**PUBLIC TENDER | ONLINE ADVERTISEMENT**

To : Attention : Email : Phone :

RfQ No :  **2020/29/07RFQ001**

Date : 29.07.2020

N° of pages : #16#

Re : **Quotation Request for “NEWBORN PACKAGES”**

**If you do not receive all pages, please contact us immediately. Thank you.**

**REQUEST FOR QUOTATION**

The International Federation of Red Cross and Red Crescent Societies in Turkey kindly request your best firm offer Ankara, Turkey for the following:

**4800 New born Package as per details in the Annex I**

**NOTES:** \*\***IFRC RESERVES THE RIGHT TO INCREASE OR DECREASE THE INDICATED QUANTITY**\*\*

**Specifications: as per instructions specified in this Request for Quotation and detailed requirements indicated in the attached SPECIFICATIONS (Annex I).**

**Language:** All document and correspondence will be in English and Turkish

**Currency:** All the prices should be in TRY

**Price:** Unit prices should be included packaging, printing and other costs.

**Advance:** No advance/pre-payment will be made to supplier before receiving of full quantity of NEWBORN PACKAGES as per approved Purchase Order.

**Invoicing:** The Supplier agrees to provide A team from International Federation of Red Cross and Red Crescent Societies or TRC with original invoices supported by the following:

• A copy of the packing list.

• Invoice must be submitted only for the Newborn Package will be received in a good shape/condition.

**Payment:** The Supplier agrees to provide a line of credit to International Federation of Red Cross and Red Crescent Societies for a minimum number of fifteen (15) days. However, International

Federation of Red Cross and Red Crescent Societies will endeavor to make full payment to the Supplier within period of (15) working days from the date of submission.

**Vat:** VAT is not applicable

**Physical Inspection:** A team from International Federation of Red Cross and Red Crescent Societies’ or TRC’s Logistics Unit and Program Department will visit supplier’s Warehouse/Store for physical inspection of NEWBORN PACKAGES before the final delivery as per the Annex I.

**Selection and Criteria:** The bidders should send their offers in sealed envelopes along with the samples of the requested materials specified in Annex I.

Selection Criteria will be based on quality, price and delivery time. International Federation of Red Cross and Red Crescent Societies has right to reject the offers which is not matching with the technical specification written in the Price Schedule –Annex I without warn or inform the participators.

**Packaging:** Each package must include below materials and these materials must be in a PVC BAG, as per Annex I

**All or None Clause:** International Federation of Red Cross and Red Crescent Societies reserves the right to reject any or all bids, and the lowest bidder will not necessarily be accepted or awarded the contract. Bids not meeting the requirements of this “Invitation to Bid for NEWBORN PACKAGES” or bids not received by the deadline indicated in this Invitation, will not be accepted / considered.

Each proposal shall be made without connection, knowledge, comparison of figures or arrangement with any other company, firm and/or persons submitting a proposal in response to this invitation.

International Federation of Red Cross and Red Crescent Societies assumes no obligation to notify unsuccessful bidders or return any proposal submitted. Only shortlisted suppliers will be communicated.

All proposals shall be final and are irrevocable within the time stated for acceptance of it.

International Federation of Red Cross and Red Crescent Societies will not be responsible for any costs incurred by the bidder related to this Invitation to Bid for NEWBORN PACKAGES.

The rates quoted shall be valid for a period of 1 month and cannot

be changed.

The Supplier agrees to keep confidential, all procurement information always and such information cannot be shared with any third party under any circumstances, without the explicit written consent from International Federation of Red Cross and Red Crescent Societies management.

**Conditions for submitting offers:**

1. Prepare your quotation in your **Letterhead and have it signed, stamped and dated**

correctly.

2. Ensure that you submit company registration documents, proof of ownership, and last 3 audited financial statements, along Annex IV- Supplier Registration Form.

3. Please add your best-known references and your qualifications for participating in this possible upcoming bidding process.

4. Ensure that you have an evidence of meeting national or international quality standards for the supplies; please provide copy of relevant certificates approved by Government in Turkey.

5. Ensure that add accompanied with Banking details in form of original statement from the

bank on the banking details (certifying the bank account number and owner of the bank account).

6. Ensure that you have submitted signed copy all page of this RFQ together with our Specifications “Annex I”; Terms and Conditions “Annex II”; Declaration of Undertaking “Annex III”.

