

INVITATION TO BID

**FOR
THE HIRING OF RENTAL VEHICLES UNDER THE PROJECT
“STRENGTHENING THE SOCIO - ECONOMIC RESILIENCE OF
YOUTH BY PROMOTION THEIR ECONOMIC SELF- RELIANCE
IN THREE PROVINCES OF PAKISTAN”**



INITIATIVE FOR DEVELOPMENT & EMPOWERMENT AXIS (IDEA)



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TENDER NOTICE

REF: - IDEA/PR-6558-Veh/ PAK-1118/WHH/6/2023

A non-profit, non- governmental organization, invites sealed bids along with (lump sum 100,000/-) bid security, under single stage one envelope procedure from reputed rental vehicle service provider registered with Income Tax & Sales Tax, for the hiring of rented vehicles under the project Strengthening the Socio - Economic Resilience of Youth by Promotion Their Economic Self- Reliance in three Provinces of Pakistan Project in KP.

Bid documents containing details terms and conditions and specifications of the required vehicle can be obtained/download by clicking the link <http://www.idea.org.pk/ads.php>. Sealed Technical and Financial bids as per instruction in the ITB (Invitation to Bid) must be submitted on or before **16th June, 2023 till 01:30PM** at the address "House # 2 Street 1, Near Peshawar Zoo Rahat abad Peshawar". Bids will be opened on the same day i.e, **16th june, 2023 till 2:00PM** in the presence of bidders (or their authorized representatives whoever opt to attend).

Procurement Section

Address: House # 02 Street # 01 Near to Peshawar Zoo Rahatabad Peshawar.

Email ID: logistics@idea.org.pk Website: www.idea.org.pk

Contact # 091-5610110



INVITATION FOR TENDER

Date: June 1st, 2023

Project Title: Strengthening the Socio - Economic Resilience of Youth by Promotion Their Economic Self- Reliance in three Provinces of Pakistan

Initiative for Development & Empowerment Axis (IDEA) is a non-profit organization committed to aiding underprivileged and disaster affected communities in Khyber Pakhtunkhwa. IDEA is registered under the Voluntary Social Welfare Agencies (Registration & Control) Ordinance 1961; in 2003, having registration # 2172.

Initiative for Development Empowerment Axis (IDEA) with the financial assistance of WHH is implementing a project named "Strengthening the Socio - Economic Resilience of Youth by Promotion Their Economic Self- Reliance in three Provinces of Pakistan for particularly vulnerable people in selected partner countries of Welthungerhilfe".

Deutsche Welthungerhilfe (WHH) was established in 1962. It is today one of the largest private organizations working in the area of development cooperation and humanitarian aid in Germany. The organization is non-profit-seeking, non-partisan and non- denominational. Donations from the population at large fund our work in over 40 countries in Africa, Asia and Latin America. In addition, WHH receives grants from the Federal German Government, the European Union, and the United Nations for International Development.

The Department for International Development (DFID) is a United Kingdom government department responsible for administering overseas aid. The goal of the department is "to promote sustainable development and eliminate world poverty". DFID's main Program areas of work are Education, Health, Social Services, Water Supply and Sanitation, Government and Civil Society, Economic Sector (including Infrastructure, Production Sectors and Developing Planning), Environment Protection, Research, and Humanitarian Assistance.

Muhammad Zahir
Admin & Logistics Officer
House # House # 2 Street # 1 Near to Peshawar Zoo Rahatabad Peshawar.
Contact # 091-5601011

Email ID: logistics@idea.org.pk

Initiative for Development & Empowerment Axis (IDEA)

INSTRUCTIONS TO TENDERERS

By submitting a tender, tenderers fully and unreservedly accept the conditions of this call for tenders, which will constitute the governing the contract as the sole basis of this tendering procedure, whatever the tenderers own conditions of sale may be, which they hereby waive. Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender. No account can be taken of any remarks in the tender relating to the tender dossier; remarks may result in the immediate rejection of the tender without further evaluation.

