proposal. A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Offeror, in which case such corrections shall be initialed by the person or persons signing the Proposal.
Late Proposals	Any Proposal received by the WVB after the deadline for submission of proposals, pursuant to clause Deadline for the submission of proposals, will be rejected.
Modification and withdrawal of Proposals	The Offeror may withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by WVB prior to the deadline prescribed for submission of Proposals. No Proposal may be modified subsequent to the deadline for submission of proposals. No Proposal may be

	withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the Offeror on the Proposal Submission Form.
Documents comprising the proposal	The Proposal shall comprise the following components: 1) Supplier Code of Conduct with Sworn Statement and Vendor's Primary Information (Annexure-2)
Clarification of proposal	To assist in the examination, evaluation and comparison of Proposals, the Purchaser may at its discretion, ask the Offeror for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.
Preliminary examination	The Purchaser will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order. Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Offeror does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail. Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each Proposal to the Expression of Interest (Eoi). For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the Eoi without material deviations. The Purchaser's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence. A Proposal determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Offeror by correction of the non-conformity.
Evaluation and comparison of proposals	There will be recent market price which will be collect by WVB. WVB will keep proposed price and market price as side by side. From this the lowest price will be picked and WVB will conduct a price negotiation meeting with all offeror.
Agreement feasibility	1. WVB may establish agreement based on management decision with one or more bidder. 2. WVB may establish agreement for one or more WVB working location i.e. AP/SP/ACO/Cluster. 3. WVB may allocate winning bidder to one or more WVB working location i.e. AP/SP/ACO/Cluster.

GENERAL AND PARTICULAR TERMS AND CONDITIONS

A. General Terms and Conditions

1. Vendors will submit the rate through Eoi as per the stated specification.
2. The offer shall remain valid for **2 Years** from the closing date of receiving of Proposal by WVB.
3. Payment for goods and services shall be made 15 days after delivery of goods or performance of service. No running bill/partial payment/advance will be paid. The payment will be made through S2B after completion of entire work satisfactorily.
4. All the columns/requirements in this form/Eoi must be properly completed. Quote for each item separately, and in units as specified. Incomplete offers or offers which do not comply with any of our tender conditions/Eoi will not be considered.
5. WVB reserves the right to accept the lowest or whole or part of your offer. WVB authority reserves the right to impose penalty or cancel the entire or partial purchase order if vendor fails to maintain the quality, specification, and delivery date.
6. WVB authority reserves the right to accept or reject any or all the Proposals in part or full or alter any of the provisions as deemed necessary, without showing any reason whatsoever at any time and acceptance of any liability. WVB reserves the right to accept the whole or part of your offer.
7. Making a payment to any employee as an inducement or any canvassing to enable you win this bid will result in automatic disqualification participating in this tender or any other tenders. Any solicitation/influence/non-compliance of the Terms & Conditions of this Tender/Eoi, will lead to disqualification of the submitted Tender/Bid/Eoi and will be treated informal/rejected.
8. Each quotation should be dropped in the tender box at **WVB Office** or by Email **wvb_scm@wvi.org**
9. All descriptive literature must be in English language.
10. **Your financial offer should indicate final price, which includes all costs for raw materials, making, packaging, discount, Income Tax, VAT and delivery of final product at WVB. All kind of charges including applicable Taxes/VAT will be deducted at source from the total bill as per Govt. Rules & Regulations.**
11. Proprietor or an authorized representative of the Offeror must sign this form, and all the documents accompanying this bid/Eoi must be properly rubber-stamped and signed.

