

## REQUEST FOR QUOTATION

Date of Issue	April 16, 2026
RFQ No.	RFQ-AWVAO26-0002 (Re-Announcement)
Contract Title	Supply of School Bags and Stationery
Pre-Bid Meeting (Mandatory)	April 21, 2026 (2:00 PM Kabul Time)
Closing Date	April 26, 2026, 12:30 PM, Kabul time
Bid Opening Date	April 26, 2026 (02:30 PM, Kabul Time)

**Invitation:** AWVAO invites interested and eligible suppliers to submit sealed quotations for the supply and delivery of school bags and stationery for AWVAO schools located in Kabul, Ghazni, and Kunduz Provinces, funded by AFV.

**Delivery Location:**

- Safa School, PD#17, Kabul city, Kabul province
- Bazari Girls Primary school, Bazari village, Kalakaan District, Kabul province
- Boyazar School, Boyazar Village, Shakar Dara district, Kabul province
- Roshani Girls School, Ghazni city, Ghazni province
- Khazani School, Kunduz city, Kunduz Province

**Submission Address:**

All quotations must be submitted to the AWVAO Kabul Office, located at:

**House # 20, 1<sup>st</sup> Street, Old Taimani, Kabul, Afghanistan**

Quotations must be submitted in a sealed envelope with the RFQ number, contract title, and company name clearly indicated on the envelope.

Contact Person:

Abdul Qayoom Sharifi

Email: [logistics.awvao@gmail.com](mailto:logistics.awvao@gmail.com)

### General Conditions

**1. General**

The items requested under this RFQ will be used for AWVAO schools to support the provision of school bags and stationery for students at the designated delivery locations (Safa, Bazari, Boyazar, Roshani, and Khazani schools).

**2. Cost of quotation**

The cost associated with the preparation and submission of the quotation shall be borne by the Bidder and AWVAO is not responsible for these costs in any case.

### 3. Eligibility

Bidders should provide valid registration certificates and adequate proofs of their capacity and past experience relevant to this procurement. Supplier should provide additional information to prove their eligibility if requested by AWVAO.

### 4. Exclusion from award of contracts

Bidders may be excluded if they:

- (a) are subject to conflict of interest:
- (b) are guilty of misrepresentation in supplying the information required by the Contracting Authority as a condition of participation in the Contract procedure or fail to supply this information.
- (c) Failure to provide samples for inspection within the specified timeframe, or failure to deliver materials to the site in accordance with approved specifications and approved samples.
- (d) Any bidder who submitted fraudulent documents (i.e. experience related contracts and certificates) will automatically be excluded from this procurement process.

### 5. RFQ Relevant Documents (to submit with quotation)

The bidder shall provide the following documents with the sealed quotation at the above-mentioned address to AWVAO office.

1. Attached Price schedule **(Mandatory)**
2. Signed Bid Declaration Form **(Mandatory)**
3. Signed Code of Conduct for Contractors **(Mandatory)**
4. Copy of valid business registration certificate **(Mandatory)**
5. Bid guarantee (in the form of Bank Guarantee and one month validity) on the name of AWVAO with amount of 2% of total bid value **(Mandatory)**
6. Bank account details
7. TIN, and tax clearance certificate for the FY 1403 **(Mandatory)**
8. Contact details of three references that we may contact for further background information of your company.
9. Copies of at least two similar contracts **(Mandatory)**
10. Pre-Bid Meeting **(Mandatory)**, **only those bidders who attended the pre-bid meeting session will be eligible to apply and submit bid for this RFQ**

### 6. Bid Price

- The price quoted by the bidder shall not be subject to adjustments on any account except as otherwise provided in the conditions of the Contract.
- Prices must be quoted in AFN.
- Prices must include all costs (taxes, transportation, loading/unloading, delivery to all listed five schools).
- AWVAO will withhold tax as per Afghanistan Tax Law Article 72 (if applicable).

### 7. Validity

The quoted price should remain valid and open for acceptance for 60 days after the closing date.

## **8. Closing date**

Quotation must be received by AWVAO as specified on page 1 not later than the closing date and time. Any quotations received after that will not be considered.

