

May 2, 2024

To
Respective Supplier/Vendor

Dear Sir/Madam:

Re.: Expressions of Interest (EOI) for Establishing Framework Agreement to Supply Demy and Bound Khata at WVB field offices (Area Program/Project)

World Vision Bangladesh is seeking Expressions of Interest (Eoi) on company letter head/pad from bona fide business entities/individuals/agents/manufacturer to establish Framework Agreement to supply said item indicated in Annexure-2 for throughout the year.

The offer should include the followings which will be considered in proposal evaluation.

1. Unit Price in BDT inclusive of Tax and VAT & Carrying cost (of the items as per Annexure-2 & 3)
2. Offer Validity for 1 (One) year
3. Copy of **updated** Trade License
4. Copy of TIN Certificate
5. Copy of VAT Registration Certificate/BIN
6. Bank Statement for last one year / Bank solvency certificate
7. At least Two (2) Purchase Orders of highest value on supply of Demy and Bound Khata items in last One/Two year at INGOs/International Organizations
- 8. Sample of Demy and Bound Khata will be collected from Potential shortlisted suppliers/vendors (when required)**

Other Requirements:

1. The bidder has to make a declaration and submit World Vision Supplier Code of Conduct (Annexure-5).
2. The bidder has to complete primary information sheet with all necessary information (Annexure-4)

General EOI Guideline and Instructions:

1.	EOI Reference	WVB-EOI-DEMY-BOUND-KHATA-020524
2.	Publish Date	May 2, 2024
3.	Manner of Proposal Submission	Hard Copy at tender box located at National Office, WVB marked the tender reference in single sealed envelope without using staples or Signed scanned copy of the Proposal must be sent to email address “wvb_scm@wvi.org” only mentioning the subject “WVB-EOI-DEMY-BOUND-KHATA-020524” within Date: March 3, 2024; Time: 02:00 PM. If file size above 15 MB, please use separate file and mail.
4.	Last Date of Proposal Submission	Proposals shall be submitted <u>On or before Date: May 15, 2024; Time: 11:00 AM</u>
5.	Sample	There is no sample at WVB end. The potential bidder/s will have to develop the sample and obtain approval from WVB.
6	Sample Submission	No need to submit “SAMPLE” during bidding. Sample will be collected from Potential suppliers/vendors (shortlisted)
7.	Procurement focal point	Subrata Deb Nath Supply Chain Management Administrator National Office, World Vision Bangladesh Phone: +88028878323-6 Email: subrata_nath@wvi.org
9.	Delivery Locations:	WVB APs/Projects (Annexure – 3)
10.	Item List Specification and Price Schedule	Annexure-2

Regards

Subrata Deb Nath

Subrata Deb Nath
Supply Chain Management Administrator
National Office, World Vision Bangladesh

Encl.:

- Annexure – 1: Terms & Conditions**
- Annexure – 2: Items/Services required**
- Annexure – 3: Delivery Locations**
- Annexure – 4: Vendor’s Primary Information Collection Sheet**
- Annexure – 5: World Vision Supplier Code of Conduct**

