

Invitation for Tender

Project Code: PAK-1118

Date: 26-Sep-2023

Tender Ref # LPP/WHH/002/2023

Enterprises Development for Youth through provision of business start-up kits (250 Kits)

Dear Madam/Sir,

Lodhran Pilot Project (LPP) is a non-profit organization, which is committed to promote development & humanitarian objectives in Pakistan. It serves in a non-partisan manner and contributes to the development of all disadvantaged communities without any discrimination. It is registered under the Societies Act 1860, Punjab Charity Commission Act and also certified by Pakistan Centre for Philanthropy (PCP). WASH, Green & Clean, livelihood, youth engagement, capacity building, institutional development and emergency preparedness & response are its key focused areas of interventions.

LPP in partnership with Welthungerhilfe is implementing a BMZ funded project named "Strengthening the socio-economic resilience of youth by promoting their economic self-reliance in district of Bahawalpur, Bahawalnagar and Rahimyar Khan". LPP is inviting the sealed bids/quotations from registered, reliable, experienced and potential vendors for the provision of tool kits of various trades mentioned in the tender.

1. Instructions to tenders

By submitting a tender, bidder is fully and unreservedly accepting the conditions of this call for tenders, which will constitute governing the contract as the sole basis of this tendering procedure, whatever the bidder's 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 tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender. No account can be taken of any remarks in the tender relating to the tender dossier; remarks may result in the immediate rejection of the tender without further evaluation.

To be eligible to take part in this tender 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. Participation is open to natural persons and legal persons [participating either individually or in a grouping (consortium) of bidders as well as to international organizations.

The foreseeable timetable for this procedure is as follows:

	DATE	TIME in PST
Deadline for requesting clarifications from the Contracting Authority	28-Sep-2023	03:00 PM
Last date on which clarifications are issued by the Contracting Authority	02-Oct-2023	03:00 PM
Deadline for submission of tenders	11-Oct-2023	11:00 AM
Bids Opening Date	11-Oct-2023	11:30 AM

2. General remarks and special condition

All offered commodities must be sound, fair and in merchantable quantity and quality. The quality must be in line with the specifications stated in this tender.

- All offered products must be according to specifications stated in the tender document including all applicable taxes and transportation, loading and unloading.
- Suppliers must quote the rates for all the items. In case of calculation mistake in grand total amount, the unit price will be considered.
- Timely arrival in accordance with the negotiated delivery periods is of utmost important
- Part shipments are not allowed without authorization of the Contracting Authority
- The Contracting Authority holds the right to change quantities and slight changes to the technical specifications or packing if required.

- The origin of all products 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.
- Bidder must submitted their technical and financial proposal separately.

3. Specifications / Quantities

The specifications of the Items are listed below:

Note: LPP needs total 250 Tool Kits for 4 different categories. LPP reserves the right to award whole tender to any single vendor or may award the contracts to different vendor for each particular category.

Following is the combined table of Tool Kits, (Detailed price schedule for each kit are given on next pages.

The quantities, number of items or the number of kits are estimated that may be changed at any stage.





Lot #	Name of Toll Kit	Unit	Quantities	Unit Rate Inclusive Tax	Total Amount Inclusive Tax
1	Tool Kits for Beautician	Kits	85		
2	Tool Kits for Domestic Tailoring Work	Kits	65		
3	Tool Kits for Electrician	Kits	60		
4	Tool Kits for (HVACR) AC & Refrigerator Repair	Kits	40		
Grand Total			250		

Sign and Stamp of Supplier: _____

Company name: _____

Address, contact details: _____

Lot #	Name of Toll Kit	Unit	Quantities
1	Tool Kits for Beautician	Kits	85

S#	Items	Description	Picture	Unit	Qty	Unit Rate Inclusive tax	Total Amount Inclusive tax
1	Hair Straightener	Professional Hair Straightener with ceramic plates company Remington, maximum temperature 450 F in 30 sec of start-up, thermal conductivity of aluminium alloy, digital display. Power capacity 110-220 V (35-50 W) 3 months warranty		No	85		
2	Hair Wax Machine	Professional equipment, warms all type of waxes, inside aluminium material, out side unbreakable plastic body. Having extra aluminium container. 360 C temperature for fast meltdown. Approx: 80-100 gm container capacity for wax meltdown at a time. 220v-240v AC Power system. Good quality with 3 months warranty.		No	85		
3	Hair Dry Machine	1600w - 220 V, powerful dryer with dual options for Heat and cold switch. Kemei company, Compact design, folding handle. Applicable for all types of hairs. Good quality with 3 months warranty.		No	85		
4	Hair Cutting Scissor	Stainless steel, professional scissor, non-galvanized, sharpen blade, size approx: 7-8 inch.		No	85		

