



**International Rescue Committee
SOMALIA PROGRAM**

Request for Proposals (RFP)

**REF: PR2SO/MQ/255203: RADIO AND TV CIVIC EDUCATION
PROGRAM.**

Planned Timetable	
Issue ITT	<i>9th July 2018</i>
Questions from Supplier due date	<i>19th July 2018</i>
Deadline for reply	<i>20th July 2018</i>
Deadline for submission of Bids	<i>23rd Jul 2018</i>
Evaluation of ITT	<i>24^h July 2018</i>
Supplier visit/Interviews	<i>25th July 2018</i>
Award of Contracts	<i>31st Aug 2018</i>
Contract start	<i>1st Aug 2018</i>

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**INTERNATIONAL RESCUE COMMITTEE (IRC)
Somalia Program**

BID NOTICE

The International Rescue Committee, Inc. (IRC) is a private international, nonsectarian, voluntary organization providing relief, protection and resettlement services for refugees and victims of oppression or violent conflict.

It is the intent of this RFP to secure competitive proposals to select one Television Station and two Radio stations for the International Rescue committee Somalia Program to air civic education programs for two and three months respectively. The civic education will complement the on-going community engagement activities as well as the dialogue process:

Reference	Description of Services
PR2SO/MQ/255203:	RADIO AND TV STATIONS TO PROVIDE CIVIC EDUCATION AWARENESS CAMPAIGN SERVICES.

Interested and suitably qualified Consultancy Firms may download complete Request for Proposals Document from the Somalia NGO Consortium at: <http://somaliangoconsortium.org/careers/>. Clarifications can be requested from the email address: SO-procurement@rescue.org on or before **19th Jul 2018**.

Duly completed Proposals for the provision of Radio and TV stations Civic Education awareness campaigns shall be deposited in the Tender Box at any of the addresses below by **23rd July 2018 at 3.30 pm** East African Time:

**The Tender committee
International Rescue Committee (IRC) Somalia
Mogadishu Field Office,
KM4, Airport Road, Wadajir District,
Mogadishu Town, Somalia.**

OR

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

Late Bids will not be accepted.

*IRC is not bound to accept the lowest priced proposals and or bid that is submitted.
Any form of canvassing will lead to automatic disqualification.*

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 responds to the world’s worst humanitarian crises and helps people whose lives and livelihoods are shattered by conflict and disaster to survive, recover, and gain control of their future. IRC was founded in 1933 in the United States to respond to the needs of people vulnerable to conflict around the world. Since then, it has expanded and evolved to become one of the world’s leading humanitarian organizations. In 2016, more than 26 million people benefited from IRC programs and those of its partner organizations.

The IRC received a grant from United States Agency for International Development (USAID) to implement a two-year program (2016-2018) called “Harnessing Opportunity for Peace Engagement (HOPE) in Somalia. The HOPE project is designed to increase community resilience to violence by strengthening community relations and decision-making at the local level. It employs a people-to-people approach, aiming to create change at both the attitudinal and institutional levels, a combination which is critical for effectiveness and long-term impact. Two objectives guide our people-to-people approach:

- a). First, the project will foster constructive interaction at the community level to improve understanding of key issues, strengthen relationships and enable collective action to address shared concerns.
- b) Second, it will strengthen the local government to perform their roles effectively, improve decision-making and establish linkages with their constituents.

The HOPE project will foster positive relationships at two levels: among communities and between communities and local government. The HOPE project is a 23 month project and is implemented by the IRC. It is intended to reach at least 211,712 beneficiaries in the districts of Hawl Wadag and Karaan.

In the current context, elite domination of Somalia’s federalism debate, as well as weak local governance, provides an enabling environment for the resurgence of violence. IRC’s analysis shows that communities lack accurate information on ongoing political processes and their implications, as well as opportunities for constructive engagement to address shared concerns, allowing for potential manipulation by clan elites. In response, IRC plans to conduct civic engagement, and collective decision-making within and across clan/sub-clan lines. Through a series of strategically crafted interactions, HOPE will improve information on critical issues, create spaces for dialogue and collective action, and prepare communities to engage with local government to address shared concerns in order to strengthen community relationships and increase resilience to manipulation.

