



INTERNATIONAL RESCUE COMMITTEE (IRC)

BID NOTICE

IRC Somalia – Mogadishu Office

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. With the funding of different donors, IRC has been working in Somalia since 2007, providing essential services to conflict and disaster affected communities in Galmudug, Banadir, Puntland and Southwest states/regions of Somalia.

The intent of this Request for Proposal (RFP) is to secure competitive bids and proposals to select Staff Medical Insurance Cover Service Provider, for the IRC Somalia Program Mogadishu, Garowe, Baidoa, Dhusamareb and Galkayo offices to provide the following services:

ITEM REFERENCE	SERVICE DESCRIPTION
IRC/2SOM/MSA/M- 001/2024	Provision of Employee Medical Insurance Cover (In-Patient and Out-Patient) for IRC Somalia.

Interested and suitably qualified Insurance Companies can access and download the tender documents from advert websites www.somaliangoconsortium.org or <https://www.somalijobs.com>. Duly filled and completed Technical and Financial Bid documents shall be submitted in one email to somalia.tender@rescue.org.

Deadline for submission of bids is **18th December 2024 by 4.30pm East African Time**. Late submission of bids will not be accepted.

For any clarification of any part of the Tender Document shall be sought from: The tender committee, IRC, at the email address SO-procurement@rescue.org.

***IRC is not bound to accept the lowest priced bid or any bid that is submitted.
Any form of canvassing will lead to automatic disqualification.***



**International Rescue Committee
(SOMALIA COUNTRY PROGRAMME)**

Request for Proposal (RFP)

**Provision of Employee Medical Insurance Cover (In-Patient and Out-Patient) for
IRC Somalia.**

(Reference No. IRC/2SOM/MSA/001/2024)

Planned Timetable	
Issue Request for Proposal	4th December 28th November 2024
Questions from Suppliers due date	10th December 2024
Answers to Suppliers questions due date	15th December 2024
Bid submission due date and suppliers return signed intent to bid forms	18th December 2024– 4:30pm East Africa Time
Bid Opening and Evaluation date	19th – 21st December 2024
Suppliers visit if applicable	24th December 2024
Award of Business	TBD
Contract start	TBD



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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 - Somalia Program to provide **Master Service Agreement for Provision of Employee Medical Insurance Cover (In-Patient and Out-Patient) for IRC Somalia**. All qualified and interested Suppliers are invited to submit their proposals.

The winning bidder(s) will enter into a fixed price Master Service Agreement up to two years and possible extension of one year. Bidders shall be domiciled in and shall comply with all Government Regulations to operate in (Somalia). 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 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).*
- *Financial Proposal/Price Schedule – **Annex 1***
- *Scope of Work – **Annex 2***
- *Intent to Bid – **Annex 3***
- *Vendor information form – **Annex 4***

5. Clarification of Bidding Documents

A prospective Bidder requiring clarification of the Bidding Documents may notify the Purchaser in writing at SO-Procurement@rescue.org. The request for clarification must reach the purchaser not later than **(10th December 2024)**. The Purchaser shall respond by e-mail providing clarification on the bid documents no later than **(15th December 2024)**. 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 Language)**. Any printed literature furnished by the Bidder and written in another language shall be accompanied by a **(English)** translation of its pertinent passages, in which case, for purposes of interpretation of the bid, the **(English Language)** 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.

Eligibility documents that will be checked before technical evaluation (Preliminary Evaluation)

- A Certificate of Business Registration Somalia Federal Government Ministry of Commerce
- Certificate of Tax clearance/payment
- Bank statements of the company covering the last 12 months.
- Financial proposal/Price Schedule, complete and stamped without alteration (**Annex 1**).
- Intent to bid form, completed, signed, and stamped (**Annex 3**).
- Vendor Information form completed and signed (**Annex 4**).

Technical (Folder)

- A cover letter explaining bidder's interest in this service provision.
- Profile of the company; include table of previous assignments and proof of at least three contract copies /completion certificates.
- Comprehensive response to the Scope of Work including detailed benefits (**Annex 2**)
- Three (3) References from current or past clients (at least in the last one year) and the same clients should appear on the Vendor Information Form **Annex 4**.

Financial (Folder)

- Price offer detailing the unit price and total amount (Financial proposal/Price Schedule **Annex 1**). Other important documents bidder needs to be attached to support his/her bid.



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 up to when the contract is executed. 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 **(United States Dollar USD)**

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 characteristics of the goods and services offered.

D. SUBMISSION OF BIDS

14. Submission and Marking of Bids:

Bidder shall submit their bids to (somalia.tender@rescue.org), by **(18th December 2024 – 4:30pm East Africa 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.

Format

The Bidder's proposal must include a technical proposal, eligibility documents as specified in clause 7 and a financial proposal, both of which must be addressed and submitted in one email or more to (somalia.tender@rescue.org).

Please refer to the list of items in clause 7

- 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 included on Annex 1.

The bidder's proposal shall include technical proposal and financial proposal, in separate compressed folders clearly named **as above**.