12. If you do not wish to quote, please endorse the reason on this form and return it, otherwise your name will be deleted from WV list of items listed here on.
13. Inspection (at buyer's expense or unless negotiated as seller's expense) may be applicable and will be advised at time of purchase order and arranged by WVB or the supplier.
14. After submitting the proposal result will be informed to successful Offeror(s) within thirty working days after the closing date of receiving proposal.
15. For any mistake Vendor will Re-Produce all products and deliver as instructed by WVB.
16. The work shall be completed in all respects within the completion date mentioned in the purchase order.
17. If vendor fails to deliver the ordered goods within the scheduled time frame penalty will be **imposed @ 0.2%** only and WVB reserves the right to deduct this amount from the total bill/Earnest Money for every day delayed from the expected date of delivery till the actual date of delivery.
18. Any late submission of Proposal after the schedule date and time will be rejected.
19. **Environmental policy:** WVB's policy is to purchase products and services, which have the least negative impact on the environment. Environmental considerations covering manufacture, transport, packing, use and disposal of goods form part of WVB evaluation and selection criteria.
20. **Terrorists:** WVB will not do any business with any known terrorist group or company involved in any way with terrorists. WVB shall therefore not knowingly purchase goods or services from companies that are involved with terrorist groups in any form. If you submit a bid based on this request, it shall constitute a guarantee that neither your company nor any affiliate or any subsidiaries controlled by your company are not involved with any known terrorist group. A contract clause confirming this will be included in an eventual purchase order based on this request.
21. World Vision Bangladesh as a Child Safe Organization discourages anyone to participate in any tender with prior record of conviction related with child neglect, abuse and exploitation.
22. Vendors/suppliers/contractors are expected to be sensitive to child rights and Protection of the Children and that after being awarded any order/job/contract vendors/suppliers/contractors are expected to abide by WVB child protection policy.
23. **The Zero Tolerance Rule:** The World Vision Partnership follows a "zero tolerance" rule with regard to corruption (including fraud). Corrupt behavior by WV staff is **always unacceptable**. Such behavior directly violates World Vision's Employee Code of Conduct.
24. Terms and conditions of this Eol is a part of the Purchase Order.
25. In all cases, the decision of the World Vision Management will be final.
26. WVB may ask sample for checking from participated bidders.
27. Bidder has to submit Manufacturer's Authorization Letter in case of Sole Distributor.
28. The Offeror has to submit duly filled up Vendor's Primary Information Collection Sheet (Annexure-5).
29. The Offeror has to agree to comply with WV Child and Adult Safeguarding policy and will have to complete the Form (Annexure-3).
30. The Offeror has to make a declaration whether the Business Entity has relative or business partner in World Vision Bangladesh (WVB) who can influence the purchase decision or not (Annexure-3).

Please provide the following information for further analysis

Scope/Area	Expected	Your opinion	Note
Delivery Lead Time	5 Days		
Validity of Quoted Price	2 Years		
Further Negotiations	Yes		
Agreed to do establish agreement for Long time	Yes		
Submitted the Required Sample Items	Yes		
Minimum PO quantity (Packages) for per Locations delivery	1 Each		

Annexure – 2 : Items/Services required

SI	Item Name	Item Model and Brand	UoM	Unit Price with VAT & TAX for below models of KOHLER Powers Systems (Diesel, 3 Phase)			
				KM15/16	KM22	KM30	KM110
01	Engine Oil	Grade : 50 Brand : Mobil Special / BP Super V 20W-50	Liter				
02	Air Filter	Brand : Donaldson Part no. ECC0650003 / C085001 / C085004	Each				
03	Oil Filter	Brand : Mitsubishi / Sakura / Donaldson Part no. MD135737 30A40-00201 / C1605 / P550351 / P551352	Each				
04	Fuel Filter	Brand : HYUNDAI / Sakura / Donaldson Part no. 31910 21000 / FC-1007 / P550020 / P550351	Each				
05	Coolant	Brand : Almax	Liter				