7. Your Quotation must be properly sealed in an envelope and labelled as follows:

**Att: IFRC Turkey “Newborn Packages”**

**Sent from: Name of your company**

The cover page should clearly identify the sender and receiver

Please note that no pricing information must appear on this page.

8. After registration ensure the SEALED QUOTATION and the samples are dropped in our Finance

and Administration unit.

9. Ensure the quotation is registered with H a l i l I b r a h i m M u r a t - IFRC Finance unit to

confirm that your organization has provided a quotation.

10. Please share with us that your contact information (full name and address, country, telephone and fax numbers, e-mail address, website and contact person).

11. Your sealed quotation Must be received latest by **20.08.2020** or earlier if possible:

**Our Physical address is as follows for submitting your quotation:**

International Federation of the Red Cross and Red Crescent Societies (IFRC)

2134 Street No:8 B Block Ground Floor, Mustafa Kemal Province. | Cankaya, Ankara | Turkey

**Offers not addressed and sent as such will not be considered.**

**N.B. Kindly submit your best firm offers as negotiation will not be entered.**

**Enquiries:** All clarifications during the bid period must be requested in writing to the Email [*fatih.yavuz@ifrc.org, mahfujur.rahman@ifrc.org ;*](mailto:fatih.yavuz@ifrc.org,%20mahfujur.rahman@ifrc.org%20;) *response will also be in writing.*

**Validity: Your Quotation must remain valid until the award of the contract and no less than 30 days from the date of submission.**

**Confirmation:** Please acknowledge receipt of this request and indicate your intention to bid by sending an email confirmation to [fatih.yavuz@ifrc.org,](mailto:cenk.vez@ifrc.org) mahfujur[.rahman@ifrc.org](mailto:rahman@ifrc.org) within 48 hours of receiving the Request for Quotation.

**Terms and Conditions:** Please state in your offer your acceptance of Federations attached

Terms and Conditions. Annex I

**Principle of Conduct**

Tenderers seeking to work with the IFRC shall respect the following principles:

**Business Ethics**: Tenderers are expected to maintain the highest degree of business ethics when working with the IFRC.

**Transparency of information provision**: Tenderers shall not be involved in any fraudulent activities,

misrepresent information or facts for the purpose of influencing the selection and contract

awarding process in its favour.

**Fair competition**: Tenderers shall not be involved in any corrupt, collusive or coercive practices.

If at any time during the registration or procurement process the IFRC determines that the Tenderers is in violation of the above-mentioned principles, the proposal will be rejected as ineligible.

The respect of fundamental human rights and labour standards is stipulated in the General Terms and Conditions (Annex II) and must be accepted by you as a condition of contracting with the IFRC. Any refusal of these terms shall constitute grounds for rejection of proposal; and any violation during a contract terms shall constitute grounds for termination.

Best regards, IFRC Turkey

Annex I

New-born Packages

Technical Specification

1. General Scope: To Procure 4800 Pcs NEWBORN PACKAGES.

2. Technical Specifications of Items for each NEWBORN PACKAGE:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NO** | **Material Name** | **Specification** | **Quantity** |  | **Expired Date** |
| 1 | COTTON | 1. 200-250 gr.  2. Must be hydrophilic  (absorbent cotton),  3. Any part of production or itself should not be produced in a country highly affected from Covid-19 Virus. | 1 | Well-known and good  quality brand worldwide or in Turkey | At least 2 years |
| 2 | DIAPER FOR NEWBORN | 1. For New-born Baby (2-5 kg),  2. Minimum 70 pieces in a package  3. Flexible Band,  4. Breathable textile backsheet,  5. Dermatologically tested,  6. Any part of production or itself should not be produced in a country highly affected from Covid-19 Virus. | 2 | Well-known and good  quality brand worldwide or in Turkey | At least 6 months |
| 3 | WET NAPKIN | 1. Minimum 56 pieces in a package  2. Paraben Free, Alcohol Free and Paint Free  3. Dermatologically tested  4. Any part of production or itself should not be produced in a country highly affected from Covid-19 Virus. | 2 | Well-known and good  quality brand worldwide or in Turkey | At least 6 months |
| 4 | RASH CREAM | 1. Faster healing and to protected from rash  2. Dermatologically tested,  3. Any part of production or itself should not be produced in a country highly affected from Covid-19 Virus. | 1 | Well-known and good  quality brand worldwide or in Turkey | At least 1 year |
| 5 | BABY SHAMPOO | 1. Should be suitable for newborn baby  2. Should be minimum 500 ML,  3. Does not burn eyes,  4. Dermatologically tested,  5. Any part of production or itself should not be produced in | 1 | Well-known and good  quality brand worldwide or in Turkey | At least 1 year |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | a country highly affected from  Covid-19 Virus. |  |  |  |
| 6 | BABY SOAP | 1. Should be suitable for newborn baby,  2. Should be minimum 100 Gr,  3. Dermatologically tested,  4. Any part of production or itself should not be produced in a country highly affected from Covid-19 Virus. | 1 | Well-known and good  quality brand worldwide or in Turkey | At least 1 year |
| 7 | SANITARY PED | 1. Minimum 40 pieces in a  package  2. Size and absorbent capacity must be suitable for any flow,  3. Dry and Cottony surface,  4. Anti-seepage,  5. Female disposable (single use) sanitary pads with wings,  6. All night  7. Dermatologically tested  8. Any part of production or itself should not be produced in a country highly affected from Covid-19 Virus. | 1 | Well-known and good quality brand worldwide  or in Turkey | At least 6 months |
| 8 | BABY CLOTHING FOR NEWBORN | 1. Must be at least 5 pieces (snapsuit for outwear, Baby Footed Single Pants, Pinafore, Hat, Glove, snapsuit for underwearing, Jump Suit vb.)  (colors should be Cream,  Yellow, Green, Orange, Red)  2. All set should be same brand and good quality,  3. Fabric, paint, thread, studs and any accessories should not harm baby health.  4. Any part of production or itself should not be produced in a country highly affected from Covid-19 Virus. | 1 | Well-known and good  quality brand worldwide or in Turkey | - |
| 9 | NIGHTGOWN | 1. Should be worn comfortably after postnatally,  2. Should be botton-front,  3. Should be combed cotton fabric or flexible fabric  4. Should be good quality,  5. Size should be XL  6. Any part of production or itself should not be produced in a country highly affected from Covid-19 Virus. | 1 | Well-known and good  quality brand worldwide or in Turkey | - |
| 10 | COMBED COTTON  BLANKET FOR  BABY | 1. Its size should be 100 cm X  100 cm,  2. It should be suitable for summer season | 1 | Well-known and good  quality brand worldwide or in Turkey | - |

**International Federation of Red Cross and Red Crescent Societies**

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| --- | --- | --- | --- | --- | --- |
|  |  | 4. Any part of production or itself should not be produced in a country highly affected from  Covid-19 Virus. |  |  |  |
| 11 | PVC BAG | 1. Body Material : 38  PH PVC  2. Zipper : RT5  3. Handle Webbing: 4 cm  4. Quantity of Handle : 2  Pieces  5. Size : 50cm x 35cm x 20cm  6. Any part of production or itself should not be produced in a country highly affected from  Covid-19 Virus. | 1 |  | **-** |
| 12 | BREAST PAD | 1. Minimum 40 pieces in a package  2. Breathable material  3. Should be absorbent  4. Should be special anti-slip band  5. Any part of production or itself should not be produced in a country highly affected from Covid-19 Virus. | 1 | Well-known and good quality brand worldwide or in Turkey | At least 2 years |
| 13 | TOOTHBRUSH | 1. Medium hard toothbrush with cap  2. Any part of production or  itself should not be produced in a country highly affected from Covid-19 Virus. | 1 | Well-known and good  quality brand worldwide or in Turkey | - |
| 14 | TOOTHPASTE | 1. Dermatologically tested  2. Should be minimum 100 ML  3. Any part of production or itself should not be produced in a country affected from Covid-  19 Virus. | 1 | Well-known and good  quality brand worldwide or in Turkey | At least 2 years |
| 15 | NAIL SCISSORS FOR BABY | 1.Suitable for baby  2. Should be stainless  3. Any part of production or itself should not be produced in a country highly affected from Covid-19 Virus. | 1 | Well-known and good  quality brand worldwide or in Turkey | - |
| 16 | THERMOMETER | 1.Should be digital  2.Water resist  3.Should be safe for new born baby  4.Should be Easy to use  5. Any part of production or itself should not be produced in a country highly affected from Covid-19 Virus. | 1 | Well-known and good  quality brand worldwide or in Turkey | - |