To be eligible to take part in this tender procedure, tenderers must prove to the satisfaction of the Contracting Authority that they comply with the necessary legal, technical and financial requirements and have the means to carry out the contract effectively. Participation is open to neutral persons and legal persons participating either individually or in a grouping (consortium) of tenderers.

The foreseeable timetable for this procedure is as follows:

Description	DATE	TIME in PST
Deadline for submission of tenders	June 16 , 2023	01:30 PM
Tender opening session	June 16, 2022	02:00 PM

- i. The bidder/ proponent must submit the proposals in sealed envelopes as per specified conditions.
- ii. In case a public holiday is announced by the Government (Due to any reason), the tender will be opened on the next working day at the same time and venue. Or will be informed to suppliers for opening session
- iii. The contracting authority will not be held responsible for any damage to rental vehicle i-e Accident, Theft, Natural disaster, or any other damages etc. and the service provider or any other person or company has no right to use of any claim in any court of law related to this subject.
- iv. IDEA will receive the rental vehicle from the service provider with full tank at the start of the contract and at the end of the contract period IDEA will return the vehicle with full tank.
- v. The overtime duty duration and any benefits for the rental driver is not admissible by the contracting authority that is (IDEA).
- vi. The proposal shall be clearly marked on the outer side of envelope tender reference number i-e **(IDEA/PR-6558Veh/ PAK-1118/WHH/6/2023)**
- vii. The proposal shall be written in English language. Overwriting in the proposal is strictly prohibited.
- viii. Bid received after stipulated time will not be accept.
- ix. Tenderers may alter or withdraw their tenders by written notification prior to the deadline

for submission of tenders. No tender can be altered after this deadline. Withdrawals must be unconditional and will end all participation in the tender procedure.

- x. Any such notification of alteration or withdrawal must be prepared and submitted in outer envelope must be marked 'Alteration' or 'Withdrawal' as appropriate.
- xi. No tender may be withdrawn in the interval between the deadline for submission of tenders
- xii. Costs of preparing tenders: No costs incurred by the tenderer in preparing and submitting the tender are reimbursable. All such costs will be borne by the tenderer.
- xiii. Ownership of tenders: The Contracting Authority retains ownership of all tenders received under this tender procedure. Consequently, tenderers have no right to have their tenders returned to them.
- xiv. In case of calculation mistakes in the total from the bidder in the submitted tender document, the unit price will be conserved.
- xv. The envelopes should have the name, address and contact details of the addresses and the addressors.
- xvi. Suppliers/Contractor who do not receive written feedback within 1 weeks after expiry of the IFT deadline have not been successful, and will not be informed in writing or via email.
- xvii. Collusion between the firms is strictly prohibited. Any firm / group of firms found involved in creating a cartel or any other collusion arrangement against the interest of the project, will be blacklisted and debarred.
- xviii. The procuring entity may reject proposals, which are vague (In terms of financial proposal) or does not adhere to these tender instructions.
- xix. The procuring entity may offer for re-bidding in case the proposal does not satisfy its professional requirements.
- xx. Contract will be signed with the successful bidder and its terms and conditions will govern the executive of the contract.
- xxi. In case of any ambiguity in the IFT the Service Provider has the right to contact via email to contracting authority within due time span.
- xxii. The Service Provider must quote only one option with clearly mentioned make & model of the vehicles. Bids received with more than one options, and rates may be rejected.
- xxiii. Service provider must not be engaged in any corrupt, fraudulent, collusive or coercive practices including but not limited to applying/ bidding by multiple names / companies. If any bidder is found to be involved in such practices his/her bid may be rejected and the companies in question permanently blacklisted.
- xxiv. Selected service provide/company will have to submit authentic pay order/ demand draft in favor of "IDEA" with a value of (Lump-sum 100,000/-) as a Performance Guarantee. The submitted performance guarantee payment will return to service provider after successful completion of the rental service period. I-e. 39 months.
- xxv. **Vehicle Inspection:** The Service provider will present the rental vehicle for inspection

at IDEA head office Peshawar. Before awarding contract, the tender committee will value the right vehicle as per requirement.

