

**Request for Proposal:**  
***Promotional Clothing Items***

**2018**

**World Vision**  
***Lebanon***

**STATEMENT OF CONFIDENTIALITY**

All information within this RFP, regardless of the communication form, is given in absolute confidence and may not be disclosed without written permission from World Vision.

## 1. Introduction

### 1.1 Invitation

Your company is invited to participate in and submit a RFP (Request for Proposal) response for Visibility, Promotional Items & Clothing. World Vision (WV) *Lebanon* is inviting potential suppliers, which are all strong and highly regarded within the industry.

WV is seeking suppliers that can offer the most cost efficient solution with a high quality of performance and sustainability.

### 1.2 Information about World Vision

#### **What World Vision is:**

World Vision is a non-profit, non-denominational Christian humanitarian aid and development organization that is dedicated to helping children and their communities reach their full potential by tackling the causes of poverty.

#### **Who we serve:**

We serve poor children, families, and communities. Through means such as emergency relief, education, health care, economic development and promotion of justice, approximately 40,000 World Vision staff members assist impoverished communities help themselves. Our work touches approximately 100 million people in nearly 100 countries, assisting people regardless of religion, ethnic background, or gender.

#### **Why we serve:**

Motivated by our faith in Jesus, we serve the poor unconditionally, recognizing their individual dignity and honoring their God-given potential.

#### **Some ways in which we serve:**

**Community Development** - Each community's needs are different. We provide the resources that enable people to discover and use their own ideas and skills to move from poverty to self-sufficiency. Communities develop such things as access to clean water, reliable food production, basic health services, educational opportunities, microfinance programs to generate income, and AIDS prevention and care.

**Emergency Response** - We respond to natural disasters and long-term humanitarian emergencies. We track potential crises, pre-position emergency supplies for effective rapid response, and remain after the crisis to help people rebuild their communities.

**Protecting Children** - We believe in every child's individual worth. We advocate for their well-being: for a world where orphans are cared for; where children are no longer forced to be soldiers, prostitutes, or laborers; and where they are safe and free from oppression.

.To implement these projects effectively, we depend on supplier networks to obtain reasonable pricing, quality products and delivery in the shortest lead-time possible.

For further information, we encourage you to visit our website at [www.wvi.org](http://www.wvi.org).

## 2. Project Background

### 2.1 World Vision’s Travel Agency Category

WV *Lebanon* has historically purchased VISIBILITY/ PROMOTIONAL ITEM from multiple suppliers across various geographies. The intent of this RFP is to identify and engage with fewer suppliers that may service WV needs for defined categories through a long term agreement.

To provide the scope of business of this RFP, WV *Lebanon* based on historical figures from 2017 spent around **USD 40,000 for Promotional Clothing Items** in the last two years.

### 2.2 RFP Timetable

Milestone	Date
RFP Published	9 / 05 / 2018
Supplier RFP Submissions Due	21 / 05 / 2018
Supplier Negotiations Commence	28 / 05 / 2018
Supplier(s) Selection	11 / 06 / 2018

### 2.3 World Vision Contacts

Suppliers will submit any inquiries, responses of intent to bid, clarification requests and submissions related to this RFP to the following WV contact: [LBN\\_Tenders@wvi.org](mailto:LBN_Tenders@wvi.org) , [Elie\\_diab@wvi.org](mailto:Elie_diab@wvi.org)

Suppliers may not enter into communications with other World Vision staff about this RFP without the prior written permission of the individual listed above. Contacting WV staff may result in disqualification from the RFP process.

### 2.4 Our Intentions and Goals of the RFP

To accomplish our goals and objectives it is anticipated that WV may enter into multiple supplier agreements. How and with which suppliers agreements will be entered into will be at the discretion of WV.

During the RFP period, business will continue as normal from a WV perspective and it is expected that existing agreements, pricing and service levels will be maintained by existing suppliers.

