



International Rescue Committee (Afghanistan)

PD Ref No: IRC AFG-KBH-02664

Request for Proposal (RFP)

**Procurement and Installation of Solar Panel for IRC Kundoz
and Kabul Provinces**

Planned Timetable	
Issue Request for Proposal	Aug 11, 2022
Suppliers return signed Intent to Bid forms due date	Aug 25, 2022
Questions from Suppliers due date	Aug 14 – August 21, 2022
Answers to Suppliers questions due date	Aug 15 – August 23, 2022
Bid submission due date	August 25, 2022
Bid Opening and Evaluation date	August 28, 2022
Suppliers visit if applicable	September 01, 2022
Award of Business	September 07, 2022
Contract start	September 08, 2022

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A. INTRODUCTION

1. *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. IRC is working in Afghanistan since 1988 providing Humanitarian assistance to the vulnerable people of Afghanistan in the sectors of Education, Water Sanitation, Livelihood, Protection, and Emergency Response.

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

It is the intent of this RFP to secure competitive proposals to select Supplier(s) for the International Rescue committee (Afghanistan) to Purchase and install the solar panel plate to Kundoz and Kabul Provinces of **Afghanistan**. All qualified and interested Suppliers are invited to submit their proposals.

The winning Bidder(s) will enter into a Onetime Purchase Agreement. Bidders shall be domiciled in and shall comply with all Government Regulations to operate in (Afghanistan). Bidders shall be regular taxpayers and shall furnish a copy of their operating license/certificate of registration valid for the fiscal year (2022/2023). Bidders shall not be under a declaration of ineligibility for corruption, kickback, red flag, suspension or fraudulent practices.

3. *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.

B. THE BIDDING DOCUMENTS:

4. *The Bidding Documents*

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

The Bidding documents shall include the following documents:

- *The Request for Proposal – RFP (this document);*
- *The categories of goods and services*
- *Specifications of each item or Scope of Work attached.*
- *Price offering sheet (space provided on the list)*
- *Annex B Intend to Bid*
- *Vendor Information Form*
- *Conflict of Interest*

5. Clarification of Bidding Documents

A prospective Bidder requiring clarification of the Bidding Documents may notify the Purchaser in writing at AF.Tender@rescue.org. The request for clarification must reach the purchaser between **Aug 14 to August 21, 2022**. The Purchaser will respond by issuing and publishing a formal clarification and responses to each question on this RFP and bidding document from **Aug 15 to August 23, 2022**.

C. PREPARATION OF BIDS:

6. Language of Bid

The Bid and all related correspondence and documents exchanged between the Bidders and the Purchaser shall be written in (English). Any printed literature furnished by the Bidder and written in another language shall be accompanied by English Language translation of its pertinent passages, in which case, for purposes of interpretation of the bid, the English version shall prevail.

7. Documents Comprising the Bid

The submitted bid shall include the following information. Failure to provide all requested information or to comply with the specified formats may disqualify the Bidder from consideration.

- A cover letter explaining the Bidder's interest in supplying and installation of Solar Panel plate to kundoz and Kabul provinces as per Price list.
- Delivery Timeline with clear dates to the IRCs fields office,
- Profile of the company.
- A Bid detailing of solar panel plate and their unit prices only in the sheet given for the purpose.
- Explanations of delivery lead-times, transport, stock/storage, and handling requirements,
- A Certificate of Valid Business Registration or Trading License in (Afghanistan)
- Taxpayers' documents in (Afghanistan) for last quarter of fiscal year 1399 sola Calendar if cleared.
- Three (3) official references from current or past clients (at least in the last two years)
- Other important documents which Bidder attaches to support its bid.

8. Bid Prices.

The Bidder shall clearly indicate the unit price of the goods/supplies in Exhibit A & B in below page.

9. Bid Currencies

All financial rates provided in this bid shall be expressed in Afghan currency. Further detail has been described in the ToR terms and condition

10. 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 all goods and services, which the Bidder proposes to supply under the Contract.

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

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

The Bidder may propose alternate 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.

11. Bid Security

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

12. Period of Validity of Bids

Bids shall remain valid for **3 months** after the date bids are opened by IRC procurement committee. A bid valid for a shorter period may be rejected by the IRC Procurement Committee as non-responsive.

In exceptional circumstances, the Purchaser/procurement bid committee 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.