06	Battery with Warranty	Volt & Amp : 12 v 80 amp 120 amp for KMI 10 Brand : Volvo / Lucas / Globat / Navana	Each				
07	Battery Charger	Brand : Mitsubishi Part no. 31613430001	Each				
08	Manual Change Over	Amp : 100 / 150 / 250 Brand : LG	Set				
09	Automatic Change Over	Generator Controller Model 710 including Timer 2 Nos, Relay 2 Nos, Magnetic Contact 2 Nos, On/Off Switch Steel board Amp : 100 / 150 / 250 Brand : LG	Set				
10	Nozzle	Brand : Mitsubishi PD6 Part no. 301010 27801 S4L2-61SD / PDW200SBL-52 PDW200SVBL / ME200204 9 430 610 420 105148-1301 / MD196607 Nozzle Size : 100 / 140 / 180 / 54/117	Set				
11	Head Gasket	Brand : Mitsubishi Part no. 33202 31A32-01200 / S3Q2 S4Q2 / Cylinder head gasket KOHLER KDI2504 KDI2504TCR / 8DC90	Each				
12	Engine Ring	Brand : Mitsubishi Part no. STD S4LS4L2 / S4Q2 / 23040-4z900 / 6D22	Pair				
13	Main Baring Seal (2 Nos as Set)	Brand : Mitsubishi Part no. 400186,101613 / 5b28d360 / ME302735 / MD343563	Set				
14	Liner	Brand : Mitsubishi Part no. S4L-2S4L2 / 6D31 / MD050430 / ME071224 ME041102	Each				
15	Magnetic Contact	Amp : 30 Brand : Siemens 3TH4283-BM4	Each				
16	Relay	Volt : 12 Brand : OMRCIT / Matsushita / SONGLE	Each				
17	Cable	Type : 6 RM Core : Single Brand : BRB	Feet				
18	Cable	Type : 10 RM Core : Single Brand : BRB	Feet				
19	Cable	Type : 70/76 Core : 5 Brand : BRB	Feet				
20	Circuit Breaker	Type : 4 Pole Amp : 100 A Brand : ABB / Legrand / Schneider / Siemens / Havells / BRB / CHINT	Each				
21	Circuit Breaker	Type : Duel Amp : 63 A Brand : ABB / Legrand / Schneider / Siemens / Havells / BRB / CHINT	Each				
22	Circuit Breaker	Type : Duel Amp : 32 A Brand : ABB / Legrand / Schneider / Siemens / Havells / BRB / CHINT	Each				
23	Circuit Breaker	Type : Duel Amp : 16 A Brand : ABB / Legrand / Schneider / Siemens / Havells / BRB / CHINT	Each				
24	Circuit Breaker	Type : Duel Amp : 10 A Brand : ABB / Legrand / Schneider / Siemens / Havells / BRB / CHINT	Each				
25	Circuit Breaker	Type : Single Amp : 63 A	Each				

		Brand : ABB / Legrand / Schneider / Siemens / Havells / BRB / CHINT					
26	Circuit Breaker	Type : Single Amp : 32 A Brand : ABB / Legrand / Schneider / Siemens / Havells / BRB / CHINT	Each				
27	Circuit Breaker	Type : Single Amp : 16 A Brand : ABB / Legrand / Schneider / Siemens / Havells / BRB / CHINT	Each				
28	Circuit Breaker	Type : Single Amp : 10 A Brand : ABB / Legrand / Schneider / Siemens / Havells / BRB / CHINT	Each				
29	Circuit Breaker	Type : Single Amp : 6 A Brand : ABB / Legrand / Schneider / Siemens / Havells / BRB / CHINT	Each				
30	Hose Pipe	Dia : 3/4 Inch Brand : RFL	Feet				
31	Hose Pipe	Dia : 1.5 Inch Brand : RFL	Feet				
32	Hose Pipe	Dia : 2 Inch Brand : RFL	Feet				
33	GI Pipe with Elbow	Dia : 1.5 Inch Brand : Basundhara	Feet				
34	GI Pipe with Elbow	Dia : 2.5 Inch Brand : Basundhara	Feet				
35	GI Pipe with Elbow	Dia : 3 Inch Brand : Basundhara	Feet				
36	GI Pipe with Elbow	Dia : 4 Inch Brand : Basundhara	Feet				
37	Self-Starter Servicing	Full servicing work including opening and installation	Pkg				
38	Self-Starter Repair & Maintenance	Coil Replacement / Rewinding including opening, fixing, on site pick and delivery	Pkg				
39	Fuel Fid pump	USA Made	Each				
40	Head Complete servicing	Head Complete Servicing with valve, guide, seal, pasting, on site pick and delivery	Pkg				
41	Water pump	Brand: Mitsubishi	Each				
42	Piston	Brand: Mitsubishi Serial No: 78 Millimeter S4L / S	Each				
43	Radiator Condenser	14 / 14 Genuine	Set				
44	New Head	Brand: Mitsubishi Serial No: S4L	Set				
45	AVR	Origin : USA Serial no. : R250	Each				
46	AVR	Origin : USA Serial no. : SR7	Each				
47	Generator starting key	Origin : Korea	Each				
48	Exciting Coil Rewinding		Pkg				
49	Fill Coil Rewinding		Pkg				
50	Armature Coil Rewinding		Pkg				
51	Rectifier Set	Origin : Korea	Set				
52	Heater Plug	Brand: Mitsubishi	Each				
53	Plunger & Delivery valve	Model : PD6	Each				
54	Begging Bearing	Brand: Mitsubishi	Each				