RFP Goals:

- To identify and partner with suppliers(s) across *Lebanon* and Middle East and Eastern European Region through long term agreements
- To partner with a supplier(s) with highly trained and effective customer service representatives
- To partner with a supplier(s) that are focused on the timely delivery of customer requests
- To achieve the most competitive pricings possible, while receiving the highest level of quality
- To agree, set, and manage the account through a series of standard Key Performance Indicators

### 3. Instructions for Intent to Bid

It is required that suppliers notify the individual listed as WV's contact of their Intent to Bid **48 Hours** after RFP receipt. After designating one person within your organization who will serve as the main contact for this process, please send an email ***LBN\_Tenders@wvi.org and Elie\_Diab@wvi.org*** stating an intention to respond to this RFP in accordance with the defined dates and include the following contact information in the body of the email:

- Company Name
- Contact Name
- Title (optional)
- Address
- Telephone #
- Fax #
- Email Address

If your company does not plan to respond to the RFP, we would appreciate an email to ***LBN\_Tenders@wvi.org and Elie\_Diab@wvi.org*** stating the reason for declining to participate in our RFP process.

### 4. Conditions for RFP Participation

All responses and supporting documentation shall become the property of World Vision and will not be returned. World Vision ultimately reserves the right throughout this process to select any servicing option that best meets its business requirements and to hold discussions with any and all respondents.

You must agree to the following conditions if you choose to respond to World Vision regarding this RFP:

- Neither issuance of this RFP nor receipt of proposal represents a commitment on the part of World Vision Middle East and Eastern European or any office within the World Vision Partnership
- World Vision will not be responsible for, or in any way liable for, any costs incurred by suppliers in the preparation of any responses or presentations relating to this RFP

Neither party shall use the name of the other in publicity releases, referrals, advertising, or similar activity without the prior written consent of the other.

## 5. Required Response

Suppliers need to respond in the format that WV has provided (Excel Workbook). Suppliers must input their responses within the fields provided to them. Fields of response have been highlighted in Yellow. The provided Excel Workbook is mandatory for suppliers to complete if they wish to be considered for WV *Lebanon* and/or WV East and Eastern European business.

## 6. Evaluation Criteria

World Vision will evaluate information submitted for this RFP, at its discretion.

Evaluation Criteria Include, but are not limited to:

- Quality, reputation and performance of providing VISIBILITY, PROMOTIONAL ITEMS & CLOTHING in the geography of *Lebanon and/or Middle East* and Eastern Europe
- Thoroughness of information provided
- Demonstrated excellence in service, support and extended warranties
- Competitive pricing with demonstrated capacity to deliver the item/services required
- Ability to deliver the requested according to the agreed-upon timeframe
- Capability of supplier(s) to identify all elements leading to understanding the actual landed costs by country and establish lead-time and fulfillment objectives
- Demonstrated ability to provide account coordination and high quality customer service.

## Appendix 1 – Standard Terms and Conditions

### TERMS AND CONDITIONS

#### 1. ACCEPTANCE:

- A. Any additional or different terms or conditions which may appear in any communication, printed or otherwise, from Seller are hereby expressly objected to and shall not be effective or binding unless specifically agreed to in writing. No substitution of goods or services as identified within the Request for Proposal may occur without the written consent of Purchaser.
- B. Any objection by Seller to the terms and conditions hereof shall be ineffective unless Purchaser is advised in writing thereof within the earlier of ten (10) days of the date of this Request for Proposal or Seller's provision of the goods and/or services.

#### 2. PRICE:

Potential future Purchase Orders shall not be filled at prices higher than those shown on this Request for Proposal. Seller warrants that the prices to be charged for goods or services ordered herein are not in excess of prices charged to other customers similarly situated for similar quantities of goods or similar services of like quality.