- xxvi. Bid Validity:** The Contracting authority will sign the rental vehicle service contract with successful bidder. The duration of vehicle service contract will be 21 months and after 12 month, the vehicle rent will be increase by 10 % that is annually. Both parties have the right to extend the contract after expiry with mutual consent.
- xxvii. Responsibilities of Rent a Car Company:**
- a. The rental vehicle will be parked at IDEA offices.
 - b. The contracting authority will prefer insured rental vehicles. The official insurance of rental vehicle including tracker system installation will be the responsibility of service provider.
 - c. The driver must have valid driving license with basic writing skills to update official logbooks, preferably experience with NGO/INGO.
 - d. The service provider will be responsible for in station as well as out station for driver foods and accommodation charges or arrangement.
 - e. The service provider will bear the cost of vehicle repair & Maintenance, including engine oil, oil filter at coving of 3500-4000 KM.
 - f. Prior notice for vehicle maintenance is mandatory.
- xxviii. Bid Price:** Bid shall be submitted in Pakistani Rupees (PKR).
- xxix.** The contracting authority will only bear the cost of rental vehicle fuel and monthly vehicle rent for its project activities till the end of rental vehicle service contract.
- xxx. Cancellation of the tender procedure:** Tender evaluation committee reserves the right to cancel/reject any or all offers by assigning cogent reason.
- xxxi. Appeals Process:** Bidders reserve the right to make an appeal relevant to the tender criteria. The appeal should be in writing attention to IDEA head of Program within 5 working days after bid opening procedure.
- xxxii. Data protection:** IDEA guarantees that all procurement activities are fully and transparently documented for internal or donor audit purposes. IDEA guarantees confidentiality of the procurement process.

1. General Condition:

1. In case of any breakdown, the service provider is responsible for vehicle replacement with similar specification within four hours of receiving the complaint.
2. The contracting authority seeks quotation from competent vehicle service provider to quote vehicle rent on monthly basis.
3. The Payment will be made through crossed cheque on monthly basis in 15 working days after submission of invoice. The services provider will submit proper invoice as per agreed terms and conditions.
4. All the vehicles are required with drivers, having valid driving license and CNIC.

TENDER CONTENT

The tender bid must include the following documentation so please use the list below as a 'Checklist' before submitting the tender pack to IDEA.

1. Prices must be Inclusive of all govt applicable taxes.
2. Tenderers Declaration (Signed/stamped)
3. Valid NTN & STRN Certificate (with proof of being active).
4. Relevant verified purchase orders/contracts copies. The contracting authority has the right to verify all the submitted purchase orders, where necessary.
5. Affidavit on a stamp paper stating that the bidder has never been blacklisted by any government/semi-government, NGO and INGO.
6. Proof of professional expertise for the trade you are registered in.

EVALUATION OF BIDS

Under the single stage one envelope procedure, all the bids will be opened in the presence of tender committee and bidders. All the received bids will be evaluated as per below mentioned criteria and the contract will be awarded to the successful bidder as per tender committee who fulfill the eligibility criteria.

The bids not fulfilling the eligibility criteria will be excluded from the process.

ELIGIBILITY OF Service provider.

- a. The service provider must have a valid license of rental car business.
- b. The service provider must be registered with income tax, sales tax and must be on active tax payer list (ATL) of FBR and KPRA.
- c. The service provider has at-least three (03) years relevant experience in the field of Rental Vehicle Services, preferably experience with NGO/INGO.

PRICE SCHEDULE & SPECIFICATIONS

The rental vehicle prices must be in PKR inclusive of all applicable govt taxes.

