



International Rescue Committee (Kenya Program- Lodwar Field Office)

Request for Proposal (RFP) Ref No. IRC-KELOD-MPA-2025-01

SUPPLY OF GENERAL SUPPLIES

Planned Timetable	
Issue Request for Proposal	26 th May 2025
Suppliers return signed Intent to Bid forms due date	30 th May 2025
Questions from Suppliers due date	30 th May 2025
Answers to Suppliers questions due date	2 nd June 2025
Bid submission due date	9 th June 2025
Bid Opening and Evaluation date	TBC
Supplier visit if applicable	TBC
Award of Business	TBC
Contract start	TBC

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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 Supplier(s) for the International Rescue committee (Kenya Program to Supply of General Supplies- to IRC Office in Lodwar. All qualified and interested Suppliers are invited to submit their proposals.

The winning Bidder(s) will enter into a fixed price Master Purchase Agreement (MPA) for one(1) years. Bidders shall be domiciled in and shall comply with all Government Regulations to operate in (Kenya). Bidders shall be regular tax-payers, and shall furnish a copy of their operating license/certificate of registration valid for the fiscal year (2025-2026). 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 qualified suppliers. 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);*
- *The categories of goods and Specifications as provided on each item. (Annex 1)*
- *Price offering sheet (space provided on the list) (Annex 1)*
- *Intent to bid (Annex 2)*
- *Vendor Information Form & IRC Conflict of Interest & Supplier Code of Conduct form (Annex 3)*

5. *Clarification of Bidding Documents*

A prospective Bidder requiring clarification of the Bidding Documents may notify the Purchaser in writing at Procurement.Nairobi@rescue.org The request for clarification must reach the

purchaser not later than (30/5/2025). The Purchaser shall respond by e-mail providing clarification on the bid documents no later than (2/6/2025). 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).

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.

Eligibility and Technical Proposal (These documents should be presented in the order in which they are listed below)

- Cover letter explaining interest to be a contracted vendor or supplier.
- Profile of the company (not more than 5 pages)
- Certificate of Business registration in Kenya
- Valid business permit from the local authority.
- Valid Tax Compliance Certificates
- Three (3) References from current or past clients (at least 2 in the last one year). **The same should be indicated in Vendor information form, Annex 3**
- Experience at least for the last 2 years (Attach 3 copies of Contracts or Purchase Orders or Delivery Notes for similar experience.
- Intent to bid form (**Annex 2**), **completed and signed** (A copy of this form should be submitted to IRC on or before 30th May 2025 through the email address Procurement.Nairobi@rescue.org)
- Vendor Information Form & IRC Conflict of Interest & Supplier Code of Conduct form (**Annex 3**), **completed and signed**.
- **Financial Proposal**
- A Bid detailing the unit price only in the sheet given for the purpose- VAT inclusive (**Annex 1**)
- Audited financial statements (Last 2 years) 2023/2024) **OR** bank statement for the last 6 months.

8. **Bid Prices.**

The Bidder shall clearly indicate the unit price of the goods it proposes to supply. All unit prices shall be clearly indicated in the space provided in the price schedule, **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 the price schedule and shall 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 (Kenya 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, provided that it demonstrates to the Purchaser's satisfaction that the substitutions are substantially equivalent or superior to those designated in the Technical Specifications.

11. Bid Security

For the Purpose of this Tender Process, Bid Security or Bond is not applicable.

12. Period of Validity of Bids

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

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

13. Format and Signing

The original bid shall be signed by the Bidder or 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 characteristic of the goods and services offered.

D. SUBMISSION OF BIDS

14. Submission and Marking of Bids:

Bidders shall submit two zipped folders(technical and financial folders)through **Online application** to the email address indicated below.

Procurement.Nairobi@rescue.org on or before 9th June 2025 at 5.00pm

Email Subject – Ref No. IRC-KELOD-MPA-2025-01

All bids shall be online. 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.

Format

The Bidder's proposal shall include:

1. **Technical proposal** (inclusive of documents as articulated in clause 7 of this RFP i.e. Eligibility and Technical documents)
2. **Financial proposal**,
A bid detailing the unit price only as indicated on **Annex 1**, and audited books of account for the last two years (FY2023& 2024) **OR** Bank Statements for the last six months

The two zipped folders/proposals shall be shared online in separate compressed folders (PDF format) and submitted to IRC address indicated -.