Annexure – 1: Terms & Conditions

A) General Terms & Conditions

1. Hard Copy at National Office, World Vision Bangladesh, Shanta Western Tower (Level 14), 186 Bir Uttam Mir Shawkat Sarak (Gulshan-Tejgaon Link Road), Tejgaon, Dhaka-1208 in Sealed Single Envelope (without using Staples); or Signed and Rubber-Stamped Scanned Copy of Bids to be submitted in PDF Format (01 PDF File Not Larger Than 15MB) through email, subject line as “**WVB-EOI-DEMY-BOUND-KHATA-020524**” only to the email: **wvb_scm@wvi.org** WITHOUT copying any WVB Buyer, Staff, or Stakeholder.
2. Bid should indicate **FINAL UNIT PRICE**, which includes all costs (transport, labor, packing, transshipments) for delivery at WVB designated locations, discount, Income Tax, VAT. All kind of charges including applicable Taxes/VAT will be deducted at source from the total bill as per Bangladesh Govt. Rules & Regulations.
3. All aspects of this quotation will be evaluated, that is quality of goods, specifications, delivery options, and timing and cost; World Vision ultimately reserves the right throughout this process to select any option that best meets its requirements and to hold discussions with any and/or all respondents.
4. The offer should remain valid for 90 Days from the closing date of receiving of Tender Bids by WVB.
5. Payment for goods and services shall be made within 30 Days after satisfactory delivery of goods or performance of works/services. No running bill/partial payment/advance will be paid. The payment will be made through S2B after completion of entire work satisfactorily. Vendor/Supplier may offer alternate option which might cost effective for WVB.
6. Incomplete offer or offers which do not comply with any of our tender terms & conditions will not be considered.
7. WVB reserves the right to accept the Lowest (Technically Qualified) or Whole or Part or Lot/s or any single Item of your offer.
8. WVB authority reserves the right to impose penalty or cancel the entire or partial purchase order if vendor fails to maintain the following but not limited to quality, specification, and delivery date.
9. WVB authority reserves the right to accept or reject any or all the Tenders/Bids 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.
10. Both technical and financial aspects will be considered in the Tender/Bid evaluation process.
11. Samples of offers when required might be asked and should be provided free and before the closing date and time of the quotation. If not destroyed during tests that/those will, upon request, be returned at the bidder's expense, or may be collected by the bidder/s.
12. Making a payment to any employee as an inducement or any canvassing to enable you to 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, will lead to disqualification of the submitted Tender/Bid and will be treated informal/rejected.
13. The bid must be placed/sent in the above-mentioned Email <wvb_scm@wvi.org> not later than 11:00 AM on the closing date.
14. Descriptive literature or samples of the items offered has to be forwarded with quotation. All descriptive literature must be in English language.
15. Proprietor or an authorized representative of the supplier must sign this form, and all the documents accompanying this bid must be properly rubber-stamped and signed.
16. 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.
17. 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 vendor/supplier.

18. Result will be informed to successful bidder(s) within 07 working days after the closing date of receiving the quotations.
19. For any mistake Vendor will Re-Produce all products and deliver as instructed by WVB.
20. The work shall be completed in all respects within the completion date mentioned in the Purchase Order.
21. 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 for every day delayed from the expected date of delivery till the actual date of delivery.
22. WVB accepts bids by electronic quotations dully signed, scanned and sent through wvb_scm@wvi.org without cc or bcc to anybody within the prescribed time.
23. The WVB is not bound to accept the lowest quoted rate and reserves the right to accept or reject any or all the Tenders without showing any reason and acceptance of any liability.
24. WVB will not be held liable for any third party claim/s due to non-payment or under payment of labors and/or workers and other liabilities of the contractor/bidder that may arise during and after the performance of the awarded contract.
25. Bidders might quote for equivalent products in case of unavailability of mentioned products. Evaluation will be either Item or Lot wise.
26. Any late submission of Tender after the schedule date and time will be rejected.
27. 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.
28. 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.
29. Child Protection:
 - a. 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.
 - b. 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 WV Child Protection Policy.
30. 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.
31. Terms and conditions of this tender is a part of the Purchase Order and vice versa.
32. In all cases, the decision of the World Vision Management will be final.
33. Vendor who will be awarded has to deliver the product(s) according to the approved Sample(s) and/or Specifications provided in the PO/Vendor's Quotation, as appropriate.
34. All the columns in this bidding schedule must be properly completed. Quote for each item separately, and in units as specified in the ITB. Incomplete offer or offers which do not comply with any of our tender conditions will not be considered.
35. Bidder has to submit Manufacturer's Authorization Letter in case of Sole Distributor.
36. This ITB is Free of Cost and NO Earnest Money, Security Money, or Performance security/bond is applicable.
37. The applicant/bidder has to make a declaration that the Business Entity has no relative or business partner in

World Vision Bangladesh (WVB) who can influence the purchase decision (See Annex-5).

B) The bidder shall submit: the following additional mandatory documents are required to submit:

a. Delivery schedule confirmation.

b. All legal documents. i.e. Updated Trade License, BIN, TIN, Bank Account Information, etc.

c. Recent two Purchase Order supplying Demy and Bound Khata at any INGOs/International Organization.

d. Declaration on further negotiation scope.

e. Supplier declaration/compliance form for WVB policies mentioned in Annex-5.

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.