Sr. No.	Discription	Qty.	Per Month Rent	Per Day Rent	Per Kilometer (for daily basis vehicle)
1	Sedan Car 1300 cc or above Petrol Manual /Automatic <ul style="list-style-type: none"> • Good Engine condition • Good condition body • spare wheel with tool kit, first aid box and fire extinguisher • Neat and clean seat • Colour: Any colour • Tyre condition 80% • Experienced Driver with computerized valid License • 2018-2020 Model 	02 Vehicle for 21 month			
	Sedan Car 1300 cc or above Petrol Manual /Automatic <ul style="list-style-type: none"> • Good Engine condition • Good condition body • spare wheel with tool kit, first aid box and fire extinguisher • Neat and clean seat • Colour: Any colour • Tyre condition 80% • Experienced Driver with computerized valid License • 2015-2017 Model 	02 Vehicle for 21 month			
	Sedan Car 1300 cc or above Petrol Manual /Automatic <ul style="list-style-type: none"> • Good Engine condition • Good condition body • spare wheel with tool kit, first aid box and fire extinguisher • Neat and clean seat • Colour: Any colour • Tyre condition 80% • Experienced Driver with computerized valid License • 2009-2014 Model 	02 Vehicle for 21 month			

Signature & Stamp of Bidder: _____

Name of Bidder: _____

Contact Number of Bidder: _____

Office Address of Bidder: _____



TENDERER'S RELEVANT EXPERIENCE

Please complete the table below using the format to summarise the **major relevant services** carried out in the course of the past **03** years by the tenderer. The number of references to be provided must not exceed **10** for the entire tender.

NGO/ Company Name	Contact Details in NGO/Co.	Country	Total Contract Value	Dates	Description of Contract	Related Services Provided

Note: Please provide copies of the previous verified purchase orders/contract.

GENERAL AND SPECIAL CONDITIONS OF CONTRACT

Unless the context indicates otherwise, the term “Buyer” refers to IDEA. The term “Supplier” refers to the entity named on the order and contracting with the buyer. The term “Contract” can be taken to mean either (a) the purchase order or (b) the supply/service agreement, whichever is in place.

- 1) **Price:** The prices stated on the order/contract shall be held firm for the period and / or quantity unless specifically stated otherwise.
- 2) **Source of Instructions:** The Supplier shall not seek nor accept instructions from any source external to IDEA in relation to the performance of the contract.
- 3) **Assignment:** The supplier shall not assign, transfer, sublet or subcontract the contract or any part thereof without the prior written consent of the buyer.
- 4) **Corruption:** The supplier shall not give, nor offer to give, anyone employed by the Buyer an inducement or gift that could be perceived by others to be a bribe. The supplier agrees that a breach of this provision may lead to an immediate end to business relationships and termination of existing contracts.
- 5) **Confidentiality:** All data, including but not limited to, maps, drawings, photographs, estimates, plans, reports and budgets that has been compiled by or received by the Supplier under the contract shall be the property of IDEA and be treated as confidential. All such data should be delivered to the authorized officials representing the Buyer upon request.
 - 5.1) The supplier may not communicate at any time to any other person, government, or authority external to IDEA, any information that has been compiled through association with IDEA which has not been made public except with written authorization from the buyer. These obligations do not lapse upon termination of the contract.
- 6) **Use of Emblem or Name:** Unless otherwise agreed in writing; the Supplier shall not advertise nor make public the fact that it is supplying goods or services to the Buyer, nor shall the Supplier in any way whatsoever use the name or emblem of IDEA in connection with its business or otherwise.
- 7) **Observance of Law:** The supplier shall comply with all laws, ordinances, rules and regulations bearing upon the performance of its obligations under the terms of the contract.
- 8) **Force Majeure:** The meaning of the term can be taken to mean acts of God, war (declared or not), invasion, revolution, insurrection or acts similar in nature or force.
 - 8.1) In the event of and as soon as possible after the occurrence of any cause deemed *force majeure*, the Supplier must inform the Buyer of the full particulars in writing. If the supplier is rendered unable either in part or in whole to perform its obligations then the Buyer shall take such action as it considers, in its sole discretion, to be appropriate or necessary in the circumstances.