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

It is the intent of this RFP to secure competitive proposals to select one Television Station and two Radio stations for the International Rescue committee Somalia Program to air civic education programs for two and three months respectively. The civic education will complement the on-going community engagement activities as well as the dialogue process. Through this strategy, HOPE project aims to promote civic engagement, encourage tolerance of different perspectives, and

improve understanding of key issues that have the potential to trigger violent conflict, including conflict mitigation, access to justice, the 4.5 power sharing system, the constitution review process, neighborhood watch campaigns and federalism among others. Using a wide array of media (radio and television), HOPE will conduct a public awareness campaign providing information and fostering community engagement in political processes.

The winning firm will sign a one off contract for the services for the period indicated in the Terms of Reference. Bidders shall be domiciled and must have complied with all Regional and Federal Regulations and requirements to operate in Somalia and regular tax payer to offer such services as specified in the Request for Proposals and shall furnish copies of their operating licenses/certificates of registration valid for the fiscal year 2018. The Bidders shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

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** of reference in the bidding documents prepared for the selection of authorized suppliers. 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 documents comprise of the following documents:

- *The Request for Proposal – RFP (this document);*
- *The Terms of Reference*
- *The Scope as contained in the Terms of Reference.*
- *Financial Proposal Format*
- *Supplier Information Form*
- *Intent to Bid form*
- *IRC Conflict of Interest & Supplier Code of Conduct*

5. Clarification of Bidding Documents

A prospective Bidders requiring any clarification of the Bidding Documents may notify the Purchaser in writing at the SO-Procurement@irc.org. The request for clarification must reach the purchaser not later than **19th July 2018**. The Purchaser will respond by e-mail providing clarification on the bid documents on the **20th July 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 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 Federal Government of Somalia.

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 carry out the assessment for IRC.
- Provide a brief description of holding company of the TV or Radio Station, providing the set-up, studios, capacity to provide support to development of skits/materials for airing and or overall relevant experience in broadcasting, area of coverage and target audience statistics. (TV/Radio Station setup and structure, organization, studios, capacity to provide support in the development of skits/materials to air; Total number of Years in Radio/TV business; Area of coverage /mapping and TV/Radio station target audience statistics). Include a summary/CV of the technical staff involved in the production of TV/radio programs.
- State the experience to undertake the scope of work, provide a list of similar works for other INGOs/UN/WB.
- Provide a detailed step by step description of your process in preparing, test running, review and running of skits, assessment of the impact and feedback mechanisms from audiences in accomplishing deliverables of the assignment.
- Qualification of staff proposed to undertake this assignment: Technical Qualifications in the design, presentation and anchoring of the skits (attach profiles of designers, anchors, editors, producers, directors to be involved in the production and airing of the skits.
- Provide Names of at least three of your main clients. Enclose testimonials/references from them as well as telephone and email addresses and contact persons. IRC will contact these references as part of the technical evaluation of this proposal.
- A Financial Proposal detailing the costs of carrying out the assignment, remunerations and reimbursables.
- Certificate of Registration in any Country including.
- Bank details and Financial Statements from a reputable Bank.
- Three Reference Letters from past clients.
- Intent to bid, completed and signed
- Supplier information form, completed and signed
- IRC Conflict of Interest & Supplier Code of Conduct, completed and signed
- Any other testimonials that may help in evaluating the bidder.

8. *Bid Prices & Price Changes*

For the purpose of selecting a supplier to carry out the services, firms and bidders must clearly indicate the unit price of the services they want to offer. 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.

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 **United States Dollar**.

10. Document Establishing Eligibility and Conformity to Bidding Documents

Pursuant to **Clause 8**, the bidder shall furnish, as part of their bid, documents establishing the eligibility and conformity to the Bidding Documents of all services, which the Bidder proposes to offer under the Contract.

The Documentary evidence of the services' conformity to the Bidding Documents may be in the form of technical specifications, literature, drawings, data (tables, graphs etc.), and shall furnish:

- A detailed description of the methodology to be used in carrying out the assignment.
- A **clause-by-clause** commentary on the Purchaser's Scope of Works (SoW) demonstrating the services' 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 Terms of Reference 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 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 and services

- Warranty (if necessary and appropriate);
- Delivery time;
- 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
Mogadishu Field Office,
KM4, Airport Road, Wadajir District,
Mogadishu Town, Somalia.**

Or

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

By **23rd July 2018**. All bids are to be dropped in to the Tender box provided for the purpose at the Reception Area. 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 Bidder's proposal shall comprise of technical proposal and financial proposal, in separate sealed envelopes (All shall be in one outer envelope).