Signature of the Supplier/Vendor: _____

Name of the Company: _____

Date with Seal of the Company: _____

Annexure-2:

Items List (Offered price should be including VAT, Tax, and Carrying to Location considering all discounts, if any):

Sl#	Item Description	UOM	Per Unit Rate including all charges and deducting discounts (BDT)
1	Item Name: Bound Khata Item Detail: Bound Khata, Inner: 120 page- 50 gsm (3+/-) Cover: 220gsm (5+/-) Coated Board, (Paper Brand: Bashundhara/Partex/Fresh or equivalent), Top & Back side 5 Color Printing with World Vision Branding; Size: 160 x 192 mm, Binding: Pin Binding	Each/Per Unit	
	Item Name: Demy Khata Item Detail: Demy Khata- Medium, Inner: 120 page- 50 gsm (3+/-) Cover: 220 gsm (5+/-) Coated Board, (Paper Brand: Bashundhara/Partex/Fresh or equivalent), Top & Back side 5 color Printing with World Vision Branding; Size: 280 x 222 mm , Binding: Pin Binding	Each/Per Unit	

Please provide the following information which is part of the bid:

Description	Supplier/Vendor Response
Delivery Lead Time – Expected 15-20 days after Issuance of PO	
Validity of Quoted Price – Expected 1 Year or more	
Minimum Purchase Order Amount/Quantity	
Scope of further Negotiations on Price, Value added Services, other conditions – Expected - YES.	
Do you have updated Trade License, VAT Registration/BIN, and TIN? If yes, please attach the scan copies (PDF)	
Do you have experience supplying Demy and Bound Khata at INGOs/International Organizations. If yes, please provide two recent POs with Completion Certificate (with contact person name and contact no./email)	

Name & Signature of the Vendor/Supplier: _____

Name of the Company/Organization: _____

Date with Seal of the Company: _____

Annexure – 3: Delivery Locations (List of WVB Field Offices):

Sl#	AP/ACO/Project/NO Name	Office Address	Cluster/Project/NO
1	Amtoli AP	Nasrin Palace (2nd Floor), Holding # 614/2, KN Lane, AK School Road, 3 no. ward, Khontakata, Amtali, Barguna-8710	Coastal & River Basin Cluster
2	Barishal AP + Barishal ACO	Chaya Bithi, Holding Number -842, 173/194 C & B Road, North Sagordi P. S. Kotwali, District – Barishal	Coastal & River Basin Cluster
3	Bhandaria AP	Kazibari Road, Holding # 295, Bhandaria, Pirojpur	Coastal & River Basin Cluster
4	Debhata AP + Right to Grow Project	Majh Parulia, Debhata, Satkhira	Coastal & River Basin Cluster
5	Kachua AP	Mir Kasham Ali Vila, Ward#5, Kachua Degree College Road, Kachua, Bagerhat-9310	Coastal & River Basin Cluster
6	Morelgonj AP	Road, Ward #2 Municipality Baroikhali, Morelgonj, Bagerhat	Coastal & River Basin Cluster
7	Pirojpur AP	H/O - 220, Maternity Road, Pirojpur Sadar, Pirojpur Pirojpur-8500	Coastal & River Basin Cluster
8	Rampal AP + Rampal ACO + Youth Empowered Project	Village: Dholda, Post: Foilahat- 9341, Union: Ujalkur, Upazila: Rampal, Bagerhat.	Coastal & River Basin Cluster
9	Sharankhola AP	Holding No. 313, 5 Rasta More, Bangla Bazar, Ward # 05 Rayanda Bazar, Sarankhola-9330	Coastal & River Basin Cluster
10	Wazirpur AP	Wazirpur AP, Harta Bazar, South Part of Harta Bridge, Wazirpur, Barishal.	Coastal & River Basin Cluster
11	Nobo Jatra Project - II (Khulna) + SDRR Project	Priority Dham House hold # 10/9 Road # Shoshan Ghat Road, Pujakhola. Choto Boyra , Sonadanga, Khulna	Coastal & River Basin Cluster
12	Nobo Jatra Project - II (Shoyamnagar)	House#346, Ward#9, Block#1, Fultola Mor, Ismailpur, Shyamnagar, Satkhira.	Coastal & River Basin Cluster
13	Nobo Jatra Project - II (Dacop)	World Vision Bangladesh, Achavua Bazar, Chalna, Dacope, Khulna.	Coastal & River Basin Cluster
14	Nobo Jatra Project - II (Koyra)	Holding # 1425, Village: Amadi, Post Office: Amadi, Police Station: Koyra, District: Khulna	Coastal & River Basin Cluster
15	Biral AP	Biral Degree College Road, PO: Biral, PS: Biral, Dist: Dinajpur	Plain Land Cluster
16	Birganj AP	Collage Para, Birganj Municipality, P.O: Birganj, Upazilla: Birganj, Dist: Dinajpur	Plain Land Cluster
17	Dhamoirhat AP	Uttar Chakjadu Mohila College Road, Dhamoirhat, Naogaon	Plain Land Cluster
18	Dinajpur Area Coordination Office	H # 329/A, R # 07, Ward # 11, Block A, Eidgah R/A, Dinajpur 5200.	Plain Land Cluster
19	Fulbaria AP	382/1, Staff Quarter Road, Fulbaria, Mymensingh-2216	Plain Land Cluster
20	Gaibandha AP	College Road, South Gobindopur, Gaibandha Sador, Gaibandha	Plain Land Cluster