8.2) If the supplier is permanently rendered incapable in whole or part by reason of *force majeure* to complete its obligations and responsibilities under the contract then the Buyer will have the right to suspend or terminate the contract on the same terms and conditions laid out in section 9.

9) Cancellation: The contracting authority reserves the right to cancel the contract or suspend its project activities or changes to its mandate by virtue of the Executive Council of IDEA /Donor or lack of funding. In such a case the supplier shall be reimbursed by IDEA for all reasonable costs incurred by the supplier as per terms and condition of service contract. The contract cancellation notice is 15 working days' from both the parties.

9.1) if the supplier encounter solvency problems including, but not limited to, bankruptcy, liquidation, receivership and similar, the buyer reserves the right to terminate the contract immediately without prejudice to any other right or remedy it may have under the terms of these conditions.

10) Inspection and Test: The Buyer will continuously inspect and test the performance of vehicles during the contract period.

11. Changes: In case of any breakdown, supplier will be bound to provide a replacement vehicle of the similar specification within four hours of receiving the complaint.

a. Payment Terms:

i. The payment will be made through crossed cheque on monthly basis in 15 working days. the service provider will submit proper invoice as per agreed terms and condition.

b. Ethics: The Code of Conduct to which Concern expects all of its suppliers to respect is as follows;

- Employment is freely chosen.
- The rights of staff to freedom of association and to collective bargaining are respected.
- Working conditions are safe and hygienic.
- No exploitation of children is tolerated.
- Wages paid are adequate to cover the cost of a reasonable living.
- Working hours are not excessive.
- No discrimination is practiced.
- Regular employment is provided.
- No harsh or inhumane treatment of staff is tolerated.
- Local labor laws are complied with.
- Social rights are respected

15.1) Environmental Standards - Suppliers should as a minimum, comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas which should be considered are:

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

c. **Rights of IDEA:** The contract agreement will be for 39 Months. If the service provider is unable to meet the contractual in specified period, there performance guaranty will be forfeited. The IDEA has rights to terminate the vehicle agreement in case of non-observance of terms and condition agreed there-at.

d. **Rights of access for test purposes:**

IDEA is contractually obliged to facilitate certain donor's direct access to suppliers for test purposes.

e. **No Agency:** This order does not create a partnership between the Buyer and Supplier or make one party the agent for the other for any purpose.

f. **Anti-Money Laundering and Anti-Terrorism Financing Policy**

"It is the policy of the IDEA to prohibit and actively prevent money laundering and any activity that facilitates money laundering or the funding of terrorism or criminal activities" by complying with all applicable requirements under the Anti-Money Laundering Act 2010 (Act No. VII of 2010 - an Act to provide for prevention of money laundering) and Anti-Terrorism (Second Amendment) Act, 2014 and its implementation regulations. Recently under the national action plan and SECP regulations money laundering has been identified as a major cause for corruption and criminal activities. Therefore, IDEA is very sensitive to ensuring that our platform is not used for any such purposes.

TENDERER'S DECLARATION

In response to your tender for the above contract, we, the undersigned, hereby declare that:

- 1 We have examined and accept in full the content of the dossier for invitation to tender and We hereby accept its provisions in their entirety, without reservation or restriction.
- 2 We offer to deliver, in accordance with the terms of the tender dossier and the conditions and time limits laid down, without reserve or restriction:
Package No 1: [*description of supplies with indication of quantities and origin*]
- 3 The price of our tender is mentioned in the price schedule
- 4 We will grant a discount of [%], or [...] [in the event of our being awarded Package#... & Package#..].
- 5 This tender is valid for a period of 60 days from the final date for submission of tenders.
- 6 We will inform IDEA immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognise and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts of the contracting authority.
- 7 We note that IDEA is not bound to proceed with this invitation to tender and that it reserves the right to award only part of the contract.
- 8 We agree to adhere to all of the terms and conditions of the contracting authority as provided in the tender dossier.
- 9 We confirm that we are not engaged in any corrupt, fraudulent, collusive or coercive practices and acknowledge that if evidence contrary to this exists, IDEA reserves the right to terminate the contract with immediate effect.
- 10 We are not bankrupt or being wound up, are having our affairs administered by the courts, have not entered into an arrangement with creditors, have not suspended business activities, are not 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
- 11 We have not been convicted of an offence concerning professional conduct by a judgment which has the force of res judical.
- 12 We have not been guilty of grave professional misconduct proven by any means which the contracting authority can justify
- 13 We have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which we are established or with those of the country of the contracting authority or those of the country where the contract is to be performed
- 14 We have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the European Communities financial interests