5	Comb Set	Professional comb for Beauty Saloon, skin friendly material. smooth and round tips / edges to prevent scraping of the Hair cuticles and scalp while styling dry/wet hair. Adjustable handle, size approx: 20-23 cm length, edges 4-5 cm, 3-4 mm thickness.		Set	85		
6	Brush kit makeup	Set of Brush Kit Makeup		No	85		
Total				Kits	85		

Sign and Stamp of Supplier: _____

Company name: _____

Address, contact details: _____

Lot #	Name of Toll Kit	Unit	Quantities
2	Tool Kits for Domestic Tailoring Work	Kits	65






S#	Items	Description	Picture	Unit	Qty	Unit Rate	Total Amount
1	Sewing Machine	Straight Stitching for cloth sewing Assembled, Brand Singer, flat bad, body type round/square shape, glossy black Iron material, maximum stitching speed 850 spm (manual). Preferably chromed steel material parts in side the body. Approx weight 13-15 kg with wooden base. Provide complete accessories i.e. tools, oil dropper etc. with one-year warranty.		No	65		
2	Cloth Scissor	Galvanized steel, 10# size, good quality, sharpen blade		No	65		
3	Measuring Tape for tailoring work	PVC material, 60 inch length, 0.75 inch wide.		No	65		
Total				Kit	65		

Sign and Stamp of Supplier: _____

Company name: _____

Address, contact details: _____

Lot #	Name of Toll Kit	Unit	Quantities
3	Tool Kits for Electrician	Kits	60

S#	Items	Description	Picture	Unit	Qty	Unit Rate	Total Amount
1	Drill Machine	All Purpose Drill Machine forward(reverse) Forward company rotation with 5 bits for making holes in metal/wood/concrete. A complete kit contains 1 Drill machine 26mm chuck size, 3 SDS Plus Drill Bits, 2 Chisel Bits, 1 Auxiliary Handle, 1 Depth Ruler, 1 Carry Case. Total Weight 4-5 kg including casing and tools. Power: 220 V - 1200 W. Speed: 0-900 RPM without load. With 03 months warranty		No	60		
2	Screwdriver	Magnetic Ratchet Screwdriver Set, Steel made tips and shafts, Hard plastic handle with rubber coated handle grip. Pack of 31 pcs including 6 x Hex screw head, 10 x Torex screw head, 5 x Slotted screw head, 5 x cross screw head, 1 x Y screw head, 1 x star screw head, 1 x U-shape head, 1 x triangle head, one Screw driver handle)		No	60		
3	Hammer	12 inch Heavy Duty Plastic handle, Hammer head galvanized Iron. Overall weight approx: 500-600 gm. (Good Quality)		No	60		
4	Combination Plier	Carbon Steel, 08 inch size. Heavy duty material.		No	60		
5	Electric Test Pencil (Tester)	Electric Check Analog Voltage Tester with measuring range 50-500 V. Body material crystal plastic, tip steel made, red light reflection for electricity check.		No	60		







6	Steel Measuring Tape	5mtr x 19mm		No	60		
7	Tool Bag with Visibility (Screen printing in 4 Colours)	Tarpal Cloth made tool bag, size: approx. 18x10x10 inch. Having 02 handles, 01 shoulder belt and 01 front small pocket with good quality zip and 01 main large pocket to carry tools.		No	60		
Total				Kit	60		

