

**INVITATION TO TENDER FOR SUPPLY AND DELIVERY OF SCHOOL MEALS IN
Middle Shabelle Region- Hirshabelle state of Somalia**

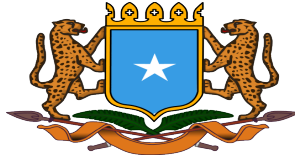
**Tender for Supply and Delivery of School Meals in Middle Shabelle Region,
Hirshabelle state of Somalia**

Tender Ref. No. : PR/DAN/330/SF01GPE-AF

Date: 27 September, 2020

Invitation to Tender (ITT) Reference No:

PR/DAN/330/SF01GPE-AF



Dear Sir/Madam,

DAN (Development Action Network) and the Ministry of Education, Culture and Higher Education (MOECHE) invites you to tender for the supply and delivery of school meals in Middle Shabeelle, Hirshabeelle state of Somalia. This tender pack has been specifically created to provide you with all the information required to understand the requirements, and complete a response to the tender, should you wish. Below is a summary of all the information included in the tender pack (you can use the hyperlinks to navigate the document).

Part 1: Invitation to Tender Document

- 1) Introduction to DAN and MOECHE
- 2) Project Overview and Requirements
- 3) Award Criteria
- 4) Instructions & Key Information

Part 2 : Core Requirements and Specification

- Provides a detailed description of MOECHE specific requirements

Part 3 : Bidder Response Document

- A template to be used to submit your response to this Invitation to Tender.
- Includes the Terms & Conditions of Bidding.

Part 4 : Appendices

- Appendix 1 – Terms & Conditions of Purchase
- Appendix 2 – Child Safeguarding Policy
- Appendix 3 – DAN Anti-Bribery and Corruption Policy
- Appendix 4 – DAN Human Trafficking and Modern Slavery Policy
- Appendix 5 – The IAPG Code of Conduct
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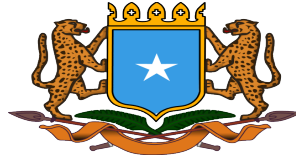
Request should be submitted no later than **5th October 2020, 5.00 pm East Africa time** using the Bidder Response Document provided in Part 3 of this tender pack. For further guidance on how to submit your response, please follow the instructions detailed [here](#).

Request for tender documents should be submitted via email to dansom.procurement@gmail.com

We look forward to receiving your response.

Yours faithfully,

DAN/MOECHE Joint Procurement Committee



PART 1 – INVITATION TO TENDER

1. INTRODUCTION

- i) Ministry of Education, Culture & Higher Education is the national lead entity of the education sector in Somalia and it is mandated to ensure that Somali citizens have easy access to quality educational services in an affordable, sustainable and safe manner.

For more information please visit the Ministry website on <http://moe.gov.so/>.

- ii) DEVELOPMENT ACTION NETWORK -DAN Somalia is a voluntary, non-governmental, non-political, non-partisan and nonprofit making organization, flexible and committed to providing interventions that rightly and adequately respond to the community's basic needs relevant to the prevailing situation in Somalia. DAN is open to all without discrimination in terms of origin, race, colour or creed which is in line with the purpose of inception and existence of the organization. DAN is committed to carrying out activities that reflect its mission, goals and vision, for social development.

2. PROJECT OVERVIEW AND REQUIREMENTS

2.1 PROJECT OVERVIEW

Please see below a summary of the requirements for which DAN and the Ministry of Education, Culture and Higher Education invites you to bid on. Further detail on the specific requirements of the project (volumes, dates, product specifications etc.) can be found in Part 2 (Core Requirements & Specifications) of this Tender Pack.

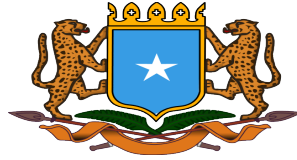
Item	Description
Field Office/Country	Mogadishu/Beletweyne, Somalia
Description of goods or services	Tender for Supply and Delivery of School Meals in Middle Shabeelle, Hirshabeelle State Specifications is as per the annexed
Duration	The duration of the contract will be Oct-01 to May-30 2021, with full delivery during this period.
Agreement Type	DAN intends, but reserves the right not to, enter into a Contract which commits us to buying the goods or services listed in Part 2.

3. AWARD CRITERIA

DAN/MOECHE is committed to running a fair and transparent tender process and ensuring that all bidders are treated and assessed equally during this tender process.

Bidder responses will be evaluated against three categories of criteria: **Essential Criteria**, **Capability Criteria**, and **Commercial Criteria**.

These criteria have been especially created to help DAN/MOECHE determine which bidder is able to offer the best quality and most commercially competitive solution to meet our needs and deliver the most effective programming to our beneficiaries.



4.1 ESSENTIAL CRITERIA

These are criteria which bidders **must** meet in order to be successful and progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process. These criteria are scored as Pass or Fail; and bidders who fail will not be evaluated against capability and commercial criteria.

The essential criteria are listed below:

- a) Bidder accepts DAN terms and conditions detailed in this Invitation to tender
- b) Bidder has a legitimate business address
- c) Bidder is not a prohibited party under applicable sanctions laws or anti-terrorism laws or provides goods under sanction by the US or EU.
- d) Bidder submits Tax Registration number & certificate
- e) Bidder submits Business Registration certificate
- f) Bidder submits Trade License
- g) Bidder confirms goods offered meet specifications provided in invitation to tender

CAPABILITY CRITERIA (60%)

The maximum score for capability criteria is 60% - broken down as below. Only bids with a Capability score of 48% or more will be considered for Commercial evaluation.

I) Previous experience in supply of food - 20%

Provide past signed and stamp contracts as evidence

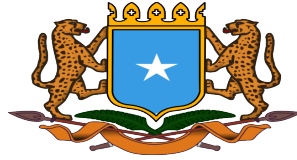
- a. 20 Points for three or more supply contracts with Government, INGOs or UN for supply of food. Copies of signed contracts with official signature and stamp to be submitted
- b. 10 points for two supply contracts with Government, INGOs or UN for supply of food. Copies of signed contracts with official signature and stamp to be submitted.
- c. 5 points for points for one supply contract with Government, INGOs or UN for supply of food. Copies of signed contracts with official signature and stamp to be submitted
- d. 0 Points for zero food supply contract

II) Financial Capacity (20%)

Provide an official bank statement for the last 1 years (June 2019 - June 2020) as an evidence with genuine transactions.

- a. 20 points for more than three traceable contract payments of value comparable to estimated value of current tender
- b. 10 points for two traceable contract payments of value comparable to estimated value of current tender
- c. 5 points for one traceable contract payments of value comparable to estimated value of current tender
- d. 0 points for no traceable contract payments of value comparable to estimated value of current tender

III) Lead Time 20%



Provide the deliverable lead-time;

Note: Delivery lead-time is the time from date contract is signed to delivery of supplies to the agreed location in full compliance with contract terms and conditions.