Name and function:

Signature and Stamp:

Date: _____

Duly authorised to sign this tender on behalf of:



ANNEXURES

Supplier qualification

Company name	
Legal form	
Number of employees	
Nationality of company	
Postal address	
Visitors address	
Telephone number	
Email address	
Website	
Name of Managing Director	
Sales & marketing contact person	
Range of services provided by the company (company portfolio)	
Remarks	

Note: IDEA carries out projects in the field of humanitarian aid and development cooperation which are financed by the European Community, among others. Part of this qualifying process for our suppliers is the following declaration by your company (in accordance with European Union rules and conditions for the awarding of contracts for services, supplies of goods and construction services).

DECLARATION OF IMPARTIALITY AND CONFIDENTIALITY

Publication ref: **REF: IDEA/PR-6558 Veh/ PAK-1118/WHH/06/2023**

I, the undersigned, hereby declare that I agree to participate in the evaluation of the above-mentioned [tender procedure] [call for proposals]. By making this declaration, I declare that I am aware of the following:

1. Financial persons and other persons involved in budget implementation and management, including acts preparatory thereto, audit or control shall not take any action which may bring their own interests into conflict with those of Welthungerhilfe and the Donor..

If such a risk exists, the person in question shall refrain from such action. He or she shall refer the matter to the authorising officer by delegation and inform his or her hierarchical superior. The authorising officer shall confirm in writing whether a conflict of interests exists. Where a conflict of interests is found to exist, the person in question shall cease all activities in the matter. The authorising officer by delegation shall personally take any further appropriate action.

2. For the purposes of paragraph 1, a conflict of interests exists where the impartial and objective exercise of the functions of a financial person or other person, as referred to in paragraph 1, is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest with a recipient.

I hereby declare that, to my knowledge, I have no conflict of interest with the operators who have [applied to participate] [submitted a tender] for this contract, including persons or members of a consortium, or the subcontractors proposed.

I confirm that if I discover during the evaluation that such a conflict exists or might exist, I shall declare it immediately to the chairperson of the evaluation committee. In the case that such conflict is confirmed by the chairperson, I agree to cease from participating in the evaluation committee.

I confirm that I have familiarised myself with the information available to date concerning this [tender procedure][call for proposals], including the provisions of the Practical Guide relating to the evaluation process.

I shall execute my responsibilities impartially and objectively. I further declare that, to the best of my knowledge, I am not in a situation that could cast doubt on my ability to evaluate the [tender(s)][application(s)].

I shall maintain the strictest confidentiality in respect of all information acquired as a result of my involvement in the evaluation process of the above-mentioned call, as well as any information relating specifically to the object of this call.

Annex II. Declaration of Impartiality and Confidentiality

I undertake neither to disclose such information to any person who is not already authorized to have access to such information, nor to discuss it with any person in any public place or where others could overhear it.

(Name in Block letters, Date, Signature)

Annex II. Declaration of Impartiality and confidentiality

Publication ref: **IDEA/PR-6558 Veh/ PAK-1118/WHH/06/2023**

I furthermore undertake to use this information only in the context, and for the purposes of, the evaluation of this specific call.

After the conclusion of the evaluation, I undertake not to retain copies of any written information, as well as any templates or models used in the course of my duties.

I understand that any unauthorised disclosure by me will result in the termination of my role as a member of this evaluation committee and may also render me liable to legal action.

I undertake to maintain this duty of confidentiality after the conclusion of my term as a member of this evaluation committee.