Sign and Stamp of Supplier: _____

Company name: _____

Address, contact details: _____

S. No	Name of Toll Kit	Unit	Quantities
4	Tool Kits for (HVACR) AC & Refrigerator Repair	Kits	40

S#	Items	Description	Picture	Unit	Qty	Unit Rate	Total Amount
1	Screwdriver Set	Heavy duty, screwdriver set with black magnetic tip and high quality PVC handle, Combination Screwdriver Set (Pack of 6) Tip Type: Phillips, Slot (03 Pcs + and 03 Pcs -) required sizes of each 75#, 100# and 150#		Set	40		
2	Screw wrench 10"	Screw Wrench Size 10" inches Adjustable Screw Wrench All Types Of Screws & Nuts Metal Steel Professional Tool		Set	40		
3	Combination Plier	Carbon Steel, 08 inch size. Heavy duty material.		Set	40		
4	Flaring Tool Set	Chrome plated, steel backplane, Forged steel frame. 5mm/6mm/8mm/10mm/12mm/14mm/16mm. Packed in sliding card.		No	40		
5	Digital Clamp Multi Meter (Ampere and volt meter)	Digital Clamp Meter, Handheld AC/DC Voltage Multi-meter up to 2000 counts. Good quality plastic body. Complete set with 02 universal leads and packing pouch and 9V alkaline battery.		No	40		
6	Tool Bag with Visibility (Screen printing in 4 Colours)	Tarpal Cloth made tool bag, size: approx. 18x10x10 inch. Having 02 handles, 01 shoulder belt and 01 front small pocket with good quality zip and 01 main large pocket to carry tools.		No	40		
Total				Kits	40		

Sign and Stamp of Supplier: _____

Company name: _____

Address, contact details: _____

Note;

1. All the supplies must be provided in required size of packing and package wise and as per required brands / specifications.
2. Vendors must sign and stamp all the pages of this tender document and properly fill the vendors qualification form attached at the end of this tender pack.
3. Rates to be quoted on this tender document with sign and stamp on all the financial offers.
4. LPP reserves the right to change the quantities, skip any particular item or whole tender at any stage without assigning any reason.
5. The rates must be valid for at least 03 months. LPP may repeat the order(s) time to time as per need after mutual consent of both parties (if required).
6. Samples will be called only from shortlisted vendors after financial evaluation.
7. A complete company profile must also be submitted as per required list of documents (mentioned in Sr.16 Awarding Criteria)
8. 02% bid security must accompany the tender in favor of “Lodhran Pilot Project”. Non-submission of bid security will be considered to reject the offers. The bids security of unsuccessful tenderers will be returned within 15-20 days upon issuance of notification whereas the bids security of successful vendors will be returned after 15-20 days of 100% complete supply.

5. Packaging and picking

For all items, the packaging has to be appropriate to the nature (size, weight) of the items, manufacture and expiry date of products and reach international standards. The packaging should avoid transport damages and protect from bad weather conditions. Costs of picking (Loading Unloading), packaging, transportation and applicable tax(s) must be included in the unit price of each item.

6. Samples, Specifications and inspections

LPP reserves the right to check the quality, brands before and or after the supply. LPP will reject the supplies if not meeting the required specifications or found below the quality standards.

The vendor will be responsible to replace the defected supplies within 03-05 days after notification issued by LPP. In case vendor fails to replace the rejected material, then LPP will cancel the contract/PO and impose penalty as per decision placed by the Procurement Committee.

7. Delivery conditions

Above listed items to be provided in kit wise packing. All the material to be delivered at LPP Implementing Office Lodhran within 10 working days after confirmation of order.

All transport details (Origin, City of Loading and Routing) have to be included within the offer. Cost for transportation to be included in the price of items. Partial shipments without authorization of the Contracting Authority are not allowed. Each shipment has to be announced with prior notice.

8 Delivery schedule

Delivery is requested as soon as possible after the Purchase Order, Faster delivery within 10 working days may be completed; therefore, clearly indicate your delivery time in calendar days in the offer.

All prices in your quotation must be indicated in Pakistan Rupees (PKR) including all applicable taxes and transportation, loading and unloading. Quotations stated in other currencies will not be considered in the awarding process.

The analysis of the offers will be performed in Pakistani Rupees (PKR).

Prices need to include withholding tax (FBR) only for supplies.

Note: The tax deduction will be as per Government Rules.

10 Inspections

The Contracting Authority shall be entitled to inspect, examine measure and test the components, materials and workmanship, and check the progress of preparation, fabrication or manufacture of anything being prepared, fabricated or manufactured for delivery under the contract, in order to establish whether the components, materials and workmanship are of the requisite quality and quantity. This shall take place at the place of manufacture, fabrication, preparation or at the place of acceptance or at such other places as may be specified in the Contract/PO.

