



# International Rescue Committee SOMALIA PROGRAM

## MPA/SO/2018/005-A: SUPPLY AND DELIVERY OF GOODS & SERVICES.

### MASTER PURCHASE AGREEMENT FOR STATIONERY (2018 – 2019)

Planned Timetable	
Issue RFP	11 <sup>th</sup> May 2018
Last date for submission of questions on RFP	18 <sup>th</sup> May 2018
Last date IRC respond to questions on RFP	21 <sup>st</sup> May 2018
Deadline for submission of Intent to Bid (ITB) form	22 <sup>nd</sup> May 2018
Deadline for submission of tenders	<b>24<sup>th</sup> May 2018 – 05:00pm East African Time</b>
Opening of tenders & evaluation of RFP	28 <sup>th</sup> - 4 <sup>th</sup> June 2018.
Supplier visits	5 <sup>th</sup> – 11 <sup>th</sup> June 2018.
Award of Contracts	22 <sup>nd</sup> June 2018
Contract start	1 <sup>st</sup> July 2018

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## I) . INTRODUCTION

### 1. The International Rescue committee

The International Rescue Committee, hereinafter referred to as “the IRC”, is a non-profit, humanitarian agency that provides relief, rehabilitation, protection, resettlement services, and advocacy for refugees, displaced persons and victims of oppression and violent conflict. The IRC has been operating in Somalia since 2007. IRC is among the numerous organizations assisting Somali populations to address their basic humanitarian needs, while trying simultaneously to support localized longer term opportunities. With a strong foot print in South Galkacyo (since 2007), Mogadishu (since 2011) and Garowe (since 2012), the IRC has developed a solid humanitarian portfolio in the field of Health, WPE, WASH & Livelihoods. In addition, the IRC has piloted local governance programming (CDR) in Puntland as a way to bridge local participation and community development, at a time the New Deal/Compact1 is starting to kick off its state building & peace building objectives.

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

It is the intent of this RFP to secure competitive proposals to select a supplier or vendor for the International Rescue committee Somalia Program to supply goods as per the list attached at Nairobi. All eligible Suppliers and Vendors that are qualified and are technically competent for the supply of the goods in the price list schedule below are invited to submit their proposals.

The winning bidder(s) will enter into fixed price Master Purchase Agreements (MPAs) for one (1) year. Bidders shall be domiciled and must have complied with all Government legal Regulations to operate in Kenya and a regular tax payer to offer such goods as specified in the tender and shall furnish copies of their operating licenses/certificates of registration valid for the fiscal year 2018. The Bidder shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

Description	Reference No.
STATIONERY	MPA/IRCSO/2018/005-A
OFFICE SUPPLIES	MPA/IRCSO/2018/005-B
PRINTING WORKS	MPA/IRCSO/2018/005-C
IT EQUIPMENT & CONSUMABLES	MPA/IRCSO/2018/005-D
VETERINARY DRUGS & EQUIPMENT	MPA/IRCSO/2018/005-E

### 3. Cost of Bidding

The Bidder shall be responsible for all costs associated with the preparation and submission of its bid, and IRC hereinafter referred to as “the Purchaser”, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

## II) THE BIDDING DOCUMENTS:

### 4. The Bidding Documents

The Bidder is expected to examine all instructions, forms, **terms** and **specifications** in the bidding documents prepared for the selection of authorized suppliers or vendors. Failure to furnish all information required as per the bidding documents or to submit a bid not

substantially responsive to the bidding document in every respect will be at the Bidder's risk and may result in bid rejection.

The Bidding document comprise of the following documents:

- The Request for Proposal – RFP (*this document*)
- ***Categories of Goods.***
- ***List of Goods per Category of Goods to be supplies.***
- ***Price Offering sheet as provided in the Request for Quotation.***
- *Annexes with:*
  - *Supplier Information Form*
  - *IRC Code of Conduct, and*
  - *Supplier Conflict of interest form*

#### 5. Clarification of Bidding Documents

A prospective Bidder requiring any clarification of the Bidding Documents may notify the Purchaser in writing at the [SO-Procurement@irc.org](mailto:SO-Procurement@irc.org). The request for clarification must reach the purchaser not later than **18<sup>th</sup> May 2018**. The Purchaser will respond by e-mail providing clarification on the bid documents on the **21<sup>st</sup> May 2018**. Written copies of the Purchaser's response (including an explanation of the query but without identifying the source of inquiry) will be communicated to all prospective Bidders, who had received the bidding documents.

