



# International Rescue Committee Uganda Request for Proposal (RFP) For

**PROVISION OF CONSULTANCY SERVICES (CONDUCTING  
BASELINE SURVEY IN 6 DISTRICTS (PAKWACH, KOBOKO,  
MARACHA, TEREKO, NEBBI & YUMBE). REFERENCE NO:  
IRC/2UA/SVCS/003/2025**

Planned Timetable	
Issue Request for Proposal	<i>Date 27<sup>th</sup> March 2025</i>
Bidders return signed Intent to Bid forms due date	<i>Date 01<sup>st</sup> April 2025</i>
Questions from Bidders due date	<i>Date 04<sup>th</sup> April 2025</i>
Answers to Bidders questions due date	<i>Date 07<sup>th</sup> April 2025</i>
Bid submission due date (Physically)	<i>Date 10<sup>th</sup> April 2025</i>
Bid Opening and Evaluation date (Bidders are invited to attend the bid opening)	<i>Date 11<sup>th</sup> April 2025</i>
Supplier Visit / Due diligence	<i>Date 15<sup>th</sup> April 2025</i>
Award of Business	<i>Date 17<sup>th</sup> April 2025</i>
Contract start	<i>Date 18<sup>th</sup> April 2025</i>

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## A. INTRODUCTION

### 1. *The International Rescue committee*

The International Rescue Committee, hereinafter referred to as “the IRC”, is a non-profit, humanitarian agency that provides relief, rehabilitation, protection, resettlement services, and advocacy for refugees, displaced persons and victims of oppression and violent conflict.

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

It is the intent of this RFP to secure competitive proposals to select a vendor(s) for the International Rescue committee, Uganda Country Program to **Provide Consultancy Services for Baseline Survey in 6 Districts (Pakwach, Koboko, Maracha, Terego, Nebbi & Yumbe)** as the details stated in (Annex D).

All qualified and interested vendors are invited to submit their proposals.

Bidders shall be domiciled in and shall comply with all Government Regulations to operate in Uganda. Bidders shall be regular taxpayers and shall furnish a copy of their operating license/certificate of registration valid for the fiscal year 2024/2025. Bidders shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

### 3. *Cost of Bidding.*

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

## B. THE BIDDING DOCUMENTS:

### 4. *The Bidding Documents*

The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents prepared for the selection of a qualified consultant. Failure to furnish all information required as per the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder’s risk and may result in bid rejection.

*The Bidding documents shall include the following documents:*

- *The Request for Proposal – RFP (this document).*
- *Vendor Information Form (Annex B)*
- *Intent to bid. (ANNEX A). This must be returned to IRC latest 01<sup>st</sup> April 2025 on e-mail [UA-KampalaProcurement@rescue.org](mailto:UA-KampalaProcurement@rescue.org) and copy ([UA-IRCKampala.Bids@rescue.org](mailto:UA-IRCKampala.Bids@rescue.org))*
- *Financial Offer sheet (Annex C)*
- *Terms of Reference (Annex D)*

### 5. *Clarification of Bidding Documents*

A prospective Bidder requiring clarification of the Bidding Documents may notify the Purchaser in writing at [UA-KampalaProcurement@rescue.org](mailto:UA-KampalaProcurement@rescue.org). The request for clarification must reach the purchaser not later than **04<sup>th</sup> April 2025**. The Purchaser shall respond by e-mail providing

clarification on the bid documents no later than **07<sup>th</sup> April 2025**. Written copies of the Purchaser's response (including an explanation of the query but without identifying the source of inquiry) shall be communicated to all prospective Bidders which express an intention to submit bids.

### **C. PREPARATION OF BIDS:**

#### **6. Language of Bid**

The Bid and all related correspondence and documents exchanged between the Bidders and the Purchaser shall be written in English. Any printed literature furnished by the Bidder and written in another language shall be accompanied by an English translation of its pertinent passages, in which case, for purposes of interpretation of the bid, the English version shall prevail.