## **9. Selection Criteria**

AWVAO will award the contract to the bidder whose quotation is determined to be substantially responsive to this RFQ and offers the lowest evaluated total price, subject to:

- submission of all required documents and bid guarantee.
- confirmation of eligibility and capacity.
- successful sample verification and positive reference/background checks; and
- ability to deliver to the required locations within the stipulated timeframe.

AWVAO may award one or more lots to a single bidder or split lots among multiple bidders, as deemed in AWVAO's best operational and financial interest.

## **10. Cancellation for convenience**

AWVAO may for its own convenience and without charge or liability cancel the RFQ at any stage.

# **Special conditions**

## **1. Scope**

This RFQ is issued for the supply and delivery of school stationery and school bags for AWVAO-supported schools (Safa, Bazari, Boyazar, Roshani, and Khazani).

The quantities stated in the Price Schedule/BoQ are provided for evaluation and planning purposes. AWVAO intends to award the contract based on compliance with the RFQ requirements, technical acceptability, and the most competitive total price, subject to budget availability and program needs.

## **2. Delivery & Packaging**

- All stationery items and school bags must be new, unused, and of good quality, meeting the specifications stated in the Price Schedule/BoQ.
- Items must be properly packed to prevent damage, dust, or moisture during transportation and handling.
- School bags must be packed in a way that prevents tearing, deformation, or staining (e.g., individual plastic cover or equivalent protective packaging).
- Notebooks and school bags must be branded with donor (AFV logo) as provided by AWVAO
  - Printing method (screen print/heat transfer/emboss) must be durable and clean.
  - No mass production until AWVAO approves a pre-production sample/mock-up.
  - Any misprinted/poor-quality branding must be replaced at supplier cost
- Delivery shall be made to the locations indicated in this RFQ. The supplier must ensure safe transportation, offloading, and handover at each school/site.

- The delivery schedule will be confirmed by AWVAO. The supplier must deliver within the agreed timeline after issuance of the Purchase Order/contract award.
- AWVAO reserves the right to reject any items that do not meet specifications or approved samples; rejected items must be replaced at the supplier’s cost within an agreed timeframe

**3. Delivery timeline**

- Supplier must complete delivery to all listed locations within 30 calendar days after contract award/PO.

**4. Inspection, acceptance, and replacement**

- AWVAO will inspect items upon delivery.
- Any item damaged, incomplete, or not matching specifications/approved sample must be replaced at supplier cost within 5 days
- Supplier must submit branding samples (1 bag + 1 notebook cover mock-up) for approval
- Acceptance depends on both quality and branding accuracy

**5. Payment terms**

- Payment will be made after full delivery, inspection/acceptance, and submission of invoice + delivery notes.
- Mention tax withholding per Afghanistan rules (if applicable).

**6. Right to cancel / terminate**

- AWVAO may cancel/terminate if supplier fails to deliver, breaches terms, or provides substandard items

**Safa School - Item Specifications** (Price and currency to be inserted by supplier in attached price schedule)

<b>Safa School Stationery and Bags</b>				
No.	Items	Description	UoM	Qty
1	Pen	Pen, Bic ballpoint pen, 1.0mm tip, blue ink, original	Each	7836
2	Pencil	Wooden graphite pencil, with no eraser, Dux HB, (China) or equivalent	Each	14928
3	Pencil Sharpener	Plastic pencil sharpener (single hole) with metal blade, China made, best quality	Each	5100
4	Eraser	Plikon, AL20, Soft rubber/PVC eraser for pencil, non-smudge, China made	Each	5100
5	Dari/Pashto Writing Notebook	Notebook Dari/Pashto Writing, 56-sheet (including two cover sheet) ruled notebook for Dari writing, 60–70 GSM, SM-999 or equivalent Cover to be branded with donor-AFV logo (as per AWVAO design), Size: 23.5*16cm	Each	20400
6	Drawing and Calligraphy	Notebook –Drawing & Calligraphy, 56-sheet (including two cover sheet) plain notebook for drawing/calligraphy, 60–70 GSM, SM-999 or equivalent cover to be branded with donor-AFV logo (as per AWVAO design), Size: 23.5*16cm	Each	5100
7	English Notebook writing	Notebook–Writing English; 56-sheet (including two cover sheet) ruled notebook for English writing, 60–70 GSM, SM-999 or equivalent cover to be branded with donor-AFV logo (as per AWVAO design), Size: 23.5*16cm	Each	2736

