

INVITATION TO BID

FOR

Provision of Hygiene Kits
Total Number of Hygiene Kits is 1000
District Mardan



INITIATIVE FOR DEVELOPMENT & EMPOWERMENT AXIS (IDEA)

Address: House # 59, Street # 01, sector E, Shiekh Maltoon Town, Mardan

Website: www.idea.org.pk, Contact#0937-841773

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TENDER NOTICE

REF: - IDEA/PR-5623/PAK-1110/WHH/01/2021

A non-profit, non- governmental organization, invites sealed bids along with 5% bid (only for Successful bidders) as security of the total quoted price. The supplier/vendor must to be registered with Income Tax & Sales Tax,

IDEA is inviting tender for **Provision of Hygiene Kits for the people in quarantine.**

From reliable and qualified supplier.

The Bid documents containing details terms and conditions and specifications of the **Wash Activities**. The tender document **Provision of Hygiene Kits for the people in quarantine** can be downloaded from the website <http://www.idea.org.pk/ads.php> As per instruction qualified supplier are requested to submit **Technical and Financial Sealed bids** at the address below
Address: "House # 59, Street # 01, sector E, Shiekh Maltoon Town, Mardan. Tender opening protocols will in the presence of bidders (or their authorized representatives whoever opt to attend where needed on **February 10, 2021 till 11:30 am,**

Procurement Section

Address: House #59, Street # 01, Sector E, Shiekh Maltoon Town Mardan

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

Contact#0937-841773

INVITATION TO BIDS

Date: 26th January 2021

ITB No. _____

1. 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 No 2172.
2. 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. WHH is the execution agency of BDRP programme.
3. Initiative for Development Empowerment Axis (IDEA) with the financial assistance of WHH is implementing a project named “Strengthening Food and Nutrition Security and WASH services to mitigate the negative impacts of the covid-19 Pandemic for particularly vulnerable people in selected partner countries of Welthungerhilfe”.
4. The Bids must be delivered before tender closing date and must be accompanied by a bid security of 5% of the total bid amount in the shape of call deposit only for successful bidder.
5. The tender opening protocols ceremony in the presence of bidders or representatives who choose to attend, if needed **on February 10, 2021, 11:30AM**.
6. The bidders are requested to quote reasonable rate in PKR in the IFT with no negotiations.
7. The IDEA is entitled to inspect examine, measure and test the component, Material, Samples of successful bidder in order ensure to quality and quantity of items.

Syed Saad khan

Logistic Officer

House #59, Street # 01, Sector E, Shiekh Maltoon Town Mardan.

Contact#0937-841773

Email ID: logistics@idea.org.pk

Initiative for Development & Empowerment Axis (IDEA)

INSTRUCTION TO BIDDERS

Date: 26th January 2021

- i. The bidder/ proponent must submit the Technical and Financial proposals in Two separate sealed envelopes.
- ii. The proposal shall be clearly marked on the outer side” Technical proposal” and “Financial proposal”.
- iii. The proposal shall be written in English language. Overwriting in the proposal is strictly prohibited.
- iv. In case of calculation mistakes from the bidder in the submitted tender document, the unit price will be conserved.
- v. The envelopes should have the name of company, address and contact details of the addresses and the addressors.
- vi. Suppliers who do not receive a written feedback within 2 weeks after expiry of the IFT deadline have not been successful, and well not be informed in writing or via email.
- vii. The bidder shall specify validity of IFT in days, IDEA may under exceptional circumstances request for extension in bid validity which shall be for not more than the period equal to the period of the original bid validity.
- viii. 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.
- ix. The procuring entity may reject one or all such proposals, which are vague or does not adhere to these instructions.
- x. The procuring entity may offer for re-bidding in case the Technical or Financial proposal does not fulfill procurement method or does not meet its professional requirements.
- xi. Contract will be awarded to the successful bidders and its terms and conditions will govern the executive of the contract.
- xii. In case a public holiday is announced by the Government (due to any reason) the tender will be opened on next working day at the same time and venue.
- xiii. A pay order/ demand draft in favor of “IDEA” with a value of 5% PKR of the bid security. (For successful bidder only)
- xiv. This 5% performance guarantee amount will be return within 10 working days upon the completion of material delivery and as per agreed contract.
- xv. The Supplier must quote only one option for each item. Bids received with more than one option and rates may be rejected.
- xvi. Tender committee reserves the right to change the quantities or cancel/reject

any or all offers by assigning cogent reason.