13. Format and Signing

The original bid shall be signed by the Bidder or by a person or persons authorized to bind the Bidder to the contract. Financial proposal pages (Exhibit A & Exhibit B) of the bid shall be initialed by the person or persons signing the bid and stamped with the Bidder's company seal.

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

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. On the other hand, one bidder may submit more than one offer in response to the same tender only if the offers demonstrate clear differences in specifications, quality, lead time, and other characteristic of the goods and services offered.

D. SUBMISSION OF BIDS

14. *Submission and Marking of Bids:*

Bidders submitting their proposals shall submit in **One sealed envelope properly marked with the Tender code (RFP IRC AFG-KBH-02664)** to the following IRC's offices' address no later than August 25, 2022, between 08 am to 04:00 PM Kabul and Kundoz Time

IRC's Kabul Head Office
International Rescue Committee (IRC),
Attn: Supply Chain Department,
Main Office in Kabul
Add: Qala-e-Fatullah, Str # 3, House # 40,
Old UNOCHA Office, Beside Fatemia Mosque
Kabul and IRC Kundoz field office address: Sare Dawra Omari Square, PD# 5, House No.
1183 Afghanistan

All bids shall be placed in the Tender Box provided for the purpose. Bids submitted after the deadline will not be accepted. The procurement committee may, at their discretion, extend the deadline for the submission of bids, in which case all rights and obligations of the procurement committee and Bidders, as documented in the RFP, will be applicable to the new deadline.

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

Format

The Bidder's proposal shall comprise of This RFP and the requested document.

15. *Modification and Withdrawal of Bids*

The Bidder may modify or withdraw its Bid after submission, provided that written notice of the modification, including substitution or withdrawal of the Bids, is received by the Purchaser/Procurement Committee 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.

E. BID OPENING AND EVALUATION

16. *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.

17. *Evaluation and Comparison of Bids*

Bids determined to be substantially responsive as per section 7 above will be considered evaluated by the IRC Procurement Committee:

EVALUATION CRITERIA	Description	Weight (%)
Delivery/Installation	Supplier should have capacity to deliver and install the required goods/services to IRC Kabul main office and Kundoz field office within 35 calendar days after placing Purchase Order (PO) or contract	15%
Supplier Capacity	During the site survey IRC Procurement team will assess the supplier capacity based on written commitment provided by the Supplier of available stock percentage	10%
Payment terms	Agree to receive payment within 30 days after successfully delivery, installation and submission of invoice to IRC office	5%
Specifications and Quality of materials	Supplier will provide samples for checking and approval as specified in the list of items only shortlisted vendors will be asked for the samples	10%
Past experience	Vendor to provide minimum three (3) copies of Purchase Orders (PO/Contracts with GRN/Good receive notes for similar goods or products delivered to any UN agencies, INGOS, and Government Ministries	20%
Financial proposal	Offer as per Price list and includes the cost / price of the goods/services to be delivered.	30%
Eligibility	1- Supplier to have valid business license from local government and a copy to be included in sealed bid 2. Bid should have 3 months validity from the date bids submitted.	10%
Total Marks		100%

INFORMATION Table to be filled by Supplier:

Supplier to provide written commitment stock percentage.	(Mention if agree)
Supplier confirms payments will be made after complete delivery and submission of invoice within 30 days	(Mention here number of days and method agreed)
Supplier to confirm bid validity is 3 months	Mention no of days here ()
Supplier to confirm number of days for delivering goods and services to each site.	Mention no of days here ()

18. Contacting the Purchaser

Subject to Clause 5, no Bidder shall contact the Purchaser or any bid procurement committee member on any matter relating to this bid, from the time of the bid opening to the time the Contract is awarded, or the selected qualified supplier is announced.

19. Notification of Award

Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful bidder in writing or where necessary by telephone that his or her bid has been accepted and, selected for Simple Service Agreement (SSA) for the specific goods and/or services. At this stage IRC may also choose to negotiate with the selected bidder to finalize the offer.

F. CONTRACTING

20. Contract award and notification

The Purchaser shall award the Contract to the notified successful Bidder(s) whose bid has been determined to be substantially responsive and has been determined to be the best evaluated bid considering price, score and performance factors, provided further that the Bidder is determined to be qualified to enter into a SSA and perform its obligations satisfactorily during the contract validity period.