### III) . PREPARATION OF BIDS:

#### 6. Language of Bid

The bid and all relative correspondence and documents exchanged between the bidders and the Purchaser shall be written in **English language** only. Any printed literature furnished by the bidder and written in another language must be accompanied by an English translation of its pertinent passages, in which case, for purposes of interpretation of the bid, the English translation shall prevail. Any translations must be performed by a licensed translator as recognized and notarized by the Courts and Government of Kenya.

#### 7. Documents Comprising the Bid

The submitted bid must include the following information. Failure to supply all requested information or comply with the specified formats may disqualify the bidder from consideration.

- Cover letter explaining interest to be a contracted vendor or supplier
- A Bid Document detailing the goods against unit prices on the sheet provided.
- Profile of the Bidding Company (5 pages maximum) with a brief description of the firm's organization; Recent Contracts completed; Company Organization Structure; the profiles of Key staff, previous completed contracts/work orders, their value/contract amount.
- Certificate of Incorporation and or Registration in Kenya
- Company CR-12 detailing ownership of the bidder.
- Trading License from relevant County Government Department.
- PIN Registration Certificates
- Tax Compliance Certificate.
- Bank Statement/Audited Accounts for the Last three (3) years.
- Three References from other INGOs/UN and or World Bank.

- Bank Statement for the last three (3) Years.
- Intent to bid form, completed, signed and stamped.
- IRC conflict of interest & Supplier code of conduct, signed and stamped.
- Supplier Information form, completed and signed and stamped

## 8. Bid Prices & Price Changes

For the purpose of selecting a supplier/vendor and executing the Master Purchase Agreement, the Bidder shall clearly indicate the unit price of the goods they want to supply. All unit prices shall be clearly indicated in the space provided in the price schedule. The Bidder must sign and officially stamp the price schedule.

During the validity period of the Master Purchase Agreement, if there is a price change in the market the **supplier can express the change in writing for the Purchaser a month before implementing the change.** The Purchaser also responds for the request in writing within 15 days of receipt of notice for price change. Once the changes are agreed between both parties, an addendum will be signed and included in the MPA.

## 9. Bid Currencies

All rates and amounts entered in the Bid Form and Price Schedule and used in any documents, correspondence or operations pertaining to this tender shall be expressed in **Kenya Shillings.**

## 10. Document Establishing Good's 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 which the Bidder proposes to supply under the Contract.

The Documentary evidence of the goods' 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' substantial responsiveness to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

The bidder shall note that standards for workmanship, material and equipment, and references to brand names or catalogue numbers designated by the Purchaser in its Technical Specifications or scope of work are intended to be restrictive. However, the Bidder may substitute alternative standards, brand names and/or catalogue numbers in its bid, provided that it demonstrates to the Purchaser's satisfaction that the substitutions are substantially equivalent or superior to those designated in the Technical Specifications.

## 11. Bid Security

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

## 12. 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.

## 13. Format and Signing

The original bid shall be signed by the Bidder or a person or persons duly 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 company seal.

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

The bidder shall include a cover letter in their proposal. The content of the cover letter shall include the following information:

- A table containing bid offer: item description, unit price
- A detailed specification of the offered goods
- Warranty (if necessary and appropriate);
- Delivery Lead times for the goods.
- Price validity date (for this purpose and as stated on the advertisement, quote given shall remain unchanged for 90 working days).

## IV) SUBMISSION OF BIDS

### 14. Submission and Marking of Bids:

Bidder shall submit sealed bids addressed to the:

**The Tender committee  
International Rescue Committee (IRC) Somalia  
Laiboni Centre, 5<sup>th</sup> floor, Lenana Road  
Po Box 62727 - 00200; Nairobi, Kenya.**

by **24<sup>st</sup> May 2018** at 5.00pm East African Time. All bids are to be dropped in the Tender Box at the reception areas. Bids submitted after the deadline will not be accepted.

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

### 15. Format

The Envelope containing the duly filled and completed Bid Documents shall be marked with **the CATEGORY REFERENCE NUMBER and description of the CATEGORY APPLIED FOR.** VENDORS WISHING TO APPLY FOR MORE THAN ONE CATEGORY ARE FREE TO DO SO, BUT MUST SUBMIT SEPARATE BID DOCUMENTS FOR EACH CATEGORY IN SEPARATE ENVELOPES.

## 16. Modification and Withdrawal of Bids

The Bidder may modify or withdraw its bid after the bid's 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.

## V) BID OPENING AND EVALUATION

### 17. 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.

### 18. Evaluation and Comparison of Bids

Bids determined to be substantially responsive as per section 7 above will be considered for the evaluation process with the below scoring criteria.

EVALUATION CRITERIA		
COMPANY PROFILE EVALUATION	Description	Weight (%)
<b>Eligibility</b>	Refers to Bidder's ability to demonstrate that they have provided: I. Registration Certificate + CR12 from the Registrar of Companies. II. PIN Certificate/Registration as tax Payer. III. Tax Compliance Certificate. IV. Bank Statement for the last three Years. V. Intent to bid form, completed, signed and stamped. VI. IRC conflict of interest & Supplier code of conduct, signed and stamped. VII. Supplier Information form, completed and signed and stamped	<b>PASS OR FAIL:</b>  <b>Pass</b> – Proceed to next stage of evaluation.  <b>Fail:</b> Not to Proceed to the next stage of evaluation.
<b>Capacity</b>	1. General Organization structure and or profile of the Bidding Company and the profiles of the owners (5%) 2. A table showing recent and previous assignments and or completed deliveries (5%) 3. The Capacity in terms of the Number of Employees of the company (5%). 4. Number of Years of experience of the company in the sector (5%) 5. Financial Capacity: Amount of Turnover of the Company from the Bank Statements (15%) 6. Turnover for previous 3 year (value) (5 Points)	<b>50%</b>

	7. Value of Stocks held in Warehouses/Stores (10%)	
<b>Delivery Terms</b>	<p>Delivery Terms in terms of:</p> <p>8. The Offered Delivery Lead times as compared to other bidders (10%). <i>(Score on Lead Time = (Shortest Lead Time Offered/Bidder Lead Time)*10%)</i></p> <p>9. The ability to hold stocks for IRC and offer warehousing goods (Buffer Stocks) (10%)</p>	<b>20%</b>
<b>Payment Terms</b>	<p>The Purchaser payment terms are to pay within 30 calendar days of acceptance of goods and receipt of invoice.</p> <p>This refers to the Bidder providing the most favorable terms of payment:</p> <p>10. Offer credit facilities for 30 days or more from Delivery and Invoicing (20%)</p> <p>11. Offer Payment Terms of Less than 30 Days. <b>Score=(Bidder Payment Period/Terms/30Days)*20%</b></p> <p>12. Advance/Cash on Delivery (0%)</p>	<b>20%</b>
<b>References</b>	<p>This refers to the bidder providing:</p> <p>13. Three traceable business references and their contacts. These contacts will be contacted during the evaluation to assess the bidder's capacity (10%)</p> <p><b>OR</b></p> <p>14. Any other additional documents and information relevant in demonstrating past experience and capacity to deliver will be considered.</p>	<b>10%</b>
<b>Firm Evaluation</b>	<b>TOTAL FIRM EVALUATION SCORE OUT OF 100%</b>	<b>100%</b>
<b>Financial Proposal</b>	<b>FINANCIAL PROPOSAL SCORE.</b> <b>SCORE=(LOWEST BID COST/OFFERED BID COST)*100%</b>	<b>100%</b>
<b>FIRM EVALUATION (60 Points)</b> <b>+</b> <b>FINANCIAL (40 Points)</b>	<b><u>WEIGHTED SCORES:</u></b> <b>FIRM EVALUATION=(SCORE/100)*60 Points</b> <b>FINANCIAL EVALUATION SCORE=(LOWEST BID COST/OFFERED BID COST)*40 Points</b>	<b>60 Points</b> <b>+</b> <b>40 Points</b>
	<b>TOTAL WEIGHT (FIRM EVALUATION+FINANCIAL EVALUATION)</b>	<b>100 Points</b>

*Table 1: Reviewed and aligned for Goods.*



## **19. 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 selected authorized supplier or vendor is announced.

## **20. Notification of Award**

Prior to the expiration of the period of bid validity, the Purchaser will notify the successful bidder in writing or where necessary by phone that his/her bid has been accepted and, selected for Master Purchase Agreement for the specific goods. At this stage IRC may also choose to negotiate with the selected bidder to finalize the offer.