- xvii.** The suppliers 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 black listed
- xviii.** Under two stage envelope procedure, Technical bids will be evaluated in the first stage against the technical qualification criteria and in the second stage, the financial bids of the technically qualified firms/bidders will be opened. The financial bids of the technically unqualified bidder will be returned unopened.
- xix. Sample Inspection:** The qualified bidder shall submit sample for inspection.
- xx. Delivery Schedule:** All the supplies and items shall be delivered within 15 days after signing of contract with coordination of contracting authority.
- xxi.** After issuance of purchase order or contract the supplier must take care of packaging of all items and should avoid any transport damages. In case of any transport damage of items, the qualified bidder will be held responsible and accountable to replace the item/s immediately to avoid any delay.
- xxii. Delivery Location:**
- 1- 250 hygiene kits to be deliver to Union Council Ghalader
 - 2- 250 hygiene kits to Shamat Pur
 - 3- 250 to Khazana Dheri
 - 4- 250 hygiene kits to Uc Saro shah Mardan.
- xxiii. Bid Validity:** Bids shall be valid for a period of 60 days.
- xxiv. Performance Guarantee:** The 5% Bid security only for the selected/successful bidder shall be retained as a performance guarantee till the completion of delivery.
- xxv. Bid Currency:** Pakistani Rupees (PKR).
- xxvi. Bid Price:** The prices must be inclusive of all taxes, duties, delivery / transportation, loading / unloading, packaging and allied costs up to the point of delivery.
- Package: Provision of Hygiene Kits for the people in quarantine**
- xxvii. Cancellation of the tender procedure:** Tender evaluation committee reserves the right to cancel/reject any or all offers by assigning cogent reason.
- xxviii. Appeals Process:** Bidders reserve the right to make an appeal against the decision of the tender committee. The appeals should be in writing and for the attention of the Head of Program of IDEA.
- xxix. 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.

ELIGIBILITY OF APPLICANTS/BIDDER CAN NOT APPLY FOR TENDER

1. Not a registered company
2. Bankrupt or in the going process of bankrupt
3. If they have been guilty of grave professional misconduct.
4. Not fulfilled rules of obligations, which is related to payment applicable taxes.
5. Guilty of misinterpretation /misrepresentation of fact in supplying information
6. The situation of conflict of interest with prior relationship with project or business relationship to parties in.
7. The bidder is ineligible if they have no experience relation to scope of work as per technical qualification.
8. All the tender document must be completed in full and to submit the require document, the application of bidder be disqualify upon non submission of required document.
9. If the applicants have any additional request related to this tender, the bidder shall be specifying on the official letter head.
10. Registered bidder should take only one bid related to this tender.

TENDER CONTENT

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

1. Price Schedule with detailed specification
2. Tenders Relevant Experience,
3. Tenders Declaration (Signed/stamped)
4. NTN & STRN Certificate (with proof of being active).
5. Relevant purchase orders/contracts copies.
6. Affidavit on a stamp paper stating that the bidder has never been blacklisted by any government/semi-government, NOG and INGO.
7. All supplies/items must be 100% according to the specifications, quantity and quality as required.
8. Proof of past experience as a registered entity in the sector or trade.
9. Proof of financial soundness.

SELECTION CRITERIA

All the bids shall be evaluated under two stage envelope procedures, where in the first stage technical bids will be opened and will be evaluated against the following technical qualification criteria. Bidders fulfilling the following technical qualification criteria shall be considered qualified. Financial bids of the technically qualified bidders will be open for further process and the contract will be awarded to the technically and financially qualified bidder.