21. Warranty

The Supplier shall warrant that the goods/supplies to be supplied are new, unused, of the most recent or current models (products) and meet the provided samples specifications. If a situation comes where similar brand/model supplies selected as sample gone short or vanished from market, then supplier in advance shall deliver equivalent quality of same item to IRC bid committee and can only deliver the alternative item if its approved in writing by bid committee and Country Director.

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

22. Inspection

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

In the future business relation, should any inspected goods fail to conform to the specification, the Purchaser/bid committee or field technical team may reject them and the Bidder shall replace the rejected goods without extension of time except at the Purchaser's sole discretion.

23. Price Schedules and Location

The prices given to IRC shall remain same and apply for Kabul and all other designated field sites with no extra charge.

All supplies listed in this RFP to be delivered to designated field sites of IRC when Purchase Order Placed.

**Terms of Reference (ToR) Purchase, Delivery, and installation of Solar Panel Plates
for Kundoz and Kabul Provinces**

PD No: IRC AFG-KBH-02664

IT Solar power Backup system Items

Scope of Work and required items and Installation:

- 1: 330 w solar panel Installation, from 28 solar to 34 solar panels. **(for further clarification, IRC will procure 117 solar panel as indicated in below price schedule, supplier will use 28-34 panel while the rest will be kept in IRC stock.)**
- 2: stronghold Solar panel Frame with all required equipment (local made)
- 3: 50 meter 1.5-inch black pipe (Pipe Ayni) for covering wires from solar to inverter
- 4: 350-meter line 10*2 ml made in Turkey's original
- 5: 35ml line turkey original 30 meters for each installation
- 6: control box with Digital Meter of Voltage, Amp, changeover, etc.
- 7: 5 kv wall mount stabilizer installation (stabilizer will be provided by the IRC)
- 8: Inverter power max 7.2KV sun bridge installation (inverter will be provided by the IRC)
- 9: Duk jali Dar medium size (one Piece for each installation)
- 10: 20 Batteries installation (Exact number of batteries will be specified by IRC and all batteries will be provided by IRC)
- 11: battery frame and good quality Terminal
- 12: DC fuses 125 amps
- 13: 700 meter 2.5*2 ml line Turkey original
- 14: 700-meter duck for line (Covering lines) made in Thailand
- 15: 50 sockets for IT equipment, made in turkey
- 16: 50 breaker 4amp OEZ original
- 17: 10 fuse box for having 12 breaker capacities, made in turkey
- 18: 150 meter 6*2 ml line turkey
- 19: 3 light good quality
- 20: Complete installation with 2-year maintenance service free.

Installation Method:

IRC office is intended to make a solar power backup system for IT equipment in Kabul and Kunduz. The solar power backup system should be separately installed and distributed to each office room, install 2 or 3 sockets in every office room as per their needs, and for every room, there should be a 4 amp breaker that can cut or off the overload of sockets, for these breakers one fuse box need to be installed in each floor. 2.5 ml line inside the ducks use for sockets.

It includes the complete installation from solar panel till to separately distribute the power back system to every single room of IRC offices by sockets.

Complete Solar Power backup system installation from Zero to 100% with 2 years of maintenance and FREE services include. In case this system show error or damage supplier is responsible for maintenance.

All the required materials mentioned above are an estimation in case if require some extra without Batteries, Inverters, Stabilizers, and Solar Panels should be provided by supplier

under installation charges of the best quality, if the quality was not good (as per the sample)_will be rejected and the supplier should replace or reinstall the system again.

Note Interested bidders can also do site visit by their own if required, and for Sample check of the items please visit IRC Kabul Main office

Location: Kabul and Kunduz

Background:

IRC Kabul Afghanistan is procuring the Solar Panel Plates with its complementary parts and installation The specification of each item is listed in below table and in Scope of services and interested suppliers are requested to provide unit costs and exact total cost of each item per their unit indicated in below table that should include the cost of transportation to Kabul and Kundoz provinces in addition to this, 2% of Government withholding tax IRC will deduct from winning supplier final invoice and will pay to De Afghanistan Bank.