#### 3. QUALITY, QUANTITY:

In the event no quality is specified on the face hereof, the goods delivered and/or services rendered hereunder must be of the best quality as defined within the market. The quantity of goods indicated on

the face hereof must not be exceeded without written approval of Purchaser prior to shipment. Any goods (a) defective in material or workmanship or otherwise not of the required quality or (b) in excess of the requested quantity will be sent back to Seller at Seller's risk and cost. If Purchaser requests replacement goods, Seller will ship them at Seller's cost. If Purchaser does not request replacement goods, Seller will refund the original shipment cost. All services must be performed in a timely, competent, professional and non-negligent manner.

**4. PACKING AND PACKING LIST:**

No charge will be paid by Purchaser for packing, boxing or cartage, unless specified on the face hereof. Loss of or damage to any goods not packed in such a manner as to insure proper protection to same shall be borne by Seller. Each package of goods shipped must contain a memorandum showing shipper's name, contents of package, and the Purchase Order number on the face hereof. A copy of bill of lading, invoice, etc. shall be sent to Purchaser, at address referenced on face of the Purchase Order, as well as to the destination point, if different from Purchaser's address, at time of shipment.

**5. INDEMNIFICATION; HOLD HARMLESS:**

Seller hereby agrees to indemnify and hold harmless Purchaser, its subsidiaries and affiliates, and their respective successors, assigns, officers, directors and employees from and against any and all claims, losses, damages, expenses, penalties, causes of action and liabilities of whatever kind and nature, including without limitation reasonable attorneys' fees.

**6. INDEMNITY:**

Seller hereby agrees to defend, indemnify and hold harmless Purchaser, its subsidiaries and affiliates and their respective successors, assigns, officers, directors and employees from and against any and all claims, losses, damages, expenses, penalties, causes of action and liabilities of whatever kind and nature, including without limitation reasonable attorneys' fees, arising out of the infringement or misappropriation of any third party's patent, published patent application, copyright, trademark, service mark, trade secret or other intellectual property or the laws or regulations of any governmental or judicial authority related to the goods and/or services. Seller agrees to give Purchaser prompt written notice of any threat, warning of notice of any such claim or action which could have an adverse impact on Purchaser's use or possession of such goods and/or services. Seller shall have the right to conduct the defense of any such claim or action and, consistent with Purchaser's rights hereunder, all negotiations for its settlement; provided, however, Purchaser may participate in such defense or negotiations to protect its interests.




**2052 - RFP Promotional Clothing Items**

**RFP Guidelines:**  
 - All costs should be input in USD  
 - Working hours; Monday to Friday (8:30AM - 5:30PM)  
 - Please respond to only the products and areas where you can service  
 - Completed RFP is due by : **21 May 2018**  
 - Questions should emailed directly to: [Elie\\_diab@wvi.org](mailto:Elie_diab@wvi.org)  
 - **Final submission should be sent in EXCEL and signed PDF Format emailed directly to: [LBN\\_Tenders@wvi.org](mailto:LBN_Tenders@wvi.org)**  
 -Email Subject should include: **2052 - RFP Visibility Clothing Items I World Vision Lebanon**



<b>Supplier Name &amp; Details:</b>	
Supplier to Complete:	

- \* Sample is required for each, Items should be labeled as per Ref #
- \* Total Cost must include delivery of goods to Site Locations within Lebanon