8	Homework Notebook	Students homework Dairy, hard cover, A5, 100 pages, table as per designed format by education team preferred, good quality cover to be branded with donor-AFV logo (as per AWVAO design)	Each	2550
9	Color Pencil	Colour pencil set, 12 colours per box, wooden, sharpenable, Faber-Castell/Atlas or equivalent.	Box	2550
10	Geometry Box	Marshal Geometry Precision Tool; Geometry set (15cm ruler, 2 triangles, 1 protractor, 1 compass, 1 Sharpener, 1 Eraser, 1 Pencil 3 1/2), transparent plastic, Deli/Mapped) or equivalent.	Box	1368
11	School Bag	School Bag for Students; Student backpack (suitable for elementary school students), durable polyester/nylon, 2 main compartments + front 3 pocket with different size, strong zippers, two shoulder holder, local made. Size: 40*30*15), having strong hanging strip, Black Colour to be branded with donor-AFV logo (as per AWVAO design)	Each	2550

**Bazari School - Item Specifications** (Price and currency to be inserted by supplier in attached price schedule)

<b>Bazari School Stationery and Bags</b>				
No.	Items	Description	UoM	Qty
1	Pen	Pen, Bic ballpoint pen, 1.0mm tip, blue ink, original	Each	4352
2	Pencil	Wooden graphite pencil, with no eraser, Dux HB, (China) or equivalent	Each	5788
3	Pencil Sharpener	Plastic pencil sharpener (single hole) with metal blade, China made, best quality	Each	92
4	Eraser	Plikon, AL20, Soft rubber/PVC eraser for pencil, non-smudge, China made	Each	1192
5	Dari/Pashto Writing Notebook	Notebook Dari/Pashto Writing, 56-sheet (including two cover sheet) ruled notebook for Dari writing, 60–70 GSM, SM-999 or equivalent Cover to be branded with donor-AFV logo (as per AWVAO design), Size: 23.5*16cm	Each	9624
6	Drawing and Calligraphy	Notebook –Drawing & Calligraphy, 56-sheet (including two cover sheet) plain notebook for drawing/calligraphy, 60–70 GSM, SM-999 or equivalent cover to be branded with donor-AFV logo (as per AWVAO design), Size: 23.5*16cm	Each	1064
7	English Notebook writing	Notebook–Writing English; 56-sheet (including two cover sheet) ruled notebook for English writing, 60–70 GSM, SM-999 or equivalent cover to be branded with donor-AFV logo (as per AWVAO design), Size: 23.5*16cm	Each	1276
8	Homework Notebook	Students homework Dairy, hard cover, A5, 100 pages, table as per designed format preferred, good quality cover to be branded with donor-AFV logo (as per AWVAO design)	Each	1076
9	Color Pencil	Colour pencil set, 12 colours per box, wooden, sharpenable, Faber-Castell/Atlas or equivalent.	Box	532
10	Geometry Box	Marshal Geometry Precision Tool; Geometry set (15cm ruler, 2 triangles, 1 protractor, 1 compass, 1 Sharpener, 1 Eraser, 1 Pencil 3 1/2), transparent plastic, Deli/Mapped) or equivalent.	Box	598
11	School Bag	School Bag for Students; Student backpack (suitable for elementary school students), durable polyester/nylon, 2 main compartments + front 3 pocket with different size, strong zippers, two shoulder holder, local made. Size: 40*30*15), having strong hanging strip, Black Colour to be branded with donor-AFV logo (as per AWVAO design)	Each	1096