Interested suppliers should ensure to provide their unit costs for each item in local currency Afghani where their unit costs will be locked into USD Dollars using De Afghanistan Bank Exchange rate from the day procurement committee opens the sealed bids. The locked costs will remain as main factor for each item and winning supplier will be paid in Afghani after complete delivery by submission of full Delivery Report (DR) and Invoice. IRC will calculate the USD locked amount into Afghan currency using De Afghanistan Bank exchange rate from the day invoice is submitted to IRC and payment will be made within next 30 days.

Price Schedule List:

Item Name اسم جنس	Specification مشخصات جنس	Unit واحد	Total Quantity Needed مقدار مجموعی قابل نیاز	Unit Cost AFN including Transportation and 2% Government Tax قیمت فی واحد به افغانی بشمول انتقال به ولسوالی جونڈ بادغیس و ۲ فیصد تکس حکومت	Total AFN Cost including Transportation and Government 2% withholding tax قیمت مجموعی به افغانی بشمول انتقال و ۲ فیصد تکس حکومت
Solar Panels (330 watt original)	Solar Panels (330 watt original)	Each	117		
Battery Gel 200 AMP	Battery Gel 200 AMP	Each	60		
Complete power backup solar system installation with require items 2-year free services	Complete power backup solar system installation with require items 2-year free services	Each	2		
Grant Total Cost in AFN including Transportation, Installation to Kabul and Kundoz Provinces and 2 % Government Tax.					

Terms and Condition:

1. Interested supplier to ensure prices are provided as per the given quality for unit costs and total costs to afghani including transportation to kundoz and Kabul Provinces and 2% Government Withholding Tax.
2. Its supplier responsibilities for loading and offloading (transportation) of the supplies to the distribution site
Due to price instability, Suppliers provided Afghani unit and total currency will be locked into USD from the date IRC Procurement Committee opens the sealed bids for evaluation. The locked USD amount will remain main total value of the whole contract Purchase Order however, winning supplier will be paid In Local Currency Afghani using De Afghanistan Bank Exchange Rate on the day final invoice and delivery report is received
3. Suppliers interested to submit sealed bids to this call for tender shall ensure their given price and the quality of supplies are compatible and will be subject to sample check only with those suppliers gain high score due to financial bid, right sample, on time response/communication and other accepting terms.

4. Winning supplier will be responsible to do the full delivery and installation where it fits as per IRC given instruction at the time of contract/Purchase Order awarding and no additional costs will be incurred by IRC for this purpose.
5. Interested suppliers submitting bid to this tender shall carefully read the RFP (Request for Proposal) and ensure all necessary information asked in the tender documents are provided by signing and stamp of each tender document. Suppliers should include their copy of valid business license, Passport copy/National ID Card for company owner/vice president and the person acting as sales representatives among their proposal.
6. Sealed bids to be submitted to IRC designated office on the last day as mentioned in the tender document and supplier or his/her representatives shall clearly write the Procurement Document Reference Number on back of their sealed envelope, name of their company, contact detail and shall sign the bid register form will be placed in IRC office gate when bid submitted, LATE SUBMISSION May disqualify supplier in the bid process
7. Delivery should be made on time as per given schedule by the IRC and any force majeure or uncontrollable situation to be immediately reported to IRC Procurement Department
8. All risks of transportation of goods up to the distribution point (Kundoz and Kabul) rely on winning supplier and IRC will not be liable for any compensation if a situation happen supplier sustain loss/damage or stolen of delivered goods on the way to the site.
9. Any quantity of item delivered by supplier that is not matching the actual approved sample check will be rejected and returned by the IRC site staff and supplier is responsible to ensure completing the correct quantity at their own costs within next 5 working days.

FOR IRC USE

Following documents have been supplied:

Business registration or license	
Articles of incorporation or similar document	
Business and other NGO references	
Bank statements and references	
Passport / ID cards of business owners/board of directors	
Financial statement (if available)	
Vendors/Contractors Tax Identification Number (TIN)	
Passport/ID care of Business Partner/Sub contractor owners/board of directors and entity full title	
Intend to Proposal Form	
Proposal Security	
Performance Bank Guarantee	

24. 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.

25. Disclaimer

The Purchaser/Procurement Committee reserves the right to alter the dates of the timetable.

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

G. ETHICAL OPERATING STANDARDS

1. 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/h6dv915b72o1mmapxg3vczbqxjtboyel>. The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings.