Procurement.Nairobi@rescue.org

How to Zip a folder

Right-click the folder: Use your mouse and right-click on the folder you want to compress.

Select "Send to" and "Compressed (zipped) folder": A menu will pop up. Hover your cursor over "Send to" and then select "Compressed (zipped) folder" from the submenu.

This will automatically create a new zipped folder containing all the files from the original folder. The new zipped folder will have the same name as the original folder with ".zip" added to the end.

Prices must be in Kenya Shillings. Inclusive of VAT and other taxes payable

15. 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

16. 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.

17. Evaluation and Comparison of Bids

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

EVALUATION CRITERIA	Description	Weight (%)	Scoring Metrics
Eligibility	Refers to Bidder's ability to demonstrate that they have the documents listed in clause 7. Note: To proceed to full technical evaluation bidder are required to provide all the documents listed in clause 7	YES/NO	YES/NO Scoring = 0
Past experience	Refers to Bidders' track record. Bidders must demonstrate technical knowledge and relevant experience of the general supplies required, The Company should have similar engagements with IRC and other INGOs, Private institutions or similar institutions. (Experience at least for the last 2 years (Attach 3 copies of	15%	Scoring points are 0-4, with score 4 having the full 15% Worked with IRC and other INGOs, Private institutions or similar institutions (similar supplies) with satisfactory performance with Contracts or Purchase Orders or Delivery Notes attached = score 2 points At least 2 Purchase

	Contracts or Purchase Orders or Delivery Notes for similar experience.		Orders/contracts with Value of Kes. 100,000 and above = Scores 2 points
Delivery lead-time	Refers to bidders offering the most advantageous delivery schedule (IRC preferred lead time is 7 days after issuance of the Purchase Order. This should be indicated on the Cover Letter.	10%	Scoring points are 0-4, with score 4 having the full 10% 7 days and below= 4 points 8 -14 days = 3 points 15 -20 days= 2 points Above 20 days=0
Supplier visit.	Refers to availability for immediate commencement of activities after being contracted demonstrated from a physical visit by IRC Procurement Committee. Physical availability of a shop/supermarket/store/warehouse and the General Supplies.	20%	Scoring points are 0-4, with score 4 having the full 20% <ul style="list-style-type: none"> Premise (Existence of a physical office)- scores = 1 point. Capacity to deliver as assessed by Procurement Committee- scores = 3 points
Payment terms	Refers to the Bidder providing the most favorable terms of payment. (Specify payment terms this should be indicated on the Vendor Information Form- Annex 3 or on Cover Letter). IRC preference is 45 days and above.	5%	Scoring points are 0-4, with score 4 having the full 5% 45 days and above=4 points 30-44-days = 2 points 29 and below =0 points
Financial proposal (Price in prescribed format)	<i>Refers to the offer price in prescribed format (Annex 1), including taxes, duties, delivery charges, and payment terms</i>	50%	<i>This shall be weighed against the lowest bid having the highest scores</i> [lowest bidder/tender bid] x 50%
		100%	

18. 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 supplier is announced.

19. 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 Master Purchase Agreement for the specific goods and/or services. At this stage IRC may also choose to negotiate with the selected bidder to finalize the offer.

F. CONTRACTING

20. 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 Master Purchase Agreement and perform its obligations satisfactorily.

21. Warranty

The Supplier shall warrant that the goods to be supplied are new, unused, of the most recent or current models (products), and meet the Purchaser's specifications.

The warranty shall remain valid for a period of time as may be specified by the supplier in the Bid and this warranty period shall be considered as one of the bid advantages, and shall in no case be less than that which is provided for by (KENYA) Law if any.

22. Inspection

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

23. Price Schedules and Location

Vendors interested in the Supply of General Supplies- IRC Country offices should NOTE that all categories apply to IRC Lodwar office.

List of Supply of General Supplies- or Master Purchase Agreement as per attached price schedule- **Annex 1.**

24. 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.

25. 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 supplier

- (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 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 submitting 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.