**Boyazar School - Item Specifications** (Price and currency to be inserted by supplier in attached price schedule)

<b>Boyazar School Stationery and Bags</b>				
No.	Items	Description	UoM	Qty
1	Pen	Pen, Bic ballpoint pen, 1.0mm tip, blue ink, original	Each	4352
2	Pencil	Wooden graphite pencil, with no eraser, Dux HB, (China) or equivalent	Each	5788
3	Pencil Sharpener	Plastic pencil sharpener (single hole) with metal blade, China made, Best Quality	Each	92
4	Eraser	Plikon, AL20, Soft rubber/PVC eraser for pencil, non-smudge, China made	Each	1192
5	Dari/Pashto Writing Notebook	Notebook Dari/Pashto Writing, 56-sheet (including two cover sheet) ruled notebook for Dari writing, 60–70 GSM, SM-999 or equivalent Cover to be branded with donor-AFV logo (as per AWVAO design), Size: 23.5*16cm	Each	9624
6	Drawing and Calligraphy	Notebook –Drawing & Calligraphy, 56-sheet (including two cover sheet) plain notebook for drawing/calligraphy, 60–70 GSM, SM-999 or equivalent cover to be branded with donor-AFV logo (as per AWVAO design), Size: 23.5*16cm	Each	1064
7	English Notebook writing	Notebook–Writing English; 56-sheet (including two cover sheet) ruled notebook for English writing, 60–70 GSM, SM-999 or equivalent cover to be branded with donor-AFV logo (as per AWVAO design), Size: 23.5*16cm	Each	1276
8	Homework Notebook	Students homework Dairy, hard cover, A5, 100 pages, table as per designed format preferred, good quality cover to be branded with donor-AFV logo (as per AWVAO design)	Each	1076
9	Color Pencil	Colour pencil set, 12 colours per box, wooden, sharpenable, Faber-Castell/Atlas or equivalent.	Box	532
10	Geometry Box	Marshal Geometry Precision Tool; Geometry set (15cm ruler, 2 triangles, 1 protractor, 1 compass, 1 Sharpener, 1 Eraser, 1 Pencil 3 1/2), transparent plastic, Deli/Mapped) or equivalent.	Box	598
11	School Bag	School Bag for Students; Student backpack (suitable for elementary school students), durable polyester/nylon, 2 main compartments + front 3 pocket with different size, strong zippers, two shoulder holder, local made. Size: 40*30*15), having strong hanging strip, Black Colour to be branded with donor-AFV logo (as per AWVAO design)	Each	1096

**Roshani School - Item Specifications** (Price and currency to be inserted by supplier in attached price schedule)

<b>Roshani School Stationery and Bags</b>				
No.	Items	Description	UoM	Qty
1	Pen	Pen, Bic ballpoint pen, 1.0mm tip, blue ink, original	Each	1260
2	Pencil	Wooden graphite pencil, with no eraser, Dux HB, (China) or equivalent	Each	2520
3	Pencil Sharpener	Plastic pencil sharpener (single hole) with metal blade, China made, Best Quality	Each	840
4	Eraser	Plikon, AL20, Soft rubber/PVC eraser for pencil, non-smudge, China made	Each	840
5	Dari/Pashto Writing Notebook	Notebook Dari/Pashto Writing, 56-sheet (including two cover sheet) ruled notebook for Dari writing, 60–70 GSM, SM-999 or equivalent Cover to be branded with donor-AFV logo (as per AWVAO design), Size: 23.5*16cm	Each	3360

6	Drawing and Calligraphy	Notebook –Drawing & Calligraphy, 56-sheet (including two cover sheet) plain notebook for drawing/calligraphy, 60–70 GSM, SM-999 or equivalent cover to be branded with donor-AFV logo (as per AWVAO design), Size: 23.5*16cm	Each	840
7	English Notebook writing	Notebook–Writing English; 56-sheet (including two cover sheet) ruled notebook for English writing, 60–70 GSM, SM-999 or equivalent cover to be branded with donor-AFV logo (as per AWVAO design), Size: 23.5*16cm	Each	420
8	Homework Notebook	Students homework Dairy, hard cover, A5, 100 pages, table as per designed format preferred, good quality cover to be branded with donor-AFV logo (as per AWVAO design)	Each	420
9	Color Pencil	Colour pencil set, 12 colours per box, wooden, sharpenable, Faber-Castell/Atlas or equivalent.	Box	420
10	Geometry Box	Marshal Geometry Precision Tool; Geometry set (15cm ruler, 2 triangles, 1 protractor, 1 compass, 1 Sharpener, 1 Eraser, 1 Pencil 3 1/2), transparent plastic, Deli/Mapped) or equivalent.	Box	210
11	School Bag	School Bag for Students; Student backpack (suitable for elementary school students), durable polyester/nylon, 2 main compartments + front 3 pocket with different size, strong zippers, two shoulder holder, local made. Size: 40*30*15), having strong hanging strip, Black Colour to be branded with donor-AFV logo (as per AWVAO design)	Each	420

