

**INVITATION TO TENDER – JULY 2020**

**GENERAL INSTRUCTIONS AND GUIDANCE**

# **Introduction**

## IPPF-WISH invites tenders for the provision of goods, commodities and services, detailed in the IPPF Terms and Conditions contained in the “Attachments” of this ITT.

## Bidders proposing to submit bids are advised to ensure that they are fully familiar with the nature and extent of the obligations to be accepted by them, if their bids are accepted. Bidders should also make themselves fully aware of the content of these “General Instructions and Guidance” together with any other information/instructions issued by IPPF-WISH during this procurement.

# **Due-Diligence Requirements**

IPPF-WISH preferred supplier will be provided with a provisional award letter, following that the preferred supplier will have 3 working days to provide evidence of the following(A-E):

If the chosen supplier fails to provide satisfactory evidence under due diligence, then the next preferred supplier will be awarded the contract, based on satisfactory due-diligence.

1. **Policies**

Please provide copies of the following polices:

1. Modern Slavery Policy
2. Terrorism & Security Policy (or equivalent)
3. Data & Security Policy (or equivalent)
4. Health and Safety Policies (security of life and property and general wellbeing)
5. Fraud Avoidance / Corruption Policies (or equivalent)
6. Conflict of Interest (Management & Retention) Policy (or equivalent)
7. Quality Manual or Quality Management Systems Policy
8. Organized Crime or Money Laundering Policy
9. Prevention of Discrimination Policy
10. Storage Management Policy (particularly for Essential Medicines and Reproductive Health Commodities) where applicable.
11. Recruitment Policies (workforce whistleblowing policies for staff to report unethical behavior, addressing potential “conflict of interest” within recruitment etc.)
12. **Economic & Financial Standing**
13. Annual financial update or two years corporate accounts.
14. If a bidder has been trading for less than two years, bidders are required to provide financial update or one-year corporate accounts and up to date cash flow statement.
15. If a bidder has been trading for less than one year, bidders are required to provide up to date cash flow statement and a letter from their accountant confirming their financial stability.
16. **Technical & Professional Ability**
17. Copy of “Organization Structure” Chart
18. Capability of Bidder’s Personnel & vetting (CVs)
19. Contact details of previous/current clients (email and postal address) for references (up to 3 contacts).
20. **Corporate Social Responsibility and Human Rights**
	1. Evidence of support for Micro, Small and Medium sized Enterprises (M, SMEs)
	2. Environmental Sustainability Policy (or equivalent)
	3. Declaration of membership of the *UN Global Compact[[1]](#footnote-1),* or evidence of membership being processed.
		1. *principles 1, protection of Human Rights and*
		2. *principles 2, prevention of Human Rights Abuses*
		3. See further info within the following link/document (last few pages) <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/750988/Supply-Partner-Code-August-2018.pdf>
	4. Recognition of the International Labour Organization [[2]](#footnote-2)(ILO) Standards, bidders are required to provide a paragraph recognizing/accepting the ILO standards.
	5. Membership of Ethical Trading Initiative[[3]](#footnote-3), bidders are required to provide a membership number or evidence of membership being processed.
21. **Tax Compliance**
	1. Sales Tax registration letter or equivalent.
	2. Evidence of tax paid on profit made in the last 3 years in relevant country, if trading less than 3 years, kindly provide up to date records.
22. **Declaration of Previous Convictions**
	1. *Previous Tax Fraud* *Convictions (or pending convictions)* with evidence of mitigating measures or otherwise state: N/A
	2. *Previous Terrorism Conviction (activities or financing) (or pending convictions)* of senior management or any relevant persons with authority within the firm, with evidence of mitigating measures or otherwise state: N/A
	3. Any *relevant Criminal Convictions (or pending convictions)* of senior management or any relevant persons with authority within the firm, with evidence of mitigating measures or otherwise state: N/A
	4. It shall solely be IPPF-WISH decision, to reject any bids from this process, if IPPF-WISH deems the conviction to be severe enough to do so.

# **Tender Timetable**

## The estimated timetable for the award of a contract is as follows:

|  |  |
| --- | --- |
| Tender pack issued  | 08/07/2020 |
| Tender Return Date  | 17/07/2020 |
| Evaluation Review | 20/07/2020 – 03/08/2020 |
| Order Placement  | 10/08/2020 |

IPPF-WISH will not be bound by this timetable if extensive bid clarification is

required during evaluation.

## All enquiries, questions or requests for clarification by Bidders should be addressed in writing to WISHProcurement@ippf.org, Bidders should note that IPPF-WISH will not respond to any enquiry, question or request not submitted in this manner.