55	Alternator Bearing	Brand : NTN (Original)	Each				
56	Alternator Bearing Housing		Pkg				
57	Engine Oil Sensor	Origin : Korea	Each				
58	Water Sensor	Origin : Korea	Each				
59	Pickup Solenoid	Brand: Mitsubishi	Each				
60	Earth Boring work with Copper wire	Earth Boring work with Copper wire Length of Boring : 120 Feet Copper wire : 120 Feet (6 mm) Origin : Korea	Pkg				
61	Canopy	Original full set of canopy with insulation	Set				
62	KOHLER Contoller	Model : DEC Original	Set				
63	Main Power Motor Repair	Main power motor coil replacement / rewinding (3 Phase) including on site pick and delivery	Each				
64	Generator shifting (Dismantle and Installation)	Generator shifting (Dismantle and Installation) a. Generator Dismantle b. Generator Installation (i) Generator Servicing (ii) Electric Line Check-up & Servicing (iii) Change Over Check-up & Servicing (iv) Load distribution Check-up & Servicing (v) Engineer/Mechanic travel fee c. Generator Load and Unload d. Transportation	Pkg				
65	Generator inspection and servicing	Generator Inspection and Servicing of a. Generator Servicing b. Electric Line Check-up & Servicing c. Change Over Check-up & Servicing d. Load distribution Check-up & Servicing e. Engineer/Mechanic travel fee	Pkg				

I/We hereby agree to execute the work specified in the above memorandum strictly and fully in accordance with all the terms and conditions of the contract (if awarded) described above and in the annexure hereafter and will abide by and fulfill all such Terms & Conditions.

Name & Signature of the Offeror: _____

Name of the Company: _____

Date with Seal of the Company: _____

Thank you for your cooperation.

Regards



Ranjan Falia
SCM Coordinator-Field
Northern Bangladesh Cluster
World Vision Bangladesh

World Vision Supplier Code of Conduct

Last updated September 2022

Version 3.0

World Vision International (WVI) is strongly committed to observe the highest ethical and moral standards in all its procurement activities. This Code of Conduct provides a set of principles and behaviours in our everyday conduct of business, ensuring internationally recognized procurement, ethics and good business practices are followed. To ensure World Vision / VisionFund, and each of their affiliated entities (WV/VF), is donor complaint, we will adhere to donor procurement requirements, where applicable. Therefore, WV/VF expects its suppliers, contractors, and their sub-contractors to sign the Code of Conduct, acknowledging agreement to abide by the principles herein.

WV/VF expects its suppliers to:

- 1) Strive to Improve value for money –
 - a) Actively seek to demonstrate and improve results, and reduce costs through the life of the Agreement, and/or Purchase Orders.
 - b) Price appropriately and honestly to reflect requirements and risks.
- 2) Act with Professionalism and integrity –
 - a) Be honest and realistic about capacity and capability when bidding.
 - b) World Vision expects that its suppliers encourage and work with their own suppliers and subcontractors to ensure that they strive to meet the principles of this Code of Conduct, and be able to demonstrate this as and if and when required.
 - c) Act in a manner that supports the development of a professional and ethical business relationship with WV/VF.
 - d) Demonstrate clear, active commitment to Corporate Social Responsibility.
- 3) Be accountable –
 - a) Apply pricing structures that align payments to results and reflect a more balanced sharing of performance risk.
 - b) Expect to be held accountable for unexpected outcomes and accept responsibility for their role, including being honest when things go wrong so that lessons can be learned.
- 4) Align with WV/VF –
 - a) Be willing to operate across all WV/VF offices, including in fragile and conflict affected areas.
 - b) Share and transfer innovation and knowledge of best practices to maximize overall development impact.
- 5) Agree to avoid any Conflict of Interest—
Supplier or Contractor confirm(s) that they have no relationship, business affiliation, involvement, association, position, financial interest, and haven't received any gift, loan, or have engaged in any other transaction requiring disclosure under the World Vision or VisionFund Conflict of Interest Policy.
- 6) Observe International Labour Conventions and applicable labour law.
- 7) Have a strong Environmental Policy –
 - a) WV/VF expects its suppliers to have an effective environmental policy and comply with existing legislation and regulations to protect the environment.

WV Supplier Code of Conduct Statement of Acknowledgement

My signature below confirms that I/we/supplier, have read, fully understand and agree to World Vision's Supplier Code of Conduct principles set forth above, as applicable. I understand that any action inconsistent with this Supplier Code of Conduct may result in termination of the business relationship with World Vision.