**Khazani School - Item Specifications** (Price and currency to be inserted by supplier in attached price schedule)

Khazani School Stationery and Bags				
No.	Items	Description	UoM	Qty
1	Pen	Pen, Bic ballpoint pen, 1.0mm tip, blue ink, Original	Each	4352
2	Pencil	Wooden graphite pencil, with no eraser, Dux HB, (China) or equivalent	Each	5788
3	Pencil Sharpener	Plastic pencil sharpener (single hole) with metal blade, China made, Best Quality	Each	92
4	Eraser	Plikon, AL20, Soft rubber/PVC eraser for pencil, non-smudge, China made	Each	1192
5	Dari/Pashto Writing Notebook	Notebook Dari/Pashto Writing, 56-sheet (including two cover sheet) ruled notebook for Dari writing, 60–70 GSM, SM-999 or equivalent Cover to be branded with donor-AFV logo (as per AWVAO design), Size: 23.5*16cm	Each	9624
6	Drawing and Calligraphy	Notebook –Drawing & Calligraphy, 56-sheet (including two cover sheet) plain notebook for drawing/calligraphy, 60–70 GSM, SM-999 or equivalent cover to be branded with donor-AFV logo (as per AWVAO design), Size: 23.5*16cm	Each	1064
7	English Notebook writing	Notebook–Writing English; 56-sheet (including two cover sheet) ruled notebook for English writing, 60–70 GSM, SM-999 or equivalent cover to be branded with donor-AFV logo (as per AWVAO design), Size: 23.5*16cm	Each	1276
8	Homework Notebook	Students homework Dairy, hard cover, A5, 100 pages, table as per designed format preferred, good quality cover to be branded with donor-AFV logo (as per AWVAO design)	Each	1076
9	Color Pencil	Colour pencil set, 12 colours per box, wooden, sharpenable, Faber-Castell/Atlas or equivalent.	Box	532
10	Geometry Box	Marshal Geometry Precision Tool; Geometry set (15cm ruler, 2 triangles, 1 protractor, 1 compass, 1 Sharpener, 1 Eraser, 1 Pencil 3 1/2), transparent plastic, Deli/Mapped) or equivalent.	Box	598
11	School Bag	School Bag for Students; Student backpack (suitable for elementary school students), durable polyester/nylon, 2 main compartments + front	Each	832



		3 pocket with different size, strong zippers, two shoulder holder, local made. Size: 40*30*15), having strong hanging strip, Black Colour to be branded with donor-AFV logo (as per AWVAO design)		
12	School Bag	School Bag for Students; Student backpack (suitable for Higher school students), durable polyester/nylon, 2 main compartments + front 3 pocket with different size, strong zippers, two shoulder holder, local made. Size: 50*35*20), having strong hanging strip, Black Colour to be branded with donor-AFV logo (as per AWVAO design)	Each	

