

**International Rescue Committee**

**Afghanistan**

**Request for Proposal (RFP)**

**PD# IRC-AFG-KBH-AQBE 030**

**One Off Contract for the Provision of Furniture with Delivery to Kabul, Nangarhar, and Bamiyan provinces of Afghanistan**

|  |  |
| --- | --- |
| **Planned Timetable** | |
| **Issue Request for Proposal** | 10 November 2024 |
| **Suppliers return signed Intent to Bid forms due date** | 26 November 2024 |
| **Questions from Suppliers due date** | 18 November 2024 |
| **Answers to Suppliers questions due date** | 21 November 2024 |
| **Bid submission due date** | 26 November 2024 |
| **Bid Opening and Evaluation date** | 27 November 2024 |
| **Suppliers visit if applicable** | 01 December 2024 |
| **Award of Business** | 08 December 2024 |
| **Contract start** | 09 December 2024 |

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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 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 supply (Furniture) to or at the following locations (Kabul, Nangarhar, and Bamiyan). All qualified and interested Suppliers are invited to submit their proposals.

The winning Bidder(s) will enter into a fixed Contract for Twenty (20) days. Bidders shall be domiciled in and shall comply with all Government Regulations to operate in (Afghanistan). Bidders shall be regular tax-payers and shall furnish a copy of their operating license/certificate of registration valid for the fiscal year (1403/2024). Bidders shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

### 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.

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# 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 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)* * Price Schedule (refer to clause 23.1) * Vendor Information Form (VIF) * Code of Conduct and Conflict of Interest Statements (CoC and CoI*)* * Intent To Bid (ITB) |

### 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 (18 November 2024). The Purchaser shall respond by e-mail providing clarification on the bid documents no later than (21 November 2024). Written copies of the Purchaser’s response (including an explanation of the query but without identifying the source of inquiry) shall be communicated to all prospective Bidders which express an intention to submit bids.

# PREPARATION OF BIDS:

### 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 an (English) translation of its pertinent passages, in which case, for purposes of interpretation of the bid, the (English) version shall prevail.

### 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 the goods or services to the IRC. * Vendor Information form * Code of Conduct and Conflict of interest form * Intend to Bid * Filled out Price Schedule * A Certificate of Valid Business Registration in Afghanistan * Tax Identification Number (TIN) and Taxpayment documents in Afghanistan * Copies of Contracts/POs and Certificates of Completion (CoCs) for similar projects. * Bank statements, cheques, audit reports, and other reliable documents. * Other important documents which Bidder attaches to support its bid. |

### Bid Prices.

The Bidder shall clearly indicate the unit price of the goods it proposes to supply. All unit prices shall be clearly indicated in the space provided in the price schedule, and all unit prices quoted in the RFP response shall be agreed to be in effect for a minimum of twelve (12) months beginning on the date when the contract is executed, with the exception of products or services which are subject to significant and unavoidable market forces which prevent this, in which case the Bidder shall describe and justify the driver(s) of potential price fluctuation during the first twelve (12) months of the agreement. The Bidder shall sign the price schedule and shall stamp the price schedule with the Bidding Company’s seal where feasible.

### Bid Currencies

All financial rates and amounts entered in the Bid Form and Price Schedule and used in documents, correspondence, or operations pertaining to this tender shall be expressed in (Afghanis currency).

**Note:** *IRC will pay the supplier in AFN within a maximum of 30 days after 100 % delivery of the goods from the date the vendor submits, and IRC receives the approved invoice* with the following installments.

1: 100% when 100 % delivery is completed to the designated locations.

### 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.

### Bid Security

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

### Period of Validity of Bids

Bids shall remain valid for 90 working 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 by a person or persons 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 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.*

# SUBMISSION OF BIDS

### Submission and Marking of Bids:

The bidder shall submit the sealed bid to the following address:

IRC Kabul Main Office:

Qala-e-Fathullah, Street # 3, House, # 40, Old UNOCHA Office,

Beside Fatemia Mosque, Kabul, Afghanistan

Bids shall be received in Kabul no later than November **26, 2024, 2:00 PM** local time. All bids shall be placed in the box provided for the purpose. Bids submitted after the deadline will not be accepted. The PURCHASER may, at its discretion, extend the deadline for the submission of bids, in which case all rights and obligations of the PURCHASER 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 include a technical and financial proposal in a sealed envelopeproperly marked with the project reference number “RFP IRC-AFG-KBH-AQBE 030.”

### 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 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.

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### 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, 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 value in terms of dollars (USD 120,000) with INGOs, UN agencies and government organization during the last 3 years to obtain this score. | 15 % |
| **Vendor Annual Turnover** | Refers to the annual turnover of vendor from the concerned source in terms of dollars (USD 160,000) during the last 3 years. The required documents are bank statements, cheques, and audit reports. | 10% |
| **Stock Availability** | Refers to the vendor capacity in terms of stock availability. Vendor to confirm their available stock level in the designated space on the table below. During the vendor site visit by the IRC team, the availability of sufficient stock shall be checked physically, and vendors shall be scored considering the site visit result | 15% |
| **Vendor Business Tenure** | **Refers to the number of years the vendor has been active in the concerned business. The benchmark for getting this score is a minimum of 5 years, which shall be verified as per the business license or other reliable documents.** | 5% |
| **Delivery Lead Time** | Suppliers should have the capacity and shall deliver the required goods within 20 calendar days after issuance of PO (Purchase Order). | 15% |
| **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%** |