Print name and Title of Supplier Representative

Signature

Supplier Seal

Company / Supplier Name

Click or tap to enter a date.
Date

Initial  _____

World Vision International Safeguarding Behavior Protocols

The Vendor/Supplier/Contractor/Service Provider/Consultant and its Employees will abide by these protocols in their activities with WV, for children and adult beneficiaries. In regard to safeguarding, WV uses a broad, working definition of 'beneficiary' to include not only direct beneficiaries of a particular project, but also any child or adult who might suffer harm caused by the Contractor or its Employee as part of WV programme presence.

Acceptable Behaviour – Do:

- a) create and maintain an environment which prevents sexual exploitation and abuse of children and adult beneficiaries and promotes the implementation of these Behavior Protocols;
- b) are careful about perception and appearance in their language, actions and relationships with children and vulnerable beneficiaries. Their behavior—including in person and on digital platforms, both online and offline—demonstrates a respect for children and adult beneficiaries and their rights;
- c) ensure that all physical and online contact with children and beneficiaries is appropriate in the local culture;
- d) use positive, non-violent methods to manage children's behavior;
- e) accept responsibility for personal behavior and actions as a representative of the organization;
- f) are always accountable for their response to a child's behavior, even if a child behaves in a sexually inappropriate manner; adults avoid being placed in a compromising or vulnerable position with children;
- g) where possible and practical, follow the 'two-adult' rule while conducting WV work, wherein two or more adults supervise all activities that involve children, and are visible and present at all times;
- h) comply with safeguarding related investigations (internal and external) and make available any documentary or other information necessary for the completion of the investigation;
- i) comply with applicable data privacy laws and with relevant WV data privacy and information security policies, including WV digital child safeguarding protocols, when handling any personal data about individual children or adult beneficiaries, noting in general that collecting or using such data must be limited to the minimum necessary, and that such data must be maintained and transferred in a secure, confidential manner;
- j) immediately report through established reporting mechanisms any known or suspected safeguarding incident or breach of this Policy by a WV employee or affiliate, or a humanitarian aid worker from any other agency. 'Humanitarian aid worker' includes all paid employees, volunteers, contractors, and other affiliates of organizations providing emergency relief or development aid. Such organizations include UN agencies, INGOs, LNGOs, and CBOs.

Unacceptable Behaviour –do not:

- a) behave in an inappropriate physical manner, or develop a sexual relationship with a child (under 18 years old), regardless of the country specific legal age of consent or age of majority. This also includes consenting or condoning the above behaviour (including fostering or condoning child marriage (under 18 years old));
- b) develop or seek a sexual relationship with any beneficiary of any age; such relationships are not acceptable and will not be tolerated since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of WV's humanitarian aid or development work;
- c) sexually exploit or abuse any beneficiaries (adult or child); such behavior constitutes an act of gross misconduct;
- d) exchange money, employment, goods, or services for sex (including sexual favors, other forms of humiliating, degrading, or exploitative behavior, or hiring sex workers) or other exploitative demands is strictly prohibited. This includes exchange of assistance that is already due to beneficiaries;
- e) fondle, hold, kiss, hug or touch children or adult beneficiaries in an inappropriate or culturally insensitive way;
- f) use language, make suggestions or offer advice to a child or adult beneficiary which is inappropriate or abusive, including language that causes shame or humiliation, or is belittling or degrading;
- g) spend excessive or unnecessary time alone with a child or adult beneficiary, away from others or behind closed doors or in a secluded area;
- h) condone or participate in behavior with children or adult beneficiaries which is illegal, unsafe or abusive; including harmful traditional practices, spiritual or ritualistic abuse;
- i) hire children in any form of child labor (including as "house help") unless it is within the best interest of the child and in alignment with local law and international standards ('Child labor' is work that is mentally, physically, socially or morally dangerous and harmful to children, or that interferes with their schooling. 'Child work' in contrast may be beneficial if permitted by International Labor Organization (ILO) Conventions and puts the child's interests ahead of any benefits gained by adults.);
- j) hit or use other corporal punishment against a child while the child is in WV care or the WV employee or affiliate is conducting WV work;
- k) take a child alone in a vehicle for WV work, unless it is absolutely necessary, and with parental/guardian and managerial consent;
- l) misuse or be careless with personal data about individual children or adult beneficiaries;
- m) communicate with a child in WV's program areas via digital platforms (e.g. Facebook, Twitter), via mobile technology (e.g. texting, Whatsapp, Skype), or online without consent and knowledge of his/her parents. Further, WV employees or

affiliates never communicate on mobile, digital or online platforms with children or adult beneficiaries in ways that are inappropriate or sexual;

- n) stay silent, cover up, or enable any known or suspected safeguarding incident or breach of Safeguarding Policy by a WV employee or affiliate.