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

IRC requests that a supplier

- (i) informs IRC upon becoming aware that the integrity of IRC's business has been compromised during the RFP process, and
- (ii) Reports such events through IRC's confidential hotline, Ethics point, which can be accessed at www.ethicspoint.com or via toll-free (866) 654-6461 in the U.S., or collect (503) 352-8177 outside the U.S.

2. 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:

- a) Members of the same family submit separate bids for the same tender
- b) Separate companies owned by the same person submit separate bids for the same tender
- c) Employees of a bidding company submitting separate bids through companies they own for the same tender
- d) 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 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 colluder



INTERNATIONAL RESCUE COMMITTEE

Vendor Information Form

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

*Please complete all fields.
Fields marked (*) are mandatory.*

Vendor Information

*Company\Organization Name *For individual vendors, provide legal first and last name	
*Any other names company is operating under (Acronyms, Abbreviations, Aliases) if any	
*Previous names of the company	
*Address	
*Website	
*Phone/Fax Numbers	Phone: _____ Fax: _____
*Primary Contact	First Name: _____ Last Name: _____ Phone Number: _____ Email Address: _____
*Number of Staff	
Number of Locations	
Avg. \$ Value of Stock on Hand	
*Name(s) of Company Owner(s) or Board of Directors or CEO	
*Parent companies, if any	
*Subsidiary or affiliate companies, if any	

Financial Information

*Bank Name and Address	
*Name under which company is registered at bank	<u>This field is mandatory if Wire Transfer is the selected payment method</u>
*Specify Standard Payment Terms (Net, 15, 30 days etc.)	
*Payment Method (select all that applies)	Payment By: <u>Check</u> Yes No <u>Wire Transfer</u> Yes No <u>Cash</u> Yes No
*Name under which company is registered at bank	
*Bank account number	<u>This field is to be completed upon notification of awarding of order\contract</u>
Routing Number	<u>This field is to be completed upon notification of awarding of order\contract</u>
Swift code (if applicable)	<u>This field is to be completed upon notification of awarding of order\contract</u>

Product/Service Information

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

Documentations as applicable:

*Registration	Provided _____ Not provided: _____ Reasons: _____
*Tax ID (W9, Tax exempt certificate, etc.)	Provided _____
US Vendors only *Do you require a Form 1099?	Yes _____ No _____

References (optional)

Client Name:	<u>Contact Name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, Phone, Email Address:</u>

Client Name:	Contact Name, Phone, Email Address:
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Vendor Self-Certification of Eligibility

Company certifies that:

10. 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 Vendor status and disqualification of Company from participation in future IRC procurement.
9. Vendor hereby confirms that the organization is not conducting business under other names or alias's that have not been declared to IRC.
10. Vendor hereby confirms it does not engage in theft, corrupt practices, collusion, nepotism, bribery, or trade in illicit substances.

By signing the Vendor 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.

IRC Conflict of Interest and Vendor Code of Conduct

Vendor hereby agrees that Vendor and Vendor'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, 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 here: <https://rescue.app.box.com/s/h6dv915b72o1rmapxg3vczbqxjtboyel>.

The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings. Vendor acknowledges that all IRC employees and independent contractors are expected to apply these core values and follow these undertakings in carrying out work on behalf of IRC. It is a point of pride for IRC to apply these behavioral standards in IRC's everyday operations.

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

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

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

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

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

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

Conflict of Interest and Legal Compliance

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

- Vendor hereby warrants that it complies with all applicable laws, statutes and regulations, including, but not limited to, export controls, import controls, customs regulations, trade embargoes and other trade sanctions and laws governing unlawful boycotts and payments to foreign government officials.

Vendor hereby agrees to maintain high ethical and social standards:

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

Disclosures of conflict of interest shall be made in writing to the IRC Supply Chain Coordinator or Deputy Director of Operations in your country. For global procurement, please write to GSCQA. Email: GSCQA@rescue.org.

These IRC officials shall then determine whether a conflict exists and is material, and whether the contemplated transaction may be authorized as just, fair, and reasonable. If conflict exists, then the vendor with such a conflict shall be prohibited from participating in the transaction.

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, irc.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 vendor 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.

Vendor Name:
Signature:
Title:
Print Name:
Date:



International Rescue Committee, Inc.
Annex C - Intent to Bid

IRC Reference #: IRC AFG-KBH-02664

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-02664) 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 _____