#### **7. Documents Comprising the Bid**

The submitted bid shall include the following information. Failure to provide all requested information or to comply with the specified formats may disqualify the Bidder from consideration. ***Submit only required documents in one Bid Document with Clear separators indicating Eligibility, Technical and Financial Documents***

#### ***Eligibility documents that will be checked before Technical Evaluation (Preliminary Evaluation)***

- *Profile of the company*
- *Certified or color copy of Trading License.*
- *Certified or color copy of income Tax Clearance*
- *Copy of VAT Registration Certificate (If applicable)*
- *Registered Powers of Attorney (if addressed to IRC should be Original and if general should be certified by Register of Companies or be a color copy)*
- *Certificate of Business Registration*
- *Memorandum and Articles of Association*

#### ***Technical Documents***

*Bidders shall provide a proposal in their own formats in conformance with the following:*

- Detailed response to TOR, with a specific focus addressing the purpose and objectives of the assignment, methodology to be used, and key selection criteria.
- Technical profile of the firm/consultant. (Not more than 2 pages -other information can be included as annexes including sample copies of relevant work)
- Detailed survey plan for the exercise and indicated the fieldwork including the staff days required. Schedule of key activities preferably in a format such as a Gantt chart.
- Proposed composition and roles of the team members. Share the CVs for the consultants as annexes.
- Lead consultant should show evidence for human subjects' research training certificates (CITI, PHRP, etc.) received from a recognized institution.
- Detailed budget with justification. The external evaluation proposal should include a reasonably detailed budget to cover all costs associated with the evaluation. The detailed

budget should include a breakdown of the lead investigator and research assistants' wages and allowances, data collection and fieldwork costs, data transcription and analysis costs, transport, and accommodation for the duration of the evaluation, etc.

- Provide a List of projects completed in the last 5 years, a minimum of two projects (project name, client, budget, and sample report).

#### ***Required expertise from the team lead.***

- Proven demonstration in understanding of the TOR attached as ***Annex D***.
- A master's degree or higher (PhD) in public health, social sciences, Population and Demographics.
- General professional experience: 10-15 years of working experience in any of the above-mentioned discipline in the context of adolescent, youth, and women.
- A strong background in evaluation of large programs focusing on social norms change, Health systems strengthening, social protection, developmental social work, maternal health, adolescent sexual and reproductive health.
- Previous experience working with marginalized groups, including women, youth and persons with disabilities is an asset.
- Proven experience in conducting quantitative systems strengthening evaluations with strong statistical analysis skills; should complement that quantitative research with qualitative data.

#### ***Required expertise for staff mix within the team.***

- Medical Anthropologist (Masters). At least 10 years of technical working experience. Experience in conducting program evaluations.
- Gender Expertise (Masters in Gender). At least 10 years of technical working experience. Experience in evaluating social norms change programming.
- Familiarity with the national health, education and social systems including data management systems like DHIS2, MTRAC, OVCMIS, EMIS and GBVMIS.
- MEAL expert/Biostatistician (Masters). At least 10years working experience. Experience in conducting program evaluations.
- Previous experience working with marginalized groups, including women, youth and persons with disabilities is an asset.
- Proven experience in conducting quantitative systems strengthening evaluations with strong statistical analysis skills; should complement that quantitative research with qualitative data.

#### ***Delivery Period***

- *Refers to Bidder providing most advantageous Work schedule in terms of Days. How long it will take to complete the baseline survey.*

#### ***Financial Documents***

- *Tenderer's Financial Offer – Annex C*
- *Certified audited books of accounts for the past three years*
- *Vendor Information form (VIF) - Annex B, signed and stamped.*
- *Signed and stamped letter to IRC (Purchaser) by the Consulting Firm that 100% of the work shall be completed using Consulting Firm's own resources or capabilities of getting loan-letter from a financial institution if Consulting Firm doesn't have resources of its own to do the work.*
- *Bank statements for the last three months (Dec 2024, Jan and Feb 2025).*
- *Other important documents a bidder feels need to be attached to support his/her bid.*