**Total Technical Weighted Score = 60%**

**Minimum Technical Weighted Passing Score = 40%**

**Total Financial Score = 40%**

**Total Combined Score (Technical + Financial) = 100%**

**Mandatory table to be filled out/answered by vendor for eligibility requirements** (**Only the specialized and relevant business vendor who dealing supplies of furniture is eligible to submit the bid**. The vendor who fails to meet the eligibility requirement and the bid may be subject to disqualification.)

|  |  |  |
| --- | --- | --- |
| **Vendor Eligibility** | **Availability of Valid relevant Business License:** Vendor to confirm the attachment of a valid relevant Business License | Confirm here ( ) |

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

|  |  |
| --- | --- |
| **Delivery Lead Time:** The delivery timeline will be 20 calendar days after the issuance of purchase order (PO) to the supplier. | Confirm number of days here  ( ) |
| **Sample Check:**The vendor(s) MUST be able to provide good and acceptable quality required furniture that meets specifications as stipulated in attached price list. The shortlisted vendor(s) shall be requested to provide a sample of the furniture for the purpose of sample check by the evaluation committee. IRC shall retain the approved and accepted samples for the entire duration of the contract. | Confirm Provision of Samples here ( ) |
| **Stock availability:** Vendors to confirm the level of their available stock of the similar required goods in USD monetary value | Confirm the USD amount here ( ) |
| **Bid Validity:** Vendor to confirm 90 days bid validity after bid submission | Confirm here ( ) |
| **Payment Terms:** IRC will pay the supplier in AFN within a maximum of 30 days after successful delivery of goods from the date the vendor submits, and IRC receives the approved invoice. | Confirm here ( ) |
| **NID for company president, VP, and representative:** Vendor to confirm provision ofNID/passport copy of company president, VP, and representative: | Confirm here ( ) |
| **TIN and Tax clearance documents:** Vendor to confirm provision of Tax Identification Number (TIN) and tax clearance-related documents for fiscal year 1403/2024 | Confirm here ( ) |
| Vendor should fill, sign, and stamp all pages of RFP, VIF, ITB, Price Schedule, 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 the selected qualified supplier is announced.

### 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 Master Service Agreement for the specific goods and/or services. At this stage IRC may also choose to negotiate with the selected bidder to finalize the offer

# CONTRACTING

### 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 and performance factors, provided further that the Bidder is determined to be qualified to enter into a Master Service Agreement and perform its obligations satisfactorily.

### Warranty

The Supplier shall warrant that the goods to be supplied are new, unused, of the most recent or current models (products) and meet the Purchaser’s specifications.

The warranty shall remain valid for a period as may be specified by the supplier in the Bid 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 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 may reject them and the Bidder shall replace the rejected goods without extension of time except at the Purchaser’s sole discretion.

### Price Schedule and Location

The specialized and relevant business Vendors interested in the provision of furniture to IRC Kabul, Nangarhar, and Bamiyan offices should ensure that their offered prices are accurate on the price schedule.

Please refer to below list for the furniture items required under this contract

**23.1 Price Schedule**

**Furniture Items required with delivery to the mentioned locations as below.**

**Kabul (KBH), Nangarhar (NGR), and Bamiyan (BMN) Provinces of Afghanistan**

(The price to be in Afghani currency (AFN), including all applicable taxes and transportation/delivery cost to be provided in the relevant column)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **NO.** | **Province** | **Item Description /Specification** | **Unit** | **QTY** | **Unit Price in AFN** | **Total Price in AFN** | **Transportation/Delivery Cost** |
| 1 | Kabul | Best Quality Plastic Chair for Teacher having metal pillars | Each | 3255 |  |  |  |
| 2 | Best Quality Plastic Desk for teacher having metal Pillar | Each | 3255 |  |  |
| 3 | Best Quality Wall Clock | Each | 3255 |  |  |
| 4 | Nangarhar | Best Quality Plastic Chair for Teacher having metal pillars | Each | 1680 |  |  |  |
| 5 | Best Quality Plastic Desk for teacher having metal Pillar | Each | 1680 |  |  |
| 6 | Best Quality Wall Clock | Each | 1680 |  |  |
| 7 | Bamiyan | Best Quality Plastic Chair for Teacher having metal pillars | Each | 315 |  |  |  |
| 8 | Best Quality Plastic Desk for teacher having metal Pillar | Each | 315 |  |  |  |
| 9 | Best Quality Wall Clock | Each | 315 |  |  |  |
| Total Cost AFN | | | | |  | |  |

Sample Photos

Two chairs next to each other

Description automatically generated

A clock on a wall

Description automatically generatedA table and chairs with legs

Description automatically generated

**Note: The requested Tables and Chairs shown above should be in the blue color.**

### 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 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/h6dv915b72o1rnapxg3vczbqxjtboyel>. 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

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. **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 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.



**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 coMSAnies, if any |  |

**Financial Information**

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

**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: | Contact Name, Phone, Email Address: |
| Client Name: | Contact Name, Phone, Email Address: |
| Client Name: | Contact Name, Phone, Email Address: |

**Vendor 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 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 herby 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/h6dv915b72o1rnapxg3vczbqxjtboyel>.

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.**

**Intent to Bid**

**IRC Reference # PD No: IRC-AFG-KBH-AQBE 030**

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

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

**1.□** It is the intent of this company to submit a response to the (Title of RFQ) Request for Quotation.

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_