# **VI) CONTRACTING**

## **21. Contract award and notification**

The Purchaser will award the Contract to the notified successful Bidder(s) whose bid has been determined to be substantially responsive and has been determined as the best evaluated bid considering price/performance factors, provided further that the Bidder is determined to be qualified to enter into Master Purchase Agreement and perform its obligations satisfactorily.

## **22. Warranty**

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

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

## **23. 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.

## **24. Price Schedules and Location**

Vendors interested in the provision of Goods to IRC Country offices should NOTE that all categories apply to all IRC Offices.

List of Goods for Master Purchase Agreement as per below Categories is attached:

## **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**

The IRC Way: Standards for Professional Conduct (“The IRC Way”), the IRC’s code of conduct, and IRC’s combating Trafficking in Persons Policy. The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings.

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

IRC requests that a supplier (i) informs IRC upon becoming aware that the integrity of IRC’s business has been compromised during the RFP process, and (ii) report 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.

## **IV. ANNEXES:**

**ANNEX I: STATIONERY**

**ANNEX II: INTENT TO BID**

**ANNEX III: SUPPLIER INFORMATION FORM.**

**ANNEX IV: IRC CONFLICT OF INTEREST AND SUPPLIER/ SERVICE PROVIDER CODE OF CONDUCT**

## ANNEX I: STATIONERY



### INTERNATIONAL RESCUE COMMITTEE

#### PRICE LIST FOR STATIONERY

#	ITEM DESCRIPTION	Qty	Unit	unit price	CURRENCY
1	A4 BRIEF CARD PAPERS, SPECTACULAR COLOUR	1	Rim		
2	A4 COLOR PAPER, RIM OF 500 PCS	1	Box		
3	A4 PAPER, BOX OF 5 RIMS, 80 GRAM	1	Box		
4	BALL POINT (CELLO) PEN, BOX OF 50 PCS	1	Box		
5	BATTERIES, DURACELL/VARTA, SIZE AA	1	Pieces		
6	BATTERIES, ENERGIZER, AA, 2PCS,	1	Pieces		
7	BINDER CLIPS, 19MM	1	Pieces		
8	BINDER CLIPS, 25MM	1	Pieces		
9	BINDER CLIPS, 32MM	1	Pieces		
10	BIRO PENS, ASSORTED, SHARP-POINTED.	1	Pieces		
11	BOARD PIN (MIDDLE)	1	Box		

12	BOARD PIN (MIDDLE)	1	Box		
13	BOX FILE (RADO) - A4 , BOX OF 50 PCS	1	Box		
14	BOX FILE, A4, ALBA	1	Pieces		
15	BOX FILE, ROBIN (SPECIFY IF 103, 104)	1	Pieces		
16	BOX FILE,RADO (SPECIFY IF 103, 104)	1	Pieces		
17	BOX FILE; PENGUIN, PG GERMANY 103	1	Pieces		
18	BOX FILE; PENGUIN, PG GERMANY 104	1	Pieces		
19	BOX FILES, A4, GLOBE	1	Pieces		
20	BOX FILES, ASSORTED	1	Pieces		
21	BOX FILES, GLOBE (SPECIFY IF 103, 104)	1	Pieces		
22	CALCULATOR D - 120S, BASIC	1	Pieces		
23	CALCULATOR MEDIUM SIZE, 12 DIGIT CASIO MJ-12D	1	Pc		
24	CALCULATOR MEDIUM SIZE, ct-600J	1	Pc		
25	CALCULATOR, CASIO FX82MS SCIENTIFIC	1	Pieces		
26	CALCULATOR, D - 120S, BASIC	1	Pieces		