Ref: #	Product Information					For Quantities between 1 - 50					For Quantities above 50			
	Sub-Category	Item	Specifications	Picture	Unit of Measure	Quoted Specifications	* Quoted Photo	Lead Time	Unit Price (USD)	VAT (USD)	Total Delivered Cost (USD)	Unit Price (USD)	VAT (USD)	Total Delivered Cost (USD)
1	WV Promotional Clothing	Jacket (adult)	Winter Jacket, Kaki Colour, waterproof 100 % polyester, Eversafe Brand or equivalent. <b>Visibility:</b> WV Logo Size 8*4.5cm (3 Colors) broderie Back & Front. Removal Donor Badge 10*5 cm (Badge Velcro or chlikh chlahk) on the right hand All Sizes: S/ M/ L/ XL/ XXL		Per Piece		* Sample Needed				\$ -			\$ -
2	WV Promotional Clothing	Jacket (kids)	Winter Rain jacket, waterproof 100 % polyester Imprinted colored badge ( size: 10cm X 5 cm) 1 position Size ages between 5 years- 12 years old. different colors.		Per Piece		* Sample Needed							
3	WV Promotional Clothing	Vest (Emergency)	Emergency Response Vest, White & Orange, <b>Visibility:</b> WV Logo embroidery Back & Front Sizes: S/ M/ L/ XL. <b>Front/left logo 10*3.8cm- back/center logo 25*9cm</b>		Per Piece		* Sample Needed				\$ -			\$ -
4	WV Promotional Clothing	Vest (World Vision)	Vest WV "Gilet bayajo" Beige Color embroidery Back & Front, WV Logo. Size: S/ M/ L/ XL/XXL. <b>front/left: WV logo size: 10*3.8cm - back / center WV logo: 25*9cm</b>		Per Piece		* Sample Needed				\$ -			\$ -
5	WV Promotional Clothing	Vest (World Vision + Donor)	Vest WV "Gilet bayajo" Beige Color, embroidery Back & Front, Size: S/ M/ L/ XL/XXL. EU Logo top right side with white writing funded by European Union. WV Logo top left side. (inscription on the back 1 color) <b>Front/left logo 10*3.8cm- back/center logo 25*9cm</b>		Per Piece		* Sample Needed				\$ -			\$ -
6	WV Promotional Clothing	Polo Shirt	Sweatshirt orange and black long sleeve. 60% Cotton 40% Polyester with embroidery on the right sleeve, left front, back and collar with Rayan Embroidery Thrids. <b>Front/left:WV logo size 10*3.8cm (2colors)- back/center:WV logo 25*9cm</b>		Per Piece		* Sample Needed				\$ -			\$ -

7	WV Promotional Clothing	T-shirt (Adults)	T-shirt 100% Cotton - Short Sleeves Color: White or Different colors Printed: logo 2 colors (silk screen) 1 position Film Size: 15 x 9 cm Front/left:WVL logo size 10*3.8cm (2colors)- back/center:WVL logo 25*9 All Sizes: S/ M/ L/ XL/ XXL		Per Piece		* Sample Needed					\$ -			\$ -
8	WV Promotional Clothing	T-shirt (Kids)	T-shirt, kids 100% Cotton Color: White or Different colors Printed: logo 2 colors All Sizes: S/ M/ L		Per Piece		* Sample Needed								
9	WV Promotional Clothing	Hat	Cap 6 Panels roadted 100% cotton, Color: White, Printed logos: 3 color logos, front and back 100% Cotton		Per Piece		* Sample Needed					\$ -			\$ -
10	WV Promotional Clothing	Polo Shirt - Short Sleeves	Polo Shirt 100% Cotton - Short Sleeves WVL Logo in embroidery (upper left 8cm x 4cm ) + Inscription 20cm x 12cm printed in orange on the back. Different Color Options All Sizes: S/ M/ L/ XL/ XXL		Per Piece		* Sample Needed					\$ -			\$ -
11	WV Promotional Clothing	Polo Shirt - Long Sleeves	Polo Shirt 100% Cotton - Long Sleeves WVL Logo in embroidery (upper left 8cm x 4cm )+ Inscription 20cm x 12cm printed in orange on the back. Different Color Options All Sizes: S/ M/ L/ XL/ XXL		Per Piece		* Sample Needed					\$ -			\$ -
12	WV Promotional Clothing	Polo Shirt with Printing	Polo Shirt 100% Cotton - Short Sleeves Different Color Options Printed: front 2 logos 2 positions back 1 logo 1 position Size: S/ M/ L/ XL/XXL		Per Piece		* Sample Needed					\$ -			\$ -
13	WV Promotional Clothing	Polo Shirt with Embroidery	Polo Shirt 100% Cotton - Short Sleeves Different Color Options Embroidered: front 2 logos 2 positions back 1 logo 1 position Size: S/ M/ L/ XL/XXL Front/left:WVL logo size 10*3.8cm (2colors)- back/center:WVL logo 25*9cm		Per Piece		* Sample Needed					\$ -			\$ -
14	Clothes	Scarf (Adult)	Wool scarf, one color, Unisex, Different Color Options (L*W : 150cm * 50cm)		Per Piece		* Sample Needed					\$ -			\$ -
15	Clothes	Wool Hat	Children Wool Hat, Unisex color, for Boys and Girls (Ages between 3 and 12 years) Material: cotton and acrylic.		Per Piece		* Sample Needed					\$ -			\$ -
16	Clothes	Wool Scarf	Children Wool Scarf, Unisex color, for Boys and Girls (Ages between 3 and 12 years) Material: cotton and acrylic.		Per Piece		* Sample Needed					\$ -			\$ -
17	Clothes	Wool Gloves	Children Wool Gloves, Unisex color, for Boys and Girls (children aged between 6 and 12 years)(Ages between 3 and 12 years) Material: cotton and acrylic.		Per Pair		* Sample Needed					\$ -			\$ -
18	Clothes	HAT	Cap medium quality, standard size with colored World Vision Logo Printed logos: 3 color logos, front and back 100% Cotton(10cm*3.8cm) on the front		Per Piece		* Sample Needed					\$ -			\$ -