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#### **8. Bid Prices.**

The Bidder shall clearly indicate the unit price of the items on the price list. All unit prices shall be clearly indicated in the space provided in the Price List, and all unit prices quoted in the RFP response shall be agreed to be in effect for a minimum of twelve (12) months beginning on the date when the contract is executed, with the exception of products or services which are subject to significant and unavoidable market forces which prevent this, in which case the Bidder shall describe and justify the driver(s) of potential price fluctuation during the first twelve (12) months of the agreement. The Bidder shall sign and stamp the price schedule with the Bidding Company's seal where feasible.

#### **9. Bid Currencies**

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

#### **10. Document Establishing Goods Eligibility and Conformity to Bidding Documents**

Pursuant to Clause 7 the Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the Bidding Documents of all goods and services, which the Bidder proposes to supply under the Contract.

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

- A detailed description of the goods' essential technical and performance characteristics.
- A clause-by-clause commentary on the Purchaser's Technical Specifications demonstrating the goods and services' substantial responsiveness to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

The Bidder may propose alternate standards, brand-names and/or catalogue numbers in its bid, if it demonstrates to the Purchaser's satisfaction that the substitutions are substantially equivalent or superior to those designated in the Technical Specifications.

#### **11. Period of Validity of Bids**

Bids shall remain valid for 90 working days after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period may be rejected by the Purchaser as non-responsive.

In exceptional circumstances, the Purchaser may request the Bidders to extend the period of validity. The request and the responses thereto shall be made in writing by letter or e-mail. A bidder agreeing to the request will not be required nor permitted to modify his bid.

#### **12. Format and Signing**

The original bid shall be signed by the Bidder or by a person or persons authorized to bind the Bidder to the contract. Financial proposal pages of the bid shall be initialed by the person or persons signing the bid and stamped with the Bidder's company seal.

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

*Please note: A single bidder may not bid on the same tender via more than one company under his or her ownership. In addition, bidders having close relationships with other bidders (members of the same family, subsidiary, or daughter companies, etc.) may not bid on the same tender. This type of action, or any other action judged by the Purchaser to constitute collusive behavior, will lead to the bidder(s) being automatically eliminated from this tender and disqualified from participating in future IRC tenders. On the other hand, one bidder may submit more than one offer in response to the same tender only if the offers demonstrate clear differences in specifications, quality, lead time, and other characteristics of the goods and services offered.*

## **D. SUBMISSION OF BIDS**

### **13. Submission and Marking of Bids:**

Bidder shall submit sealed bids addressed to the Procurement Committee, at International Rescue Committee physically at IRC head office in Kampala at Plot 7, Lower Naguru East Road by latest **10<sup>th</sup> April 2025 4:00PM (East African Standard Time)**.

Bids submitted after the deadline will not be accepted. The PURCHASER may, at its discretion, extend the deadline for the submission of bids, in which case all rights and obligations of the PURCHASER and Bidders, as documented in the RFP, will be applicable to the new deadline.

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

#### **Format**

The bidder's submission shall include **one** sealed envelope with 02 bid documents (1 original and 1 copy) *containing bid documents with **clear separators** indicating Eligibility, Technical and Financial* (featuring the Eligibility, Technical and financial Proposal). The tender **Reference number: IRC/2UA/SVCS/002/2025** and description should be indicated at the back of the sealed envelope.

### **14. Modification and Withdrawal of Bids**

The Bidder may modify or withdraw its Bid after submission, provided that written notice of the modification, including substitution or withdrawal of the Bids, is received by the Purchaser prior to the deadline prescribed for submission of Bids.

The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched. No Bid may be modified after the deadline for submission of bids.

## E. BID OPENING AND EVALUATION

### 15. Preliminary Examination

The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether bids are generally in order.

