**Annex-1 Submission Form**

[The bidder should use this as a sample to add to their official letterhead]

[Location, Date]

To: War Child Canada, Afghanistan

Dear Sir:

We, the undersigned, offer our services to War Child Canada for the supply of Bedroom Items by your tender dated [Insert Date]. We are hereby submitting our offer in a sealed envelope.

We hereby declare that all the information and statements made in this offer are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our offer is accepted, to initiate the assigned services not later than the date indicated in the contract.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

|  |  |
| --- | --- |
| Authorized Signature & Stamp: |  |
|  |  |
| Name and Title of Signatory: |  |
|  |  |
| Name of Firm: |  |
|  |  |
| Address: |  |

**Annex-2 Supplier Data Sheet**

|  |  |  |
| --- | --- | --- |
| # | Items | Information to be filled by the Tenderer |
| 1 | Name and Address of the supplier, Telephone number, Mobile, and Email address |  |
| 2 | Type of supplier/firm (sole proprietorship, partnership, private limited, corporation) |  |
| 3 | Name and address of Directors/Partners |  |
| 4 | Year of establishment. |  |
| 5 | Nature of business |  |
| 6 | Branches in other cities |  |
| 9 | Registration certificate and update license copy from the relevant ministry (attached) |  |
| 10 | Bank name and address |  |
| 11 | Total number of employees of the firm |  |
| 12 | Income tax return (attach for last three years) or Tax Clearance Certificates (last 3 years) |  |
| 13 | Copy of tax Identification (attached copy) |  |

**Undertaking:**

I hereby certify that all the information furnished above is true to the best of my knowledge and belief. I have no objection to War Child Canada verifying any or all the information furnished in this document with the concerned authorities, if necessary. I also certify that I have understood all the terms and conditions indicated in the tender documents and hereby accept the same completely.

|  |  |
| --- | --- |
| Signature with official Stamp/Date: |  |
|  |  |
| Name and Title of Signatory: |  |
|  |  |

**ANNEX – 3 DECLARATIONS and GUARANTEES**

1. **No Pending Suits or Actions:**

The Supplier declares and guarantees that it is under no obligation or prohibition, nor is it subject to or threatened by any actions, suits, or proceedings that could or would prevent compliance with this transaction, and undertakes to advise War Child Canada immediately of any such occurrence.

1. **Anti-Corruption:** 
   1. The Supplier declares and guarantees that no offer, gift payment, consideration, or benefit of any kind, which constitutes an illegal or corrupt practice, has been or will be made to anyone by Supplier, either directly or indirectly, as an inducement or reward for the award or execution of this transaction.
   2. The Supplier declares and guarantees that neither Supplier nor its employees involved:
   3. Were convicted by a court of law in Afghanistan/Canada or in any other jurisdiction for an offense involving bribery or corruption or;
   4. Are under sanction, for an offense involving bribery or corruption, imposed by a government, a governmental organization or a development organization providing development assistance.
2. **Anti-Terrorism:**

TheSupplier declares and guarantees that the funding for the purposes of the agreement will not knowingly be used to benefit the following groups: (a) are not used to provide support to individuals or entities associated with terrorism; (b) are not transferred by the Vendor to any individual or entity found on the security watchlist checks below. (c) are not used, in the case of money, for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import is prohibited below.

* 1. US State Department: Specially Designated Nationals (SDN) https://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx
  2. USAID: System Award Management System (SAMS)

<http://sam.gov>

* 1. Canadian Government: Listed Terrorist Entities (Currently Listed Entities).

https://www.publicsafety.gc.ca/cnt/ntnl-scrt/cntr-trrrsm/lstd-ntts/index-en.aspx

* 1. UN Security Council Committee: https:/[/www.un.org/securitycouncil/sanctions/un-sc-consolidated-list](http://www.un.org/securitycouncil/sanctions/un-sc-consolidated-list);
  2. It is the legal responsibility of the recipient/contractor to ensure compliance with these Executive Orders and laws stated above.
  3. War Child Canada has the right to verify and disqualify the supplier/vendors/individuals found ineligible to the above websites.

1. **Controlled Substances:**

In participation to this bidding, the Bidder certifies that the firm is not engaged in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance during the performance of this bidding process.

1. **Child Protection and Safeguarding:**

War Child Canada’s commitment and protection on Child Safeguarding Policy: The BIDDER shall explicitly and systematically integrate safeguarding considerations (activities, outputs, results) in accordance with the UN Convention on the Rights of the Child. That the BIDDER does not engage in activities that have in any way caused harm to directly or through exploitation of a child.

I hereby certify that I fully understand, DECLARE and GUARANTEE, that I have complied to the STATEMENTS above to the best of my knowledge and belief. I have no objection to War Child Canada verifying any or all the information furnished in this document with the concerned authorities, if necessary.

|  |  |
| --- | --- |
| Signature with official Stamp/Date: |  |
|  |  |
| Name and Title of Signatory: |  |
|  |  |

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**Annex-4 Supplier’s Background**

*[Provide here a brief (one page maximum) description of your company/firm or entity and each associate if involved in this assignment.]*

|  |  |
| --- | --- |
| Signature with official Stamp/Date: |  |
|  |  |
| Name and Title of Signatory: |  |
|  |  |

**Annex-5 Relevant Experience**

(Using the format below, provide information on at least three major suppliers of a similar nature for the supply of Bedroom Items over the last two years that were legally contracted to your company/firm. For major supplies)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name and title of the contract** | **Duration (year & months)** | **Value (in US$)** | **Location (province/Country)** | **Name of Client** | **Contact person (Name, Phone and e-mail address)** | **Type of supply** |
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|  |  |
| --- | --- |
| Signature with official Stamp/Date: |  |
|  |  |
| Name and Title of Signatory: |  |
|  |  |

**Annex-6 Financial Submission Form**

[The bidder should use this as a sample to add to their official letterhead]

[Location, Date]

**War Child Canada**

Kabul, Afghanistan

Dear Sirs:

We, the undersigned, have offered a supply of Bedroom Items with the total cost of AFN XXXX [in words ] including all other costs to the War Child Canada office located 3rd Floor, Muslim Business Canter, Haji Yaqoob Square, Shahr-e-now, Kabul City, Afghanistan. Our attached financial offer is valid for ( XXX) days effective as of the date our bids are submitted. This amount is inclusive of the local taxes.

We fully understand that War Child Canada reserves the right to reject our offer with or without any reason.

|  |  |
| --- | --- |
| Authorized Signature & Stamp: |  |
|  |  |
| Name and Title of Signatory: |  |
|  |  |
| Name of Firm: |  |
|  |  |
| Address: |  |