# 2052 - RFP Promotional Clothing Items

## Supplier Questions



World Vision Country:

<b>1</b>	Please provide your supplier contact information: (Business Name, Address, Business Contact, Phone, Fax, Email)													
<b>2</b>	Please provide relevant company profile information (number of years in business, number of employees, number of customers, market share, yearly revenue, etc)													
<b>3</b>	Is your company an incumbent supplier to World Vision (provided goods or services to within the past 12 months)?													
<b>4</b>	Which of the following World Vision areas is your company able to service? Please input an "X" next to each country your company has the ability to service.	<table border="1"> <thead> <tr> <th></th> <th style="background-color: #808080; color: white;">Service?</th> </tr> </thead> <tbody> <tr> <td style="background-color: #1a3d4d; color: white;">Beirut</td> <td style="background-color: yellow;"></td> </tr> <tr> <td style="background-color: #1a3d4d; color: white;">Mount Lebanon</td> <td style="background-color: yellow;"></td> </tr> <tr> <td style="background-color: #1a3d4d; color: white;">South</td> <td style="background-color: yellow;"></td> </tr> <tr> <td style="background-color: #1a3d4d; color: white;">North</td> <td style="background-color: yellow;"></td> </tr> <tr> <td style="background-color: #1a3d4d; color: white;">Bekaa</td> <td style="background-color: yellow;"></td> </tr> </tbody> </table>		Service?	Beirut		Mount Lebanon		South		North		Bekaa	
	Service?													
Beirut														
Mount Lebanon														
South														
North														
Bekaa														
<b>5</b>	What length of contract would you be willing to negotiate with World Vision? Please indicate in number of years.													
<b>6</b>	What standard payment terms is your company willing to offer World Vision?													
<b>7</b>	What is your standard process for quality control?													
<b>8</b>	What assurance of supply can you guarantee to deliver services as specified and on-time? Do you have any standard Key Performance Indicators (KPIs) that your company typically employs or guarantees customers?													
<b>9</b>	Would your company provide World Vision with a dedicated Account Manager to ensure quality Customer Service? Do you have the ability to provide 24x7x365 support? If so, please provide the type of services the Account Manager would be responsible for.													