Visits to World Vision Projects

Any visitor of WV who is not a WV Employee or Board Member will:

- a) be briefed on WV's Safeguarding Behavior Protocols and Prevention of Harm in Communications by the sending office prior to the visit;
- b) receive a brief written or oral orientation and sign acknowledgment of receipt of WV's local behavior protocols; and
- c) be accompanied by a WV employee when visiting projects

Sworn Statement

(to be signed by staff, volunteer, facilitator, intern, consultant, supplier during interview/business)

I. Personal Data :

First Name:

Middle Name:

Last/Family Name:

Present address:

Permanent address:

2. I declare under oath that:

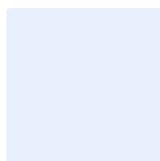
I have not violated or been convicted for violation of children's protection rights including:

(Please update the checkbox manually)

<input type="checkbox"/> Physical mistreatment	<input type="checkbox"/> Kidnapping
<input type="checkbox"/> Psychological abuse	<input type="checkbox"/> Murder
<input type="checkbox"/> Sexual abuse	<input type="checkbox"/> Assault
<input type="checkbox"/> Abandonment	<input type="checkbox"/> Labor exploitation
<input type="checkbox"/> Abduction	<input type="checkbox"/> Any other form of violence against children
<input type="checkbox"/> Abduction or human trafficking	

I further declare that the information given above is true, and in sign of conformity I sign the present Sworn Statement.

**Name of staff, volunteer,
facilitator, intern,
consultant, supplier**



Signature

Click or tap to enter a date.

Date

CONFLICT OF INTEREST DISCLOSURE LETTER
World Vision standard form, enhanced for Suppliers
--February 2020 version--

Having read the World Vision (WV) Code of Conduct and examined my(our) relationships with World Vision or Vision Fund (VF), and noting that if in doubt a relationship should be disclosed for further discussion, I have carefully reviewed each of the four statements below and marked either “yes” or “no” for each.

Note that “WV/VF” as used below refers to any World Vision or VisionFund entity, including affiliated microfinance institutions. “A relative” refers to any individual related by blood or marriage.

Circle the appropriate answer for each statement below:

- Yes / No** 1. I/my company/business (or a relative of mine) receive(s) financial benefits from WV/VF. (This would include such things as serving as a volunteer or a beneficiary of WV/VF). *[If answer yes, please provide details at the end of this form.]*
- Yes / No** 2. I or a relative of mine is a current employee for WV/VF. *[If answer yes, please provide details at the end of this form.]*
- Yes / No** 3. I/my company (or a relative of mine) has existing business dealings with WV/VF. (This would include such things as being a consultant, a service provider, or is a supplier for WV/VF) *[If answer yes, please provide details at the end of this form.]*
- Yes / No** 4. I/my company has a family or business relationship (outside of WV/VF) with a member of the WVI or VFI board, or with a member of the WVI or VFI senior management team. *[If answer yes, please provide details at the end of this form.]*

Please describe below the details of any positive response for items 1 – 4 above, and/or any other potential conflicts of interest, or any comments you may wish to make on the matters disclosed above. If more space is needed, kindly attach an additional sheet.



Print name and Title of Supplier Representative

Signature

Supplier Seal

Company / Supplier Name

Click or tap to enter a date.
Date

Vendors Primary Information Collection Sheet

Sl.	Description of Requirements	Information to be Provided here
1	Vendor's Name	
2	Category of Vendor	
3	Enlistment Date	
4	Trade License Number	
5	Tax Identification Number (TIN)	
6	VAT Registration Number	
7	Address of Business Center	
8	Contact Telephone Number	
9	Contact Mobile Number	
10	Email Address (mandatory):	
11	Webpage Address (Optional)	
12	Contact Person's Name	
13	Vendor's Bank Name	
14	Name of Bank Branch	
15	Bank Sorting Code (Optional)	
16	Bank Account Name	
17	Bank Account Number	