Name	Function	Representing	Signature

Signed at..... on

¹ To be completed by all persons involved in an evaluation process, including members of the evaluation committee, whether voting (i.e. the evaluators) or non-voting and any observers.

Welthungerhilfe and IDEA Supplier Declaration Form

Note: This Supplier Declaration Form, including your certification by signature, is part of the qualification procedure for our suppliers and service providers. If you do not fully complete this form, you may be disqualified from the tender.

1. Supplier information

By signing the certification at the end of this Supplier Declaration Form, you confirm that all information submitted in sections 1.1 and 1.2 below is true and complete.

Information about your business

Please provide the following information about your business and attach a copy of your company's legal registration document if available.

Business name	
Legal form <i>If the supplier is not a registered company, write "not registered."</i>	
Year founded	
Country where established	
VAT or registration number	
Bank details <i>Include the account holder's name, bank name, IBAN, SWIFT code, and currency used.</i>	
Physical address, email address, and website	
Contact Sales and marketing	
Range of products and services provided (Portfolio)	
Other information	

Information about your managing officials

Welthungerhilfe and IDEA upholds high moral standards regarding the conduct of its employees, partners, suppliers, and other service providers. As discussed in part 2.3 below, one of these standards is a condemnation of terrorism and a commitment that no funds or other resources will be used to support terrorists or terrorist activities in any way. Not only is this standard an integral part of how

Welthungerhilfe and IDEA works, but it is also an expectation of our institutional donors and banks that we screen our suppliers and service providers against lists of known and suspected terrorists on a regular basis.

For this reason, we are required to collect certain information about the relevant decision makers of each supplier. In particular, we request information about your top 4 managing officials (e.g., executive board members, managing directors, or heads of department). Generally, these are the individuals listed on your company's registration document. If your company has fewer than 4 managing officials, please provide details for all of your managing officials and let us know this fact when submitting the form.

The data collected below will only be used for comparison with freely accessible international sanctions lists published on the internet and will be protected in accordance with applicable data protection laws. If you have any questions how your data will be processed or stored, please talk to your contact at Welthungerhilfe or send an email to screening@welthungerhilfe.de.

Managing official 1			
Full name <i>(given name followed by middle and surname)</i>			
Nationality			
Address <i>(at a minimum, country of residence)</i>			
Gender <i>(optional)</i>			
Birthdate	Date:	Month:	Year:
Managing official 2			
Full name <i>(given name followed by middle and surname)</i>			
Nationality			
Address <i>(at a minimum, country of residence)</i>			
Gender <i>(optional)</i>			
Birthdate	Date:	Month:	Year:

Managing official 3			
Full name <i>(given name followed by middle and surname)</i>			
Nationality			
Address <i>(at a minimum, country of residence)</i>			
Gender <i>(optional)</i>			
Birthdate	Date:	Month:	Year:
Managing official 4			
Full name <i>(given name followed by middle and surname)</i>			
Nationality			
Address <i>(at a minimum, country of residence)</i>			
Gender <i>(optional)</i>			
Birth date	Date:	Month:	Year:

1. Welthungerhilfe policy statement

Welthungerhilfe supports the goals of the UN Global Compact

The UN Global Compact is a strategic policy initiative for organizations that are committed to aligning their operations and strategies with the following 10 universally accepted principles in the areas of human rights, labour, environment, and anticorruption:

Human rights

- Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and
- Principle 2: make sure that they are not complicit in human rights abuses.

Labour

- Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining.
- Principle 4: the elimination of all forms of forced and compulsory labour;
- Principle 5: the effective abolition of child labour; and
- Principle 6: the elimination of discrimination in respect of employment and occupation.

Environment

- Principle 7: Businesses should support a precautionary approach to environmental challenges;
- Principle 8: undertake initiatives to promote greater environmental responsibility; and
- Principle 9: encourage the development and diffusion of environmentally friendly

technologies.

Anti-corruption

- Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.