For the purposes of such tests and inspections, the Contractor shall:

- a) provide to the Contracting Authority or his representative, temporarily and free of charge, with such assistance, test samples or parts, machines, equipment, tools, labour, materials, drawings and production data as are normally required for inspection and testing;
- b) Provide access to the Contracting Authority or his representative, at all reasonable times to the place where the tests / inspections are to be carried out.

This inspection on quality and quantity shall be executed by LPP staff or Inspection Company Surveyor at time and place prior or at loading / unloading (before shipment). One inspection per supplier will be on account of the Contracting Authority. Any additional inspection shall be on account of the Supplier. Goods not meeting agreed quality will be rejected. In case goods are rejected, the Supplier will contractually be obliged to pay already incurred fees for rejected goods and also for such fees which will become payable to the inspection company due to multiple interventions and/or fruitless visits and for goods inspected but eventually remained unshipped.

11 Ordering Party

**Lodhran Pilot Project (LPP) Implementation Office Multan Road, near WAPDA Colony Lodhran, Punjab, Pakistan.
Contact# +92-608-362928/361030**

12 Consignee/Notify and Documents

- LPP Implementation Office Lodhran, Punjab, Pakistan.

13. Documents

13.1 Following documents must be submitted before tender closing:

Written/printed quotation on Tender document including all applicable taxes in quoted rates (loading unloading, transportation, taxes, warehouse charges etc).

The pre-qualification documents (3 Pages) as in Annex 1 must be (signed and stamped)

Copy NTN/ CNIC

13.2 Following documents will be requested from the Seller/vendor after firm order:

- Signed copy of the contract / Purchase Order for acceptance.
- Original Commercial Invoice
- Performa Invoice (addressed to Consignee)
- Original Waybills / Delivery challan(s) signed by LPP at the time of supplies receiving
- Packing list (if any)

13.3 Expenses for commercial courier to be covered by the bidder/supplier.

14 Payment Conditions

14.2.1 Payment will be made in PKR.

14.2.2 Payments due by the Contracting Authority shall be made through cross cheque to the contractor in favor of Business Name.

14.2.3 Pre-financing will not be granted.

14.2.4 Payment shall take place according to Crossed Cheque against documents (CAD) within 10-15 working days of the reception at the warehouse/delivery point. The order sum cannot be sub-divided into partial payments.

14.2.5 The period referred to in article may be suspended by notifying the Contractor that the invoice cannot be fulfilled because the sum is not due, because appropriate substantiating documents have not been provided or because there is evidence that the expenditure might not be eligible. In the later case, an inspection may be carried out on the spot for the purpose of further checks. The Contractor shall provide clarifications, modifications or further information within 03 days of being asked to do so. The payment period shall continue to run from the date on which a properly drawn-up invoice is registered.

15 Penalties

Delivery schedule will be negotiated and fixed in order. In the event of delay in delivery caused other than by force majeure, the Contracting Authority is entitled to make use of a penalty to 0.05% per calendar day of the total value of the consignment still to be delivered. The penalty will be deducted from the invoice. In the event of incomplete delivery caused by the Supplier, the Contracting Authority is entitled to deduct the losses from the invoice. In case of damaged cargo caused by inappropriate packaging the Contracting Authority reserves the right to deduct from the relevant order sum an amount according to the variance to the requested specification. In case the quality is not in line with specifications initially agreed by both sides, the Supplier has to inform the Contracting Authority as soon as possible. Goods not meeting agreed quality can be rejected by the Contracting Authority, but if the Contracting Authority accepts these goods a deduction from the order sum and a penalty will be negotiated.

16. Award Criteria

- We prefer one single supplier for all items in each lot, but reserve the right to divide per items towards different suppliers.
- Bidders not providing all necessary documents, properly signed and stamped may be excluded.