**PRICE SCHEDULE: for all five Schools Stationery and Bags**

All five Schools Stationery and Bags						
No.	Items	Description	UoM	Qty	Price	Total Price
1	Pen	Pen, Bic ballpoint pen, 1.0mm tip, blue ink, Original	Each	15,548		
2	Pencil	Wooden graphite pencil, with no eraser, Dux HB, (China) or equivalent	Each	27136		
3	Pencil Sharpener	Plastic pencil sharpener (single hole) with metal blade, China made, Best Quality	Each	6832		
4	Eraser	Plikon, AL20, Soft rubber/PVC eraser for pencil, non-smudge, China made	Each	7932		
5	Dari/Pashto Writing Notebook	Notebook Dari/Pashto Writing, 56-sheet (including two cover sheet) ruled notebook for Dari writing, 60–70 GSM, SM-999 or equivalent Cover to be branded with donor-AFV logo (as per AWVAO design), Size: 23.5*16cm	Each	40700		
6	Drawing and Calligraphy	Notebook –Drawing & Calligraphy, 56-sheet (including two cover sheet) plain notebook for drawing/calligraphy, 60–70 GSM, SM-999 or equivalent cover to be branded with donor-AFV logo (as per AWVAO design), Size: 23.5*16cm	Each	8904		
7	English Notebook writing	Notebook–Writing English; 56-sheet (including two cover sheet) ruled notebook for English writing, 60–70 GSM, SM-999 or equivalent cover to be branded with donor-AFV logo (as per AWVAO design), Size: 23.5*16cm	Each	4732		
8	Student Homework Dairy	Students homework Dairy, hard cover, A5, 100 pages, table as per designed format preferred, good quality cover to be branded with donor-AFV logo (as per AWVAO design)	Each	5026		
9	Color Pencil	Colour pencil set, 12 colours per box, wooden, sharpenable, Faber-Castell/Atlas or equivalent.	Box	4402		
10	Geometry Box	Marshal Geometry Precision Tool; Geometry set (15cm ruler, 2 triangles, 1 protractor, 1 compass, 1 Sharpener, 1 Eraser, 1 Pencil 3 1/2), transparent plastic, Deli/Mapped) or equivalent.	Box	2446		
11	School Bag	School Bag for Students; Student backpack (suitable for elementary school students), durable polyester/nylon, 2 main compartments + front 3 pocket with different size, strong zippers, two shoulder holder, local made. Size: 40*30*15), having strong hanging strip, Black Colour to be branded with donor-AFV logo (as per AWVAO design)	Each	5046		
<b>Grand Total</b>						

## Bidder's Declaration

After having read this Request for Quotation (RFQ-AWVAO26-0002) on behalf of my company/business, I hereby declare that:

- We are not engaged in any corrupt, fraudulent, collusive or coercive practices and acknowledge that if evidence contrary to this exists, AWVAO reserves the right to reject our bid and/or terminate the contract with immediate effect.
- We accept, without restrictions, all provisions in this RFQ including the General and Special Conditions and annexes.
- If awarded the contract, we commit to supply and deliver the requested items at the offered prices and according to AWVAO's delivery schedule and quality requirements.
- We confirm that we meet the eligibility requirements and will provide supporting documents upon request.
- We certify compliance with AWVAO Code of Conduct for Contractors.

This declaration will be confirmed in the Contract and misrepresentation will be regarded as grounds for termination.

Signature and stamp:

Signed by: \_\_\_\_\_

<b>The Contractor</b>	
Name of the company	
Address	
Telephone no.	
E-mail:	
Name of contact person	
Date:	

## Code of Conduct for Contractors

**Through this Code of Conduct** the AWVAO applies ethics to procurement. We expect our contractors to act socially and environmentally responsible and actively work for the implementation of the standards and principles in this Code of Conduct. The Code of Conduct is applicable for all our contractors who supply goods, services and works to our operations and projects.

### General Conditions

The Code of Conduct defines the ethical requirements and standards for our contractors, whom we expect to sign and respect the Code of Conduct, and work actively towards the implementation hereof. By signing the Code of Conduct contractors agree to place ethics central to their business activities.

The provision of the ethical standards constitutes minimum rather than maximum standards. International and national laws shall be complied with, and where the provisions of law and the Contracting Authority's standards address the same subject, the highest standard shall apply.

It is the responsibility of the contractor to assure that their contractors and subcontractors comply with the ethical requirements and standards set forth in this Code of Conduct.

The Contracting Authority acknowledges that implementing ethical standards and ensuring ethical behavior in our supply chain is a continuous process and a long-term commitment for which we also have a responsibility. To achieve high ethical standards for procurement we are willing to engage in dialogue and collaboration with our contractors. In addition, we expect our contractors to be open and willing to engage in dialogue with us to implement ethical standards for their businesses.