### 16. Evaluation and Comparison of Bids

Bids determined to be substantially responsive as per section 7 above will be considered and evaluated by the IRC Procurement Committee, with the below scoring criteria.

EVALUATION CRITERIA	Description	Weight (%)
<b>Eligibility</b>	<i>Profile of the company, Certified or color copy of Trading License, Certified or color copy of income Tax Clearance, Copy of VAT Registration Certificate (If applicable), Registered Powers of Attorney (if addressed to IRC should be Original and if general should be certified by Register of Companies or be a color copy), Certificate of Business Registration, Memorandum and Articles of Association</i>	<b>Preliminary to pass to the next stage</b>

### TECHNICAL EVALUATION CRITERIA

EVALUATION CRITERIA	DESCRIPTION	WEIGHT (%)
	<ul style="list-style-type: none"> <li>Detailed response to TOR, with a specific focus addressing the purpose and objectives of the assignment, methodology to be used, and key selection criteria.</li> <li>Technical profile of the firm/consultant. (Not more than 2 pages -other information can be included as annexes including sample copies of relevant work)</li> <li>Detailed survey plan for the exercise and indicated the fieldwork including the staff days required. Schedule of key activities preferably in a format such as a Gantt chart.</li> <li>Proposed composition and roles of the team members. Share the CVs for the consultants as annexes.</li> <li>Lead consultant should show evidence for human subjects' research training certificates (CITI, PHRP, etc.) received from a</li> </ul>	20%



	<p>recognized institution.</p> <ul style="list-style-type: none"> <li>• Detailed budget with justification. The external evaluation proposal should include a reasonably detailed budget to cover all costs associated with the evaluation. The detailed budget should include a breakdown of the lead investigator and research assistants' wages and allowances, data collection and fieldwork costs, data transcription and analysis costs, transport, and accommodation for the duration of the evaluation, etc.</li> <li>• Provide a List of projects completed in the last 5 years, a minimum of two projects (project name, client, budget, and sample report).</li> </ul> <p><b>Required expertise from the team lead.</b></p> <ul style="list-style-type: none"> <li>• Proven demonstration in understanding of the TOR attached as <b>Annex D</b>.</li> <li>• A master's degree or higher (PhD) in public health, social sciences, Population and Demographics.</li> <li>• General professional experience: 10-15 years of working experience in any of the above-mentioned discipline in the context of adolescent, youth, and women.</li> <li>• A strong background in evaluation of large programs focusing on social norms change, Health systems strengthening, social protection, developmental social work, maternal health, adolescent sexual and reproductive health.</li> <li>• Previous experience working with marginalized groups, including women, youth and persons with disabilities is an asset.</li> <li>• Proven experience in conducting quantitative systems strengthening evaluations with strong statistical analysis skills; should complement that quantitative research with qualitative data.</li> </ul> <p><b>Required expertise for staff mix within the team.</b></p> <ul style="list-style-type: none"> <li>• Medical Anthropologist (Masters). At least 10 years of technical working experience. Experience in conducting program evaluations.</li> <li>• Gender Expertise (Masters in Gender). At least 10 years of technical working experience. Experience in evaluating social norms change programming.</li> <li>• Familiarity with the national health, education and social systems including data management systems like DHIS2, MTRAC,</li> </ul>	20%
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	<p>OVCNIS, EMIS and GBVNIS.</p> <ul style="list-style-type: none"> <li>• MEAL expert/Biostatistician (Masters). At least 10years working experience. Experience in conducting program evaluations.</li> <li>• Previous experience working with marginalized groups, including women, youth and persons with disabilities is an asset.</li> <li>• Proven experience in conducting quantitative systems strengthening evaluations with strong statistical analysis skills; should complement that quantitative research with qualitative data.</li> </ul>	
<b><i>Delivery Period</i></b>	<i>Refers to Bidder providing most advantageous Work schedule in terms of Days. How long it will take to complete the baseline survey</i>	10%
<b>TOTAL% SCORE</b>		<b>50%</b>