Following evaluation procedure shall be carried for qualification of vendors

- A. Financial Evaluation: 40 Marks / 40%**
- B. Technical Evaluation: 20 Marks / 20%**
- C. Samples Evaluation: 40 Marks / 40%**

A. Financial Evaluation 40% for each lot: Offers to be provided inclusive of applicable tax(s) transportation etc.

1. Lowest price for each lot will get 40 Marks / 40%. (the score for the higher offers will be calculated accordingly)

B. Technical Evaluation 20% for each vendor: Following documents to be submitted along with bid/tender.

1. NTN Registration copy (03 marks)
2. Relevant experience certificate(s) (4 Marks)
3. Overall experience documents up to 10 contracts/POs (04 marks <0.4 score for each proof>)
4. Recent Bank statement for the past 12 months not older than 45 days. (03 Marks "highest amount transaction will get 1.5 marks; highest closing balance will get 1.5 marks")
5. Bid security 02% in shape of DD/PO/CDR in favor of "Lodhran Pilot Project" (03 Marks)
6. Performance Certificate of the previous experience from any 02 Organizations (03 Marks <1.5 mark for each>)

The vendor must obtain at least 20 marks out of 30 for technical qualification, the vendor under 20 marks may not be considered for further shortlisting. Providing Less documents, skipping required documents may result lowest score.

C. Samples Evaluation 40% score for each tool kit:

The marks for the number of items may vary, whereas the percentage score shall remain same.

17. Tender Conditions

- The tenders, all correspondence and documents related to the tender exchanged by the bidder and the Contracting Authority must be written in the language of the procedure, which is English.

- The offer has to have a validity of minimum 03 months after closing date following the tender deadline.

The Contracting Authority, in Pakistan, must receive bids in hard before **October 11, 2023 not later than 1100 hrs at the address mentioned below Lodhran Pilot Project (LPP) Near Wapda Colony, Multan Road, Lodhran, Punjab, Pakistan**. The bids will be opened in the presence of bidders on the same day at 1130hrs at Lodhran.

Contact# +92-608-362928/361030

- All tenders, including annexes and all supporting documents, must be submitted in a sealed envelope bearing only:
 - The above address;
 - The reference code and procurement title of this tender procedure must be mentioned at top of envelop,

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- The words 'Not to be opened before the tender opening session'
- The name of the bidder.
- Quotations are to be provided in a hard copy only. Offers received through e-mail or fax will not be accepted or considered.

18. Alteration or withdrawal of tenders

- Bidders may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the tender procedure.
- Any such notification of alteration or withdrawal must be prepared and submitted in outer envelope must be marked 'Alteration' or 'Withdrawal' as appropriate.
- No tender may be withdrawn in the interval between the deadline for submission of tenders or the expiry of the tender validity period.
- Costs of preparing tenders: No costs incurred by the bidder in preparing and submitting the tender are reimbursable. All such costs will be borne by the bidder.
- Ownership of tenders: The Contracting Authority retains ownership of all tenders received under this tender procedure. Consequently, bidders have no right to have their tenders returned to them.
- Suppliers who do not receive a written feedback within 20 days after expiry of the deadline have not been successful and will not be informed in writing.
- The decision of the tender committee will be final, LPP has the right to reject or accept all offers, and this will not be challengeable in any court.
- In case any questions, contact **Email procurements@lpp.org.pk Contact No 92-608-362928/361030**

On behalf of Lodhran Pilot Project (LPP) Implementation Office Multan Road, near WAPDA Colony Lodhran, Punjab, Pakistan.

Contact# +92-608-362928/361030

ANNEX I

Welthungerhilfe 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 tender.

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 If the supplier is not a registered company, write "not registered"	
Year founded	
Country where established	
VAT or registration number	
Bank details Include the account holder's name, bank name, IBAN, SWIFT code, and currency	
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 officials

Welthungerhilfe upholds 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 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 (given name followed by middle and			
Nationality			
Address (at a minimum, country of residence)			
Gender (optional)			
Birthdate	Date:	Month:	Year:
Managing official 2			
Full name (given name followed by middle and			
Nationality			
Address (at a minimum, country of residence)			
Gender (optional)			
Birthdate	Date:	Month:	Year:
Managing official 3			
Full name (given name followed by middle and			
Nationality			
Address (at a minimum, country of residence)			
Gender (optional)			
Birthdate	Date:	Month:	Year:
Managing official 4			
Full name (given name followed by middle and			
Nationality			
Address (at a minimum, country of residence)			
Gender (optional)			
Birthdate	Date:	Month:	Year:

2. Welthungerhilfe Policy statement

2.1 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; and
- ☐ Principle 6: the elimination of discrimination in respect of employment and occupation.

Environment

- ☐ Principle 7: Businesses should 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>

2.2 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 this Supplier Declaration Form, you explicitly agree to comply with these principles.

2.3 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 their relevant decisionmakers 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 tender, and all information submitted in relation to this tender 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