PART C – SUBMISSION PART TECHNICAL DOCUMENTS

**Appendix A –** Tender Application Form

**Appendix B –** Proof of Company Registration

**Appendix C –** Supplier Qualification Form

**Appendix D –** Supplier Declaration

**Appendix E –** Bidder’s References

**Appendix F –** Technical Proposal

**Appendix G –** Financial Offer

**PART C – APPENDIX A**

**TENDER APPLICATION FORM**

Date: .....................

##### I - SUBMITTED BY

Name of tenderer: […………………………………………]

Partners name if any:

**II - CONTACT PERSON (for this tender)**

Name : […………………………………………]

Address : […………………………………………]

Telephone : […………………………………………]

Fax : […………………………………………]

E-mail : […………………………………………]

**III - TENDERER'S DECLARATION(S)**

*To be completed and signed by the tenderer.*

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

1. We have examined and accept in full the content of the dossier for invitation to tender [**CONTRACT TO SUPPLY AND DELIVERY OF AGRICULTURAL POTS**] Reference [**LBN-1010-005 RT**].
2. We hereby accept its provisions in their entirety, without reservation or restriction.
3. We offer to deliver, in accordance with the terms of the tender dossier and the conditions and time limits laid down, without reserve or restriction the supplies detailed in Part C Appendix C.
4. This tender is valid for a period of ninety (90) days from the final date for submission of tenders, i.e., until **[03\10\2024]**
5. We hereby confirm we have read, understand and we accept the “Technical Specifications” described in Part B – Technical Specification. Our offer has been designed according to these specificities requested by JAFRA**.**
6. We hereby confirm we have read the Contract elements described in Part B Appendix A and accept these conditions in full. In case our offer is awarded the Contract, we accept to sign a contract written on this base.
7. We are making this application in our own right and for this tender. We confirm that we are not tendering for the same contract in any other form.
8. We are providing evidence of our registration/statute.
9. We agree to abide by the standard ethics clauses and have no potential conflict of interests or any relation with other candidates or other parties in the tender procedure at the time of the submission of this application.
10. We will inform JAFRA 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 contract.
11. We note that JAFRA is not bound to proceed with this invitation to tender and that it reserves the right to award only part of the contract. It will incur no liability towards us should JAFRA do so.

**IV - CONTENT OF THE BID**

We understood that a complete bid to submit to JAFRA must include:

* **Appendix A –** Tender Application Form
* **Appendix B –** Proof of Company Registration
* **Appendix C –** Supplier Qualification Form
* **Appendix D –** Supplier Declaration
* **Appendix E –** Bidder’s References
* **Appendix F –** Technical Proposal
* **Appendix G -** Financial Offer

Name and first name: […………………………………………]

Duly authorised to sign this tender on behalf of: […………………………………………]

Place and date: […………………………………………]

Stamp of the firm/company:

**PART C – APPENDIX B**

**PROOF OF COMPANY REGISTRATION**

Bidders are requested to provide proof of the following:

* Copy of commercial register (سجل تجاري)
* Copy of commercial broadcasting (إذاعة تجارية)
* Copy of MoF financial number certificate (شهادة تسجيل الرقم المالي)
* Copy of VAT registration certificate
* ID card copy for the institution owner

**PART C- APPENDIX C**

**SUPPLIER QUALIFICATION 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. 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 | Account number |  |
| Bank Name |  |
| IBAN |  |
| BIC |  |
| Swift |  |
| Currency |  |
| Physical Address |  | |
| Email address |  | |
| Website |  | |
| Sales & Marketing Contact |  | |
| Range of Supplies provided by the Company (Company Portfolio) |  | |
| Other Information |  | |

* 1. Information about your managing officials

JAFRA 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 JAFRA 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 decisionmakers 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **Managing Official 1** | | | |
| Full name  (given name followed by middle and surname) |  | | |
| Nationality |  | | |
| Address(at least a minimum, Country of Residence) |  | | |
| Gender (Optional) |  | | |
| Birth Date | Date: | Month: | Year: |
| **Managing Official 2** | | | |
| Full name  (given name followed by middle and surname) |  | | |
| Nationality |  | | |
| Address(at least a minimum, Country of Residence) |  | | |
| Gender (Optional) |  | | |
| Birth Date | Date: | Month: | Year: |
| **Managing Official 3** | | | |
| Full name  (given name followed by middle and surname) |  | | |
| Nationality |  | | |
| Address(at least a minimum, Country of Residence) |  | | |
| Gender (Optional) |  | | |
| Birth Date | Date: | Month: | Year: |
| **Managing Official 4** | | | |
| Full name  (given name followed by middle and surname) |  | | |
| Nationality |  | | |
| Address(at least a minimum, Country of Residence) |  | | |
| Gender (Optional) |  | | |
| Birth Date | Date: | Month: | Year: |

1. JAFRA policy statement
   1. JAFRA 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](https://www.unglobalcompact.org/AboutTheGC/TheTenPrinciples/humanRights.html)

* Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and
* [Principle 2:](https://www.unglobalcompact.org/AboutTheGC/TheTenPrinciples/Principle2.html) make sure that they are not complicit in human rights abuses.

[Labor](https://www.unglobalcompact.org/AboutTheGC/TheTenPrinciples/labour.html)

* [Principle 3](https://www.unglobalcompact.org/AboutTheGC/TheTenPrinciples/principle3.html): Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining.
* [Principle 4](https://www.unglobalcompact.org/AboutTheGC/TheTenPrinciples/Principle4.html): The elimination of all forms of forced and compulsory labor.
* [Principle 5](https://www.unglobalcompact.org/AboutTheGC/TheTenPrinciples/principle5.html): The effective abolition of child labor; and
* [Principle 6](https://www.unglobalcompact.org/AboutTheGC/TheTenPrinciples/principle6.html): The elimination of discrimination in respect of employment and occupation.

[Environment](https://www.unglobalcompact.org/AboutTheGC/TheTenPrinciples/environment.html)

* [Principle 7](https://www.unglobalcompact.org/AboutTheGC/TheTenPrinciples/principle7.html): Businesses should support a precautionary approach to environmental challenges.
* [Principle 8](https://www.unglobalcompact.org/AboutTheGC/TheTenPrinciples/principle8.html): Undertake initiatives to promote greater environmental responsibility; and
* [Principle 9](https://www.unglobalcompact.org/AboutTheGC/TheTenPrinciples/principle9.html): Encourage the development and diffusion of environmentally friendly technologies.

Anti-corruption

* [Principle10](https://www.unglobalcompact.org/AboutTheGC/TheTenPrinciples/principle10.html): Businesses should work against corruption in all its forms, including extortion and bribery.

The Global Compact is global and local; private and public; voluntary yet accountable.

Further information is available on this website in different languages:    <https://www.unglobalcompact.org>

* 1. JAFRA adheres strictly to its own Code of Conduct

JAFRA’s own Code of Conduct builds upon the principles of the UN Global Compact and is an integral lodestone in all JAFRA’s work. All JAFRA 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 JAFRA
* No discrimination
* Responsibility for health and safety
* No sexual violence
* Child protection
* Responsible handing 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

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

* 1. JAFRA (JAFRA) renounces all forms of terrorism and money laundering

JAFRA 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, JAFRA is firmly committed to the international fight against terrorism and, in particular, against the financing of terrorism. Accordingly, JAFRA 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).

Name and first name: […………………………………………]

Duly authorised to sign this tender on behalf of: […………………………………………]

Place and date: […………………………………………]

Stamp of the firm/company:

**PART C – APPENDIX D**

**SUPPLIER DECLARATION**

We, […………………………………………] (name of company) hereby declare that:

* We are not in bankruptcy proceedings, judicial insolvency proceedings or in liquidation, that 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,
* We have not received a sanction by legally binding judgment for reasons which bring into doubt our professional reliability,
* We comply with our duty to pay social insurance contributions, taxes or other levies in accordance with the legal provisions of the state in which we have our office, the state of the consignee, or the state 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.
* 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 the International Humanitarian Aid Community,
* 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 the International Humanitarian Aid Community,
* We are providing you with all the information required in connection with participation in a tender,
* In respect of contracts which are ultimately paid for out of European Community funds, no one has accused us of breach of contract due to gross violation of our contractual obligations,
* We have not been excluded as a contract partner by the European Community due to ethical issues,
* We assure the European Commission, the European Anti-Corruption Bureau and the auditors of the European Community reasonable access on demand to our business and accounting documents for the purpose of checks and audits,
* We respect basic social rights and condemn child labour,
* We are informed that WHH will conduct a check to ensure that partners/suppliers do not appear on official sanctions lists of UN and the European Union

Name and first name: […………………………………………]

Duly authorised to sign this tender on behalf of: […………………………………………]

Place and date: […………………………………………]

Stamp of the firm/company:

**PART C – APPENDIX E**

**BIDDER’S REFERENCES**

Name at least 3 Customer References: either customers in the Humanitarian sector, or customers which used similar supplies. Briefly present the customer, the nature of the supplies, the period, and the outcome of the deal.

Contact details is requested too for the 3 references customers.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Year | Project Name | Location | Contract Value in USD | Status | Completion date | Contact Person | Telephone | Email |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**Please design the table into landscape and submit it in PART C – APPENDIX E BIDDER’S REFERENCES**

**PART C – APPENDIX F**

**TECHNICAL PROPOSAL**

Supplier can apply for one or more of the following supplies categories:

**Plastic pots with tray:**

- Material such as "Insulated wood" or "Fiberglass" or "Plastic PP"

- Length from 56 cm and above

- Width from 36 cm and above

- Depth from 31 cm and above

Please check the box next to the supply category that you are interested in **and providing the sample.**

Please provide under this section the specifications for the offered Pots.

Please also provide the data sheet (if available) for each of offered Pots.