1. TECHNICAL QUALIFICATION CRITERIA

S. No	Criteria	Documentary Evidence
1	Bidders should be registered entities with the Government (Company with SECP or any other authority).	Registration Certificate
2	Bidder must be income tax and sales tax registered and must be on active tax payers list of FBR.	Registration Certificate & Active Status
3	The bidder must have a minimum of five (05) years of experience in supplies of similar nature items.	Registration Certificate
4	The Bidder/Supplier should have a documented track of completing at least three (3) similar assignments, during last three (3) years, involving the supply of comparable scale.	Purchase Order/ Contracts/Completion Certificates
5	The bidder shall be financially sound with at least 05 million bank transaction in the year 2018-19-20	Bank Statement
6	Shall provide on a stamp paper an Affidavit stating that the proponent has never been blacklisted by any government/semi-government organizations NGO or INGO.	Affidavit on Judicial Stamp Paper duly attested

2. FINANCIAL EVALUATION CRITERIA:

Financial bids of the technically qualified bidders will be open for further process while the financial bids of the technically unqualified bidder will be unopen and return to bidder on request.

3. FINAL EVALUATION:

The short listed technical and financial qualified bidder will be asked to submit the samples and if it meets the tender requirement and specifications, the contracting authority will award contract to successful bidder

Note: if the submitted sample of lowest bidder failed to fulfill the IFT requirement and specification, the tender committee has the right to select second lowest bidder.

PRICE SCHEDULE

Please quote your price for package (Unit price in PKR with inclusive of all applicable govt taxes, packing, loading/ unloading and Transportation to Mardan (Ghaladher, Saro shah, Khazana dheri and shamt Pur) on this form along with your sign and stamp on each page or in the same manner on your official letter head. All supplies/items are to be delivered at District Mardan.

S#	Package	Specification	Unit	Total Quantity	Unit Price in PKR including taxes & duties	Total Price in PKR including taxes & duties
1	Soap	Hand Washing Soap (Antiseptic bath soaps, 120gm to 140gm Approved from Pakistan medical association/WHO) Minimum expiry 1 year	No	6000		
2	Nail Cutter	Stainless steel size 2.75” to 3”with nail filer blade Good Quality	No	2000		
3	Comb	Nylon, size 6-7”*2” Made from Plastic Good Quality	No	3000		
4	Tooth paste with Toothbrush	Tooth paste 70 gram to 100grms with Toothbrush soft fibers brush Approved from Pakistan Dental association/WHO Minimum expiry one/1 year	No	2000		
5	Detergent Soap	For cloth washing Best Quality Minimum expiry 1 year	KG	1000		

6	Mask	Size 18 x 10 cm with rubber tie to ear. Triple protection 3 ply with Material Front Polyester coated, Middle Non woven, Back cotton, Different color Reusable/washable	No	10000		
7	Hand Sanitizer	100 Ml Approved from WHO Minimum expiry 1 year	No	2000		
8	Towel	100% cotton, Size 50*100 cm Good Quality Minimum Weight 175 gms Color multiple	No	2000		
9	Corrugated carton box	Three layers 150/100/150 to 200/150/200 GSM	No	1000		
10	Anti germ liquid for cleaning	250ml Bottle Minimum expiry 1 year	No	2000		

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 **3** years by the tenderer. The number of references to be provided must not exceed **15** 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 purchase orders/contract of above provided relevant experience

GENERAL TERMS AND CONDITIONS

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 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 shall 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, Cancellation.

9) Cancellation: The Buyer reserves the right to cancel the contract should it suspend its activities or through changes to its mandate by virtue of the Executive Council of IDEA /Donor and/or lack of funding. In such a case the Supplier shall be reimbursed by IDEA for all reasonable costs incurred by the Supplier, including all materials satisfactory delivered and conforming to specification and terms of contract, prior to receipt of the termination notice.

9.1) Should 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) Warranty: The Supplier shall provide the Buyer with all manufacturers' warranties. The supplier warrants that all goods supplied in relation to the contract meets specification, is defect free and is fit for the purpose of the intended use. If, during the warranty period, the goods are found to be defective or non- conforming to specification, the Supplier shall promptly rectify the defect. If the defect is permanent then at the choice of the Buyer the Supplier will either replace the item at their cost or reimburse the Buyer.

11) Inspection and Test: The Supplier must inspect the goods prior to dispatch to ensure conformance to specification and/or any other provisions of the contract. The Buyer reserves the right to inspect the goods for compliance with specifications and provisions of the contract. If, in the Buyers' opinion, the goods and/or services do not comply with the specification, the Buyer will inform the Supplier in writing. In such a case the Supplier shall take the necessary action to ensure compliance, liability for any additional cost incurred for rectifying compliance will rest with the Supplier.

12) Changes: The Buyer reserves the right to make reasonable changes at any time to the specification, drawings, plans, quantity, packing instructions, destination, or delivery instruction. If any such change affects the price of goods or performance of service the Supplier and Buyer may negotiate an equitable adjustment to the contract, provided that the Supplier claims for adjustments in writing to the Buyer within 15 days from being notified of any change.

13) Export License: If an export license or licenses are required for the goods, the Supplier has the responsibility to obtain that license or licenses.

14) Payment Terms: Unless otherwise agreed, payment terms will be net 10 days from receipt of a correctly prepared invoice, goods received notes issued by the delivery locations & delivery challans.

15) 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

16) Rights of IDEA: Should the supplier fail to perform under the terms and conditions of the contract, including but not limited to failing to obtain export licenses or to make delivery of all or part of the goods by the agreed delivery date(s), the buyer may, after giving reasonable notice to the Supplier, exercise one or more of the following rights:

- Procure all or part of the goods from an alternate source, in which event the Buyer may hold the Supplier liable for additional costs incurred.
- Refuse to accept all or part of the goods.
- Impose a penalty of 0.5% day for the whole amount of the contract / purchase order.
- Terminate the contract and forfeit the performance guarantee.

17) Rights of access for test purposes: IDEA is contractually obliged to facilitate certain donor's direct access to suppliers for test purposes.

18) 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.

19) 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 judicata
- 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).

IDEA supports the goals of the UN Global Compact

The UN Global Compact is a strategic policy initiative for businesses that are committed to aligning their operations and strategies with [ten universally accepted principles](#) in the areas of [human rights](#), [labour](#), [environment](#) and [anti-corruption](#). By doing so, business, as a primary driver of globalisation, can help ensure that markets, commerce, technology and finance advance in ways that benefit economies and societies everywhere.

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.

The Global Compact is global and local; private and public; voluntary yet accountable.

Further information is available on this website in different languages:

<https://www.unglobalcompact.org>

Supplier qualification

We, _____ (name of company) hereby declare that

- a) we are not in bankruptcy proceedings, judicial insolvency proceedings or in liquidation, that 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,
- b) we have not received a sanction by legally binding judgment for reasons which bring into doubt our professional reliability,
- c) we comply with our duty to pay social insurance contributions, taxes or other levies in accordance with the legal provisions of the state in which we have our office, the state of the consignee, or the state where the contract is performed,
- d) 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 the European Communities,
- e) 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 the Community budget,
- f) we are providing you with all the information required in connection with participation in a tender,
- g) in respect of contracts which are ultimately paid for out of European Community funds, no one has accused us of breach of contract due to gross violation of our contractual obligations,
- h) we have not been excluded as a contract partner by the European Community due to ethical issues,
- i) we assure the European Commission, the European Anti-Corruption Bureau and the auditors of the European Community reasonable access on demand to our business and accounting documents for the purpose of checks and audits,
- j) we respect basic social rights and condemn child labor.

We support the goals of the United Nations Global Compact <https://www.unglobalcompact.org>

Date, company name, signature, name in block capitals, company stamp.

DECLARATION OF IMPARTIALITY AND CONFIDENTIALITY

Publication ref: **IDEA/PR-5623/PAK-1110/WHH/01/2021**

I, the undersigned, hereby declare that I agree to participate in the evaluation of the above-mentioned tender procedure. 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.

Declaration of Impartiality and Confidentiality, Page 1/5

I undertake neither to disclose such information to any person who is not already authorised 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)