21	Gangachara AP	Ward # 7, Union # 4, House holding # 226, Mouza-Nilockchindy, Burirhat Farm, Gangachara, Rangpur.	Plain Land Cluster
22	Ghoraghat AP	Shampur, College Para, Osmanpur. Ghoraghat- Dinajpur	Plain Land Cluster
23	Godagari AP	Vill: Taldhari,PO: Rajabari Hat,Union: Dewpara,Upazila: Godagari,Thana: Godagari,Dist: Rajshahi,Post Code: 6201	Plain Land Cluster
24	Islampur AP	H-23/4,Vengura Road,V- Gaokura,Post -Islampur, Dist- Jamalpur-2000	Plain Land Cluster
25	Jamalpur ACO + Muktagacha AP	627,Ishwargram, Sannyal Bari, Fulbaria Road, Muktagacha, Mymensingh-2210	Plain Land Cluster
26	Jamalpur AP + BIENGS Project + GESMIN Project	443/1, SA Villa, (2nd Floor), PTI Road, Pashchim Fulbaria, Jamalpur Sadar, Jamalpur-2000	Plain Land Cluster
27	Kaharole AP + Gender Mainstreaming in Maternal & Child Health and Nutrition Project	Village-Paik para, Post Office-Moharajgonj, Upazilla-Kaharole, Dist-Dinajpur	Plain Land Cluster
28	Kishoregonj AP	Munsipara, Kishoreganj Bazar, P O: Kishoreganj, PS: Kishoreganj, District: Nilphamari	Plain Land Cluster
29	Mithapukur AP	Noyapara (Gorer Matha), Mithapukur, Rangpur- 5940	Plain Land Cluster
30	Nilphamari Area Coordination Office	House No # 37, Ward # 04, Collegepara, Sador, Nilphamari-5300	Plain Land Cluster
31	Pirganj AP	House No # 25, Road # 01, Bokultola, Thana Road, Pirganj, Rangpur	Plain Land Cluster
32	Plain Land Cluster	Akashtara,Sariakandi road, Bogura 5800	Plain Land Cluster
33	Rajshahi Area Coordination Office	Santoshpur, Aitport Road, Paba, Rajshahi	Plain Land Cluster
34	Rangpur Area Coordination Office	Road No: 01, Holding # 3431, Keranipara, Rangpur-5400	Plain Land Cluster
35	REACTS-IN Project - Field Office	Santirmore , Horipur road ,Ranisonkoil ,Thakurgaon	Plain Land Cluster
36	Tanore AP	Mondumala Road, Word # 5, Tanore, Rajshahi	Plain Land Cluster
37	Thakurgaon AP + REACTS-IN Project -Thakurgaon	House No-345, Road No- 10, Munshirhat,Gobindonagor,Thakurgaon. Postal Code: 5100	Plain Land Cluster
38	UNICEF Strengthening Social Behavior Change Project- Chapai Nawabganj	H# 46, Upor Raaj Rampur, Chapai Nawabganj Sador, Chapai Nawabganj	Plain Land Cluster
39	UNICEF Strengthening Social Behavior Change Project- Kurigram	Polashbari, Trimohoni,Belgacha, Sador, Kurigram	Plain Land Cluster
40	Bandarban Area Coordination Office	Bandarban Sadar Bus Station, Bandarban -4600	Urban & Rural Cluster
41	Chattogram Urban Development Center	Plot# F-573, Block#2, Kalpolok Abasik, Ctg	Urban & Rural Cluster
42	Dharmapasha AP	College Road, Dharmapasha, Sunamgonj	Urban & Rural Cluster
43	Ensuring Sustainable Access to WASH Project	IWR Project, Purba Merongloa, Chowmuhany, Fatekharkul, Ramu, Cox's Bazar	Urban & Rural Cluster