## Bidders should be aware that where a clarification has a fundamental and/or material impact on the Invitation To Tender (ITT), that clarification and IPPF-WISH’s response will be circulated to all bidders. Any bidder who considers their clarification to be confidential must indicate this in writing to IPPF-WISH when submitting that clarification. IPPF-WISH will consider the Bidder’s written position.

## It’s the IPPF-WISH absolute discretion to extend generally the closing date and time. Where IPPF-WISH extends the deadline, it will notify all Bidders in writing.

## Bidders are expected to keep their bids valid for acceptance for a period of 90 days from the closing date specified.

# **Invitation To Tender (ITT) Response Template**

## This is the part of the tender, where Bidders are requested to *provide pricing for goods, commodities & freight, any relevant details on how they will provide against the Specification of requirements.* Please see **Appendix A, for the ITT Response Template**.

## Bidders are advised to provide information within the ITT Response Template around “product import/export restrictions” they are aware of for countries highlighted within the ITT.

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## The Bidder shall be deemed to have satisfied themselves before submitting their bids as to the correctness of the rates and prices stated by them, in the ITT Response Template, which shall (except insofar as is otherwise provided in the T&Cs) cover all his obligations under the T&Cs.

## The tender process will be conducted to ensure that tenders are evaluated fairly to ascertain the ***most economically advantageous tender***, in line with the right price, right quality, compliance to specification and appropriate lead times. IPPF-WISH is not bound to accept the lowest or any bids.

# **Payment and Taxation**

## General Payments Terms: within 30 days from satisfactory delivery of commodities/goods.

## All rates and prices quoted must exclude Value Added Tax. All rates and prices quoted must be in sterling and local currency, with indication of exchange rate used.

# **Quality Assurance**

## Have you as a supplier or have products in your portfolio been pre-qualified or in the process of being qualified by a respected and internationally recognised organisation e.g. WHO, Expert Review Panel, Global Fund, USAID/OFDA, ECHO, Quamed, UNICEF, a Stringent Regulatory Authority (indicate which one).

## If yes please provide a copy of the audit report, certifications or qualifying letter.

## Evidence of ISO Certification (e.g. ISO 28000:2007 Specification for Security Management System for the supply Chain), or equivalent.

# **Terms and Conditions**

## See **Appendix B** for applicable IPPF Terms and Conditions of Purchase.

## Every bid received by IPPF-WISH shall be deemed to have been made subject to the IPPF-WISH Terms and Conditions of the Contract.

# **Bidder’s Conduct**

## All Bidders are required to sign a copy of DfID Supplier Code of Conduct and attach to their bid. As a declaration and acceptance. See link here: <https://www.gov.uk/government/publications/dfids-supplier-review>

## Any Bidder who directly or indirectly canvasses any member or officer of IPPF-WISH concerning this tender or the award of any contract pursuant to this tender, or who directly or indirectly obtains or attempts to obtain information from any such member or officer concerning any other public tender will be disqualified.

# **General Guidance**

## It is the responsibility of Bidders to obtain for themselves, at their own expense all information necessary for the preparation of their tenders. Information supplied by IPPF-WISH (whether in the ITT or otherwise) is supplied for general guidance in the preparation of the tenders. Bidders must satisfy themselves by their own investigations with regard to the accuracy of any such information and no responsibility is accepted by IPPF-WISH for any inaccurate information obtained by Bidders.

## The ITT Response Template must be fully completed and be accompanied by all requested supporting information. Any tender containing gaps or omissions is likely to be rejected. Any bids containing information which has not been requested is likely to be rejected. Failure to do so may result in your tender being rejected.

## As this tender is conducted, due to DfID funding, all sub-contractors are advised that they can immediately report all suspicions or allegations of aid diversion, fraud, money laundering or counter terrorism finance to the DFID Counter Fraud and Whistleblowing Unit (CFWU) at fraud@dfid.gov.uk or on +44(0)1355 843747. Advised are given to sub-contractors to contact IPPF-WISH and CFWU simultaneously.

## Public Liability Insurance coverage equivalent to the value(sterling) of the goods or the commodities or higher, for any one, or series of claims that may arise. Preferred supplier will be required to provide evidence of such insurance upon contract award.

## Product Liability Insurance coverage of equivalent to the value(sterling) of the goods or commodities, for any one, or series of claims that may arise. Preferred supplier will be required to provide evidence of such insurance upon contract award.

## All information supplied by IPPF-WISH in connection with this ITT shall be regarded as confidential by the Bidder, except that such information may be disclosed for the purpose of obtaining sureties and quotations necessary for the preparation of the tender.

1. <https://www.unglobalcompact.org/participation> [↑](#footnote-ref-1)
2. <http://www.ilo.org/global/standards/information-resources-and-publications/publications/WCMS_318141/lang--en/index.htm> [↑](#footnote-ref-2)
3. <https://www.ethicaltrade.org/> [↑](#footnote-ref-3)