- a. 20 points for delivery lead time of up to 2 weeks
- b. 10 points for delivery lead time of up to 4 weeks
- c. 5 Points for delivery lead time of up to 6 weeks
- d. 0 points for delivery lead time of over 6 weeks.

COMMERCIAL CRITERIA (40%)

The lowest evaluated financial proposal will be awarded the maximum commercial criteria score of 40%.

The commercial criteria score for all other bidders will be calculated using the formula below:

$$\text{Commercial criteria score} = \left[\frac{100 \times \text{Lowest bid value}}{\text{Current bid value}} \right] \times 0.4$$

All Capability and Commercial Criteria will be weighted accordingly to reflect their importance. The Commercial Criteria will account for at least 40%. The Capability Criteria will account for up to 60% of the score.

4. BIDDER RESPONSE DOCUMENT

To ensure bidders provide all the required information in order for DAN/MOECHE to be able to effectively evaluate bidders' bids against the Evaluation Criteria, a Bidder Response Document has been created. Bidders must complete the Bidder Response Document and provide various pieces of information as part of their submission.

Further information on the Bidder Response Document can be found in Section 4 of this Tender Pack, and a copy of the Bidder Response is provided in Schedule 2.

5. VETTING

Prior to a bidder supplying any goods / services they must first be vetted and cleared to work with DAN. This involves checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists.

The vetting of bidders will be completed after the award decision has been made. If any information provided by the Bidder throughout the tender process is proved to be incorrect during the vetting process (or at any other point), DAN may reverse their award decision.

6. BIDDER INSTRUCTIONS

6.1 TIMESCALES

The below table indicates the key dates for this tender process. The issuing of this Invitation to Tender and Tender Pack represents the start of the tender process.



Activity	Date
Issue Invitation to Tender	27 th September 2020
Deadline for bid clarification requests from Bidders	5 th October 2020
Deadline for Return of Bids	11 th October - 2020
Bid Clarifications	5 th October 2020
Award Contact	14 th October 2020
Mobilisation	15 th October 2020
Go Live	15 th October 2020

Please note that the above timings / dates are being shared for indicative purposes only and are subject to change. However, DAN commits to ensure Bidders are treated fairly, equally and have sufficient time made available to participate in this tender process.

6.2 DOCUMENTATION FOR SUBMISSION

Bidders wishing to submit a proposal to this Invitation to Tender **must** use the Bidder Response Document template in Part 3 of this Tender Pack. Any bids received using different formats will not be accepted.

This document has been created specifically for this tender and allows Bidders to demonstrate their ability to deliver the required goods and / or services. The Bidder Response document is linked to the Essential, Capability and Commercial Criteria which will be used to evaluate the quality of the bids received.

Within the Bidder Response Document instructions are provided on how to complete the document and specific guidance is provided on what information / supporting documentation is required.

The Bidder is expected to sign the statement in Section 3 of the Bidder Response Document to confirm that the bidder response is accurate and can be relied upon

6.3 SUBMISSION OF BIDS

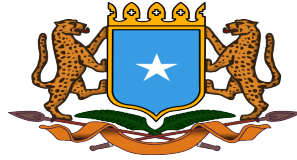
Responses will only be accepted in the requested format. **Any incomplete responses or responses not in the format of the provide templates may be treated as void.**

All completed tender documents should be sent by email to dansom.procurement@gmail.com due to COVID-19 situation, it is not allowed submission of hard documents to DAN offices. The Subject of the email should indicate the Tender Reference number of **Tender Ref. No. PR/DAN/330/SF01GPE-AF**

6.4 CLOSING DATE FOR BID SUBMISSION

Your bid shall be received in the designated email address above no later than **11th October 2020, 5.00 pm East Africa time**. Failure to submit your bid prior to the Closing Date may result in your bid being void.

All Bids must remain valid and open for consideration for a period of not less than 60 days from the Closing Date – **11th October 2020**.



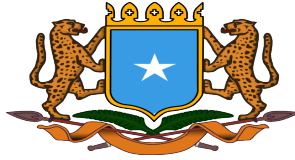
6.5 OPENING OF BIDS

Bids shall be opened on **13th October 2020 10.00am East Africa Time** at the DAN office at address below.

DAN Somalia Program
Taleh, Hodan District
Mogadishu, Somalia

The following details will be read out during bid opening: Bidders name, Total bid amount.

The opening of bids is open to bidders who chose to attend.



6.5 KEY CONTACTS

Should you have any questions about DAN, this invitation to tender or anything related to this document, please contact the DAN via email dansom.procurement@gmail.com
Enquiries should be submitted in writing via email ONLY.

Please be advised local working hours are 8.00AM to 3.30PM.

Please allow up to 2 days for a response.

Where the enquiry may have an impact on other parties within the process, DAN may at its discretion notify other bidders that have expressed interest to maintain a fair and transparent process.



PART 2 – CORE REQUIREMENTS & SPECIFICATIONS

DAN jointly with consortium partners (FGS/FMS MoEs, SCI, A light and ADRA) are currently implementing 13 months GPE funded SOM-Accelerated Education for Federal Republic of Somalia with the objective of improved educational attainment, safety of Somali girls and boys affected by crisis, contributing to resilience building within increasingly peaceful, secure and democratic environment. The project has four (4) outcomes; Increase equitable access to education, improved quality learning outcomes, increase gender equity and equality and Safe Re-opening of schools. The project will be implemented in Banadir, Galmudug, Hirshabelle, Jubbaland and South West states.

One of the key outputs under outcome I is the provision of school feeding to crisis-affected children in target schools. The Federal Government of Somalia (FGS) MoECHE and Federal Member States (FMS) MoEs in collaboration with DAN selected target schools that are largely locations hit worst by the emergency (floods, droughts, conflict) and location with the largest IDP children concentration. DAN and Consortium partners will directly purchase food for schools.

In this regards, DAN is seeking potential vendors to supply assorted food in Middle Shabelle region supported schools (list of schools annexed) for a period of 8 months.