At the request of the Contracting Authority the contractor must be able to document how they, or any potential subcontractors, work to comply with the Code of Conduct. This may be done through follow-up meetings and/or monitoring of conditions in the supply chain. Should the Contracting Authority request an assessment of subcontractors' compliance with the Code of conduct, the contractor is required to provide the name and details of subcontractors.

Unwillingness to co-operate or serious violations of the Code of Conduct will lead to termination of contracts.

### Human Rights and Labor Rights

Contractors must at all times protect and promote human- and labour rights and work actively to address issues of concern. As a minimum they are obliged to comply with the following ethical standards:

- *Respect for Human Rights* (UN Universal Declaration of Human Rights)  
The basic principles of the Universal Human Rights are that all human beings are born free and equal in dignity and in rights, and everyone has the right to life, liberty, and security of the person. Contractors must not flaunt their responsibility to uphold and promote the Human Rights toward employees and the community in which they operate.
- *Non exploitation of Child Labor* (UN Child Convention on the Rights of the Child, and ILO Conventions Nos. 138, 182, 79)  
Contractors must not engage in the exploitation of child labour and contractors must take the necessary steps to prevent the employment of child labour. A child is defined as a person under the age of 18 and children shall not be engaged in labour that compromise their health, safety, mental and social development, and schooling. Children under the age of 15 (in developing countries 14) may not be engaged in regular work, but children above the age of 13 (in

developing countries 12) can be engaged in light work if it does not interfere with compulsory schooling and is not harmful to their health and development.

- *Employment is freely chosen* (ILO Convention Nos. 29 & 105)  
Contractors must not make use of forced, bonded or involuntary prison labour and must respect workers freedom to leave their employer.
- *Freedom of association and the right to collective bargaining* (ILO Convention Nos. 87, 98, 135 & 154)  
Contractors must recognise workers right to join or form trade unions and bargain collectively and should adopt an open attitude towards the activities of trade unions (even if this is restricted under national law).
- *Living wages are paid* (ILO convention 131)  
As a minimum, national minimum wage standards or ILO wage standards must be met by contractors. Additionally, a living wage must be provided. A living wage is contextual, but must always meet basic needs such as food, shelter, clothing, health care and schooling and provide a discretionary income - which is not always the case with a formal minimum wage.  
Deductions from wages as a disciplinary measure shall not be permitted.
- *No discrimination in employment* (ILO Convention Nos. 100 & 111 and the UN Convention on Discrimination against Women)  
Contractors must not practice discrimination in hiring, salaries, job termination, retiring, and access to training or promotion - based on ethnic background, religion, age, caste, gender, sexual orientation, political affiliation, disability, marital status, or HIV/AIDS status.
- No harsh or inhumane treatment of employees (UN covenant on Civil and Political Rights, Art. 7)  
The use of physical abuse or punishment, sexual or other harassment and verbal abuse, the threat of sexual and physical abuse, and other forms of intimidation may never be practiced by contractors.
- *Working conditions are safe and hygienic* (ILO Convention C155)  
Contractors must take adequate steps to provide safe and hygienic working environments. Additionally, workers safety must be a priority and adequate steps must be taken to prevent accidents and injury to health associated with or occurring in the course of work.  
Hazardous chemicals and other substances shall be carefully managed.  
Workers shall receive regular and documented health and safety training, and such training shall be repeated for new or reassigned workers.  
Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.  
Accommodation, where provided, shall be clean, safe and adequately ventilated.
- *Working hours are not excessive* (ILO Conventions Nos. 1 & 14)  
Contractors must ensure that working hours comply with national law and international standards. A working week of 7 days should not exceed 48 hours and employees must have one day off per week. Overtime shall be compensated, limited and voluntary.
- *Regular employment is provided* (ILO Conventions Nos. 95, 158, 175, 177 & 181)  
All Work performed must be based on a recognised employment relationship established through international conventions and national law. Contractors must protect vulnerable group's regular

employment under these laws and conventions and must provide workers with a written contract. All workers are entitled to a contract of employment in a language they understand.

- Condition outside the workplace  
*Property rights and traditional use of resources* In case of conflicts with local societies about the use of land or other natural resources, the parties, must through negotiations secure respect for individual and collective rights to areas and resources based on custom/practice. This also applies to cases where the rights are not formalised.
- Marginalized groups  
The production and sourcing of raw materials for production must not contribute to harm the livelihood of marginalized groups, e.g., by occupying large land areas or other natural resources the groups in question are dependent on.

### **International Humanitarian Law**

Contractors linked to armed conflicts or operating in armed conflict settings shall respect civilian's rights under International Humanitarian Law and not be engaged in activities which directly or indirectly initiate, sustain, and/or exacerbate armed conflicts and violations of International Humanitarian Law. Contractors are expected to take a 'do no harm' approach to people affected by armed conflict. Additionally, Contractors shall not be engaged in any other illegal activity.

### **Protection of the Environment**

The Contracting Authority wishes to minimise the environmental damages applied to nature via our procurement activities and we expect our suppliers and contractors to act in an environmentally responsible manner. This involves respecting applicable national and international environmental legislation. Measures shall be taken to continuously minimize greenhouse gas emissions and local pollution, the use of harmful chemicals, pesticides, and to ensure sustainable resource extraction and management of water, oceans, forest and land, and the conservation of biodiversity.

### **Anti-Corruption**

Corruption is by the Contracting Authority defined as the misuse of entrusted power for private gain and it includes bribery, fraud, embezzlement, and extortion. The Contracting Authority holds a great responsibility to avoid corruption and ensure high standards of integrity, accountability, fairness, and professional conduct in our business relations. Contractors are expected to have the same approach by undertaking good and fair business ethics and practices, take action to prevent and fight corruption, and abide by international conventions as well as international and national laws. To fight corruption and promote transparency, contractors who are confronted with corrupt practices are advised to file a complaint to AWVAO.

A contractor's involvement in any form of corrupt practice during any stage of a selection process, in relation to the performance of a contract or in any other business context is unacceptable and will lead to the rejection of bids or termination of contracts.

### **Sexual Harassment, Exploitation and Abuse**

Contractors, their staff, sub-contractors, and any other personnel engaged by the contractor, must not:

- I. Sexually harass, exploit, or sexually abuse any individual.
- II. Engage in any sexual activity with a child or children regardless of the age of majority or age of consent locally. A child is defined as being below 18 years of age. Mistaken belief in the age of a child is not a defence.
- III. Act in ways that may place a child at risk of abuse, including not giving due consideration to assessing and reducing potential risks to children as a result of implementing activities. Behaviours and actions that are prohibited include, but are not limited to, using inappropriate language or behaviour when dealing with a child or children, bullying, and harassing a child

- verbally or physically, physical punishment, exposing a child to pornography including on-line grooming and trafficking. Whenever possible avoid being alone with a child.
- IV. Consume, purchase, sell, possess, and distribute any forms of child pornography.
  - V. Exchange money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. This includes the buying of or profiting from sexual services as well as exchange of assistance that is due to right holders for sexual favours.
  - VI. Exploit the vulnerability of any target group in the context of development, humanitarian, and advocacy work, especially women and children, or allow any person/s to be put into compromising situations. Never abuse a position to withhold development or humanitarian assistance or give preferential treatment; in order to solicit sexual favours, gifts, payments of any kind, or advantage.
  - VII. Engage in sexual relationships with members of crisis-affected populations given their increased vulnerability and since such relationships are based on inherently unequal power dynamics and undermine the credibility and integrity of aid work.

**Animal Welfare**

Animal welfare shall be respected. Measures should be taken to minimize any negative impact on the welfare of livestock and working animals. National and international animal welfare legislation and regulations shall be respected.

**Photography**

To protect the dignity and maintain confidentiality, Contractor’s personnel are to refrain from taking photos or videos of beneficiaries or members of the host population. If the contractors wish to take images of the installations/works they are undertaking, this is permitted, but it is the Contractors responsibility to ensure that no beneficiaries or members of the host population are visible in the images.

***I hereby confirm that I have read and understood the Terms of Conduct, which I must adhere to while working for AWVAO***

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_