## Child Protection Policy- Short Version

### World Vision Lebanon- 2015

**Purpose:** To establish and outline World Vision International's policy on its responsibility and commitment to the protection of children and families it serves. To maintain a workforce that is committed to the welfare of children around the world.

**Scope:** This policy applies to World Vision Lebanon **staff, independent contractors (consultants), interns, partners and volunteers** in all offices of World Vision Lebanon and **Board members**. As well as on **donors and media and visitors** to World Vision Lebanon's programs and projects, taking into consideration that the definition of a child will be any boy or girl under the age of 18 years.

#### Behavior Protocols (apply to every person mentioned above)

- Will not offer employment or casual work (either paid or unpaid) to boys and girls less than 18 years of age within World Vision projects.
- Will be concerned about perception and appearance in his/her language, actions, and relationships with children, and young adults.
- Will not stay overnight on his/her own with one child or more at any community project whether that is in the staff member's house, project premises, office or elsewhere.
- Will not spend time alone with a child, away from others or behind closed doors or in a secluded area. The "two adults" rule, where two or more adults supervise at all times children activities, will be followed.
- Is always accountable for his/her response to a child's behavior, even if a child behaves in a sexually inappropriate manner; must not behave in an inappropriate physical manner, or develop a sexual relationship with a child (under 18 years old), regardless of the country specific legal age of consent.
- Must not hit or curse or humiliate the child while he is in WV care or the WV person is conducting WV work. He/she must use positive, non-violent methods to manage children's behavior.
- Must not take a child alone in a vehicle for WV work, unless it is absolutely necessary, and with parental/guardian and managerial consent.
- Visitors to World Vision Lebanon and consultants must ask the child or family for permission before touching or holding hands. He/she must not fondle, hold, kiss, hug or touch children in an inappropriate or culturally insensitive way.

- Inappropriate behavior towards children, including failure to follow World Vision Lebanon behavior protocols or child abuse is ground for discipline including legal action.

### Visits to World Vision Lebanon projects

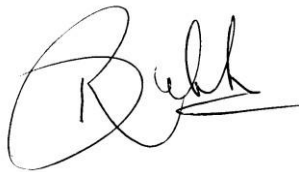
Communities, families and children participating in World Vision Lebanon programs will be advised of World Vision's procedures and schedule regarding project visits. Each WVL entity is diligent to ensure that visitors uphold the relevant child protection standards. The following requirements apply to visitors who visit a project or have direct contact with children

- a) Visitors from other WVL offices who are staff or Board Members: The hosting office provides a brief written or oral orientation to any distinctive Child Protection Behavior Protocols that apply in that context, as well as local customs regarding adult interaction with children.
- b) Visitors who are not WVL staff or Board Members: They are briefed on WVL's Child Protection Behavior Protocols and Prevention of Harm. They sign acknowledgement of receipt of the protocols, and the signed acknowledgement is kept on file by the hosting entity. **Non- staff visitors are accompanied by a WV staff person when visiting projects.**

### Communications, Social Media and Digital Technology

(Including photographs/videos/audio clips, stories, articles, or any other communication materials):

1. Material posted on social media or digital technology does not contain a child's family name or child's personal location/address and is not geo-tagged to precise locations.
2. In all forms of communication, children are treated and portrayed with dignity and not as helpless victims or in sexually suggestive poses. Children must not be obliged to answer.
3. Children who are primary subjects of text, photo and/or video resource gathered by WV staff must provide informed consent. Informed consent means the subject has a general understanding of the purpose of the reporting or photography, and gives verbal or written permission thereof.
4. WV discourages direct, unaffiliated, undocumented communication through social media without WV's knowledge.
5. WV provides reporting and response options so that sponsors, donors, visitors, children or their caregivers can report any incident(s) where either party feels uncomfortable or threatened.