The two zipped folders/proposals shall be shared online in separate compressed folders (PDF format) and submitted to IRC address indicated – Somalia.tender@rescue.org.

Hot to zip a folder.

Right-click the folder: *use your mouse and right-click on the folder you want to be compressed.*

Select “Sent to” and “compressed (zipped) folder”: *A menu will pop up. Hover your cursor over “send to” and then select “compressed (Zipped) folder” from the sub menu.*

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.

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 and evaluated by the IRC Procurement Committee, with the below scoring criteria.

EVALUATION CRITERIA	Description	Weight (%)
Eligibility	Refers to Bidder’s ability to demonstrate that they have <ul style="list-style-type: none"> • A Certificate of Business Registration Somalia Federal Government Ministry of Commerce. • Certificate of Tax clearance/payment • Bank statements of the company covering the last 12 months. • Financial Proposal/Price Schedule, complete and stamped without alteration (Annex 1). • Intent to bid form, completed, signed, and stamped (Annex 3). • Vendor Information form completed and signed (Annex 4). Eligibility criteria will be scored YES / NO. Yes, will proceed to full technical and financial evaluation and NO will be excluded from the next step.	Preliminary to pass to the next stage
Payment terms	Refers to the Bidder providing the most favorable terms of payment. The Purchaser payment terms are to pay within 30 calendar days of completion of the services and receipt of invoice.	5%
Financial Proposal meets the requirement listed in the RFP after passing preliminary criteria.	*All items price estimates quoted and free from arithmetic errors *Stamped all pages of the price sheet Financial evaluation: * Lowest Bidder Price is the Benchmark. * Lowest Bidder is awarded a maximum score of 4 * Other Bidders: Lowest Price /Bid Price to be evaluated X4	50%
Supplier organization and capacity	*Company profile with list of owners/staff and well-established physical offices (5%) *Refers to Extent /Depth of the medical insurance cover as stated in SOW and provides, detailed description of how the cover is going to be administered, (20%). *Bidder have minimum 3 copies of similar contracts or recommendation letters (5%).	40%

	*List of medical service providers, affiliated hospitals, auxiliary services to support the scheme, support service such 24 hours call center) (5%). * Bidder provides detailed claim reimbursement process with time limit (5%).	
Reference	Refers to Bidders provide at least three traceable references of working with INGOs, UN, World Bank on VIF (Annex 6).	5%
		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 the Service Agreement for the specific 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 Service 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 (Somalia) 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 provision of Goods and service to the IRC Somalia, Mogadishu Office should NOTE that this category apply to the above office.

List of Services for Agreement as per below Category is attached.



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/h6dv915b72o1rmapxg3vczbqxjtboyel>. 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 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 1:** Financial proposal/Price Schedule
- Annex 2:** Scope of Work – Staff medical insurance
- Annex 3:** Intent to bid.
- Annex 4:** Vendor Information form



Annex 1: Financial Proposal/Price Schedules

Cost structure Option 1				
Description of Preferred medical cover Option	Unit of Measure	Unit Rate (USD) (inclusive of tax)	Total Extended Price (USD) (inclusive of tax)	Additional Notes If any
Inpatient services	Cost /Family			
Outpatient Benefit	Cost /Family			
Maternity	Cost /Family			
Dental	Cost /Family			
Optical	Cost /Family			
Total cost / Unit (Fully Insured)				

Annex 2: Scope of Work – Staff Medical Insurance

DETAILS OF MEDICAL INSURANCE COVER

IRC seeks to contract a reputable insurance company to provide staff medical insurance cover. The proposed Staff Medical Schemes shall be a fully enhanced and is intended to provide all employees and their dependents with quality medical and health care services on 24 hours cover basis taking into cognizance the unpredictable nature of sicknesses and/or accidents. The cover will be both in and out-patient.

While it is appreciated that medical schemes come with inherent controls and procedures, IRC is hoping that the selected provider will look at the possibility of ensuring that any controls and procedures are not unnecessarily bureaucratic and cumbersome.

1. Scope of the Cover.

The Medical Scheme is expected to cover the following:-

a) Inpatient cover

The In-patient cover benefit shall cater for illnesses requiring hospitalization, this cover should ensure the beneficiaries receive high quality health care in case of hospitalization. The in-patient cover benefit will be fully enhanced with pre-existing illnesses, chronic and HIV/AIDS conditions and include but not limited to the following benefits:-

- Accidental and all illness hospitalization (accommodation, doctors' fees, x-rays, Physiotherapy, ICU charges, drugs, surgical appliances, etc
- Treatment while in hospital;
- **Admission bed-** indicates your offer in terms of to a maximum of how much is covered
Please note that if entitlement is unavailable, admission should be Facilitated in a superior room until entitlement becomes available.
- In-patient surgery,
- Emergency caesarean,
- Hospitalization due to dental and optical cases,
- Psychiatric Hospitalization
- Gynecological illness,
- Post hospitalization benefits,
- Ambulance rescue/evacuation (both road and air)
- Chronic, congenital, HIV/AIDS and related conditions
- Pre discharge new born babies must be entitled to access inpatient benefits to full cover limit.
- Any additional benefits should be specified by the bidder.

b) Outpatient cover:

The Outpatient scheme shall deal with cases of illness not requiring admission into a hospital and will include examinations, diagnosis and speedy treatment at health clinics and/or hospitals with the aim of preventing any ailment or illness from growing into cases that require hospitalization. The Outpatient services should provide quality outpatient medical services and include but not limited to the following benefits:-

- Routine outpatient consultation;
- Diagnostic Laboratory and Radiology services;
- Prescribed Physiotherapy;
- Prescribed drugs and dressings;
- HIV/AIDS related conditions and prescribed ARVs;

- Routine Immunization (KEPI) / baby friendlies.
- Routine Antenatal checkups
- Postnatal care up to six weeks post-delivery;
- Chronic and recurring conditions;
- Outpatient Emergency Ambulance Services;
- Dental services;
- Optical services;
- Immunizations;
- Counseling services;
- Specialist opinion on referral basis;
- Health Education (wellness programmes);
- Renal treatment;
- Any additional benefits should be specified by the bidder.

c) Exclusions and Requirements

The bidder must state clearly requirements, special conditions and/or exclusions applicable to the schemes and Provide options on how to deal with the exclusions

d) Particulars/Requirements of Medical Scheme Cover:

The bidder is expected to provide the following:-

- Full details of what the cover provides
- Eligible expenses included in the in-patient cover
- Eligible expenses included in the out-patient cover
- Full details of cover exclusions i.e. give specific details of each excluded condition
- Last expense rider (member and dependents)

Note:

It's desirous that various options can be provided for managing outpatient scheme to enable cost containment while offering the quality medical service.

2. Case Management

The bidder is expected to provide details on the following:-

- (i) A detailed description on how the cover is going to be administered.
- (ii) An analysis on how the service provider intends to address the following issues/procedures:-
 - (a) Admission of members into the cover
 - (b) Admission of a new born into the cover
 - (c) Admission of members with pre-existing conditions into the cover
 - (d) Admission of HIV/AIDS related cases to the cover
 - (e) Procedure to be followed for overseas cover
 - (f) Procedure to be followed to procure last expense (if any in your package)
 - (g) Any other requiring emphasis
- (iii) Claims Settlement Turnaround Time

Give details of the claims settlement turnaround time. Note the time indicated will be included as part of the service level agreement to review the performance of the Tenderer after contracting.

3. Staff and Network Coverage

a) Staff Age Limits for cover.

- (i) Employees actively in service between the ages of **18 years** and **65 years** will be eligible for cover. A member already in the scheme can have cover extended up to **70 years**.
- (ii) Dependent children will be eligible for cover from **0 month** of age up till the age of **18 years** or to the age of **25 years** if residing with their parents and enrolled full-time in a recognized post-secondary institution.
- (iii) The waiting period before cover commences for a new employee will be Zero (0) **days (No waiting period subject to written notification)**

b) Location Coverage

The bidder should have extensive and reputable network of Hospitals, Clinics, Pharmacies and Laboratories within easy reach of the members and their dependents. The bidder is required to provide the following:-

- (i) Full details of towns where the insurance company is represented.
- (ii) The appointed hospitals, clinics and doctors all over the country that can be accessed by employees and their dependents.
- (iii) Full details of the medical cover outside Somalia and all exclusions that are applicable. (This is taking into consideration that IRC employees are situated all over the country but Their family members do not necessarily stay with them, IRC staff members of staff frequently travel within and out of the country on official duties)

The bidder should therefore make provision for such cases in the proposal.

4. Medical Limits Defined

The following limits shall apply to all the cadres of employees in IRC.

Description of Benefit / Year	Cover (USD)	Limit	Cover
Inpatient services	8,000		Per family
Outpatient Benefit	2,000		Per family
Inpatient maternity	2,500		Per family
Dental	250		Per family
Optical	250		Per family

Please note that there will be subtractions and additions from time to time which will need to be accommodated in the medical scheme. The summary of IRC population for consideration of medical cover is as follows:-

Family size	No. of staff	No of Lives
M	30	30
M+1	35	70
M+2	15	45
M+3	20	80
M+4	20	100
M+5	5	30



M+6	11	77
M+7	10	80
M+8	7	63
M+9	5	50
M+10	0	0
M+11	2	24
M+12	1	13
M+13	0	0
M+14	1	15
M+15	0	0
M+16	0	0
M+17	0	0
M+18	0	0
M+19	0	0
M+20	0	0
M+21	1	22
Total	162	677



Annex 3: Intent to Bid Form.

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

IRC Reference #: IRC/2SOM/MSA/001/2024

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 4: 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	
*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

--

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> No <input type="checkbox"/>	<u>Cash:</u> Yes <input type="checkbox"/> 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>

Product/Service Information



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

Vendor's Initials

Documentations as applicable:

*Registration	Provided: <input type="checkbox"/>	Reasons:
	Not provided: <input type="checkbox"/>	
*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"/>	

References (optional)

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.

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.

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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, 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 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.

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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, 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.



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