Attached Form/Documents



- Annex 1- Price offering/schedule sheet
- Annex 2 -Intent to Bid
- Annex 3 -Vendor information form & IRC conflict of interest & Supplier code of Conduct


Annex 1: PRICE SCHEDULE

					KES
	Description	Additional specifications	Quantity	Unit	Unit
1	Air FRESHNER 12X300ML	12 pcs per dozen (TROPICAL or similar)	1.00	DOZEN	
2	APRONS	Kitchen Apron 100% cotton	1.00	PCS	
3	Dish washing paste 500 GM)	Axion or similar	1.00	PCS	
4	BAR SOAP (500 GM)	Menengai or Similar	1.00	BARS	
5	BATH TOWELS(BIG SIZE)100cm by 150 cm	100% Cotton White	1.00	PCS	
6	BEDSHEETS COTTONsize 4 X 6	100% Cotton	1.00	PCS	
7	DRINKING CHOCOLATE 450GMS.	Cadbury or similar	1.00	PCS	
8	DUST BIN, STEP-ON,PLASTIC MEDIUM	20 litres	1.00	PCS	
9	EXTENSION CABLE	6 universal outlets	1.00	PCS	
10	-(FACIAL TISSUES)	Hanan or similar	1.00	PCS	
11	TOILET LIQUID CLEANER - 500ML	Harpic cleaner - 500ML or similar	1.00	PCS	
12	INSECTCIDE RAID SPRAY 400ML	Doom spray or similar	1.00	PCS	
13	Bleach 3.5% IN 5LTR JERRYCANS	JIK or similar	1.00	JERRICANS	
14	Tagged TEA BAGS 500GM	Ketepa or similar	1.00	PCS	
15	KITCHEN FORKS-THREE POINTED TEETH	Stainless steel	1.00	DOZEN	
16	KITCHEN KNIFE , STAINLESS STEEL ORIGINAL	One pc Stainless steel	1.00	PCS	
17	DISH WASHING LIQUID SOAP 750 ML BOTTLE	Morning Fresh or similar	1.00	BOTTLES	
18	MATRESS HEAVY DUTY(4X6x8Inch)	4x6x8 inch	1.00	PCS	
19	MOP BUCKET,15L (CON PLART)	Plastics	1.00	PCS	

			1.00	PCS	
20	1 KG PACKETS POWDER SOAP	Omo or silimar	1.00	PKTS	
21	3.5KG POWDER SOAP – in bucket/packet	Omo or similar	1	pc	
22	10KG POWDER SOAP- in bucket/packet	Omo or similar	1.00	PCS	
23	BAR SOAP 700GM BARS	Menengai or Similar	1.00	BARS	
24	SERVETTES 100 NAPKINS	Hanan or similar	1.00	CARTO	
25	SOFT BROOMS WITH HANDLE		1.00	PCS	
26	SPOON-TEA SPOONS STAINLESS STEEL	Per Dozen	1.00	dozen	
27	SUGAR 2KGS		1.00	PACKET	
28	Sugar 1kg		1	packet	
29	Scouring pad , LARGE 6-PACK PER PKT.	Supa brite Or similar	1.00	PKTS	
30	TOILET PAPER WHITE COLOUR (Hanan or similar 0	40 pcs per bale	1.00	BALES	
32	VIM SCOURING POWDER,24X500G	Or similar	1.00	CTNS	
33	SCOURING POWDER, 500G	Vim Or similar	1.00	PC	
34	WATER DISPENSER-, HOT, COLD& warm 18L	Hot Point or similar	1.00	PCS	
35	Bottom load water dispenser- Hot & cold – 18L	Hot Point or similar	1.00	PCS	
36	500ml MILK LONG LIFE- 12 PACKETS PER CARTON		1.00	CARTON	
37	Heavy Duty Industrial Gloves Large		1.00	Pair	
38	500ml long life milk		1	packet	
39	200ml long life milk		1	packet	
40	Heavy duty stainless steel sufuria 5 litres Capacity		1.00	PC	
41	Heavy duty stainless steel sufuria 10 litres Capacity		1	pc	

42	K-Gas full complete Meko 6KG or similar		1.00	PC	
43	Microwave 23L	Ramtons or similar	1.00	PC	
44	Commercial tea urn & Milk boiler stainless 10liters		1.00	PC	
45	Electric jug 3 Litres	Ramtons or similar	1	pc	
46	Batteries Duracell AA or similar		1.00	packet	
47	Medicott Sanitary pads 10pcsx36pkt or similar	Medicott or similar	1.00	packet	
48	Sanitary pads- medium size	Always or similar (7 pads in a packet)	1	box	
49	Sanitary pads- large size	Always or similar (7 pads in a packet)	1	box	
50	Batteries AAA	Energizer or similar	1.00	Pair	
51	Batteries size AA	Energizer or similar	1	pair	
52	Metallic 20 Litre bucket		1.00	PC	
53	Adult Diapers (X-Large)		1.00	pkt	
54	Adult Diapers (Medium,)		1	packet	
55	Adult Diapers (Large)		1	packet	
56	Mosquito nets with hanging Ring – size 4 by 6		1.00	PC	
57	Camping mattress - Size 3 by 6		1.00	PC	
58	Chlorine 65% concentration in 45kg container		1.00	PC	
59	Handwashing soap in 500 mls bottles		1.00	PC	
60	Multi-fold Hand Paper Towels 240sheets	QikDri or similar	1.00	pack	
61	Chlorine granules (20L buckets)		1.00	bucket	
62	Waste paper bags 30*36-Red(50 PCS PER PACK)		1.00	pack	
63	Waste paper bags 30*36-Black (50 PCS PER PACK)		1.00	pack	
64	Waste paper bags 30*36-yellow (50 PCS PER PACK)		1	pack	
65	Hand towels 100% cotton size (30 cm by 30cm)		1.00	pack	
66	Disposable Cups, Medium, 50s-300ml		1.00	packet	
67	Coffee Classic, 200g	Nescafe or similar	1.00	pc	
68	Milo 400grams	Or similar	1.00	pc	
69	Rechargeable Batteries size AA in 4's	Energizer or similar (4 pack)	1.00	pack	

70	Rechargeable Batteries size AAA in 4's	Energizer or similar(4 pack)	1.00	pack	
71	bottled drinking water 300ml		1	bottle	
72	bottled drinking water 500ml		1	bottle	
73	bottled drinking water 1 Litre		1	bottle	
74	Loose tea leaves 500g	Ketepa or similar	1	pkt	
75	Biscuits	60 x5 per carton	1	box	
76	20 Litres water Jerricans- plain virgin material		1	jerrycan	
77	Heavy duty plastic basins 20L		1	PC	
78	10 Litres water Jerricans- plain virgin material		1	jerrycan	
79	Plastic mats – large & heavy material		1	pc	
80	Dettol 1 litre		1	pc	
81	Urinal balls		1	packet	
82	Climax air freshner blocks 170g		1	pc	
83	Cooking oil 1 Litre		1	pc	
84	Transparent Bucket 10 litres		1	pc	
85	Fleece blankets size 4 by 6		1	pc	
86	Girls Cotton panties- medium size		1	pc	
87	Girls Cotton panties- large size		1	pc	
88	Petroleum jelly 250g	Vaseline or equivalent	1	pc	
89	Re usable sanitary towels- Regular		1	packet	
90	Re usable sanitary towels- Maxi		1	packet	
91	Match box- standard size		1	packet	
92	Boys/men cotton boxers- medium size				
93	Boys/men cotton boxers- large size				
94	Rakes with metallic handles		1	pc	
95	slashers		1	pc	
96	Panga with plastic handle		1	pc	
97	Hand wash facilities- 20Litres		1	pc	
98	Soft broom with handle		1	pc	
99	Wheelbarrow	Wheelbarrow- small wheel heavy gauge mild steel plate gauge 18(1mm thick)	1	pc	
100	Cups (dozen)	Luminarc or equivalent	1	dozen	
101	Plates (dozen)	Luminarc or equivalent	1	dozen	

102	Flask 3 litres		1	pc	
103	scouring powder 1kg	Vim or similar	1	pc	
104	Transparent Bucket 20 litres		1	pc	
105	Regular Bleaching agents, 750ml	Jik or similar	1	pc	
106	dustpan		1	pc	

Note: Delivery is to be made to IRC Warehouse in Lodwar.



Annex 2: Intent to Bid

International Rescue Committee, Inc. Intent to Bid

Ref No. IRC-KELOD-MPA-2025-01

Company Name _____

(Please indicate #1 or #2 below)

1. ☐ It is the intent of this company to submit a response to the **Supply of general supplies- Request** for Proposal.

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

Name _____

Phone _____

Email _____

Signature (If faxed) _____

Title of Person signing _____

Date _____

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

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

Name (Signature if faxed) _____

Title of Person signing _____

Date _____

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

Name (YOU) _____

Email _____



Annex 3: 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.

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 Name: Phone Number: Email Address:
*Email address of Accounts Receivable person or team	
*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	

Financial Information

*Bank Name and Address	
*Name under which company is registered at bank	<u>This field is mandatory if Wire Transfer is the selected payment method</u>
*Specify Standard Payment Terms (Net, 15, 30 days etc.)	
*Payment Method (select all that applies)	Payment By: <u>Check</u> Yes No <u>Wire Transfer</u> Yes No <u>Cash</u> Yes No
*Name under which company is registered at bank	

*Bank account number	<u>This field is to be completed upon notification of awarding of order\contract</u>
Routing Number	<u>This field is to be completed upon notification of awarding of order\contract</u>
Swift code (if applicable)	<u>This field is to be completed upon notification of awarding of order\contract</u>

Product/Service Information

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

Documentations as applicable:

*Registration	Provided ____ Not provided: ____ Reasons: ____
*Tax ID (W9, Tax exempt certificate. etc.)	Provided ____
US Vendors only *Do you require a Form 1099?	Yes____ No____

References (must)

*Client Name: (Contact Name, Phone, Email Address)	
*Client Name: (Contact Name, Phone, Email Address)	
*Client Name: (Contact Name, Phone, Email Address)	

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 into arrangements with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
3. They have not been convicted of an offense concerning their professional conduct.
4. They have not been guilty of grave professional misconduct proven by any means that the contracting authority can justify or been declared to be in serious breach of contract for failure to comply with their contractual obligations towards any contracts awarded in the normal course of business.
5. They have fulfilled obligations related to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country where the contract is to be performed.
6. They have not been the subject of a judgment for fraud, corruption, involvement in a criminal organization or any other illegal activity.
7. They maintain high ethical and social operating standards, including:
 - Working conditions and social rights: Avoidance of Child Labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and the IRC's beneficiaries.
 - Environmental aspects: Provision of goods and services with the least negative impact on the environment.
 - Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack, or bring unintended advantage to any military actors or other combatants.
 - Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.
8. Company warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a financial interest in the Company's business activities, nor is any IRC employee related to principals or owners of the company. Discovery of an undisclosed Conflict of Interest situation will result in immediate revocation of the Company's Authorized Vendor status and disqualification of Company from participation in future IRC procurement.
9. Vendor hereby confirms that the organization is not conducting business under other names or alias's 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.

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 contractors are expected to apply these core values and follow these undertakings in carrying out work on behalf of IRC. It is a point of pride for IRC to apply these behavioral standards in IRC’s everyday operations.

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

- We work to build the trust of the communities in which we work and sustain the trust earned by our reputation in serving our beneficiaries.
- We recognize that our talented and dedicated staff are our greatest asset and we conduct ourselves in ways that reflect the highest standards of organizational and individual conduct.
- Throughout our work, IRC respects the dignity, values, history, religion, and culture of those we serve.
- We respect equally the rights of women and men and we do not support practices that undermine the human rights of anyone.
- We refrain from all practices that undermine the integrity of the organization including any form of exploitation, discrimination, harassment, retaliation or abuse of colleagues, beneficiaries, and the communities in which we work.
- We do not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances.
- We accept funds and donations only from sources whose aims are consistent with our mission, objectives, and capacity, and which do not undermine our independence and identity.
- We support human rights consistent with the UN Universal Declaration of Human Rights and The Convention on the Rights of the Child.
- We rigorously enforce the UN Secretary General’s Bulletin on the Protection from Sexual Exploitation and Abuse of Beneficiaries.
- IRC recognizes its obligation of care for all IRC staff and assumes their loyalty and cooperation.

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

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

- We endorse the Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief.

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

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

Conflict of Interest 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.
- Vendor hereby warrants that the organization is not conducting business under other names or alias's 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 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.

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.

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.

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

By signing this statement 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.

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