

**International Rescue Committee**

**(Humanitarian Program)**

**Request for Proposal (RFP)**

**RFP Reference No: IRC-AFG-KBH-03841**

**Establishing/Installation of Racks in New Pharma Warehouse**

|  |  |
| --- | --- |
| **Planned Timetable** | |
| **Issue Request for Proposal** | *05 Sep 2023* |
| **Suppliers return signed Intent to Bid forms due date** | *21 Sep 2023* |
| **Questions from Suppliers due date** | *14 Sep 2023* |
| **Answers to Suppliers questions due date** | *19 Sep 2023* |
| **Bid submission due date** | *21 Sep 2023* |
| **Bid Opening and Evaluation date** | *24 Sep 2023* |
| **Suppliers visit if applicable** | *28 Sep 2023* |
| **Award of Business** | *15 Oct 2023* |

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# INTRODUCTION

# 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 Humanitarian Program supports communities affected by conflict or natural disasters through WASH, livelihoods, protection, and emergency response projects. Provision of safe drinking water (drilling of new bore wells, new pipe schemes and upgrading of existence pipe scheme to solar systems, construction of sanitation facilities to the MRRD standards) hygiene promotion, skill trainings, food security, farmers capacity building, rehabilitation of the irrigation structures, prepositioned stock of NFIs and emergency shelter for the emergency management and construction of DRR infrastructures are the main program activities.

### **The Purpose of this Request for Proposal (RFP)**

It is the intent of this RFP to secure competitive proposals to select a Potential, Reliable and Committed Service Provider for the International Rescue committee to Establish/Install Racks in New-Pharma Warehouse. Therefore, IRC Afghanistan is calling on all eligible service providers that are qualified, professional and are technically competent for the provision of required services as indicated in **ANNEX–A** to submit their sealed proposals as per the outlined criteria set forth in this RFP.

The winning bidder(s) will enter into a fixed price one off Agreement for the Establishment/Installation of Racks in New-Pharma Warehouse considering the enclosed BoQ, Designed Drawing, and Scope of Works. Bidders shall be domiciled and must be compliant with the Host Government set forth Regulations to operate in **Afghanistan** and shall be a regular taxpayer. To offer such services as specified in the tender and shall furnish copy of its operating license/certificate of registration valid for the fiscal year **2023**. The Bidder shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

* 1. **Background:**

IRC anticipates issuing a contract to a qualified, eligible, and reliable supplier for the provision and installation of racks as per the required specifications.

Respondents should ensure that their quotations/proposals are received by IRC in accordance with the instructions, terms, and conditions described in the RFP. Failure to adhere to instructions described in this RFP may lead to disqualification of a quotation from the consideration.

### **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.

# THE BIDDING DOCUMENTS:

### **The Bidding Documents**

The Bidder is expected to examine all instructions, forms, **terms,** and **specifications** in the bidding documents prepared for the selection of an authorized supplier. 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).* * *Price Schedule (BoQ), SoW, Project Design and Work Schedule (Annex A)* * *Vendor Information Form and Conflict of Interest Form (Annex B)* * *Intend to Bid (Annex C)*   *IRC Buyer to edit the list as appropriate based on the type of good or service being procured.* |

### **Clarification of Bidding Documents**

A prospective Bidder requiring clarification of the Bidding Documents may notify the Purchaser in writing at [AF.Tender@rescue.org](mailto:AF.Tender@rescue.org). The request for clarification must reach the purchaser not later than **September 14, 2023**. The Purchaser will respond by issuing and publishing a formal clarification and responses to each question on this RFP and bidding document from **Sept 19, 2023.**

##### PREPARATION OF BIDS:

### **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.** Any printed literature furnished by the bidder and written in another language must be accompanied by an English translation of its pertinent passages, in which case, for purposes of interpretation of the bid, the English translation shall prevail. Any translations must be performed by a licensed translator as recognized and certified by the Courts and Government of Afghanistan.

### **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 cover letter explaining the Bidder’s interest in supplying the good or service to the IRC.* * *Profile of the company* * *Passport/NIDs of President, Vice President, and Authorized Representative.* * *A Bid detailing the goods, construction works/services, and their unit prices only in the enclosed sheet/BoQ given for the purpose.* * *Valid Certificate of Business Registration in Afghanistan.* * *Taxpayer Identification Number / documents in Afghanistan.* * *Bank details.* * *Tax payment clearance documents in Afghanistan for the year 1401/2022.* * *Three (3) References from current or past clients* * *Any important document bidder feel needs to be attached to support their bid.*   *IRC Buyer to adjust the content based on country context & the nature of the procurement.* |

### **Bid Prices & Price Changes**

For the purpose of selecting a service provider/vendor and executing the for the establishment/installation of Racks in New-Pharma Warehouse, the Bidder shall clearly indicate the goods, construction works/services and their unit prices only in the enclosed sheet/BoQ. The Bidder shall sign and stamp the filled BoQ having the offered prices for all the goods/services to be provided, with the bidding company seal where feasible.

### **Bid Currencies**

All financial rates provided in this bid shall be expressed in AFN currency.

1. IRC will pay vendor/provider within 30 days right after the completion of delivery and submission of invoice to IRC.
2. Documents Establishing service Eligibility and Conformity to Bidding Documents.

**Note: Local currency prices will be converted and locked based on Da Afghanistan Bank exchange rate (USD as main rate mechanism) from the day bids are opened by IRC bid evaluation committee. However, suppliers/providers will be paid in local currency (AFA) with the day rate of Da Afghanistan Bank at the time they submit IRC with invoice each time after completing deliverables. IRC will ensure to pay the supplier within a maximum of 30 days from the date they submit their final invoice and delivery report or work complete certification.**

### **Document Establishing Goods 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 services, which the Bidder proposes to supply under the Contract.

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

The Bidder may propose ultimate 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.

### **Bid Security**

For this this Tender or RFP Process, Bid Security or Bond is not applicable.

### **Period of Validity of Bids**

Bids shall remain valid **for 90 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.

### **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.
* Price validity date (for this purpose and as stated in the advertisement, quote given shall remain unchanged for 90 working days).

Please note: A single bidder may not bid on the same tender via more than one company under his or her ownership. In addition, bidders having close relationships with other bidders (members of the same family, subsidiary, or daughter companies, etc.) may not bid on the same tender. This type of action, or any other action judged by the Purchaser to constitute collusive behavior, will lead to the bidder(s) being automatically eliminated from this tender and disqualified from participating in future IRC tenders*.*

# SUBMISSION OF BIDS

### **Submission and Marking of Bids:**

Bidder shall submit sealed bid clearly marked (IRC-AFG-KBH-03841 Proposal for the Establishment/Installation of Racks in IRC-Kabul New Pharma Warehouse.

Attn: Supply Chain Department,

Main Office in Kabul

[AF.Tender@rescue.org](mailto:AF.Tender@rescue.org)

Add: Qala-e-Fatullah, Str # 3, House # 40,

Old UNOCHA Office, Beside Fatemia Mosque

**no later than Thursday September 21, 2023, at 02:00 PM.** All bids are to be put into the Tender Box provided for the purpose. Bids submitted after the deadline will not be accepted.

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

### **Modification and Withdrawal of Bids**

The Bidder may modify or withdraw its bid after the bid 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.

# BID OPENING AND EVALUATION

### **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.

### **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 (%)** |
| **Past Experience** | Refers to the vendor’s past performance and experience on similar projects. Vendors are required to submit one to three signed/executed copies of Contracts/POs with a cumulative price in terms of dollars (USD 25,000) and the certificates of completion for the provided Contracts or POs with INGOs/ Government Organizations during the last 3 years to obtain this score. | **15%** |
| **Vendor Annual Turnover** | Refers to the annual construction turnover of the vendor in terms of dollars (30,000 USD) during the last 3 years. The required documents are bank statements, cheques, audit reports, and other reliable documents | **10%** |
| **Vendor key staff, work methodology, and Completion Lead Time** | 1. The educational document and resumes of project key staff. The details for the requirement of project key staff are provided in a table below. 2. Work Methodology (Practical and meet with project structures) 3. Referring to the offered lead time, the timelines submitted by vendors through work plan for this purpose will be reviewed thoroughly. The timeline for this project is 60 calendar days | **35 %** |
| **Financial proposal (bid price)** | With reference to the offered price, the price shall be reasonable and competitive. Taxes, duties, and other costs will be included in the offered price. | **40%** |
|  | **Total Weighted Score** | **100%** |

*Note: IRC Buyer to review the evaluation criteria to be aligned with nature of procurements.*

**Mandatory table to be filled out/answered by vendor for technical key staff requirements** (The details for the requirement of project key staff to be in the table and the educational document and resumes of key project staff are to be attached).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Staff Title** | **Requirement No** | **Staff Name** | **Qualification** | **Experience** |
| **1** | **Civil Engineer** | **1** |  |  |  |
| **2** | **Project Manager** | **1** |  |  |  |

**Mandatory table to be filled out/answered by vendor for eligibility requirements (The vendor who fails to meet the eligibility requirement and the bid may be subject to disqualification.)**

|  |  |  |
| --- | --- | --- |
| **Vendor Eligibility** | **Availability of Valid Business License** (Vendor to confirm the attachment of valid Business License) | Confirm here ( ) |
| **Bid Validity** (Vendor to confirm bid validity of 90 Days after bid submission | Mention no of days here.  ( ) |
| **Payment Terms** (Payment will be made looking at most feasible option through Check, or bank transfer (per IRC’s discretion) Within 30 days after the completion the delivery and submission of invoice) | Mention no of days here.  ( ) |

**Mandatory table to be filled out/answered by vendor to support evaluation:**

|  |  |
| --- | --- |
| Vendor to confirm the attachment of required POs/Contracts, and GRNs/DRs/Completion Certificates | Confirm here ( ) |
| Vendor to confirm the attachment of required annual turnover related docs (The required documents are bank statements, cheques, audit reports, and other reliable documents). | Confirm here ( ) |
| Vendor to confirm the submission of work plan and project completion lead time. The timeline for this project is 60 calendar days | Confirm here ( ) |
| Vendor to confirm the provision of tax clearance related documents for fiscal year 1401/2022 | Confirm here ( ) |
| Vendor should fill, sign, and stamp all pages of RFP, VIF, ITB, BOQ, and other attached documents. | Confirm here ( ) |

### **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 Service Provider or vendor is announced.

### **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 one-off Contract for the specific goods and/or services. At this stage IRC may also choose to negotiate with the selected bidder to finalize the offer.

### **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.

### **Warranty**

The Service Provider/vendor warrants that the goods/services to be provided are according to the IRC criteria and meets the Purchaser’s full specifications as well as provide written commitment/warranty letter of concerned goods for the period of three years.

The warranty shall remain valid for a period of three years and will be specified by the Service Provider/supplier in the written letter and this warranty period shall be considered as one of the bids advantages and shall in no case be less than that which is provided for by Afghanistan Law if any.

### **Inspection**

The Purchaser shall have the right to inspect the goods/Service 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/Service fail to conform to the specification, the Purchaser may reject them, and the Bidder shall replace the rejected goods/service without extension of time except at the Purchaser’s sole discretion. In this Tender the site visit will be done by the IRC committee members in order to observe the capacity of vendor.