#### COMMERCIAL/FINANCIAL CRITERIA

EVALUATION CRITERIA	DESCRIPTION	WEIGHT (%)
<b>Ability to complete most of the work on its own finances.</b>	<p><i>Certified audited books of accounts for the past three years</i></p> <p><i>Vendor Information form (VIF) - Annex B, signed and stamped.</i></p> <p><i>Signed and stamped letter to IRC (Purchaser) by the Consulting Firm that 100% of the work shall be completed using Consulting Firm's own resources or capabilities of getting loan-letter from a financial institution if Consulting Firm doesn't have resources of its own to do the work.</i></p> <p><i>Bank statements for the last three months (Dec 2024, Jan and Feb 2025)</i></p>	5%
<b>Payment Terms</b>	Refers to the bidder providing the most favorable terms of payment. The Purchaser payment terms are to pay within 45 calendar days of acceptance of service or goods and receipt of invoice.	10%
<b>Financial Proposal</b>	Most competitive offer as per Financial Offer sheet (Annex C)	35%
<b>TOTAL% SCORE</b>		<b>50%</b>

### **17. Contacting the Purchaser**

Subject to Clause 5, no Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded, or the selected qualified consultant is announced.

### **18. Notification of Award**

Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful bidder in writing or where necessary by telephone that his or her bid has been accepted and selected for the consultancy services. At this stage IRC may also choose to negotiate with the selected bidder to finalize the offer.

## **F. CONTRACTING**

### **19. Contract award and notification.**

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

### **20. Inspection**

The Purchaser shall have the right to inspect the goods to confirm their conformity to the specification. The inspection will be conducted by assigned staff of the Purchaser or a reputable relevant consultant selected by the Purchaser.

In the future business relation, should any inspected goods fail to conform to the specification, the Purchaser may reject them, and the Bidder shall replace the rejected goods without extension of time except at the Purchaser's sole discretion.

### **21. Service or consultant agreements.**

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

### **22. Disclaimer**

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

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

## **G. ETHICAL OPERATING STANDARDS**

### **1. Compliance to the IRC Way**

The IRC Way: Standards for Professional Conduct ("The IRC Way"), the IRC's code of conduct, which can be found at: <https://www.rescue.org/page/our-code-conduct> and IRC's combating Trafficking in Persons Policy, which can be found at:

<https://rescue.app.box.com/s/h6dv915b72o1mapxg3vczbqxjtboyel>. The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings.

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

IRC requests that a consultant

- (i) informs IRC upon becoming aware that the integrity of IRC’s business has been compromised during the RFP process, and
- (ii) Reports such events through IRC’s confidential hotline, Ethics point, which can be accessed at [www.ethicspoint.com](http://www.ethicspoint.com) or via toll-free (866) 654–6461 in the U.S., or collect (503) 352–8177 outside the U.S.

## **2. Bidder Non-Collusion Statement**

IRC prohibits collusion and will disqualify all bids where collusion is detected. Collusion happens when related parties submit separate bids for the same tender. Collusion includes situations where:

- a) Members of the same family submit separate bids for the same tender.
- b) Separate companies owned by the same person submit separate bids for the same tender.
- c) Employees of a bidding company submit separate bids through companies they own for the same tender.
- d) Partners in a bidder submitting separate bids under their own names/ companies they own for the same tender.

It is collusion for a person to be involved in more than companies/ businesses submitting a bid to the same tender. Collusion will lead to IRC disqualifying the involved Individuals or companies from that tender as well as disqualify them from submitting bids for future tenders. In addition, IRC may share information relating to this collusion with other international aid organizations operating in the region leading to loss of business opportunities for the colluders.

### **Annexes:**

- Annex A: Intent to Bid Form
- Annex B: Vendor Information Form
- Annex C: Financial Offer sheet.
- Annex D: Terms of Reference

Bidders must submit their financial offers in accordance with **the FINANCIAL OFFER SHEET** provided under **ANNEX C** of this RFP document. Do not use your own format.

## ANNEX A: INTENT TO BID FORM



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

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

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

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

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

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

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

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

Date \_\_\_\_\_

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

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

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

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

Date \_\_\_\_\_

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

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

Fax \_\_\_\_\_

Email \_\_\_\_\_

## ANNEX B: Vendor Information form.



# INTERNATIONAL RESCUE COMMITTEE

## Vendor Information Form

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

**Fields marked (\*) are mandatory.**

### H. Vendor Information

*Company\Organization Name *For individual consultants, provide legal first and last name		
*Any other names company is operating under (Acronyms, Abbreviations, Aliases) if any		
*Previous names of the company		
*Address		
*Website		
*Phone/Fax Numbers	Phone:	Fax:
*Primary Contact	First Name:	Last
	Phone Number:	Name:
		Email
		Address:
*Email address of Accounts Receivable person or team		
*Email address to which Purchase orders should be sent		
*Number of Staff		
Number of Locations		

Avg. \$ Value of Stock on Hand	
*Name(s) of Company Owner(s) or Board of Directors or CEO	
*Parent companies, if any	
*Subsidiary or affiliate companies, if any	

Vendor's Initials

## I. Financial Information

*Bank Name and Address	<u>Please include the full bank address, must include the country.</u>			
*Name under which company is registered at bank	<u>Also called Account Title. Example: International Rescue Committee (IRC)</u>			
*Specify Standard Payment Terms (Net, 15, 30 days etc)				
*Payment Method (select all that applies)	Payment by:	<u>Check:</u> Yes <input type="checkbox"/> No <input type="checkbox"/>	<u>Wire</u> Yes <input type="checkbox"/> <u>Transfer:</u> <input type="checkbox"/> No	Yes <input type="checkbox"/> <u>Cash:</u> No <input type="checkbox"/>
Vendor preferred Currency				
*Bank account number	<u>This field is to be completed upon notification of awarding of order\contract.</u>			
*Routing Number (Branch code/ Sort code if applicable)	<u>This field is to be completed upon notification of awarding of order\contract.</u>			
IBAN number (if applicable)	<u>This field is mandatory if payment requires an international wire transfer.</u>			
BIC/Swift code (if applicable)	<u>This field is mandatory if payment requires an international wire transfer.</u>			

**Intermediary Banking Information** (to be filled **ONLY** if vendor payment requires an international wire transiting through an **intermediary bank**. The vendor can obtain this information from their corresponding bank.)

*Bank Name and Address	<u>Please include the full bank address, must include the country.</u>
*Bank Branch code	<u>This field is mandatory if international wire transfer transits through an intermediary bank.</u>
*Bank account number	<u>This field is mandatory if international wire transfer transits through an intermediary bank.</u>
BIC/Swift code (if applicable)	<u>This field is mandatory if international wire transfer transits through an intermediary bank.</u>

## J. Product/Service Information

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

Vendor's Initials

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### Documentations as applicable:

*Registration	Provided: <input type="checkbox"/> Not provided: <input type="checkbox"/>	Reasons:
*Tax ID (US W9, tax exempt certificate. etc.) or country specific required tax forms	Provided:	
US Vendors only *Do you require a Form 1099?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	

## K. References ()

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



**Financial definitions:**

- BIC/SWIFT code: consists of 8-11 characters used to identify the vendors bank during an international transaction.
- IBAN number is used to identify the vendors bank account involved in the international transaction.
- The intermediary/correspondent bank is a third-party bank used by the vendor's bank to facilitate international transfers. The vendor can obtain this information from their corresponding bank.

**L. Vendor Self-Certification of Eligibility**

Company certifies that:

1. They are not debarred, suspended, or otherwise precluded from participating in major donor (e.g. European Union, European and United States Government, United Nations) competitive bid opportunities.
2. They are not bankrupt or being wound up, are having their affairs administered by the courts, have entered arrangements with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
3. They have not been convicted of an offense concerning their professional conduct.
4. They have not been guilty of grave professional misconduct proven by any means that the contracting authority can justify or been declared to be in serious breach of contract for failure to comply with their contractual obligations towards any contracts awarded in the normal course of business.
5. They have fulfilled obligations related to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country where the contract is to be performed.
6. They have not been the subject of a judgment for fraud, corruption, involvement in a criminal organization or any other illegal activity.
7. They maintain high ethical and social operating standards, including:
  - Working conditions and social rights: Avoidance of Child Labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and the IRC's beneficiaries.

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Vendor's Initials

- Environmental aspects: Provision of goods and services with the least negative impact on the environment.
  - Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack or bring unintended advantage to any military actors or other combatants.
  - Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.
8. The company warrants that, to the best of its knowledge, no IRC employee, officer, consultant, or other party related to IRC has a financial interest in the Company's business activities, nor is any IRC employee related to principals or owners of the company. Discovery of an undisclosed Conflict of Interest situation will result in immediate revocation of the Company's Authorized Vendor status and disqualification of Company from participation in future IRC procurement.
  9. The vendor hereby confirms that the organization is not conducting business under other names or aliases that have not been declared to IRC.
  10. Vendor hereby confirms it does not engage in theft, corrupt practices, collusion, nepotism, bribery, or trade in illicit substances.

By signing the Vendor Information Form you certify that your Company is eligible to supply goods and services to major donor funded organizations and that all of the above statements are accurate and factual.

#### **M. IRC Conflict of Interest and Vendor Code of Conduct**

Vendor hereby agrees that Vendor and Vendor's employees and subcontractors, if any, shall abide by and follow all established written policies of IRC related to work conduct, including, but not limited to, The IRC Way: Standards for Professional Conduct ("The IRC Way"), the IRC's code of conduct, which can be found at: <https://www.rescue.org/page/our-code-conduct> and IRC's Combating Trafficking in Persons Policy, which can be found here:

<https://rescue.app.box.com/s/h6dv915b72o1rnapxg3vczbqxjtboyel>.

The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings. Vendor acknowledges that all IRC employees and independent consultants are expected to apply these core values and follow these undertakings in carrying out work on behalf of IRC. It is a point of pride for IRC to apply these behavioral standards in IRC's everyday operations.

**Integrity - At IRC, we are open, honest and trustworthy in dealing with beneficiaries, partners, coworkers, donors, funders, and the communities we affect.**

- We work to build the trust of the communities in which we work and sustain the trust earned by our reputation in serving our beneficiaries.
- We recognize that our talented and dedicated staff are our greatest asset, and we conduct ourselves in ways that reflect the highest standards of organizational and individual conduct.
- Throughout our work, IRC respects the dignity, values, history, religion, and culture of those we serve.
- We respect equally the rights of women and men and we do not support practices that undermine the human rights of anyone.
- We refrain from all practices that undermine the integrity of the organization including any form of exploitation, discrimination, harassment, retaliation or abuse of colleagues, beneficiaries, and the communities in which we work.
- We do not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances.

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- We accept funds and donations only from sources whose aims are consistent with our mission, objectives, and capacity, and which do not undermine our independence and identity.
- We support human rights consistent with the UN Universal Declaration of Human Rights and The Convention on the Rights of the Child.
- We rigorously enforce the UN Secretary General's Bulletin on the Protection from Sexual Exploitation and Abuse of Beneficiaries.
- IRC recognizes its obligation to care for all IRC staff and assumes their loyalty and cooperation.

**Service - At IRC, our primary responsibility is to the people we serve.**

- As a guiding principle of our work, IRC encourages self-reliance and supports the right of people to fully participate in decisions that affect their lives.
- We create durable solutions and conditions that foster peace, stability, and social, economic, and political development in communities where we work.
- We design programs to respond to beneficiaries' needs including emergency relief, rehabilitation, and protection of human rights, post-conflict development, resettlement, and advocacy on their behalf.
- We seek to adopt best practices and evidence-based indicators that demonstrate the quality of our work.
- We endorse the Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief.