**International Federation of Red Cross and Red Crescent Societies**

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| --- | --- | --- | --- | --- | --- |
| 17 | BABY LOTION | 1. Should be minimum 200 ML  2. Dermatologically tested  3. Any part of production or itself should not be produced in a country highly affected from Covid-19 Virus. | 1 | Well-known and good  quality brand worldwide or in Turkey | At least 1 year |
| 18 | NIPPLE CARE CREAM | 1. Dermatologically tested  2. Should be minimum 50 ML  3. Any part of production or itself should not be produced in a country highly affected from Covid-19 Virus. | 1 | Well-known and good  quality brand worldwide or in Turkey | At least 1 year |

**3. Selection and Award Criteria**

**a. Administrative Evaluation**

A bid shall pass the administrative evaluation stage before being considered for technical and financial evaluation. Bids that are deemed administratively non-compliant may be rejected, therefore make sure that the documents in Conditions for submitting offers are completed.

**b. Technical Evaluation**

i. To be technically acceptable, the bid shall meet or exceed the stipulated requirements and specifications in the Request for Quotation.

ii. A Bid is deemed to meet the criteria if it confirms that it meets all mandatory conditions, procedures and specifications in the Request for Quotation without substantially departing from or attaching restrictions with them. If a Bid does not technically comply with the Request for Quotation, it will be rejected.

**c. Award Criteria**

All bids that pass the Technical evaluation will proceed onto the final stage of evaluation. IFRC will evaluate the bidder per lot. The award criteria will be as follows:

Price

Delivery Lead Time (for 4800 kits) Quality

Annex I



**4. Packaging:** Each package has to include below materials and these materials have to be in a

\*PVC BAG:

|  |  |
| --- | --- |
| Type of Goods | Quantity |
| Cotton | 1 |
| Diaper for new born | 2 |
| Wet Napkin | 2 |
| Rash Cream | 1 |
| Baby Shampoo | 1 |
| Baby Soap | 1 |
| Sanitary Ped | 1 |
| Baby Clothing for new born | 1 |
| Nightgown | 1 |
| Summer Blanket | 1 |
| \*PVC Bag | 0\* |
| Breast Pad | 1 |
| Toothbrush | 1 |
| Toothpaste | 1 |
| Nail Scissors for baby | 1 |
| Thermometer | 1 |
| Baby lotion | 1 |
| Nipple care cream | 1 |

**5. Delivery Times**

The supplier will complete these materials within 15(fifteen) business days from the signing of the contract, including preliminary inspection, final inspection and delivery process.

**ANNEX II**

**FEDERATION GENERAL TERMS & CONDITIONS ON PURCHASING**

1. Acknowledgment: A duplicate of the Purchase Order or contract is attached and marked “Copy for acknowledgment and acceptance of conditions of contract”. Please detach, sign and date this copy and return by registered mail to the Procurement Service, International Federation of Red Cross and Red Crescent Societies, Box 372, 1211 Geneva 19, Switzerland.

2. Acceptance: No Purchase Order shall become effective and no contract shall exist until the Federation has received from the Supplier their written acceptance of the conditions which govern the Purchase Order or Contract. This can be accomplished by return of the signed Acknowledgment Copy.

3. Tax Exemption: The Supplier’s price shall reflect any tax exemption to which the Federation is entitled by reason of any privileges or immunities enjoyed by it. If it is subsequently determined that any taxes which have been included in the price are not required to be paid, the Federation shall deduct the amount from the contract price, and any amounts already paid shall be refunded.

4. Discount: Time in connection with any discounts offered will be computed from the date of receipt by the

Federation of full documentation as specified by the Purchase Order, Contract or Annex thereto.

5. Warranty: The Supplier warrants the goods or services furnished under this Purchase Order / Contract to be fit for their intended use and free from defects in workmanship and materials, and indemnifies the Federation against any claims resulting therefrom. This warranty is without prejudice to any further guarantees that the Supplier provides to its purchasers - such guarantees shall apply to the goods or services that are the subject of this Purchase Order / Contract.

6. Inspection: The duly authorized representatives of the Federation shall have the right to inspect the goods or services that are the subject of this Purchase Order / Contract at the Supplier’s stores, during manufacture, in the ports or at places of shipment, and the Supplier shall cooperate and provide all facilities for such inspection. The Federation may issue a written waiver of inspection at its discretion. Any inspection carried out by representatives of the Federation or any waiver thereof shall not prejudice the implementation of any other relevant provisions of this Purchase Order / Contract concerning obligations of the Supplier, such as warranty or conformance of goods or services to specifications.

7. Packing: The Supplier shall pack all goods with new sound materials and with every care in accordance with normal commercial standards of export packing for the type of goods specified herein. Packing materials must be adequate to safeguard the goods while in transit. The Supplier shall be responsible for any damage or loss which can be shown to have resulted from faulty or inadequate packing.

8. Export License: The Purchase Order / Contract is subject to the obtaining of any export license or other governmental authorization which may be required. It shall be the responsibility of the Supplier to inform the Federation beforehand of such restrictions and obtain such license or authorization, but the Federation will use its

best endeavors to assist. In the event of refusal thereof, the Purchase Order / Contract will be annulled and all

claims between the parties automatically waived.

9. Force Majeure: Force majeure, as used herein, shall mean acts of God, laws or regulations, industrial disturbances, acts of the public enemy, civil disturbances, explosions and any other similar cause of equivalent force not caused by, nor within the control of either party, and which neither party is able to overcome. As soon

as possible after the occurrence of any force majeure event and within not more than 15 days, either party thereby

rendered unable, wholly or in part, to perform its obligations under the Purchase Order / Contract, shall give notice and full particulars in writing to the other party. The party receiving such notice shall then have the right to terminate the Purchase Order / Contract by giving seven days written notice of termination. On termination of the Purchase Order / Contract, the Supplier shall return any deposit or advance payment by the Federation.

10. Default: In case of default by the Supplier, including but not limited to failure or refusal to make deliveries within the time limit specified, the Federation terminate the Purchase Order / Contract by written notice with immediate effect and may procure the goods or services from other sources and hold the Supplier responsible for

any excess costs occasioned thereby. The Supplier shall have no right to receive payment for deliveries dispatched

following receipt of such notice.

11. Conformity with Specifications: In the case of goods or services purchased on the basis of specifications, the

Supplier warrants their conformity. The Federation shall have the right to reject and refuse payment for all non-

conforming goods or services. In case of non-conformity the Supplier may propose a suitable alternative for the

Federation’s consideration.

12. Ethical Conditions: The Supplier shall not be on bankruptcy, wound up or have affairs administered by the Court, neither have entered into an arrangement with credits, nor have suspended business activities, or be subject to proceedings concerning those matters or be in any analogous situation arising from a similar procedure provided for in national legislation or regulations.

The Supplier shall neither be guilty of grave professional misconduct nor be convicted of the same.

The Supplier shall not be subject to a judgment that has force of Res Judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity.

The Supplier shall have fulfilled obligations relating to the payment of social security contributions and taxes in accordance with the legal provisions of the country in which he is established or the country where the contract is

performed.

The Supplier guarantees that he is respecting fundamental rights and is in no way complicit in human rights abuses. He is not exploiting child labour and forced labour and respects the basic social rights and working conditions in the countries involved.

13. Disputes-Arbitration: Any dispute, claim, or controversy arising out of or in relation to this Purchase Order / Contract, or the validity, breach, or termination thereof, shall be referred to arbitration under the United Nations Commission on International Trade Law Arbitration Rules, subject to such modification as the parties may agree in writing. The arbitration shall be conducted in the English language and shall be governed by the substantive law of Switzerland. The arbitral tribunal shall have no authority to award punitive damages. The parties agree to be bound by any arbitration award rendered in accordance with this paragraph as final adjudication of any such dispute, claim or controversy.

14. Privileges and Immunities: Nothing in or relating to this Purchase Order / Contract shall constitute or be deemed a waiver, express or implied, of any privilege or immunity enjoyed by the Federation, whether pursuant to existing conventions, treaties, or agreements, such as the agreement of 29 November 1996 between the Federation and the Swiss Federal Council regarding the legal status of the Federation in Switzerland, or any other convention, treaty, or agreement which may come into force.

15. Assignment. The Supplier shall not assign, transfer, pledge or make other disposition of this Purchase Order

/ Contract or of any of the Supplier’s rights, claims or obligations hereunder except with the prior written consent of the Federation.

16. Bankruptcy: Should the Supplier file any petition for bankruptcy or make a general assignment for the benefit

of its creditors, or should a receiver be appointed on account of the Supplier’s insolvency, the Federation may terminate this Purchase Order / Contract by written notice with immediate effect.

17. Advertising: Unless authorized in advance in writing by the Federation, the Supplier shall not advertise or otherwise make public the fact that it is a Supplier to the Federation and / or any National Red Cross or Red

Crescent Society, or use the name, emblem or official seal of any of them or any abbreviation or derivation thereof whether for advertising or any other purposes.

18. Officials Not to Benefit: The Supplier represents and warrants that no official of the International Federation

of Red Cross and Red Crescent Societies has been, or shall be, admitted by the Supplier to any direct or indirect benefit arising from this Purchase Order / Contract or the award thereof. The Supplier agrees that breach of this provision is a breach of an essential term of this Purchase Order / Contract.

19. Amendments: No changes or modifications to this Purchase Order / Contract shall be valid unless set forth in writing signed by both parties.

20. Notice: Service of any notice shall be deemed to be good if sent by registered mail, telex, fax or cable to the addresses of both parties, set out in the heading of this Purchase Order / Contract.

21. Governing Law: This Purchase Order / Contract is considered to be concluded in Geneva, Switzerland and

shall be governed by Swiss law.

**Annex III**

**Declaration of Undertaking**

**Bid**

We have examined the Request for Quotation **2020/29/07RFQ001** and offer to execute the Service in conformity with required TOR and for a price as indicated in attached pricing form.

We accept all requirement and conditions as stipulated in this Request for Proposal and attached Terms and general Conditions.

This bid is submitted in one original copy.

This bid shall remain binding until . This bid and your written acceptance of it shall constitute part of a binding contract between us.

We understand that the FEDERATION is not bound to accept the lowest or any offer received for the

Services.

Signature

Date:

Name:

Authorised to sign on behalf of (organisation name):

Designation:

Office Stamp of the Organisation:

**Annex IV**

**SUPPLIER PROFILE/REGISTRATION FORM N°.............**

**Please fill in this questionnaire in order to register. Information given in this questionnaire will be handled confidentially. Please attach all other documents requested in the questionnaire.**

**1.** NAME OF COMPANY: ………………………………………………………….……………...

MAILING ADDRESS: ………………………………………………………………….……..... COUNTRY: ……………………………………………………………….................................

CONTACT PERSON(S): ………………………………………………………………….….... TELEPHONE: ………………………………………………………….…………….................

FAX: ………………………………………………………………….……................................

INTERNET (E-mail): ………………………………………………………….…………….......

WEBSITE: …………………………………………………………………………………….….

**2. TYPE OF ORGANISATION (Please check)**

Individual Partnership Non-Profit Organisation

Private Limited Liability Company Public Limited Liability Company

Other ( ) Please explain:…………………………………………………………………….....

……………………………….……………………………………………………………………. Year Established:……….……. Under the laws of …………………………………….

Quoted on the ……………………………………………………….Stock Exchange

Please attach copy of registration certificate

**3. TYPE OF BUSINESS (Please check)**

Manufacturing Construction Trading Consultancy

Service Provider (e.g. transport, warehousing, quality control, etc.)

Other Please explain:………………………………………………………………………..

…………………………………………………………………………………………………….. Please describe your company's major business activity: ………………………………….

……………………………………………………………………………………………………..

……………………………………………………………………………………………………..

……………………………………………………………………………………………………..

Please indicate on page 5 the main commodities/services your company offers**.**

**4. SIZE OF BUSINESS (**Please provide a copy of your latest audited financial statements)

Turnover (last financial year) Ended: /\_\_/ (previous financial year) Ended: / / (previous financial year) Ended: / / Annual Reports from last three years.

US$\_ US$\_ US$\_

No. of Employees: ……………..……….. No. of Branches: ……….…………….………. No. of International Offices: ………………………………………………………………….… Location of Factories: ……………………………………………………………...……………

**Annex IV**

No. of Plants: ……………………………………………………………………………….…… No. of Warehouses: …………………………………………………………………………….. Countries to which you do not export: ………………………………………………………... **AFFILIATED/HOLDING/SUBSIDIARY COMPANIES**

|  |  |  |
| --- | --- | --- |
| Name | Address | Nature of Affiliation |
|  |  |  |
|  |  |  |
|  |  |  |

Please attach an organisation chart

**6. PERSONS AUTHORISED TO SIGN BIDS, OFFERS AND CONTRACTS**

|  |  |  |
| --- | --- | --- |
| Name | Position | Telephone / Fax |
|  |  |  |
|  |  |  |
|  |  |  |

**7. BANKING INFORMATION**

Name: ………………………………………………………………………………………………….. Address:…………………………………………………………………………………………….…... Account Number: ………………………………. SWIFT Code: …………………………………. IBAN: …………………………………………………….

**8. REFERENCES**

a. Dunn and Bradstreet (Dunn's) number, if available: ………………………………….

b. Recent business transactions: (Not required if this is a renewal and you have supplied the Federation with goods or services within the past 24 months.)

|  |  |  |  |
| --- | --- | --- | --- |
| Date  (date/month/year) | Service or Product | Value (US$) | Buyer/contact and  Telephone |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**c. Please specify your quality assurance standards**

…………………………………………………………………………………………….

…………………………………………………………………………………………….

**9. NAMES OF OFFICERS, OWNERS OR PARTNERS**

Owner(s):

Chief Executive Officer: Chief Financial Officer:

**10. ENVIRONMENTAL CONSIDERATIONS**

Have you identified the main environmental impacts / risks of your activity?

Yes No *(If yes, please provide details)*

**Annex IV**

Have you set up any policy/ objectives in order to limit your environmental impacts?

Yes No *(If yes, please provide details)*

Are there any resources dedicated to environmental management, (i.e. systems, team)?

Yes No *(If yes, please provide details)*

**11. PAYMENT TERMS:** The International Federation shall make payments within 30 days following receipt of goods in good order and all requested documentation. Payments, shall be made only against supplier's invoice and shall be subject to conformity of goods to specifications.

For your information, the International Federation's documentation requirements frequently include an acknowledgement of delivery certificate signed by a local representative of the International

Federation.

Please note that any non-acceptance of these terms may preclude your company from being considered as a potential supplier.

**12. QUALITY ASSURANCE (**Please attach any certificates or documents which denote quality assurance)

**13. GENERAL TERMS AND CONDITIONS:** Please carefully read the attached General Terms and Conditions of the International Federation of Red Cross and Red Crescent Societies and confirm your acceptance of these terms and conditions as final by way of signing and returning.

**14. PRINCIPLES OF CONDUCT:** Supplier seeking to work with the Federation shall respect the following principles:

**Business Ethics:** supplier is expected to maintain the highest degree of business ethics when working with the Federation.

**Transparency of information provision:** supplier shall not be involved in any fraudulent activities, misrepresent information or facts for the purpose of influencing the selection and contract awarding

process in its favour.

**Fair competition:** supplier shall not be involved in any corrupt, collusive or coercive practices.

If at any time during the registration or procurement process the Federation determines that the supplier is in violation of the above mentioned principles, that supplier’s request for registration or bid may be rejected as ineligible.

The respect of fundamental human rights and labour standards is stipulated in the General Terms and Conditions, and must be accepted by you as a condition of contracting with the Federation. Any refusal of these terms shall constitute grounds for rejection of supplier’s registration request or bid; and any violation during a contract terms shall constitute grounds for termination

**15. REGISTRATION REJECTION:** Registration application may be rejected for the following reasons:

- Bankruptcy or a decision of legal incompetence

- Criminal conviction or civil judgement against you or your managing director (or equivalent) for the commission of any offence indicating a lack of business integrity or business honesty

**Annex IV**

- Grounds for suspicion of breach of established Federation standards (violation of the fundamental principles or social and ethical standards)

- Any refusal of any of the principles of conduct and any refusal to the respect of fundamental human rights and labour standards

- Refusal of the Federation standard payment terms

**14. CERTIFICATION:** The undersigned, an authorised signer for the company, hereby certifies that the information provided herein, including that on any attached pages is true and correct to the best of his/her knowledge. The same acknowledges having read and agreed to the Federation's payment terms of 30 days credit.

**Name and Title:**……………………………………………………………………

**Signature:**………………………..……………. Date**:** ………………………...