44	Gowainghat AP	Zia Yeasin Villa, Alamnagor, Radhanagor, Gowainghat, Sylhet	Urban & Rural Cluster
45	Hazaribaugh Urban Development Center	House # 21/22, Road # 02, Block # C, Kaderabad Housing Estate, Katasur, Mohammadpur, Dhaka-1207, Bangladesh.	Urban & Rural Cluster
46	Laksam AP	Lokman Tower, 414/01, Station Road, Nasratpur, Laksam, Comilla	Urban & Rural Cluster
47	Nandail ACO + Purbadhala AP	Colleague Road, Ward no-1, Purbadhala, Netrakona-2410	Urban & Rural Cluster
48	Nandail AP	Pandit Bhaban (1st floor), College Road, Notun Bazar, Nandail, Mymensingh-2290	Urban & Rural Cluster
49	Nazirpur AP	Vill: Bhobanipur, Union: Nazirpur, PS. Kalmakanda, Dist: Netrakona-2430	Urban & Rural Cluster
50	Ramu AP	Chowmuhoni More, Ramu, Cox's Bazar, Cox's Bazar.	Urban & Rural Cluster
51	Rowangchhari AP	1st floor, Headman Chaw Sing Prue Building, In front of 1No Rowangchhari Sadar Union Parishad, Rowangchhari, Bandarban	Urban & Rural Cluster
52	Sunamganj AP	33, Ajabithi, Jamtola, Sunamganj- 3000, Sylhet APC	Urban & Rural Cluster
53	Sylhet Area Coordination Office	19 Bally House, Shahajalal Residential Area, Block# A, Kalibari Road, Sylhet-3100.	Urban & Rural Cluster
54	Tahirpur AP	WVB, Madhya Tahirpur, Roy para, Sunamganj-3030	Urban & Rural Cluster
55	Teknaf AP	Naitong Para, Godarbill, Teknaf, Cox's Bazar.	Urban & Rural Cluster
56	Tongi Urban Development Center	Duttapara, Bonomala Road, House#: 48/2, Collage Gate, Tongi, Gazipur	Urban & Rural Cluster
57	Ukhiya Area Coordination Office + GPOP Project	Deil Para, Wala palong, PO: Ukhiya, Dist: Cox's bazar,	Urban & Rural Cluster
58	Urban & Rural Cluster + Dhaka East UDC	House # 02, Road, 2/B, Block# J, Baridhara, Dhaka- 1212	Urban & Rural Cluster
59	Urban Programme	House # 03, Block # A, Section # 11, Mirpur, Dhaka- 1216	Urban & Rural Cluster
60	National Office	Shanta Western Tower (Level 14), 186 Bir Uttam Mir Shawkat Sarak (Gulshan-Tejgaon Link Road), Tejgaon, Dhaka 1208.	National Office

Note: The location of WVB business units may be changed, increased, or decreased in number.

Annexure – 4: Vendor’s Primary Information Collection Sheet

Company/Supplier/Vendor Name:

SI#	Description of Requirements	Information to be Provided here
1	Name of Owners/Proprietor/CEO/ ED/ Head of Organization (Any One)	
2	NID of Owners/Proprietor/CEO/ ED/ Head of Organization	
3	Trade License No.	
4	Tax Identification Number (TIN)	
5	VAT Registration Number/BIN	
6	Address of Business Center	
7	Contact Telephone Number	
8	Contact Mobile Number	
9	FAX Number (Optional)	
10	Email Address:	-
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	
18	Bank Routing Number	

Information Submitted

by: Signature:

Date:

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

Company / Supplier Name

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
- be accompanied by a WV employee when visiting projects.