1. SPECIFIC REQUIREMENTS

No.	Food Item description	Unit
1.	Rice	Sac
2.	Red Beans	Sac
3.	Quality Dates	Carton
4.	Misir	Kiish
5.	Oil	Jerkan
6.	Sugar	Sac
7.	Milk Powder (Can of 2.5Kg) – 1 Carton must contain 6 cans	Carton
8.	Local Porridge (Mushaali) (Mixture of "20kg-Masago, 10kg-Qabadi, 5kg-white rice, 1kg sesame, 10kg-Maize, 10kg-cowpeas, 2kg- pasta) (Sack of 50 Kg each)	Sac
9.	Salt	Sac

Delivery Location of the food

No.	School	Region	District	No.	School	Region	District
1.	Boos Hareeri	Middle shabelle	Adalle	6.	Carro faag	Middle shabelle	Bal'ad
2.	Cadaan Gaabey	Middle shabelle	Adalle	7.	Moyko	Middle shabelle	Jowhar
3.	ZamZam	Middle shabelle	Warsheik	8.	Gumbi	Middle shabelle	Jowhar
4.	Hamarow	Middle shabelle	Warsheik	9	Bayahow	Middle shabelle	Jowhar
5.	Kurshaale	Middle shabelle	Bal'ad	10.	Gaafaay	Middle shabelle	Jowhar

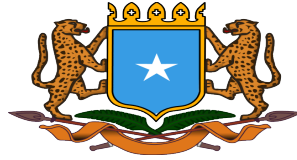


Food Quantity for One Month

Name of School	School enrollment	Required Quantities/Month								
		Rice	Sugar	Oil	Beans	Pulses/Misir	Milk Powder	Porridge Flour	Date	Salt
		0.3	0.19	0.029	0.1	0.084	0.0184	0.2	0.059	0.002
Boos Hareeri	147	19	12	5	6	5	4	13	24	0
Cadaan Gaabey	87	11	7	3	4	3	2	8	14	0
Hamarow	79	10	7	3	3	3	2	7	13	0
Zam-Zam	90	12	8	3	4	3	2	8	15	0
Bayaxow	96	13	8	3	4	4	3	8	16	0
Gaafaay	95	13	8	3	4	4	3	8	15	0
Gumbi	88	12	7	3	4	3	2	8	14	0
Moyko	80	11	7	3	4	3	2	7	13	0
Kurshaale	98	13	8	3	4	4	3	9	16	0
Carro faag	140	18	12	4	6	5	4	12	23	0
TOTALS		132	84	32	44	37	27	88	162	0

Food Quantity for Eight Months

Name of School	School enrollment	Required Quantities/Month								
		Rice	Sugar	Oil	Beans	Pulses/Misir	Milk Powder	Porridge Flour	Date	Salt
		0.3	0.19	0.029	0.1	0.084	0.0184	0.2	0.059	0.002
Boos Hareeri	147	155	98	38	52	43	32	103	153	8
Cadaan Gaabey	87	92	58	22	31	26	19	61	90	4
Hamarow	79	83	53	20	28	23	17	56	82	4
Zam-Zam	90	95	60	23	32	27	19	63	93	4
Bayaxow	96	101	64	24	34	28	21	68	100	5
Gaafaay	95	100	64	24	33	28	21	67	99	4
Gumbi	88	93	59	22	31	26	19	62	91	4
Moyko	80	84	54	20	28	24	17	56	83	4
Kurshaale	98	103	66	25	34	29	21	69	102	5
Carro faag	140	148	94	36	49	41	30	99	145	7
TOTALS		1,056	669	255	352	296	216	704	1,038	48



PART 3 – BIDDER RESPONSE DOCUMENT

1. INTRODUCTION

This Schedule is to be used by Bidders wishing to submit a response to this Tender Process. The Bidder Response is split into the 5 sections detailed below (including hyperlinks), all of which correspond to the Evaluation Criteria referenced in the Invitation to Tender.

- Section 1 - Key information
- Section 2 – Essential Criteria
- Section 3 – Capability Questions
- Section 4 – Commercial Questions
- Section 5 – Bidder Submission Checklist
- Schedule 1 – Terms & Conditions of Bidding

At the end of the Bidder Response Document is a checklist. This should be completed by the Bidder prior to submitting their response to ensure all the relevant information and supporting documents have been included in the response.

The Bidder is required to sign a copy of the Check list as part of their submission.

2. INSTRUCTIONS

Where a response is required from a Bidder instructions and commentary is provided to illustrate what DAN and the Ministry of Education, Culture and Higher Education expects and requires. The guidance provided details the **MINIMUM** requirements expected by DAN and MOECHE. If a Bidder wishes to add further information which it believes is relevant, this is acceptable, but the additional information should be limited to only items which are relevant to the tender.

- For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
- If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
- If a Bidder is unable to complete any element of the Bidder Response Document, they should contact DAN through the using the contact details provided for guidance.

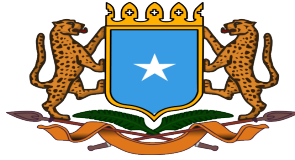
By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy.



SECTION 1 – KEY INFORMATION

Instructions – Bidders are required to complete all sections of the below table.

KEY INFORMATION			
Company Name			
Please provide details of the primary products / services supplied by your organisation			
Please explain your experience of supplying food or comparable items requested in this tender document.			
Website address			
	Main Address	Registered Address (if different)	Address for Payments (if different)
Address (Physical location)			
Company Registration Number (from Hirshabelle state Authorities)		Tax Number if available	
Year of Registration		Country of Registration	
Type of Business (e.g. Manufacturer, Distributor, Contractor, Service sector)		Primary Country of Operation	
Total Annual Revenue (USD)	2017	2018	2019
Annual Revenue (from goods and services requested in this tender)			
Have you supplied goods or services to DAN or MOECHE previously? If so, please provide a brief summary.			



SECTION 2 - ESSENTIAL CRITERIA

Instructions – Bidders are required to complete all sections of the below table.

Notes:

- 1) Only Bids that meet all essential criteria will be considered for Capability and Commercial evaluation
- 2) Bids that do not meet all essential criteria will be disqualified and not considered for Capability and Commercial evaluation

Item	Question	Bidder Response	
1	Bidder accepts DAN's 'Terms and Conditions of Purchase' included within Appendix 1 of the ITT, and that any work awarded from this tender process will be completed under the attached 'Terms and Conditions of Purchase'.	Yes / No	Comments / Attachments
2	<p>The Bidder and its staff (and any sub-contractors used) agree to comply with DAN's and the IAPG's policies and code of conducts listed below, throughout this tender process and during the term of any contract awarded.</p> <p>1) Child Safeguarding Policy 2) Anti-Fraud, Bribery & Corruption Policy 3) Slavery & Human Trafficking Policy 4) IAPG Code of Conduct 5) Conditions of Tendering</p>	Yes / No	Comments
3	The bidder must not be a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the US or EU.	Yes / No	Comments
4	<p>The Bidder confirms it is fully qualified, licensed and registered to trade with DAN (including compliance with all relevant local Country legislation).</p> <p>This includes the Bidder providing details of the following requirements and submitting copies of the relevant documents:</p> <ul style="list-style-type: none"> - Legitimate business address - Tax registration number & certificate - Business registration certificate 	Yes / No	Comments
		Requirement	Bidder Response / Attachments
		Legitimate Business Address	<i>Indicate full physical address</i>
		Tax Registration Number & Certificate	<i>Indicate Tax registration number and attach copy of certificate</i>



	- Trading license		
		Business Registration Certificate	<i>Indicate business registration number and attach copy of certificate</i>
		Trading license	<i>Indicate trading license number and attach copy of license</i>
5	The food proposed meet the specifications defined in part 2 above.	Yes / No	Comments
			Please submit full specifications of the food offered

SECTION 3 – CAPABILITY QUESTIONS

Instructions – Bidders are required to complete all sections of the below table (60% mark).

Item	Question	Bidder Response		
		Client Name	Contact Details (Name & Email)	Project/Service Description
1	REFERENCES Please provide details of three customers / clients that DAN may contact as references	1)		
		2)		
		3)		
	1. Please attach Three (3) previous signed/stamped contracts for supply of food similar goods in the recent years (2017,2018, 2019 and 2020)			



	2. Please attach Bank account statement for the period June-2019- to June -2020.			
	3. How many days will you take to deliver the food to the project location after you sign the contract ?			
	4. Can you deliver the food on monthly basis to the targeted schools after you sign the contract?			
	5. Please attach Updated Company profile stating address locations, contacts, emails, supply/service experience with Company organogram and full names company owners			



SECTION 4 – COMMERCIAL QUESTIONS

Incoterm applicable: **Delivered at Place (DAP) at named delivery location.**

Prices quoted to include all cost of goods, transport and insurance to the named locations

Lot 1: Schools in Hirshabelle state

NO.	Food Item description	Unit	Food Qty	U. price	Total Price
1	Rice (50kg)	sac	1056		
2	beans red (sac 50 kg)	sac	352		
3	Quality Dates (Box of 10 Kg)	carton	1038		
3	Misir/Pulses (50 kg)	kiish	296		
4	Oil- 20Ltr	jerrycan	255		
5	Sugar (50kg)	sac	669		
6	Milk Powder (Can of 2.5Kg) – 1 Carton must contain 6 cans	carton	216		
7	Local Porridge (Mushaali) (Mixture of "20kg-Masago, 10kg-Qabadi, 5kg-white rice, 1kg sesame, 10kg-Maize, 10kg-cowpeas, 2kg- pasta) (Sack of 50 Kg each)	sac	704		
8	salt (6.25 kg)	sac	48		
Total					



SECTION 5 – BIDDER SUBMISSION CHECKLIST

We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:

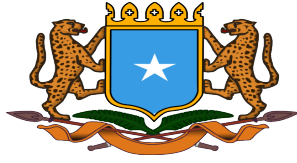
No	Section	Please Tick
1.	Section 1 – Key Information	
2.	Section 2 – Essential Criteria	
3.	Section 3 – Capability Questions	
4.	Section 4 – Commercial Questions	

We, the Bidder, confirm we have attached all of the required information and supporting evidence:

Section	Required Document / Evidence	Please Tick
Essential Criteria Evidence	Completed Bidder Response Document	
	Tax registration certificate	
	Business registration certificate	
	Trading license	
	Attached specifications of goods offered	
Capability Criteria Evidence	Attached Bank account with a proof of statement from June-2018- to June 2020	
	Attached Three previous stamped Local Purchase Orders or contracts attached as evidence in the recent years (2017,2018, 2019 and 2020 year)	
	Entered lead time details in Bidder response form	
	Attached company profile Completed Supplier profile form of DAN International	
Commercial Criteria Evidence	Entered price and total cost in bidder response form	

We, the Bidder, hereby confirm we are in compliance with the following policies and requirements:

Policy	Signature
Conditions of Tendering	
Terms & Conditions of Purchase	
Child Safeguarding Policy	
Anti-Bribery & Corruption Policy	
Human Trafficking & Modern Slavery Policy	
IAPG Code of Conduct	



We confirm that DAN and Ministry of Education, Culture and Higher Education may in its consideration of our offer, and subsequently, rely on the statements made herein.

Signature

.....

Name

.....

Job Title

.....

Company Stamp

.....

Date

.....



SCHEDULE 1 – TERMS & CONDITIONS OF BIDDING

Definitions

In addition to the terms defined in the Cover Letter, in these Conditions, the following definitions apply:

- (a) **Award Criteria** - the award criteria set out in the Invitation to Tender.
- (b) **Potential supplier** - a person or organisation who bids for the tender.
- (c) **Conditions** - the conditions set out in this 'Conditions of Tendering' document.
- (d) **Cover Letter** - the cover letter attached to the Tender Information Pack.
- (e) **Goods and/or Services** - everything purchased by DAN under the contract.
- (f) **Invitation to Tender** - the Tender Information, these Conditions, DAN's Terms and Conditions of Purchase, DAN's Child Safeguarding Policy, DAN's Anti Bribery and Corruption Policy and the IAPG Code of Conduct.
- (g) **Specification** - any specification for the Goods and/or Services, including any related plans and drawings, supplied by DAN to the Supplier, or specifically produced by the Supplier for DAN, in connection with the tender.
- (i) **Supplier** - the party which provides Goods and/or Services to DAN.

1. The Contract

The contract awarded shall be for the supply of goods and/or services, subject to the Terms and Conditions of Purchase (attached to these Conditions). DAN reserves the right to undertake a formal review of the contract after twelve (12) months.

2. Late tenders

Tenders received after the Closing Date will not be considered, unless there are in DAN's sole discretion exceptional circumstances which have caused the delay.

3. Correspondence

All communications from Potential suppliers to DAN relating to the tender must be in writing and addressed to the person identified in this Invitation to Tender. Any request for information should be received at least 5 days before the Closing Date, as defined in the Invitation to Tender. Where appropriate responses to questions submitted by any Potential supplier will be circulated by DAN to all Potential suppliers to ensure fairness in the process.

4. Acceptance of tenders

DAN/MOECHE may, unless the Potential supplier expressly stipulates to the contrary in the tender, accept whatever part of a tender that DAN/MOECHE so wishes. DAN/MOECHE is under no obligation to accept the lowest or any tender.

5. Alternative offer

If the Potential supplier wishes to propose modifications to the tender (which may provide a better way to achieve DAN's Specification) these may, at DAN's discretion, be considered as an Alternative Offer. The Potential supplier must make any Alternative Offer in a separate letter to accompany the Tender. DAN/MOECHE is under no obligation to accept Alternative Offers.

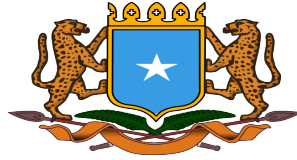
6. Prices

Tendered prices must be shown as both inclusive of and exclusive of any Value Added Tax chargeable or any similar tax (if applicable).

7. No reimbursement of tender expenses

Expenses incurred in the preparation and dispatch of the tender will not be reimbursed.

8. Non-Disclosure and Confidentiality



Potential suppliers must treat the Invitation to Tender, contract and all associated documentation (including the Specification) and any other information relating to DAN's employees, servants, officers, partners or its business or affairs (the "**Confidential Information**") as confidential. All Potential suppliers shall:

- recognise the confidential nature of the Confidential Information;
- respect the confidence placed in the Potential supplier by DAN/MOECHE by maintaining the secrecy of the Confidential Information;
- not employ any part of the Confidential Information without DAN's prior written consent, for any purpose except that of tendering for business from DAN;
- not disclose the Confidential Information to third parties without DAN's prior written consent;
- not employ their knowledge of the Confidential Information in any way that would be detrimental or harmful to DAN;
- use all reasonable efforts to prevent the disclosure of the Confidential Information to third parties;
- notify DAN/MOECHE immediately of any possible breach of the provisions of this Condition 9 and acknowledge that damages may not be an adequate remedy for such a breach.

9. Award Procedure

DAN's Procurement Committee will review the Potential suppliers and their tenders to determine, in accordance with the Award Criteria, whether they will award the contract to any one of them.

10. Information and Record Keeping

DAN shall consider any reasonable request from any unsuccessful Potential supplier for feedback on its bid and, where it is appropriate and proportionate to do so, provide the unsuccessful Potential supplier with reasons why the bid was rejected. Where applicable, this information shall be provided within 30 business days from (but not including) the date on which DAN receives the request.

11. Anti-Bribery and Corruption

All Potential suppliers are required to comply fully with DAN's Anti-Bribery and Corruption Policy (attached to these Conditions).

12. Child Protection

All Potential suppliers are required to comply fully with DAN's Child Safeguarding Policy (attached to these Conditions).

13. Human Trafficking and Modern Slavery

All Potential suppliers are required to comply fully with DAN's Human Trafficking and Modern Slavery Policy (attached to these Conditions).

14. Exclusion Criteria

Any Potential supplier is required to confirm in writing that:

- Neither it nor any related company to which it regularly subcontracts is insolvent or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is 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;
- Neither it nor a company to which it regularly subcontracts has been convicted of fraud, corruption, involvement in a criminal organisation, any money laundering offence, any offence concerning professional conduct, breaches of applicable labour law or labour tax legislation or any other illegal activity by a judgment in any court of law whether national or international;



- Neither it nor a company to which it regularly subcontracts has failed to comply with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the relevant country in which it the Potential supplier operates. Any Potential supplier will automatically be excluded from the tender process if it is found that they are guilty of misrepresentation in supplying the required information within their tender bid or fail to supply the required information.

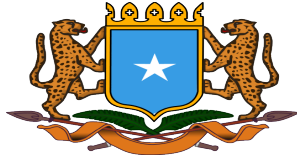
15. Conflict of Interest / Non-Collusion

Any Potential supplier is required to confirm in writing:

- That it is not aware of any connection between it or any of its directors or senior managers and the directors and staff of DAN which may affect the outcome of the selection process. If there are such connections the Potential supplier is required to disclose them.
- Whether or not there are any existing contacts between DAN, and any other DANentity, and it and if there are any arrangements which have been put in place over the last twenty-four (24) months.
- That it has not communicated to anyone other than DAN the amount or approximate amount of the tender.
- That it has not and will not offer pay or give any sum of money commission, gift, inducement or other financial benefit directly or indirectly to any person for doing or omitting to do any act in relation to the tender process.

16. Assignment and novation

All Potential suppliers are required to confirm that they will if required be willing to enter into a contract on similar terms with either DAN or any other DAN entity if so required.



PART 4 - APPENDICES

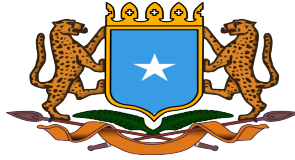
Appendix 1 - Terms & Conditions of Purchase

Appendix 2 – DAN Safeguarding Policy

Appendix 3 – DAN Anti-Bribery and Corruption Policy

Appendix 4 – DAN Human Trafficking and Modern Slavery Policy

Appendix 5 – Code of Conduct for IAPG Agencies and Suppliers



APPENDIX 1 – TERMS & CONDITIONS OF PURCHASE

1 Definitions and Interpretation

These terms and conditions ("Conditions") provide the basis of the contract between the supplier ("Supplier") and Save the Children International (the "Customer"), in relation to the validly issued purchase order ("Order") (the Order and the Conditions are together referred to as the "Contract"). All references in these terms and conditions to defined terms - Goods, Services, Prices and Delivery - refer to the relevant provisions of the Order.

2 Quality and Defects

2.1 The Goods and the Services shall, as appropriate:

- a) correspond with their description in the Order and any applicable specification;
- b) comply with all applicable statutory and regulatory requirements;
- c) be of the highest quality and fit for any purposes held out by the Supplier or made known to the Supplier by the Customer;
- d) be free from defects in design, material, workmanship and installation; and
- e) be performed with the best care, skill and diligence in accordance with best practice in the Supplier's industry, profession or trade.

2.2 The Customer (including its representatives or agents) reserves the right at any time to audit the Supplier's records, inspect work being undertaken in relation to the supply of the Goods and Services and, in the case of Goods, to test them.

3 Compliance and Ethical Standards

- 3.1 The Supplier, its suppliers and sub-contractors, shall (a) observe the highest ethical standards, and shall comply with all applicable laws, statutes, regulations and codes (including environmental regulations and the International Labour Organisation's international labour standards on child labour and forced labour) from time to time in force, (b) comply with the following Customer policies, which are annexed: Child Safeguarding; Fraud, Bribery and Corruption; and Human Trafficking and Modern Slavery (together the "Mandatory Policies"), and (c) act in relation to the Contract in accordance with the principles of the Inter-Agency Procurement Group Code of Conduct.
- 3.2 The Supplier, its suppliers and sub-contractors shall not in any way be involved in (a) the manufacture or sale of arms or have any business relations with prohibited party armed groups or governments for any war related purpose; or (b) terrorism, including checking its staff, suppliers and sub-contractors against the following sanctions lists: UK Treasury List, EC List, OFAC List and US Treasury List.
- 3.3 The Supplier is taking reasonable steps (including but not limited to having in place adequate policies and procedures) to ensure it conducts its business (including its relationship with any contractor, employee, or other agent of the Supplier) in such a way as to comply with the Mandatory Policies, and shall upon request provide the Customer with information confirming its compliance.
- 3.4 The Supplier shall notify the Customer as soon as it becomes aware of any breach, or suspected or attempted breach, of the Mandatory Policies or Condition 8 (Supplier's Warranties), and shall inform the Customer of full details of any action taken in relation to the reported breach.

4 Delivery / Performance

- 4.1 The Goods shall be delivered to, and the Services shall be performed at the address and on the date or within the period stated in the Order, and in either case during the Customer's usual business hours, except where otherwise agreed in the Order. Time shall be of the essence in respect of this Condition 4.1.
- 4.2 Where the date of delivery of the Goods or of performance of Services is to be specified after issue of the Order, the Supplier shall give the Customer reasonable written notice of the specified date.
- 4.3 Delivery of the goods shall take place and title in the Goods will pass on the completion of the physical transfer of the goods from the Supplier or its agents to the Customer or its agents at the address specified in the Order.
- 4.4 Risk of damage to or loss of the Goods shall pass to the Customer in accordance with the relevant provisions of Incoterms 2010 identified in the Order, or, where Incoterms do not apply, risk in the Goods shall pass to the Customer on completion of delivery.
- 4.5 The Customer shall not be deemed to have accepted any Goods or Services until the Customer has had reasonable time to inspect them following delivery and/or performance by the Supplier.
- 4.6 The Customer shall be entitled to reject any Goods delivered or Services supplied which are not in accordance with the Contract. If any Goods or Services are so rejected, at the Customer's option, the Supplier shall forthwith re-supply substitute Goods or Services which conform with the Contract. Alternatively, the Customer may cancel the Contract and return any rejected Goods to the Supplier at the Supplier's risk and expense.

5 Indemnity

The Supplier shall indemnify the Customer in full against all liability, loss, damages, costs and expenses (including legal expenses) awarded against or incurred or paid by the Customer as a result of or in connection with any act or omission of the Supplier or its employees, agents or sub-contractors in performing its obligations under this Contract, and any

claims made against the Customer by third parties (including claims for death, personal injury or damage to property) arising out of, or in connection with, the supply of the Goods or Services.

6 Price and Payment

Payment will be made as set out in the Order and the Customer shall be entitled to off-set against the price set out in the Order all sums owed to the Customer by the Supplier.

7 Termination

- 7.1 The Customer may terminate the Contract in whole or in part at any time and for any reason whatsoever by giving the Supplier at least one month's written notice.
- 7.2 The Customer may terminate the Contract with immediate effect by giving written notice to the Supplier and claim any losses (including all associated costs, liabilities and expenses including legal costs) back from the Supplier at any time if the Supplier:
 - a) becomes insolvent, goes into liquidation, makes any voluntary arrangement with its creditors, or becomes subject to an administration order; or
 - b) is in material breach of its obligations under the Contract or is in breach of its obligations and fails to remedy such breach within 14 days of written request from the Customer.
- 7.3 In the event of termination, all existing Orders must be completed.

8 Supplier's Warranties

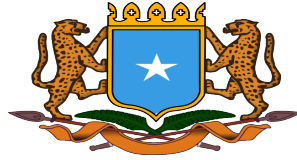
- 8.1 The Supplier warrants to the Customer that:
 - a) it has all necessary internal authorisations and all authorisations from all relevant third parties to enable it to supply the Goods and the Services without infringing any applicable law, regulation, code or practice or any third party's rights;
 - b) it will not and will procure that none of its employees will accept any commission, gift, inducement or other financial benefit from any supplier or potential supplier of the Customer;
 - c) the Services will be performed by appropriately qualified and trained personnel, with the best care, skill and diligence and to such high standard of quality as it is reasonable for the Customer to expect in all the circumstances;
 - d) none of its directors or officers or any of its employees have any interest in any supplier or potential supplier of the Customer or is a party to, or are otherwise interested in, any transaction or arrangement with the Customer; and
 - e) information provided to the Customer are, and remain, complete and accurate in all material respects.

9 Force majeure

- 9.1 Neither party shall be liable for any failure or delay in performing its obligations under the Contract to the extent that such failure or delay is caused by an event that is beyond that party's reasonable control (a "Force Majeure Event") provided that the Supplier shall use best endeavours to cure such Force Majeure Event and resume performance under the Contract.
- 9.2 If any events or circumstances prevent the Supplier from carrying out its obligations under the Contract for a continuous period of more than 14 days, the Customer may terminate the Contract immediately by giving written notice to the Supplier.

10 General

- 10.1 The Supplier shall not use the Customer's name, branding or logo other than in accordance with the Customer's written instructions or authorisation.
- 10.2 The Supplier may not assign, transfer, charge, subcontract, novate or deal in any other manner with any or all of its rights or obligations under the Contract without the Customer's prior written consent.
- 10.3 Any notice under or in connection with the Contract shall be given in writing to the address specified in the Order or to such other address as shall be notified from time to time. For the purposes of this Condition, "writing" shall include e-mails and faxes.
- 10.4 If any court or competent authority finds that any provision of the Contract (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of the Contract shall not be affected.
- 10.5 Any variation to the Contract, including the introduction of any additional terms and conditions, shall only be binding when agreed in writing and signed by both parties.
- 10.6 The Contract shall be governed by and construed in accordance with English law. The parties irrevocably submit to the exclusive jurisdiction of the courts of England and Wales to settle any dispute or claim arising out of or in connection with the Contract or its subject matter or formation.
- 10.7 A person who is not a party to the Contract shall not have any rights under or in connection with it.



APPENDIX 2 – DAN SAFEGUARDING POLICY

Our values and principles

Child abuse is when anyone under 18 years of age is being harmed or isn't being looked after properly. The abuse can be physical, sexual, emotional or neglect. The abuse and exploitation of children happens in all countries and societies across the world. Child abuse is never acceptable.

It is expected that all who work with DAN are committed to safeguard children whom they are in contact with.

What we do

DAN is committed to safeguard children through the following means:

Awareness: Ensuring that all staff and those who work with DAN are aware of the problem of child abuse and the risks to children.

Prevention: Ensuring, through awareness and good practice, that staff and those who work with DAN minimise the risks to children.

Reporting: Ensuring that you are clear on what steps to take where concerns arise regarding the safety of children.

Responding: Ensuring that action is taken to support and protect children where concerns arise regarding possible abuse.

To help you clarify our safeguarding approach, we list here examples of the behaviour by a representative of DAN which are prohibited. These include but are not limited to:

1. Hitting or otherwise physically assaulting or physically abusing children.
2. Engaging in sexual activity or having a sexual relationship with anyone under the age of 18 years regardless of the age of majority/consent or custom locally. Mistaken belief in the age of a child is not a defence.
3. Developing relationships with children which could in any way be deemed exploitative or abusive.
4. Acting in ways that may be abusive in any way or may place a child at risk of abuse.
5. Using language, making suggestions or offering advice, which is inappropriate, offensive or abusive.
6. Behaving physically in a manner which is inappropriate or sexually provocative.
7. Sleeping in the same bed or same room as a child or having a child/children with whom one is working to stay overnight at a home unsupervised.
8. Doing things for children of a personal nature that they can do themselves.
9. Condoning, or participating in, behaviour of children which is illegal, unsafe or abusive.
10. Acting in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse.
11. Discriminating against, showing unfair differential treatment or favour to particular children to the exclusion of others.



12. Spending excessive time alone with children away from others.

13. Placing oneself in a position where one is made vulnerable to allegations of misconduct.

In order that the above standards of reporting and responding are met, **this is what is expected of you:**

If you are worried that a child or young person is being abused or neglected, (such as in points 1, 2, 3, 4, 6, 8, 9 and 10 above for example) or you are concerned about the inappropriate behaviour of an employee, or someone working with DAN, towards a child or young person, then you are obliged to:

- act quickly and get help
- support and respect the child
- where possible, ensure that the child is safe
- contact your DAN manager with your concerns immediately (or their senior manager if necessary)
- keep any information confidential to you and the manager.

If you want to know more about the Child Safeguarding Policy, then please contact your DAN manager.

Our values and principles

Child abuse is when anyone under 18 years of age is being harmed or isn't being looked after properly. The abuse can be physical, sexual, emotional or neglect. The abuse and exploitation of children happens in all countries and societies across the world. Child abuse is never acceptable.

It is expected that all who work with DAN are committed to safeguard children whom they are in contact with.

What we do

DAN is committed to safeguard children through the following means:

Awareness: Ensuring that all staff and those who work with DAN are aware of the problem of child abuse and the risks to children.

Prevention: Ensuring, through awareness and good practice, that staff and those who work with DAN minimise the risks to children.

Reporting: Ensuring that you are clear on what steps to take where concerns arise regarding the safety of children.

Responding: Ensuring that action is taken to support and protect children where concerns arise regarding possible abuse.

To help you clarify our safeguarding approach, we list here examples of the behaviour by a representative of DAN which are prohibited. These include but are not limited to:



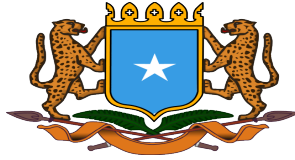
14. Hitting or otherwise physically assaulting or physically abusing children.
15. Engaging in sexual activity or having a sexual relationship with anyone under the age of 18 years regardless of the age of majority/consent or custom locally. Mistaken belief in the age of a child is not a defence.
16. Developing relationships with children which could in any way be deemed exploitative or abusive.
17. Acting in ways that may be abusive in any way or may place a child at risk of abuse.
18. Using language, making suggestions or offering advice which is inappropriate, offensive or abusive.
19. Behaving physically in a manner which is inappropriate or sexually provocative.
20. Sleeping in the same bed or same room as a child, or having a child/children with whom one is working to stay overnight at a home unsupervised.
21. Doing things for children of a personal nature that they can do themselves.
22. Condoning, or participating in, behaviour of children which is illegal, unsafe or abusive.
23. Acting in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse.
24. Discriminating against, showing unfair differential treatment or favour to particular children to the exclusion of others.
25. Spending excessive time alone with children away from others.
26. Placing oneself in a position where one is made vulnerable to allegations of misconduct.

In order that the above standards of reporting and responding are met, **this is what is expected of you:**

If you are worried that a child or young person is being abused or neglected, (such as in points 1, 2, 3, 4, 6, 8, 9 and 10 above for example) or you are concerned about the inappropriate behaviour of an employee, or someone working with DAN, towards a child or young person, then you are obliged to:

- act quickly and get help
- support and respect the child
- where possible, ensure that the child is safe
- contact your DAN manager with your concerns immediately (or their senior manager if necessary)
- keep any information confidential to you and the manager.

If you want to know more about the Child Safeguarding Policy, then please contact your DAN manager.



APPENDIX 3 – DAN ANTI BRIBERY & CORRUPTION POLICY

Our values and principles

DAN does not allow any partner, supplier, sub-contractor, agent or any individual engaged by DAN to behave in a corrupt manner while carrying out DAN's work.

What we do

DAN is committed to preventing acts of bribery and corruption through the following means:

Awareness: Ensuring that all staff and those who work with DAN are aware of the problem of bribery and corruption.

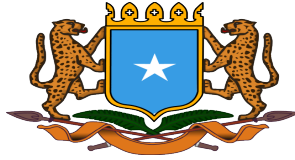
Prevention: Ensuring, through awareness and good practice, that staff and those who work with DAN minimise the risks of bribery and corruption.

Reporting: Ensuring that all staff and those who work with DAN are clear on what steps to take where concerns arise regarding allegations of bribery and corruption.

Responding: Ensuring that action is taken to support and protect assets and identifying cases of bribery and corruption.

To help you identify cases of bribery and corruption, behaviour which amounts to corruption includes but is not limited to:

- a) Paying or Offering a Bribe – where a person improperly offers, gives or promises any form of material benefit or other advantage, whether in cash or in kind, to another in order to influence their conduct in any way.
- b) Receiving or Requesting a Bribe – where a person improperly requests, agrees to receive or accepts any form of material benefit or other advantage, whether in cash or in kind, which influences or is designed to influence the individual's conduct in any way.
- c) Receiving or Paying a so-called 'Grease' or 'Facilitation' payment – where a person improperly receives something of value from another party for performing a service or other action that they were required by their employment to do anyway.
- d) Nepotism or Patronage – where a person improperly uses their employment to favour or materially benefit friends, relatives or other associates in some way. For example, through the awarding of contracts or other material advantages.
- e) Embezzlement - where a person improperly uses funds, property, resources or other assets that belong to an organisation or individual.
- f) Receiving a so-called 'Kickback' Payment – where a person improperly receives a share of funds, a commission, material benefit or other advantage from a supplier as a result of their involvement in a corrupt bid or tender process.
- g) Collusion – where a person improperly colludes with others to circumvent, undermine or otherwise ignore rules, policies or guidance.
- h) Abuse of a Position of Trust – where a person improperly uses their position within their organisation to materially benefit themselves or any other party.



In order that the above standards of reporting and responding are met, **this is what is expected of you:**

You have a duty to protect the assets of from any form of corruption. Furthermore, you must immediately report any suspicion of bribery or corruption to the DAN senior management team or Country Director and not to anyone else. Failure to report will be treated as serious and may result in termination of any agreement with DAN.