27	CARTRIDGE, 05A	1	PC		
28	CASH BOOK TWO COLUMN, 383 SHEETS	1	Pc		
29	CELLO TAPE, (SPECIFY SIZE & QUOTE)	1	ROLL		
30	CELLO TAPE, PLASTIC	1	ROLL		
31	CLEAR BAG, BIG SIZE	1	Set		
32	CLEAR BAG, SMALL SIZE, 12 PCS	1	Set		
33	CLEAR SHEET PROTECTOR, A4 PAPER SIZE, 100 PCS	1	Set		
34	CORRECTION PEN, BOX OF 12 PCS	1	Box		
35	COUNTER BOOKS, A4 3 QUIRE	1	Pieces		
36	DATA PROJECTION SCREEN WALL, SCREEN PROJECTOR	1	Pieces		
37	DOCUMENT HOLDERS, ATLAS	1	Pieces		
38	DUST BIN, OFFICE TYPE, MEDIUM	1	Pieces		
39	DUST BIN, OFFICE TYPE, SMALL	1	Pieces		
40	DYMO TAPES, D1 9MM BLACK OR YELLOW	1	Pieces		
41	DYMO TAPES, D1 9MM BLUE OR WHITE	1	Pieces		

42	ENVELOPES - A3, SET OF 50 PCS	1	Set		
43	ENVELOPES -A4, SET OF 50 PCS	1	Set		
44	ENVELOPES - A5, SET OF 50 PCS	1	Set		
45	ERASORS, PENCIL BR-40	1	Pieces		
46	EXECUTIVE NOTE BOOK, A4	1	DOZEN		
47	FILE (DOCUMENT WALLET), SET OF 50 PCS	1	Set		
48	FILE (FAROOK), SET OF 50 PCS	1	Set		
49	FILE (FLAMINGO), SET OF 50 PCS	1	Set		
50	FILE (SUSPENSION), SET OF 50 PCS	1	Set		
51	FILE DIVIDERS, A4	1	Box		
52	FILE DIVIDERS; 1-10 (MEMORIS)	1	Box		
53	FLIP CHART, 25 SHEETS PER REAM	1	Pieces		
54	FLIP CHART, 50 SHEETS PER REAM	1	Pieces		
55	FLIP CHART, SET OF 5 PCS	1	Set		
56	FOLDERS, L-SHAPE, ATLAS	1	Pieces		

57	FOLDERS, L-SHAPE, REXEL	1	Pieces		
58	GLUE STICK, 25G	1	Box		
59	GLUE STICK, PRITT, 43 G	1	Pieces		
60	HIGHLIGHTER, PELIKAN, ASSORTED COLOURS	1	PACKETS		
61	LAMINATING MACHINE, LEITZ ILAM TOUCH	1	Pieces		
62	LAMINATION PAPER, A4	1	PCKT		
63	LAMINATION PAPER, B5	1	PCKT		
64	LEDGER BOOK 2Q, 100 SHEETS	1	Pieces		
65	LEDGER BOOK 3Q , 200 SHEETS	1	Pieces		
66	LEDGER BOOK, 3Q, 200 SHEETS	1	Pieces		
67	MASKING TAPE, 25MM	1	Pieces		
68	MASKING TAPE, SMALL SIZE	1	Roll		
69	MASKING TAPE, BIG SIZE	1	Roll		
70	MULTI PUNCH, FILLING SHEETS, A4, PENGUIN GERMANY (PG 1205)	1	PKTS		
71	MULTI-PUNCH FILING SHEETS, HEAVY DUTY	1	Pieces		