Reinder Dekker  
National Director  
World Vision Lebanon

I, \_\_\_\_\_ have read, understood and committed to obey the  
World Vision Lebanon Child Protection Policy and Behavioral Protocols- 2015.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# World Vision Supplier Code of Conduct

Last updated 12May2013

World Vision is a Christian relief, development and advocacy organization dedicated to working with children, families and communities to overcome poverty and injustice. Inspired by our Christian values, we are dedicated to working with the world's most vulnerable people. We serve all people regardless of religion, race, ethnicity or gender.

World Vision is strongly committed to observe the highest ethical and moral standards in all its procurement activities. This Code of Conduct sets out a set of simple principles and behaviors that should guide our suppliers, its sub-contractors, and each of us in the everyday conduct of business, ensuring that internationally recognized procurement ethics are followed. Standard elements of good business practice should also be applied. The Code of Conduct is relevant to World Vision and is intended to reach and be applied by all members of the Supply Chain. To ensure World Vision is donor complaint, we will adhere to donor procurement requirements, where applicable. Suppliers are strongly advised to familiarize themselves and their sub-contractors with the Code of Conduct to ensure successful working relations with World Vision.

## **World Vision expects its suppliers to:**

1. Improve value for money –
  - a) Actively seek to demonstrate and improve results, and reduce costs through the life of the Long Term Agreement, and/or Purchase Orders.
  - b) Price appropriately and honestly to reflect requirements and risks.
  - c) Proactively pursuing continuous improvement to reduce waste and improve efficiency across the organization and wider supply chain
  - d) Earn fair but not excessive rewards
  
2. Act with Professionalism and integrity –
  - a) Be honest and realistic about capacity and capability when bidding.
  - b) World Vision expects that its suppliers encourage and work with their own suppliers and subcontractors to ensure that they strive to meet the principles of this Code of Conduct, and be able to demonstrate this as and when required.
  - c) Work collaboratively to build professional business relationships, including with World Vision staff.
  - d) Act in a manner that supports the development of a mature and ethical business relationship with World Vision.
  - e) Demonstrate clear, active commitment to Corporate Social Responsibility.
  
3. Be accountable –
  - a) Apply pricing structures that align payments to results and reflect a more balanced sharing of performance risk.
  - b) Expect to be held accountable for delivery and accept responsibility for their role, including being honest when things go wrong so that lessons can be learned.
  
4. Align with World Vision –

- a) Apply a strong emphasis on building local capacity by seeking ways to develop local markets and institutions, and avoid the use of restrictive exclusivity agreements.
- b) Be able to operate across all World Vision offices, including in fragile and conflict affected areas.
- c) Share and transfer innovation and knowledge of best practices to maximize overall development impact.
- d) Accept we work in challenging environments and act to manage uncertainty and change in a way which protects value for money.
- e) Reflect World Vision's international development goals and demonstrate their commitment to poverty reduction.

5. Observe International Labour Conventions –

- a) World Vision expects its suppliers, and their sub-contractors to observe International Labour Conventions
- b) Prohibit any use of forced, bonded, or indentured labour or involuntary detention labour.
- c) Prohibit the use of child labour.
- d) World Vision does not tolerate any form of discrimination in hiring and employment practices on the ground of race, colour, religion, gender, ethnicity, age, physical disability.
- e) Comply with local law in terms, of wages, working hours, and freedom to association and right to organize and bargain collectively.
- f) World Vision expects its suppliers to support and respect the protection of human rights and to ensure that they are not complicit in the abuse of human rights.
- g) World Vision expects its suppliers to ensure that they operate a safe and healthy workplace or any other place where production or work is undertaken.

6. Have a strong Environmental Policy –

- a) World Vision expects its suppliers to have an effective environmental policy and comply with existing legislation and regulations to protect the environment.
- b) Suppliers are expected to undertake initiatives to promote greater environmental responsibility and encourage the use of environmental friendly technologies.
- c) Suppliers should obtain wherever possible, a certified quality management system.

7. Anti-corruption and Bribery –

- a) World Vision expects its suppliers to adhere to the highest standards of moral and ethical conduct, including extortion, fraud, and bribery.
- b) Disclose any situation that may appear as a conflict of interest.
- c) Apply a zero tolerance approach to corruption and fraud, with top-quality risk management.

---

Supplier Name

---

Print name and Title of Supplier Representative

---

Signature

---

Date

## VENDOR REGISTRATION FORM



*Disclaimer: World Vision shall maintain in confidence all information provided by the Supplier. This information is for internal use ONLY & will not be share with a Third Party.  
The World Vision Partnership follows a "zero tolerance" rule with regard to corruption (including fraud).*

### Section I-General Information

#### I.1-Business Type

Goods

Services

Consultancy

Commercial / Company Name : \_\_\_\_\_

I.2-Detailed Business Address: \_\_\_\_\_

#### I.3-Business Contact Details

Name	Position	Phone Number	Email Address	Other (fax, PO Box, Website)

#### I.4-Business Profile ( Complete as applicable )

Year Established	Number of employees	Ministry of finance Number ( VAT Number)	Ministry of economics Number (License Number)	Business Owner Name	Names of members the board of Directors

I.5-Working Languages: : English  Arabic  French

I.6-Technical Documents available in: English  Arabic  French

#### I.7-Supporting Documentation Available ( Place X and Attach Document )

	Available and Attached	Document Not Available
Commercial Register		
Commercial Circular		
VAT Document		
Authorized Signatory ID		
Board Members ID		
Financial Report/ Audit Report		

### Section 2: Financial Information

2.1 Annual Value of Total Sales for the last 3 Years	
Year 200__	
Year 200__	
Year 200__	

**2.2 Bank Details**

<b>Bank Name:</b>	
<b>Swift/BIC Address:</b>	
<b>Bank Account Number:</b>	
<b>Account Name:</b>	
<b>IBAN Number:</b>	
<b>Currency:</b>	

**Section 3: Technical Capability and Information on Goods / Services Offered****3.1 List below your core Goods/Services offered**

1 _____	6 _____
2 _____	7 _____
3 _____	8 _____

**Section 4: Experience****4.1 Recent Contracts with International Aid Organizations and/or the United Nations:**

Organization	Value in USD	Year	Goods/Services Supplied	Destination

**Section 5: Other****Certification:**

I, the undersigned, hereby accept the basic General Conditions, a copy of which has been provided to me and warrant that the information provided in this form is correct, and in the event of changes details will be provided as soon as possible

**Name** \_\_\_\_\_ **Functional Title** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

N.B.: Completing this form it does not automatically mean you will be added to our Vendor Database

**All Suppliers/Contractors/ Consultants must provide copies of the following if available:**

- 1.Certificate of Business Registration / Commercial Register/ Commercial Certificate
- 2.VAT registration Certificate
- 3.Valid Tax compliance/clearance certificate
- 4.Current trade license (if applicable)
- 5.Registration certificate in any specialized e.g. for pharmaceuticals.
- 6.References /Letter of recommendation from previous Contracts successfully executed
- 7.Detailed Company profile.
- 8.Must have a minimum of three years experience preferably with similar organizations (NGO).
- 9.Must provide list of 3 references/clients (attach evidence i.e. copies of contract document from client or orders for the last three years that best illustrate your best performance.)
- 10.Must demonstrate financial capability ,with a recommendation from a reputable bank
- 11.Must submit bids within the specified time frame.
- 12.World Vision will carry out site visits to all potential suppliers prior to final approval







**FUNDED BY THE EUROPEAN UNION**

**EU REGIONAL TRUST FUND 'MADAD'**

**الصندوق الاستئماني الأوروبي 'مدد'**

World Vision

الرؤية العالمية

World Vision

الرؤية العالمية