Further information about the UN Global Compact is available (in a variety of languages) at <https://www.unglobalcompact.org>

Welthungerhilfe adheres strictly to its own Code of Conduct

Welthungerhilfe's own Code of Conduct builds upon the principles of the UN Global Compact and is an integral lodestone in all of Welthungerhilfe's work. All Welthungerhilfe suppliers are expected to act in accordance with the values of our Code of Conduct, which are as follows:

- The highest standards of personal and professional conduct
- No religious or political activities when representing Welthungerhilfe
- No discrimination
- Responsibility for health and safety
- No sexual violence
- Child protection
- Responsible handling of personal data and information
- Responsible use of resources
- No supporting of terrorism or money laundering
- No corruption
- Avoiding conflicts of interest
- No work under the influence of alcohol or drugs
- No carrying of weapons
- Obligation to report concerns, suspicions, and knowledge of Code of Conduct violations

The full Code of Conduct is available at the following link:

<https://www.welthungerhilfe.org/about-us/transparency-and-quality/code-of-conduct/>

By signing this Supplier Declaration Form, you explicitly agree to comply with these principles.

Welthungerhilfe (WHH) renounces all forms of terrorism and money laundering

Welthungerhilfe renounces all forms of terrorism and will never knowingly support, tolerate, or encourage terrorism or the activities of those who embrace terrorism or money laundering. Consistent with guidance issued by the United Nations Security Council and the European Union, Welthungerhilfe is firmly committed to the international fight against terrorism and, in particular, against the financing of terrorism. Accordingly, Welthungerhilfe screens its suppliers and their relevant decisionmakers against lists of known and

suspected terrorists to ensure that none of its or its donor funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism or money laundering. By submitting an offer, suppliers and service providers agree to this screening process, including the obligation to provide the information required to conduct the screening (see parts 1.1 and 1.2 above).

Supplier declaration

We, _____(name of company) hereby declare that

- a) all of the information submitted in parts 1.1 and 1.2 above is true and complete;
- b) we are not in bankruptcy proceedings, in judicial insolvency proceedings, or in liquidation, and we have not ceased our commercial activities and are not in a comparable situation by virtue of similar proceedings referred to in the national legal provisions;
- c) we have not received a sanction by legally binding judgment for reasons that bring into doubt our professional reliability;
- d) we comply with our duty to pay social insurance contributions, taxes, and other levies in accordance with the legal provisions of the jurisdiction in which we have our office, the jurisdiction of the consignee, and the jurisdiction where the contract is performed; we assure that we will comply with the legislation applicable and common standards in terms of wages, social legislation, and occupational safety and health;
- e) we have not received a legally binding sentence due to fraud, corruption, participation in a criminal association, or another act directed against the financial interests of another legal or natural person;
- f) no serious breaches of contract due to non-performance of our contractual obligations have been ascertained in connection with another contract or a contract awarded from any institutional donor involved in development cooperation, humanitarian assistance, or other public financing work (hereinafter "institutional donor");
- g) we are providing you with all the information required to participate in a tender, and all information submitted in relation to this tender is true and complete;
- h) in respect of contracts that are ultimately paid for out of the funds of an institutional donor, no one has accused us of breach of contract due to gross violation of our contractual obligations;



- i) we have not been excluded as a contract partner by any institutional donor due to ethical issues;
- j) in the event we are chosen as the supplier for any Welthungerhilfe project, we assure to Welthungerhilfe, to any institutional donor involved in the project, and to auditors engaged by either Welthungerhilfe or such institutional donor that they will have reasonable access on demand to our business and accounting documents for the purpose of checks and audits;
- k) we respect basic social rights and condemn child labor;
- l) we understand that Welthungerhilfe will conduct a check to ensure that neither our company nor our top four managing officials appear on any lists of known or suspected terrorists issued by our institutional donors or the governments of which they are a part;
- m) we support the goals of the UN Global Compact; and
- n) we act in accordance with the values of Welthungerhilfe's Code of Conduct.

Location, Date

Name, Signature