72	MULTI-PUNCH FILING SHEETS, LIGHT DUTY	1	Pieces		
73	NOTE BOOKS, A4	1	Doxen		
74	NOTE BOOKS, A5, 50 SHEETS	1	Pieces		
75	NOTEBOOK, A4, EXECUTIVE	1	DOZEN		
76	NOTICE BOARD LARGE, 90CMX90CM	1	Pieces		
77	NOTICE BOARD SMALL, 60CMX90CM	1	Pieces		
78	NOTICE BOARD, 60CMX90CM	1	Pieces		
79	NOTICE BOARD, 90CMx120CM	1	Pieces		
80	OFFICE ORGANISER	1	Pieces		
81	OFFICE STAPLER, SMALL SIZE WITH REMOVER	1	PC		
82	OFFICE STAPLES, 26/6	1	Box		
83	OFFICE STAPLES, 66/11	1	Box		
84	OFFICE TRAY, SMALL SIZE	1	Pieces		
85	PAPARE PUNCHER, 2-HOLE HEACY DUTY, 65 SHEET	1	Pc		
86	PAPARE PUNCHER, SMALL SIZE	1	Pc		



87	PAPER CLIPS, 25MM	1	Box		
88	PAPER CLIPS, 28MM	1	Pieces		
89	PAPER CLIPS, 31MM	1	Box		
90	PAPER CLIPS, 32MM	1	Box		
91	PAPER CLIPS, 33MM	1	Pieces		
92	PAPER CLIPS, 41MM	1	Box		
93	PAPER CLIPS, 50MM	1	Pieces		
94	PAPER CLIPS, 51MM	1	Box		
95	PAPER DIVIDER, A4 SIZE, COLOUR, 12 PCS	1	Set		
96	PAPER PUNCH, 2 HOLE, HEAVY DUTY, 65 SHEETS	1	Pieces		
97	PAPER PUNCH, DS-210	1	Pieces		
98	PEN UNIBALL FINE DELUXE, BLUE UB-177	1	Pieces		
99	PENCIL SHARPENER	1	Pieces		
100	PENCIL, HB STEADLER, 110 ORIGINAL	1	packets		
101	PERMANENT MARKER PEN, BOX OF 12 PCS	1	Box		

102	PERMANENT, MARKER PENS, ASSORTED	1	PACKETS		
103	POP UP INDEX	1	Pieces		
104	POST IT (ASSORTED COLOURS)		Pieces		
105	PRINTING/HOTOCOPYING PAPER, A4, 80g	1	reams		
106	PROJECTION SCREEN, SIZE 10"X13"	1	Pieces		
107	PROJECTION SCREEN, SIZE 10"X14"	1	Pieces		
108	PROJECTION SCREEN, SIZE 9"X12"	1	Pieces		
109	PUSH PINS/PAPER PINS, COLOUR	1	Box		
110	REFUSE BAGS	1	Pieces		
111	REGISTER BOOK, HARD COVER, 200 PAGES, A4	1	Pieces		
112	REGISTER BOOK, HARD COVER, 200 PAGES, A5	1	Pieces		
113	RING BINDER	1	Pieces	-	
114	RULER HACO, CLEAR, 3CM-12	1	Pieces		
115	RULERS, 30CM	1	Pc		
116	SCISSORS, BIG	1	Pair		

117	SCISSORS, SMALL	1	Pair		
118	SPRING FILES, PVC	1	Pieces		
119	STAMP PAD INK, 30ML	1	Pieces		
120	STAPLE PINS, SIZE 23/17, PKT OF 5000PCS	1	Box	-	
121	STAPLE PINS, SIZE 24/6, PKT OF 5000PCS	1	Box	-	
122	STAPLE REMOVER, ASSORTED SIZES	1	Pieces		
123	STAPLER HEAVY DUTY, 140 SHEETS	1	Pieces		
124	STAPLER PINS FOR MIDDLE SIZE, BOX 10	1	Box		
125	STAPLER, KANGARO, DS-435, 384550	1	Pieces		
126	STAPLER, KANGAROO, HD-45	1	Pieces		
127	STAPLER, KANGAROO, ZS 24	1	Pieces		
128	STAPLER, RAPID, K1 24/6.8	1	Pieces		
129	STICK NOTES, COLOURS	1	Set		
130	STICKY NOTES, 3 X 3	1	Pieces		
131	STICKY NOTES, ASSORTED	1	Pieces		