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:

Description of preliminary Examination Criteria	Check	Pass/Fail
1. Cover letter expressing interest to carry out the assignment	<input type="checkbox"/> Yes <input type="checkbox"/> No	PASS OF FAIL: Pass – Proceed to next stage of evaluation. Fail: Eliminated from the next stage of evaluation.
2. Company profile of the bidding firm:		
2.1. Organogram included in the Company profile	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.2. Table with Recent Assignments	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.3. Profile Summary of Key staff	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.4. Financial Proposal filled out properly?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Registration-Federal/Regional Administration	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Financial Statement/Bank Statement for the past 3 years	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Three (3) Reference Letters from other INGOs/UN/WB	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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.

A. TECHNICAL PROPOSAL SCORE: (OUT OF 60 POINTS)		
Description of Evaluation Criteria	Indicators	Rating Allocated
1. Provide a brief description of holding company of the TV or Radio Station, providing the set-up, studios, capacity to provide support to development of skits/materials for airing and or overall relevant experience in broadcasting, area of coverage and target audience statistics	TV/Radio Station setup and structure, organization, studios, capacity to provide support in the development of skits/materials to air – (5%)	20%
	Total number of Years in Radio/TV business – (5%)	
	Area of coverage /map from any independent viewership analysts and or perceived coverage of the beneficiaries - (5%)	
	TV/Radio station target audience statistics – (5%)	
2. State the experience to undertake the scope of work, provide a list of similar works for other INGOs/UN/WB.	List of similar projects undertaken – (10%)	10%
	<i>Attach any evidence of contracts</i>	
3. Provide a detailed step by step description of your process in preparing, test running, review and running of skits, assessment	Process for Preparation; test running, review, running of skits and assessment of impact as well as feedback mechanisms in place:	10%
	Assess:	

of the impact and feedback mechanisms from audiences in accomplishing deliverables of the assignment.	Appropriateness (5%) Relevance and Practical – (5%)	
4. Qualification of staff proposed to undertake this assignment: Technical Qualifications in the design, presentation and anchoring of the skits (attach profiles of designers, anchors, editors, producers, directors to be involved in the production and airing of the skits.	List of designers, anchors, editors, producers, directors to be involved in the production and airing of the skits, their qualifications, CV and experience as well as their roles in this assignment. – (20%) Familiarity with debates on civic engagement, conflict mitigation, access to justice, the 4.5 power sharing system, the constitution review process, neighborhood watch campaigns and federalism among others. – (20%)	40%
5. Provide Names of at least three of your main clients. Enclose testimonials/references from them as well as telephone and email addresses and contact persons. IRC will contact these references as part of the technical evaluation of this proposal.	Three (3) References/Testimonials with contacts provided from previous clients – (10%)	10%
6. Timeframe – Proposed timeframe to complete this assignment, work plan for the expected activities.	Detailed Schedule of Activities/TV/Radio Log for airing the civic education skits/messages – (10%)	10%
A. TOTAL TECHNICAL EVALUATION SCORE	TOTAL TECHNICAL EVALUATION SCORE	100%
B. FINANCIAL PROPOSAL SCORE	SCORE = (LOWEST TOTAL BID PRICE/BID PRICE)*100%.	100%
TOTAL SCORES:		
A. TECHNICAL SCORES:	TECHNICAL SCORE X 0.6	60 Points
B. FINANCIAL SCORE:	FINANCIAL SCORE X 0.4	40 Points

Table 1: The Evaluation Criteria has been aligned to the Scope of Work (SoW).

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 or services. 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 contract for the provision of civic education services.

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 Somalia 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 supplier 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

Firms interested in the provision of the Consultancy services should note that the assignment will be carried out in Mogadishu (Karan & Hawl Wadag Districts) of Somalia

The Terms of Reference have been attached to this RFP document.

25. Service or consultant agreements

For service or consultant agreements time and material awards are not authorized unless it is the only suitable award and a ceiling is established.

Disclaimer

The Purchaser reserves the right to alter the dates of the timetable.

The Purchaser does not bind itself to accept the lowest or any proposal.

Ethical Operating Standards

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 or via toll-free (866) 654–6461 in the U.S., or collect (503) 352–8177 outside the U.S.

VII. ANNEXES:

ANNEX I: The Scope of Work for Civic Education Programs (TV & Radio)

ANNEX II: Intent to Bid Form

ANNEX III: Supplier Information Form.

ANNEX IV: IRC Conflict of Interest and Supplier Code of Conduct form

ANNEX I: Scope of Work

26. Scope of Work

Radio and TV stations to air civic education programs.

Location: Karan & Hawl Wadag Districts

Timeline: July – August 2018

Terms: The Radio and TV stations signals MUST be clear and accessible in Karan and Hawl Wadag Districts of Mogadishu.

Context & Background

In the current context, elite domination of Somalia's federalism debate, as well as weak local governance, provides an enabling environment for the resurgence of violence. IRC's analysis shows that communities lack accurate information on ongoing political processes and their implications, as well as opportunities for constructive engagement to address shared concerns, allowing for potential manipulation by clan elites. In response, IRC plans to conduct civic engagement, and collective decision-making within and across clan/sub-clan lines. Through a series of strategically crafted interactions, HOPE will improve information on critical issues, create spaces for dialogue and collective action, and prepare communities to engage with local government to address shared concerns in order to strengthen community relationships and increase resilience to manipulation.

Civic education using mass media

The civic education component of the HOPE project seeks to complement the on-going community engagements activities as well as the dialogue process. The strategy aims to promote civic engagement, encourage tolerance of different perspectives, and improve understanding of key issues that have the potential to trigger violent conflict, including conflict mitigation, access to justice, the 4.5 power sharing system, the constitution review process, neighborhood watch campaigns and federalism among others. Using a wide array of media (radio and television), HOPE will conduct a public awareness campaign providing information and fostering community engagement in political processes.

The HOPE project plans to employ mass media especially radios and Televisions to conduct its civic education component of the project.

Specific tasks and deliverables

Radio– Through radio, IRC will organize for a series of structured weekly interviews inviting community elites and Local Government officials to discuss topics around conflict mitigation, access to justice, the 4.5 power sharing system, the constitution review process, neighborhood watch campaigns and federalism. The radio station will provide the listeners with a number to call in to ask the panel questions. Prior to the scheduled weekly interviews, promotional thought-provoking adverts will run throughout the week with a different topic every week. The IRC shall also develop radio skits to air. It is expected that the topics will stir community interest and form basis for discussion in the community debates.

Proposed Radio Schedules

Item	Time
Air one hour Weekly Radio Shows (10 weeks)	2.30 – 3.30 pm
Develop and air promo adverts with information on the weekly radio show (daily for 10 weeks)	6.45 am 6.58 am 1.15 pm

	3.30 pm 2.10 pm 9.40 pm
Develop and air Radio Skits/ Riwayad (2-3 minutes long) (45 days for a period of 10 weeks)	7.20 am 2.20 pm 9.10 pm

Television Through television, IRC will develop weekly public service announcements (PSAs) that will run on the most viewed television stations. The PSAs will be generated from the same topics being aired on the radio station. Through this medium, IRC will also televise district town hall meetings meant to discuss district development plans and budgets in both Hawl Wadag and Karan. This will promote accountability of public officials at the district and increase support for local government officials.

Proposed Television Schedule

Item	Time
Develop and air five public service announcement (PSAs) on themes selected by IRC for a period of 45 days out of 60.	6.45 am 6.58 am 1.15 pm 3.30 pm 2.10 pm 9.40 pm

ANNEX II: Intent to Bid Form



**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 _____

Please fill in this questionnaire in order to permit the registration. Information given in this questionnaire will be handled confidentially.

ANNEX III: Supplier Information Form.



**INTERNATIONAL RESCUE COMMITTEE
Supplier Information Form**

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

Supplier 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: _____

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 4 – IRC Conflict of Interest and Supplier Code of Conduct form

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 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 Name:
Signature:
Title:
Print Name:
Date:

Application Checklist	
Description	
✓ Submitted required documents- Page 2 No7	
✓ RFP -Product Annex 1 – Filled, Signed & stamped	
✓ Annex 2 – Intention to Bid , Filled, Signed & stamped	
✓ Annex 3– Supplier Information Form Filled, Signed & stamped	
✓ Annex 4 – IRC Conflict of interest, Filled, Signed & stamped	

THE END.