### **Price Schedules and Location**

(AnNEX-A) Bill of Quantity (BoQ) sheet has been enclosed with RFP package and needs to be filled. The price to be inserted in Unit Price column in AFN Including Afghan Govt 2% or 7% withholding Tax)

# FOR IRC USE

**Following documents have been supplied:**

|  |  |
| --- | --- |
| A cover letter explaining the Bidder’s interest in supplying the good or service to the IRC |  |
| Profile of the Company |  |
| Articles of incorporation / Business Registration or License |  |
| Three (3) References from current or past clients |  |
| A Bid detailing the unit price only in the sheet given for the purpose |  |
| Bank Details |  |
| Passport / ID cards of business owners/board of directors, & authorized representative |  |
| Financial Statement (if available) |  |
| Vendors/Contractors Tax Identification Number (TIN) |  |
| Intent to Bid/Proposal Form (Annex-C) |  |
| The Request for Proposal – RFP (applied to this document). |  |
| Service and Price Sheet/BoQ (Annex A) |  |
| Drawing, SoW, and Work plan |  |
| Vendor Information Form and Conflict of Interest Form (Annex B) |  |

### **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 STANDERDS

### **Compliance to the IRC Way**

The IRC Way: Standards for Professional Conduct (“The IRC Way”), the IRC’s code of conduct, which can be found at: <https://www.rescue.org/page/our-code-conduct> and IRC’s combating Trafficking in Persons Policy, which can be found at: <https://rescue.app.box.com/s/h6dv915b72o1rnapxg3vczbqxjtboyel>. The IRC Way provides Four (4) core values - Integrity, Service, Accountability, and Equality – 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

1. informs IRC upon becoming aware that the integrity of IRC’s business has been compromised during the RFP process, and
2. Reports 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.
3. Or can email to ECU confidentially at [Integrity@Rescue.org](mailto:Integrity@Rescue.org).

### **Bidder Non-Collusion Statement**

IRC prohibits collusion and will disqualify all bids where collusion is detected. Collusion happens when related parties submit separate bids for the same tender. Collusion includes situations where:

1. Members of the same family submit separate bids for the same tender.
2. Separate companies owned by the same person submit separate bids for the same tender.
3. Employees of a bidding company submitting separate bids through companies they own for the same tender.
4. Partners in a bidder submitting separate bids under their own names/ companies they own for the same tender.

It is collusion for a person to be involved in more than one companies/ businesses submitting a bid to the same tender. Collusion will lead to IRC disqualifying the involved Individuals or companies from that tender as well as disqualify them from submitting bids for future tenders. In addition, IRC may share information relating to this collusion with other international aid organizations operating in the region leading to loss of business opportunities for the colluders.

# ANNEX-B: Vendor Information Form

|  |  |
| --- | --- |
| 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; if not agree with IRC proposed term |  |

**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: |

# 27. Service Provider 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 Service Provider status and disqualification of Company from participation in future IRC procurement.

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

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

By signing the Service Provider 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.

# 28. IRC Conflict of Interest and Service Provider Code of Conduct

Service Provider hereby agrees that Service Provider and Service Provider’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. Service Provider 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 using 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.

# 29. Conflict of Interest

* Service Provider 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 Service Provider’s business activities.
* Service Provider herby 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 Service Provider’s owners.
* Discovery of an undisclosed conflict of interest will result in immediate termination of any Agreement and disqualification of Service Provider from participation in current and future IRC activities.
* Service Provider hereby confirms that the organization is not conducting business under other names or alias’s that have not been declared to IRC.
* Service Provider herby confirms it does not engage in theft, corrupt practices, collusion, nepotism, bribery, or trade in illicit substances.

**30. Service Provider herby 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 Ethics point, www.ethicspoint.com or call Ethics point 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 Service Provider 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.

|  |
| --- |
| Service Provider Name: |
| Signature: |
| Title: |
| Print Name: |
| Date: |

**International Rescue Committee, Inc.**

# 31. Annex C - Intent to Bid

**IRC Reference #: IRC AFG-KBH-03841**

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

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

**1.□** It is the intent of this company to submit a response to the (RFP IRC AFG-KBH-03841) 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_