**Accountability - At IRC, we are accountable – individually and collectively – for our behaviors, actions and results.**

- We are accountable and transparent in our dealings with colleagues, beneficiaries, partners, donors, and the communities we affect.
- We strive to comply with the laws of the governing institutions where we work.
- We maintain and disseminate accurate financial information and information on our goals and activities to interested parties.
- We are responsible stewards of funds entrusted to our use.
- We integrate individual accountability of staff through the use of performance evaluations.
- We utilize the resources available to our organization to pursue our mission and strategic objectives in cost effective ways.
- We strive to eliminate waste and unnecessary expense, and to direct all possible resources to the people we serve

#### **N. Conflict of Interest and Legal Compliance**

- Vendor hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant, or other party related to IRC has a financial interest in the Vendor's business activities.
- Vendor hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant, or other party related to IRC has a family relationship with the vendor's owners.
- Discovery of an undisclosed conflict of interest will result in immediate termination of any Agreement and disqualification of Vendor from participation in current and future IRC activities.
- The vendor hereby warrants that the organization is not conducting business under other names or aliases that have not been declared to IRC.
- Vendor hereby warrants that it does not engage in theft, corrupt practices, collusion, nepotism, bribery, trade in illicit substances, or terrorism or support of terrorism.
- Vendor hereby warrants that it complies with all applicable laws, statutes and regulations, including, but not limited to, export controls, import controls, customs regulations, trade embargoes and other trade sanctions and laws governing unlawful boycotts and payments to foreign government officials.

Vendor's Initials \_\_\_\_\_

#### **Vendor hereby agrees to maintain high ethical and social standards:**

- Working conditions and social rights: Avoidance of child labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and IRC's beneficiaries; prohibition of trafficking in persons.

- Environmental aspects: Provision of goods and services with the least negative impact on the environment.
  - Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack or bring unintended advantage to any military actors or other combatants.
  - Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.
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Disclosures of conflict of interest shall be made in writing to the IRC Supply Chain Coordinator or Deputy Director of Operations in your country. For global procurement, please write to GSCQA. Email: [GSCQA@rescue.org](mailto:GSCQA@rescue.org).

These IRC officials shall then determine whether a conflict exists and is material, and whether the contemplated transaction may be authorized as just, fair, and reasonable. If conflict exists, then the vendor with such a conflict shall be prohibited from participating in the transaction.

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If you believe that any IRC employee, volunteer or intern is acting in a manner that is inconsistent with these Standards, please notify a supervisor or the confidential helpline Ethicspoint, [irc.ethicspoint.com](http://irc.ethicspoint.com) or call Ethicspoint toll-free (866) 654-6461 in the U.S./call collect (503) 352-8177 outside the U.S. There will be no retaliation against any person who raises concerns that are based on good faith belief of improper conduct. An intentionally false report or a failure to report conduct that is known to violate these standards may result in disciplinary action.

By signing this statement, the vendor acknowledges any violation of the above IRC policies will result in immediate termination of any agreement in place and disqualification from participation in future IRC activities.

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Vendor Name:	
Signature:	
Title:	
Print Name:	
Date:	

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### Annex C - Financial Offer sheet.

All unit rates should have applicable taxes including VAT as IRC will not pay for any tax not included in the unit rate.

IRC shall not be responsible for any arithmetic errors in the financial bid document hence requested to compute the totals carefully.

S/N	Item Description	Qty	Unit Price	Total (UGX)
1	Provision of consultancy services for baseline survey in 6 Districts (Pakwach, Koboko, Maracha, Terego, Nebbi & Yumbe)	Lumpsum		
	VAT 18%			
	<b>TOTAL BID PRICE</b>			

### Annex D: Terms of Reference



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