You are obliged to: -

- act quickly and get help
- encourage your own staff to report on bribery and corruption
- contact the DAN senior management team or Executive Director with your concerns immediately (or their senior manager if necessary)
- keep any information confidential to you and the manager.

Attempted corruption is as serious as the actual acts and will be treated in the same way under this policy.

If you want to know more about the Anti-Bribery and Corruption Policy, then please contact your DAN representative.



APPENDIX 4 – DAN HUMAN TRAFFICKING & MODERN SLAVERY POLICY

1. Our values and principles

DAN does not allow any partner, supplier, sub-contractor, agent or any individual engaged by DAN to engage in human trafficking or modern slavery.

This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, interns, agents, contractors, external consultants, third-party representatives and business partners.

2. What is human trafficking and modern slavery?

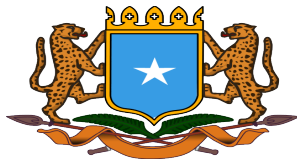
The Modern Slavery Act (MSA) 2015 covers four activities:

Slavery	Exercising powers of ownership over a person
Servitude	The obligation to provide services is imposed by the use of coercion
Forced or compulsory labour	Work or services are exacted from a person under the menace of any penalty and for which the person has not offered themselves voluntarily
Human trafficking	Arranging or facilitating the travel of another person with a view to their exploitation

Modern slavery, including human trafficking, is a crime and a violation of fundamental human rights. It takes various forms, such as slavery, servitude, forced and compulsory labour and human trafficking, all of which have in common the deprivation of a person's liberty by another in order to exploit them for personal or commercial gain. We have a zero-tolerance approach to modern slavery and we are committed to acting ethically and with integrity in all our business dealings and relationships and to implementing and enforcing effective systems and controls to ensure modern slavery is not taking place anywhere in our own business or in any of our supply chains.

We are also committed to ensuring there is transparency in our own business and in our approach to tackling modern slavery throughout our supply chains, consistent with our national and international disclosure obligations, and shall comply with all applicable laws, statutes, regulations and codes from time to time in force, including:

- UK Modern Slavery Act 2015 (see above);
- US Trafficking Victims Protection Act 2000;
- USAID ADS 303 Mandatory Standard Provision, Trafficking in Persons (July 2015); and
- International Labour Standards on Child Labour and Forced Labour.



3. Our approach to preventing human trafficking and modern slavery

DAN is committed to preventing human trafficking and modern slavery, including through the following means:

Awareness: Ensuring that all staff and those who work with DAN are aware of the problem of human trafficking and modern slavery.

Prevention: Ensuring, through awareness and good practice, that staff and those who work with DAN minimise the risks of human trafficking and modern slavery.

Reporting: Ensuring that all staff and those who work with DAN are clear on what steps to take where concerns arise regarding allegations of human trafficking and modern slavery.

Responding: Ensuring that action is taken to identify and address cases of human trafficking and modern slavery.

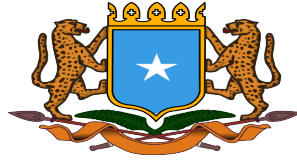
To help you identify cases of human trafficking and modern slavery, the following are examples of prohibited categories of behaviour:

- a. **'Chattel slavery'**, in which one person owns another person.
- b. **'Bonded labour' or 'debt bondage'**, which is when a person's work is the security for a debt – effectively the person is on 'a long lease' which they cannot bring to an end, and so cannot leave their 'employer'. Often the conditions of employment can be such that the labourer can't pay off their debt and is stuck for life, because of low wages, deductions for food and lodging, and high interest rates.
- c. **'Serfdom'**, which is when a person has to live and work for another on the other's land.
- d. **Other forms of forced labour**, such as when passports are confiscated (sometimes by unscrupulous recruitment agencies) from migrant workers to keep them in bondage, or when a worker is 'kept in captivity' as a domestic servant. If a supplier or contractor appears to impose excessively harsh working conditions, or excessively poor wages, then you should always be alive to the possibility that a form of forced labour is occurring, and take care with your due diligence.
- e. 'Child Slavery', which is the transfer of a young person (under 18) to another person so that the young person can be exploited. Child labour may, in fact, be a form of child slavery, and should not be tolerated. See the DAN Child Safeguarding Policy for further details.
- f. 'Marital and sexual slavery', including forced marriage, the purchase of women for marriage, forced prostitution, or other sexual exploitation of individuals through the use or threat of force or other penalty.

4. The Commitment we expect from commercial partners

We expect the same high standards from all of our contractors, suppliers and other business partners, and as part of our contracting processes, we may include specific prohibitions against the use of forced, compulsory or trafficked labour, or anyone held in slavery or servitude, whether adults or children, and we expect that our suppliers will hold their own suppliers to the same high standards.

Please contact your DAN representative if you have further questions.



APPENDIX 5 – CODE OF CONDUCT FOR IAPG AGENCIES & SUPPLIERS



Suppliers and manufacturers to Non-Governmental Organisations (NGO's) should be aware of the Code of Conduct initiatives that the Inter-Agency Procurement Group (IAPG) support. This information is to advise you, our suppliers, of the Corporate Social Responsibility (CSR) element in our supplier relationships.

- Goods and services purchased are produced and developed under conditions that do not involve the abuse or exploitation of any persons.
- Goods produced and delivered by organisations subscribe to no exploitation of children
- Goods produced and manufactured have the least impact on the environment

Code of Conduct for Suppliers:

Goods and services are produced and delivered under conditions where:

- Employment is freely chosen
- The rights of staff to freedom of association and collective bargaining are respected.
- Living wages are paid
- There is no exploitation of children
- Working conditions are safe and hygienic
- Working hours are not excessive
- No discrimination is practiced
- Regular employment is provided
- No harsh or inhumane treatment of staff is allowed.

Environmental Standards:

Suppliers should as a minimum comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas to be considered are:

- Waste Management
- Packaging and Paper
- Conservation
- Energy Use
- Sustainability

Business Behaviour:

IAPG members will seek alternative sources where the conduct of suppliers demonstrably violates anyone's basic human rights, and there is no willingness to address the situation within a reasonable timeframe.

IAPG members will seek alternative sources where companies in the supply chain are involved in the manufacture of arms or the sale of arms to governments which systematically violate the human rights of their citizens.

Qualifications to the statement

Where speed of deployment is essential in saving lives, IAPG members will purchase necessary goods and services from the most appropriate available source.

Disclaimer

This Code of Conduct does not supersede IAPG Members' individual Codes of Conduct. Suppliers are recommended to check the Agencies' own websites.