132	STICKY NOTES, NEON LEMON POP UP, 50 FLAGS/ 50 SHEETS	1	PCKT		
133	SUSPENSION FILES	1	Pieces		
134	SUSPENSION FOLDER, SET OF 50 PCS	1	SET		
135	TRAY, SMALL	1	Pieces		
136	TRAYS, 3 TIER , ELSOON EXECUTIVE	1	Pieces		
137	USB MOUSE	1	Pieces		
138	WHITE BOARD CLEANING BRUSH	1	Pieces		
139	WHITE BOARD CLEANING LIQUID, 250ML	1	Pieces		
140	WHITEBOARD MARKER	1	packets		
141	WHITEBOARD MARKER (GREEN, BLUE, RED AND BLACK)	1	Pieces		
142	WHITEBOARD MARKER, BOX OF 24S	1	Box		
143	WHITEBOARD, 60CMX90CM	1	Pieces		
144	WIRELESS MOUSE	1	Pieces		

**Annex II: INTENT TO BID**



**International Rescue Committee, Inc.  
Intent to Bid**

**IRC Reference #:** \_\_\_\_\_

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

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

1. It is the intent of this company to submit a response to the (Title of RFP) Request for Proposal.

Please provide a name and email address for the person within your company that should receive notices, amendments, etc. that are related to this RFP:

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature (If faxed) \_\_\_\_\_

Title of Person signing \_\_\_\_\_

Date \_\_\_\_\_

We realize that this is an intent to bid and in no way obligates this company to participate in this process.

2. This company DOES NOT intend to participate in this RFP.

Name (Signature if faxed): \_\_\_\_\_

Title of Person signing \_\_\_\_\_

Date \_\_\_\_\_

Please fax or email this form at your earliest convenience to the attention of:

Name (YOU) \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**Annex III: SERVICE PROVIDER'S INFORMATION FORM.**



**INTERNATIONAL RESCUE COMMITTEE**  
**Service Provider's Information Form**

*The information provided will be used to evaluate the Company before contracting with the IRC. Please complete all fields.*

**Service Provider's Information**

Company Name	
Any other names company is operating under (Acronyms, Abbreviations, Aliases)	
Previous names of the company	
Address	
Website	
Phone/Fax Numbers	Phone: _____ Fax: _____
Primary Contact	Name: _____ Phone Number: _____ Email Address: _____
# of Staff	
# of Locations	
Avg. \$ Value of Stock on Hand	
Name(s) of Company Owner(s) or Board of Directors	
Parent companies, if any	
Subsidiary or affiliate companies, if any	

**Financial Information**

Bank Name and Address	
Name under which company is registered at bank	
Payment Terms	Payment By: <u>Check</u> Yes   No <u>Wire Transfer</u> Yes   No
Specify Standard Payment Terms (Net15, 30, etc.)	

**Product/Service Information**

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

**References**

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

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

By signing the Supplier 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.

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

Name of Representative: \_\_\_\_\_



Title: \_\_\_\_\_

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

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

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**FOR IRC USE**

**Following documents have been supplied:**

Business registration or license	
Articles of incorporation or similar document	
Business and other NGO references	
Bank statements and references	
Passport / ID cards of business owners/board of directors	
Financial statement (if available)	

I \_\_\_\_\_ an employee of IRC having completed and reviewed this form confirm the accuracy of information provided:

Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date\* \_\_\_\_\_

\*Supplier to be re-authorized one year from this date.

## **ANNEX IV:**

### **IRC Conflict of Interest and Supplier/ Service Provider Code of Conduct**



### **IRC Conflict of Interest and Supplier/ Service Provider Code of Conduct**

Supplier hereby agrees that Supplier and Supplier'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, and IRC's Combating Trafficking in Persons Policy. The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings. Supplier 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**

- Supplier 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 Supplier's business activities.
- Supplier 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 supplier's owners.
- Discovery of an undisclosed conflict of interest will result in immediate termination of any Agreement and disqualification of Supplier from participation in current and future IRC activities.
- Supplier hereby confirms that the organization is not conducting business under other names or alias's that have not been declared to IRC.
- Supplier hereby confirms it does not engage in theft, corrupt practices, collusion, nepotism, bribery, or trade in illicit substances.

**Supplier 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.

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, [www.ethicspoint.com](http://www.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 supplier 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.

Supplier / Service Provider's Name:
Signature:
Title:
Print Name:
Date: