

Doc 2: Letter of Invitation to Call for Bids

Date: - **14 February 2024**

REF: - **MAP/WHH-GFFO1120-21/24/5180-3**

Dear Sir/Madam,

SUBJECT: **INVITATION FOR BID FOR PROVISION OF FOOD PACKS.**

1. Introduction of MAP :

Muslim Aid is a registered British non-profit organization which was established in the UK in 1985 and is working globally in 11 countries. The organization works to serve humanity and relieve poverty, through its socio-economic projects for WASH, education, livelihoods and health, whilst also aiming to respond to emergencies within 72 hours regardless of race, religion or gender. Muslim Aid Pakistan's country office was established in 2005 under the under-Trust Act 1882.

2. Introduction of WHH :

Welthungerhilfe (WHH) was established in 1962. It is today one of the largest private organizations working in the area of development cooperation and humanitarian aid in Germany. The organization is non-profit-seeking, non-partisan and non-denominational. Donations from the population at large fund our work in over 40 countries in Africa, Asia and Latin America. In addition, WHH receives grants from the Federal German Government, the European Union, and the United Nations for International Development.

MAP has partnered with Welthungerhilfe (WHH-an International NGO) to Drought Anticipatory Actions in Pakistan - 2023 in Pishin District.

MAP invites for bids from registered, qualified and experienced suppliers/contractors for the contract/supply of the Provision of Food Packs.

Further to your enquiry regarding the publication of the above-mentioned Invitation to Bid, please find enclosed the following documents, which constitute the Invitation to Bid:

- A. Instructions to Bidders (See Doc 3)**
- B. Standard Terms and Conditions (See Doc 4)**
- C. Price Schedule (See Doc 5)**
- D. Bidder's Relevant Experience (See Doc 6)**
- E. Supplier Declaration Form (See Doc 7)**
- F. Bidder's Declaration (See Doc 8)**

We look forward to receiving your bid on or before **03:00 pm on 21 February 2024** at the address specified in the bidding document.

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

- 1. Price Schedule (Financial Offers)- Use format/template available in bidding document**
- 2. Bidder's Relevant Experience (Use format/template available in in bidding document) supported by copies of similar nature purchase order/ contract".**
- 3. Bidders Declaration (Signed/stamped) - Use format/template available in in bidding documents.**

4. **Technical Specification (Where applicable)**
5. **Copy of the valid registration certificate, Sale tax registration number and national tax number**
6. **Samples. Please note that samples provided which do not meet the minimum specifications as per the attached bidding document, will not qualify to the final bid evaluation process.**

Offers must be submitted in sealed envelopes, marked **“Bids for the Provision of Food Pack not to be opened before 3:30pm on 21 February 2024”** and should bear the bid reference specified above on the outside of the envelope for identification purposes.

Yours sincerely,



Name: M. Salman Baig
Procurement & Logistic Manager
Muslim Aid (MA)
Contact Number: 0335-5552048

Doc 3: Instructions to bidders

By submitting a bidding document, bidder is fully and unreservedly accepting the conditions of this call for bids, which will constitute governing the contract as the sole basis of this bidding procedure, whatever the bidders' own conditions of sale may be which they hereby waive. The bidders are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this bidding document. Failure to submit a bid containing all the required information and documentation within the deadline specified will lead to the rejection of the bid. No account can be taken of any remarks in the bid relating to the bidding document; remarks may result in the immediate rejection of the bids without further evaluation.

To be eligible to take part in this bidding procedure, bidders must prove to the satisfaction of the Contracting Authority that they comply with the necessary legal, technical, and financial requirements and have the means to carry out the contract effectively.

The foreseeable timetable for this procedure is as follows:

	DATE	TIME in PST
Deadline for requesting clarifications from the Contracting Authority	February 16, 2024	04:00 pm
Last date on which clarifications are issued by the Contracting Authority	February 19, 2024	04:00 pm
Deadline for submission of bids	February 21, 2024	03:00 pm
Bid Opening	February 21, 2024	03:30 pm

Doc 4: Standard & Special Terms and Conditions

All offered commodities must be sound, fair and in merchantable quality. The quality must be in line with the Specifications stated in this bidding document.

- All offered products must be as per national/international standards such as ISO or an authorized government authority certificate. Bidder Should provide the FOOD QUALITY CERTIFICATE from the government authorities. Certificate must be attached with the bidding documents. In addition to government authority certification, we also accept reputable 3rd-party quality assurance certifications. In cases where obtaining certification from government authorities is not feasible due to lengthy processes or other reasons, bidders may opt for a 3rd-party quality assurance certification from recognized organizations such as Intertek, SGS, Baltek, PRIYASS, or equivalent. All suppliers submit on their letterhead a commitment to provide either a 3rd-party Quality Assurance Certificate or Government Authority Certification in case the contract is awarded to them.
- Rates for supplies (must be inclusive of all type of taxes, packing, and all other allied costs. Delivery charges at the delivery point including loading/unloading should be mentioned separately. Bidder are required to submit **Bid Security @ 3 %** of the total bid value in the form of CDR/Pay-order in favor of "Muslim Aid". Bids without bid security may be rejected.
- The Contracting Authority holds the right to change the quantities and slight changes to the technical specifications of all or any item and will inform well in time.
- The origin and brand of all products/material needs to be indicated in the offer.
- In case an alternative to the specified items is offered, this must be clearly indicated and excessively documented.
- Following criteria/methodology is set to finalize the vendor.
 - a. Financial Comparison Score - 60 %
 - b. Sample Evaluation Score - 25 %
 - c. Delivery Time - 10%
 - d. Food Quality Certificate - 05%
- The Supplier must quote only one option for each item. Bids received with more than one options and rates may be rejected.
- Procurement committee reserves the right to change the quantities or cancel/reject any or all offers without assigning any reason.

- Vender/supplier must not be engaged in any corrupt, fraudulent, collusive or coercive practices including but not limited to applying/ bidding by multiple names / companies. If any bidder is found to be involved in such practices his/her bid may be rejected and the companies in question permanently black listed
- Lowest price will not be the sole criteria; quality, previous experience and timely delivery will also be considered.

General Terms and Conditions

1) Price: The prices stated on the order shall be held firm for the period and / or quantity unless specifically stated otherwise

2) Source of Instructions: The Supplier shall not seek nor accept instructions from any source external to Muslim Aid in relation to the performance of the Contract.

3) Assignment: The Supplier shall not assign, transfer, sublet or subcontract the Contract or any part thereof without the prior written consent of the Buyer.

4) Corruption: The Supplier shall not give, nor offer to give, anyone employed by the Buyer an inducement or gift that could be perceived by others to be a bribe. The Supplier agrees that a breach of this provision may lead to an immediate end to business relationships and termination of existing Contracts.

5) Confidentiality: All data, including but not limited to, maps, drawings, photographs, estimates, plans, reports and budgets that has been compiled by or received by the Supplier under the Contract shall be the property of Contracting Authority/Buyer and shall be treated as confidential. All such data should be delivered to the authorized officials representing the Buyer upon request.

5.1) The Supplier may not communicate at any time to any other person, government or authority external to Contracting Authority/Buyer, any information that has been compiled through association with Contracting Authority/Buyer which has not been made public except with written authorization from the Contracting Authority/Buyer. These obligations do not lapse upon termination of the contract.

5.2) Standard provision “M 26: Prohibition on requiring certain internal confidentiality agreements or statements”. Following points of the provision must be followed during the implementation of this contract.

- a) The Contractor must not require its employees or contractors to sign or comply with internal confidentiality agreements or statements that prohibit or otherwise restrict employees or contractors from lawfully reporting waste, fraud, or abuse related to the performance of this contract to a designated investigative or law enforcement representative of a federal department or agency authorized to receive such information (for example, the Agency Office of the Inspector General).
- b) The Contractor must notify current employees and contractors that prohibitions and restrictions of any pre-existing internal confidentiality agreements or statements covered by this provision, to the extent that such prohibitions and restrictions are inconsistent with the prohibitions of this provision, are no longer in effect.
- c) The Contractor must include the substance of this provision, including this paragraph (C), in contracts under this contract.

6) Use of Emblem or Name: Unless otherwise agreed in writing; the Supplier shall not advertise nor make public the fact that it is supplying goods or services to the Buyer, nor shall the Supplier in any way whatsoever use the name or emblem of Contracting Authority/Buyer in connection with its business or otherwise.

7) Observance of Law: The Supplier shall comply with all laws, ordinances, rules and regulations bearing upon the performance of its obligations under the terms of the contract.

8) Force Majeure: The meaning of the term can be taken to mean acts of God, war (declared or not), invasion, revolution, insurrection or acts similar in nature or force.

8.1) In the event of and as soon as possible after the occurrence of any cause deemed *force majeure*, the Supplier must inform the Buyer of the full particulars in writing. If the supplier is rendered unable either in part or in whole to perform its obligations then the Buyer shall take such action as it considers, in its sole discretion, to be appropriate or necessary in the circumstances.

8.2) If the Supplier is permanently rendered incapable in whole or part by reason of *force majeure* to complete its obligations and responsibilities under the Contract then the Buyer will have the right to suspend or terminate the contract on the same terms and conditions laid out in section 9, Cancellation.

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

9.1) Should the Supplier encounter solvency problems including, but not limited to, bankruptcy, liquidation, receivership and similar, the buyer reserves the right to terminate the contract immediately without prejudice to any other right or remedy it may have under the terms of these conditions.

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

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

12) Changes: The Buyer reserves the right to make reasonable changes at any time to the specification, drawings, plans, quantity, packing instructions, destination, or delivery instruction. If any such change affects the price of goods or performance of service the Supplier and Buyer may negotiate an equitable adjustment to the Contract, provided that the Supplier claims for adjustments in writing to the Buyer within 5 (five) days from being notified of any change.

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

14) Payment Terms: Unless otherwise agreed, payment terms will be 10-15 working days from receipt of a correctly prepared invoice.

15) Ethics: The Conduct to which Contracting Authority/Buyer expects all of its suppliers to respect is as follows.

- Suppliers must adhere to International Labour Organization (ILO) labour conventions, particularly international labour standards, social protection and work opportunities for all.
- Employment is freely chosen.
- The rights of staff to freedom of association and to collective bargaining are respected.
- Working conditions are safe and hygienic.
- No exploitation of children is tolerated.
- Wages paid are adequate to cover the cost of a reasonable living.
- Working hours are not excessive.
- No discrimination is practiced.
- Regular employment is provided.
- No harsh or inhumane treatment of staff is tolerated.
- Local labour laws are complied with.
- Social rights are respected

Additionally, by acceptance by a Supplier, service provider or contractor of a Contracting Authority/Buyer's supply, service or works contract, they understand and agree to abide by the terms of the (the donor/funder) safeguarding policies (Programme Participant Protection Policy, Child Safeguarding Policy and Anti-Trafficking in Persons Policy).

15.1) Environmental Standards - Suppliers should as a minimum, comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas which should be considered are:

- Waste Management.
- Packaging and Paper
- Conservation
- Energy Use
- Sustainability

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

- Procure all or part of the goods from an alternate source, in which event the Buyer may hold the Supplier liable for additional costs incurred.
- Refuse to accept all or part of the goods.
- Terminate the Contract.

16.1) The Contract will be terminated in the event of corrupt, fraudulent, collusive and/or coercive practices and the donor/funder will be informed where such practices may affect their financial interests.

17) Rights of access for test purposes: Contracting Authority/Buyer is contractually obliged to facilitate certain donor's direct access to suppliers for test purposes. This obligation is extended to all Contracting Authority/Buyer suppliers.

18) No Agency: This order does not create a partnership between the Buyer and Supplier or make one party the agent for the other for any purpose.

PRICE SCHEDULE

Please mention your bid / quote on this form dually sign and stamp on each page. All supplies are to be delivered at **District Pishin (Balochistan)**

Provision of Food Pack:

Sr. No.	Name of Item	Required Specifications	Description of Supplies offered by the bidder (Variety, Type, Species etc.) To be filled by Bidder	Required Quantity (Col 5)	Unit price inclusive of all taxes, packing, but exclusive of transportation cost (that must be quoted separately at the end of the table). (To be filled in PKR by bidder) (Col 6)	Total price inclusive of all applicable taxes, packing, but excluding transportation cost, (that must be quoted separately at the end of the table). (To be filled in PKR by bidder) (Col 5 x Col 6)	Delivery Time in Days after PO / Purchase Contract To be filled by bidder
1	Flour (65 Kg) with branding logo 1 pack of 40 kg 1 pack of 25 kg	Prepared with the finest refined, rich-quality wheat under hygienic conditions		500			Within 10 days
2	Cooking Oil (5 Liter)	Approve quality		500			
3	White Channa (2 Kg)	Fine quality		500			
4	Dal Mung (2 Kg)	Fine quality		500			
5	Dall Mash (2 Kg)	Fine quality		500			
6	Dall Masoor (3 Kg)	Fine quality		500			
7	Salt (2 Kg)	National		500			
8	Carton Box (7 ply)	Branding box with donors and Muslim Aid logos for items mentioned in serial number 3 to 7.		500			
		Total Supplies Price without Transportation Charges in PKR – A					

	Total Transportation Cost (including loading/unloading) to deliver these Supplies in District Pishin (Balochistan) in PKR – B		
	GRAND TOTAL – (A + B)		

Note: Bidder Should provide the FOOD QUALITY CERTIFICATE from the government authorities. Certificate must be attached with the bidding documents. In addition to government authority certification, we also accept reputable 3rd-party quality assurance certifications. In cases where obtaining certification from government authorities is not feasible due to lengthy processes or other reasons, bidders may opt for a 3rd-party quality assurance certification from recognized organizations such as Intertek, SGS, Baltek, PRIYASS, or equivalent. All suppliers submit on their letterhead a commitment to provide either a 3rd-party Quality Assurance Certificate or Government Authority Certification in case the contract is awarded to them.

Name of Bidder _____ **Signature & Stamp of Bidder** _____ **Date** _____

Contact Number of Bidder _____ **Office Address of Bidder** _____

Document 6:

Bidder's Relevant Experience

Please complete the table below using the format to summarise the **major relevant supplies/services** carried out in the course of the past **3** years by the bidder. The number of references to be provided must not exceed **15** for the entire bid. We will contact listed referees to confirm reference so suppliers should notify their referees to advise them of this course of action.

NGO/Company Name	Contact Details in NGO/Co.	Country	Total Contract value	Dates	Description of Contract	Related Services/supplies Provided

Document 7:

Supplier Declaration Form

Note: This Supplier Declaration Form, including your certification by signature, is part of the qualification procedure for our suppliers and service providers. If you do not fully complete this form, you may be disqualified from the bidding process.

1. Supplier information

By signing the certification at the end of this Supplier Declaration Form, you confirm that all information submitted in sections 1.1 and 1.2 below is true and complete.

1.1 Information about your business

Please provide the following information about your business and attach a copy of your company's legal registration document if available.

Business name	
Legal form <i>If the supplier is not a registered company, write "not registered."</i>	
Year founded	
Country where established	
VAT or registration number	
Bank details <i>Include the account holder's name, bank name, IBAN, SWIFT code, and currency used.</i>	
Physical address, email address, and website	
Contact Sales and marketing	
Range of products and services provided (Portfolio)	
Other information	

1.2 Information about your managing official

Welthungerhilfe and PARTNER ORGANIZATION up holds high moral standards regarding the conduct of its employees, partners, suppliers, and other service providers. As discussed in part 2.3 below, one of these standards is a condemnation of terrorism and a commitment that no funds or other resources will be used to support terrorists or terrorist activities in any way. Not only is this standard an integral part of how

Welthungerhilfe and PARTNER ORGANIZATION works, but it is also an expectation of our institutional donors and banks that we screen our suppliers and service providers against lists of known and suspected terrorists on a regular basis.

For this reason, we are required to collect certain information about the relevant decision makers of each supplier. In particular, we request information about your top 4 managing officials (e.g. executive board members, managing directors, or heads of department). Generally, these are the individuals listed on your company's registration document. If your company has fewer than 4 managing officials, please provide details for all of your managing officials and let us know this fact when submitting the form.

The data collected below will only be used for comparison with freely accessible international sanctions lists published on the internet and will be protected in accordance with applicable data protection laws. If you have any questions how your data will be processed or stored, please talk to your contact at Welthungerhilfe or send an email to screening@welthungerhilfe.de.

Managing official 1			
Full name <i>(given name followed by middle and surname)</i>			
Nationality			
Address <i>(given name followed by middle and surname)</i>			
Gender(<i>optional</i>)			
Birth date	Date:	Month:	Year:
Managing official 2			
Full name <i>(given name followed by middle and surname)</i>			
Nationality			
Address <i>(at a minimum ,country of residence)</i>			
Gender(<i>optional</i>)			
Birth date	Date:	Month:	Year:
Managing official 3			
Full name <i>(given name followed by middle and surname)</i>			
Nationality			
Address <i>(at a minimum ,country of residence)</i>			
Gender(<i>optional</i>)			
Birth date	Date:	Month:	Year:
Managing official 4			
Full name <i>(given name followed by middle and surname)</i>			
Nationality			
Address <i>(at a minimum, country of residence)</i>			
Gender(<i>optional</i>)			
Birth date	Date:	Month:	Year:

2. Welthungerhilfe Policy Statement

Welthungerhilfe supports the goals of the UN Global Compact

The UN Global Compact is a strategic policy initiative for organizations that are committed to aligning their operations and strategies with the following 10 universally accepted principles in the areas of human rights, labour, environment, and anticorruption:

Human rights

- Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and
- Principle 2: make sure that they are not complicit in human rights abuses.

Labour

- Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
- Principle 4: the elimination of all forms of forced and compulsory labour;
- Principle 5: the effective abolition of child labour.
- Principle 6: the elimination of discrimination in respect of employment and occupation.

Environment

- Principle 7: Businesses hold support a precautionary approach to environmental challenges;
- Principle 8: undertake initiatives to promote greater environmental responsibility; and
- Principle 9: encourage the development and diffusion of environmentally friendly technologies.

Anti-corruption

- Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.

Further information about the UN Global Compact is available (in a variety of languages) at <https://www.unglobalcompact.org>

Welthungerhilfe adheres strictly to its own Code of Conduct

Welthungerhilfe's own Code of Conduct builds upon the principles of the UN Global Compact and is an integral lodestone in all of Welthungerhilfe's work. All Welthungerhilfe suppliers are expected to act in accordance with the values of our Code of Conduct, which are as follows:

- The highest standards of personal and professional conduct
- No religious or political activities when representing Welthungerhilfe
- No discrimination
- Responsibility for health and safety
- No sexual violence
- Child protection
- Responsible handling of personal data and information
- Responsible use of resources
- No supporting of terrorism or money laundering
- No corruption
- Avoiding conflicts of interest
- No work under the influence of alcohol or drugs
- No carrying of weapons
- Obligation to report concerns, suspicions, and knowledge of Code of Conduct violations

The full Code of Conduct is available at the following link: <https://www.welthungerhilfe.org/about-us/transparency-and-quality/code-of-conduct/>

By signing his Supplier Declaration Form, you explicitly agree to comply with these principles.

Welthungerhilfe (WHH) renounces all forms of terrorism and money laundering

Welthungerhilfe renounces all forms of terrorism and will never knowingly support, tolerate, or encourage terrorism or the activities of those who embrace terrorism or money laundering. Consistent with guidance issued by the United Nations Security Council and the European Union, Welthungerhilfe is firmly committed to the international fight against terrorism and in particular, against the financing of terrorism. Accordingly, Welthungerhilfe screens its suppliers and the irrelevant decision makers against lists of known and suspected terrorists to ensure that none of its or its donor funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism or money laundering. By submitting an offer, suppliers and service providers agree to this screening process, including the obligation to provide the information required to conduct the screening (see parts 1.1 and 1.2 above).

3. Supplier declaration

We, _____ (name of company) hereby declare that

- a) all of the information submitted in parts 1.1 and 1.2 above is true and complete;
- b) we are not in bankruptcy proceedings, in judicial insolvency proceedings, or in liquidation, and we have not ceased our commercial activities and are not in a comparable situation by virtue of similar proceedings referred to in the national legal provisions;
- c) we have not received a sanction by legally binding judgment for reasons that bring into doubt our professional reliability;
- d) we comply with our duty to pay social insurance contributions, taxes, and other levies in accordance with the legal provisions of the jurisdiction in which we have our office, the jurisdiction of the consignee, and the jurisdiction where the contract is performed; we assure that we will comply with the legislation applicable and common standards in terms of wages, social legislation, and occupational safety and health;
- e) we have not received a legally binding sentence due to fraud, corruption, participation in a criminal association, or another act directed against the financial interests of another legal or natural person;
- f) no serious breaches of contract due to non-performance of our contractual obligations have been ascertained in connection with another contract or a contract awarded from any institutional donor involved in development cooperation, humanitarian assistance, or other public financing work (hereinafter “institutional donor”);
- g) We are providing you with all the information required to participate in a bidding, and all information submitted in relation to this bidding document is true and complete.
- h) in respect of contracts that are ultimately paid for out of the funds of an institutional donor, no one has accused us of breach of contract due to gross violation of our contractual obligations;
- i) we have not been excluded as a contract partner by any institutional donor due to ethical issues;
- j) in the event we are chosen as the supplier for any Welthungerhilfe project, we assure to Welthungerhilfe, to any institutional donor involved in the project, and to auditors engaged by either Welthungerhilfe or such institutional donor that they will have reasonable access on demand to our business and accounting documents for the purpose of checks and audits;
- k) we respect basic social rights and condemn child labor;
- l) we understand that Welthungerhilfe will conduct a check to ensure that neither our company nor our top four managing officials appear on any lists of known or suspected terrorists issued by our institutional donors or the governments of which they are a part;
- m) we support the goals of the UN Global Compact; and
- n) we act in accordance with the values of Welthungerhilfe’s Code of Conduct.

Location, Date

Name, Signature

Document: 8

Bidder's Declaration

In response to your letter of invitation to bid for the above contract, we, the undersigned, hereby declare that:

- 1 We have examined and accept in full the content of the dossier for call for bid. We, hereby accept its provisions in their entirety, without reservation or restriction.
- 2 We offer to deliver, in accordance with the terms of the call for bid and the conditions and time limits laid down, without reserve or restriction:
- 3 The price of our bid is:
[.....]
- 4 We will grant a discount of [%], or [.....] [in the event of being awarded.
- 5 This bid is valid for a period of 03 months from the final date for submission of bids.
- 6 We will inform **Muslim Aid** immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognise and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts of the contracting authority.
- 9 We note that **Muslim Aid** is not bound to proceed with this invitation to bid and that it reserves the right to award only part of the contract.
- 10 We agree to adhere to all of the terms and conditions of the contracting authority as provided in the bidding document.
- 11 We confirm that we are not engaged in any corrupt, fraudulent, collusive or coercive practices and acknowledge that if evidence contrary to this exists, **Muslim Aid** reserves the right to terminate the contract with immediate effect.
- 12 We are not bankrupt or being wound up, are having our affairs administered by the courts, have not entered into an arrangement with creditors, have not suspended business activities, are not the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
- 13 We have not been convicted of an offence concerning professional conduct by a judgment which has the force of res judicata
- 14 We have not been guilty of grave professional misconduct proven by any means which the contracting authority can justify, we have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which we are established or with those of the country of the contracting authority or those of the country where the contract is to be performed
- 15 We have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the European Communities financial interests
- 16 We are not currently subject to an administrative penalty referred to in Article 96(1) of the European Commission Financial Regulation
- 17 We are not subject to a conflict of interest in accordance with Article 94(a) of the European Commission Financial Regulation
- 18 We confirm that we have read and understood all terms and conditions and agree to abide by the terms in all of our activities under any supply, service, or works contract.
Additionally, we commit to abide by the points listed below.
 - Employment is freely chosen.
 - The rights of staff to freedom of association and to collective bargaining are respected.
 - Working conditions are safe and hygienic.
 - No exploitation of children is tolerated.
 - Wages paid are adequate to cover the cost of a reasonable living.
 - Working hours are not excessive.
 - No discrimination is practiced.
 - Regular employment is provided.

- No harsh or inhumane treatment of staff is tolerated.
- Local labour laws are complied with.
- Social rights are respected

18a Environmental Standards

Suppliers should as a minimum, comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas which should be considered are:

- Waste Management.
- Packaging and Paper
- Conservation
- Energy Use
- Sustainability

Yours faithfully

Name and Designation:

Date:

Signature:

Stamp: