**CALL FOR INTERNATIONAL TENDER**

**For office stationery**

**Tender Reference: HAD-CAR-RFQ-24-004**

PART A – INSTRUCTION TO TENDERERS

##

## **Introduction, Purpose of Tender**

HADATHA Association is a national NGO established in 13/03/2006 and registered at MOI under number 87/A.D to support the roles of various community segments by developing their capabilities, and reduce economic vulnerability by promoting their skills, and facilitating community access to social, humanitarian, and development work.

That is managing 3 Community Development Center mainly in Mnieh,Wadi jamous,Wadi khaled

When submitting their tenders, tenderers accept and must follow all instructions, forms, terms of reference, 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 reservation in the tender as regards the tender dossier; any reservation will result in the immediate rejection of the tender without further evaluation.

## **Tender Timetable**

|  |  |  |
| --- | --- | --- |
|  | **DATE** | **TIME** |
| Deadline for requesting clarification by tenderers | 8/01/2024 | 10:00(Beirut time) |
| Last date to issue answers by **HADATHA Association** | 9/01/2024 | 10:00(Beirut time) |
| Deadline for submitting tenders | 11/01/2024 | 16:00(Beirut time) |

All times are in the time zone of Beirut, Central European Time and subject to change. **HADATHA Association** has the right to modify this schedule.

## **Questions and Clarifications**

Tenderers may submit questions, inquiries about concerned competition in writing by email directly latest by the **08/01/2024 at 10:00 am BEIRUT time** - **2** working days before the deadline for submission of offer.

All questions, inquires, clarification must be communicated tosafa.hadatha@outlook.com with mention: [***Tender*** **HAD-CAR-RFQ-24-004*– Request for Clarification***]

If **HADATHA Association** provides either on its own initiative or in response to a request from a short-listed candidate, provides additional information on the tender dossier, it must send such information in writing to all other short-listed candidates at the same time.

Any tenderer seeking to arrange individual meetings with the **HADATHA Association**, Managing Partner, and/or the government of the partner country and/or the Donor concerning this contract during the tender period will be excluded from the tender procedure immediately.

**HADATHA Association** has no obligation to provide clarification after this date **09/01/2024** **at 10:00 Beirut time.**

## **Eligibility, Participation, and subcontracting**

1. Participation in this tender is open on equal terms to any natural and legal registered company / individual in Lebanon.
2. Tenders should be submitted by the same bidder that submitted the application form based on which it was short-listed and to which the letter of invitation to tender is addressed. No change whatsoever in the identity or composition of the tenderer is permittedunless a written request has been submitted to the **HADATHA Association** and the latter has given its prior approval in writing.
3. Short-listed bidders are not allowed to form alliances with any other firms or to subcontract to each other for the purposes of this contract.
4. Subcontracting is not permitted at any form of collaboration with firms that have not been short-listed at any condition that the tenderer explicitly states that it is the sole party that will be contractually liable.

## **Language**

Offers, all correspondence and documents related to the tender exchanged by the tenderer and **HADATHA Association**, must be written in **English**.

Supporting documents and printed literature that the tenderer provides may be in another language, provided they are accompanied by an accurate translation into **English**.

For the purposes of interpretation of the tender, the version in English will prevail.

## **Content of tenders**

Tenderer must commit to the requested documents for submission and fill/provide all the requested Appendixes detailed in the **Part C – Submission Part** in this tender dossier.

Failure to provide all the requested documents and filled templates in the formats stipulated will result in disqualification of the Tenderer’s proposal.

## **Offer Validity**

Tenderers are bound by their tenders for a period of **Ninety (90) days** after the deadline for submitting tenders. In exceptional cases, before the period of validity expires, **HADATHA Association** may ask tenderers to extend the period for a specific number of days, which may not exceed **Thirty (30) days**.

## **Submission of tenders**

Tenders must be sent to the **HADATHA Association** before **30/05/2023** **at 16:00 Beirut time.** They must include the requested documents in **Part C- Submission Part** and be sent by **hand delivered** by the participant in person or by an agent **directly** to the premises of **HADATHA Association** in return for a **signed and dated receipt**, in which case the evidence shall be constituted by this acknowledgement of receipt.

**HADATHA Association** may, for reasons of administrative efficiency, reject any application or tender submitted on time to the postal service but received, for any reason beyond the **HADATHA Association**’s control, after the effective date of approval of the short-list report or of the evaluation report, if accepting applications or tenders that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified.

Tenders must be submitted using the double envelope system in an outer parcel or envelope containing two separate, sealed envelopes inside it each envelope shall consist of one original paper copy.

First envelope bearing the words **“Envelope A — Technical offer”** and includes documents from Part C – Submission part from Appendix A to Appendix E.

Second envelope bearing the words **“Envelope B — Financial offer”** which includes only the financial offer part C – Submission part from Appendix F.

## **Currency of tenders**

All offered prices must only be indicated in the **United States Dollars ($, USD)** currency. Quotations stated in other currencies will not be considered during the awarding process. Prices must include, transportation, Stamp tax, and all applicable taxes like custom clearance (only for export price) …etc.

**HADATHA Association** reserves the right to negotiate, accept or reject any or all proposals and quotations at its sole discretion and to pursue or act further on any responses it considers advantageous. **HADATHA Association** does not bind itself to accept the lowest prices or any proposal. All proposals will be irrevocable after the Tenders closing date.

## **Costs for preparing tenders**

All costs incurred by the tenderer in preparing and submitting the tender are not reimbursable. All such costs will be borne by the tenderer.

## **Evaluation of tenders**

* 1. **Evaluation of offers**

The quality of each technical offer will be evaluated in accordance with the award criteria and the weighting detailed in the evaluation grid below. No other award criteria will be used. The award criteria will be examined in accordance with the requirements indicated in the terms of reference.

The evaluation of the technical offers will follow the procedures set out below**:**

* + 1. Tenderers not providing the requested offer included of prices as indicated in article **9. Currency** of this tender dossier of Tenders and **Part C - Appendix E – Financial Offer** of the Submission documents duly signed and stamped with the other documentation as listed in **Part C – Submission Part** will be by automatism excluded from this competition.
		2. The following raking criteria will be considered for the contract granting:

**30% technical**

**70% Price**

* + 1. The evaluation will be conducted in three phases as follow:
			1. Administrative check/evaluation:

|  |  |
| --- | --- |
| **Requested Document** | **Requirement** |
| **Appendix A –** Tender Application Form | The form must be filled, duly signed, and stamped. Failure to provide the document as requested **WILL lead to the disqualification immediately.** |
| **Appendix B –** Bidder Declaration Form | The form must be filled, duly signed, and stamped. Failure to provide the document as requested **WILL lead to the disqualification immediately.** |
| **Appendix C –** Bidder Qualification Form | The form must be filled, duly signed, and stamped. Failure to provide the document as requested **WILL lead to the disqualification immediately.** |
| **Appendix D**– Financial Offer | The form must be filled, duly signed, and stamped. Failure to provide the document as requested **WILL lead to the disqualification immediately.** |

* + - 1. *Technical evaluation criteria*
1. **70 points Bidder’s** willingness to accept 100% payment to be paid until the maximum of 50-70 days from submission of invoice (after complete delivery) with all valid supporting documents.
2. **30 points accept payment method by Withdrawal Bank Letter or transfer**
	* + 1. *Financial Evaluation*

Upon completion of the technical evaluation, the documents containing the financial offers for tenders that were not eliminated during the technical evaluation will be considered and then opened. Tenders exceeding the maximum budget available for the contract are unacceptable and will be eliminated.

The provision for incidental expenditure and the provision for expenditure verification stated in the terms of reference and to be included in the budget breakdown will not be taken into account in the comparison of the financial offers.

Any arithmetical errors are corrected without penalty to the tenderer such that, if there is a discrepancy between a fee rate and the total amount derived from multiplying the fee rate by the corresponding number of working days or the service, the fee rate as quoted must prevail, unless the opinion of the evaluation committee contains an obvious error in the fee rate, in which event the total amount as quoted must prevail and the fee rate must be corrected.

* 1. **Choice of selected tenderer**

The contract will be awarded to the tender offering best value for money, (that is to say, the tender offering the best **price-quality ratio**), while taking care to avoid any conflict of interests, amongst those judged technically and administratively compliant.

* 1. **Confidentiality**

The entire evaluation procedure is confidential, subject to the **HADATHA Association**’s legislation on access to documents. The evaluation committee’s decisions are collective, and its deliberations are held in closed session. The members of the evaluation committee are bound to secrecy. The evaluation reports and written records are for official use only and may be communicated neither to the tenderers nor to any party other than the **HADATHA Association**, the donors, the donor’s Anti-Fraud Office and the European Court of Auditors.

## **Type of Contract**

The contract that will be concluded between the successful tenderer and **HADATHA Association** is done according to **HADATHA Association** standard contract. In this contract, the successful tenderer will be referred to as “the consultant”.

## **Signature of contract**

The successful tenderer will be informed in writing that its tender has been accepted (notification of award). **HADATHA Association** will send the signed contract documents in two original copies to the successful tenderer.

The unsuccessful tenderers will be informed by e-mail within the 30 days following the award.

Within 7 calendar days following the reception, the successful tenderer will sign, date and send back the contract. The successful tenderer will have to communicate the number and exact references of the bank account where the payments will be executed.

If the successful tenderer fails to sign and send back the contract within 7 calendar days, **HADATHA Association** can consider after notification the award as null and void.

After selection, and before signature of the contract, **HADATHA Association** will inspect the equipment and the teams of the selected tenderer that will be allocated for the works. **HADATHA Association** reserves the right to de-select the tenderer if the capacity is deemed not to be adequate or compatible with that stated in the tender dossier.

## **Cancellation of the tender procedure**

In the event of cancellation of the tender procedure, **HADATHA Association** will notify tenderers of the cancellation.

Cancellation may occur, for example, where:

* The tender procedure has been unsuccessful, namely where not qualitatively or financially worthwhile tender has been received or there has been no response at all.
* The economic or technical parameters of the project have been fundamentally altered.
* Exceptional circumstances or force majeure render normal performance of the project impossible.
* All technically compliant tenders exceed the financial resources available.
* There have been irregularities in the procedure, in particular where these have prevented fair competition.

In no event shall **HADATHA Association** be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a tender procedure, even if the **HADATHA Association** has been advised of the possibility of damages. The publication of a contract notice does not commit the **HADATHA Association** to implement the programme or project announced.

## **Appeals**

Tenderers believing that they have been harmed by an error or irregularity during the award process may file a complaint by sending email to:

Complaints@alhadatha.org

## **Data Protection**

**Personal data must only be processed if this is permitted by law:**

namely based on

1. the voluntary and informed consent of the data subject.
2. its necessity for the performance of a contract.
3. a legal obligation of **HADATHA Association**.
4. the need to protect the vital interests of the data subject.
5. the legitimate interest of **HADATHA Association** in processing if it outweighs the interest of the data subject in not processing.

**Clear purpose:**

Personal data may only be processed for a clear and legitimate purpose that is clearly and legitimately defined in advance.

**Data minimization:**

Personal data must only be processed if this is necessary to achieve a legitimate processing purpose.

**Restrictive processing of sensitive personal data:**

Sensitive personal data (e.g. ethnic or other origin, health data, genetic data, biometric data) may be processed only with specific justification and must be specially protected.

**Mandatory data protection impact assessment when there is a high risk of harm to individuals:**

If the processing of personal data could pose a high risk to individuals (e.g. when processing sensitive personal data, or processing account data or security-related data), the processing risk must first be assessed and documented, and the measures **HADATHA Association** takes to adequately minimize this risk must be documented.

**Restrictive transfer of data to third parties**:

Third parties may only have access to personal data with legal permission or with the consent of the data subject.

**Guarantee of comprehensive data subject rights**:

Individuals whose data are being processed must be informed about their rights (e.g. to information, correction, deletion, restriction, complaint) and must be able to exercise these rights at any time.

**Accountability**:

We must be able to prove compliance with the data protection policy at any time, e.g. by maintaining appropriate records.

**Duty to report violations of the Data Protection Policy**:

Violations of the Data Protection Policy must be reported to Legal & Compliance via the internal **HADATHA Association** complaints mechanism.

PART B – TECHNICAL SPECIFICATION

## **Detailed Technical Specifications**

1. Introduction

The Bidder agrees to provide **HADATHA Association** with same deliverables mentioned herein.

1. Confidentiality

All information which comes into the Bidder’s possession or knowledge in connection with this Contract is to be treated as strictly confidential. The Bidder should not communicate such information to any third party without the prior written approval of **HADATHA Association**. The Bidder shall comply with **HADATHA Association** Data Protection Principles in the event that it collects, receives, uses, transfers or stores any personal data in the performance of this Contract. These obligations shall survive the expiration or termination of this Contract.

1. Detailed Specification / Terms of References

**TERMS OF REFERENC**

 **CONSULTANT FOR CONDUCT FGDS**

**CONFLICT STUDY AND GENDER STUDY IN AKKAR-NORTH and BAALBEK-HERMEL**

|  |
| --- |
| **TERMS OF REFERENCE** |
| Hiring Agency: | Al Hadatha Organization |
|  | Hadatha reserves the right to negotiate, accept or reject any or all proposals and quotations at its sole discretion and to pursue or act further on any responses it considers advantageous. Hadatha does not bind itself to accept the lowest prices or any proposal. All proposals will be irrevocable after the Tenders closing date. |
| Purpose  | **Office Stationery**  |
| Scope of work:*(Description of services, activities, or outputs)* | ***Framework Agreement****– the successful supplier(s) will be awarded a ‘Framework Agreement’. Within the Framework Agreement the terms of supply (e.g. indemnities, liabilities, warranties etc.) shall be agreed, as will the conditions of supply (e.g. specifications, lead times etc.). The Framework Agreement does not commit SCI to any purchases or specific volumes. Any future purchases which will be completed under separate Purchase Orders which will be governed and linked to the original Framework Agreement* |
| Duration and working schedule: | January 2024-December 30, 2024  |

## **Delivery Date**

The Bidder shall mobilise all necessary and appropriate resources and coordinate all Services with **HADATHA Association** to ensure completion and turnover of the services to **HADATHA Association** by 30/04/2023. **HADATHA Association** shall not approve requests for time extension for reasons within the responsibility of the bidder such as but not limited to:

* Project location, conditions and restrictions identified during time of tender and award of the Contract.
* Normal weather and climatic conditions prevailing at site location; delays due to winter from cold weather which may cause a suspension of services when both parties agree without penalty to the Bidder.
* Logistics, implementation, and coordination problems within the control of the Bidder.
* Financial, operational and labor difficulties of the Bidder or any of its service provider/s;
* Any required rectification of non-conforming work items.

## **Force Majeure**

Given the volatile situation in the region, the “Post-Harvest Machinery-Production Line” delivery might be cancelled or modified due to the event of force majeure like changes in rules and regulations of Lebanon, military operations, natural disasters, etc. In such a case, **HADATHA Association** has the right to cancel/ terminate the contract or suspend deliveries until it is possible.

## **Payment procedure**

* 1. **HADATHA Association** will make payment to the bank account indicated by the Bidder in its invoice, providing that the bank account is in the name of the Bidder and located in its country of residence within 30 days from the date of receiving and accepting the invoice and any other requested document/report mentioned in the awarded contract. Any request for payment to a bank account other than that of Bidder or to a bank other than one located in Bidder's country of residence must be specified and justified by Bidder at the time of making its offer.

PART C – SUBMISSION PART

First envelope bearing the words “**Envelope A — Technical offer**” and includes documents **from Part C – Submission part from Appendix A to Appendix E.**

**Appendix A** – Tender Application Form

**Appendix B** – Bidder Declaration Form

**Appendix C** – Bidder Qualification Form

Second envelope bearing the words “**Envelope B — Financial offer**” which includes **only** the financial offer part C – **Submission part from Appendix E**.

**Appendix D**– Financial Offer

**PART C – APPENDIX A**

**TENDER APPLICATION FORM**

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

##### I - SUBMITTED BY

Name of tenderer: […………………………………………]

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

Name : […………………………………………]

Address : […………………………………………]

Telephone : […………………………………………]

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 [**Stationary]** Reference **HAD-CAR-RFQ-24-004.**
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 L**.
4. This tender is valid for a period of Ninety (90) days from the final date for submission of tenders, i.e., until [**01/03/2024**]
5. We hereby confirm we have read, understand and we accept the “**17.3. Detailed Specification**” described in **Part B – Technical Specification**. Our offer has been designed/proposed according to these specificities requested/needed by **HADATHA Association.**
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 **HADATHA Association** immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognize 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 **HADATHA Association** 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 **HADATHA Association** do so

**IV - CONTENT OF THE BID**

We understood that a complete bid to submit to **HADATHA Association** must include:

**Appendix A –** Tender Application Form

**Appendix B –** Supplier Declaration Form

**Appendix C –** Supplier Qualification Form

**Appendix D –** Financial Offer

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

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

Place and date: […………………………………………]

Stamp of the firm/company:

**PART C – APPENDIX B**

**SUPPLIER DECLARATION FORM**

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

1. 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,
2. We have not received a sanction by legally binding judgment for reasons which bring into doubt our professional reliability,
3. 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.
4. 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 natural person
5. 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”);
6. We are providing you with all the information required in connection with participation in a tender, and all information submitted in relation to this tender is true and complete;
7. 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,
8. We have not been excluded as a contract partner by the European Community due to ethical issues,
9. 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,
10. We respect basic social rights and condemn child labour,
11. 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

**HADATHA Association** **renounces all forms of terrorism and money laundering**

**HADATHA Association** 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 numerous United Nations Security Council resolutions, including S/RES/1269(1999), S/RES 1368(2001) and S/RES1373(2001) and the European Union, **HADATHA Association** is firmly committed to the international fight against terrorism and in particular against the financing of terrorism. It is the policy of **HADATHA Association** to seek to ensure that none of its and its donor funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism or money laundering. Therefore, **HADATHA Association** will match their suppliers and Suppliers against the Sanctions lists on a regular basis. By submitting an offer, suppliers and Suppliers agree to this.

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

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

Place and date: […………………………………………]

Stamp of the firm/company:

**PART C – APPENDIX C**

**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. 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 FormIf 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. **HADATHA Association** policy statement
	1. **HADATHA Association** 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. **HADATHA Association** adheres strictly to its own Code of Conduct

**HADATHA Association**’s own Code of Conduct builds upon the principles of the UN Global Compact and is an integral lodestone in all **HADATHA Association**’s work. All **HADATHA Association** 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 **HADATHA Association**
* 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. **HADATHA Association** (**HADATHA Association**) renounces all forms of terrorism and money laundering

**HADATHA Association** 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, **HADATHA Association** is firmly committed to the international fight against terrorism and, in particular, against the financing of terrorism. Accordingly, **HADATHA Association** 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 authorized to sign this tender on behalf of: […………………………………………]

Place and date: […………………………………………]

Stamp of the firm/company:

**PART C – APPENDIX D**

**FINANCIAL OFFER**

In a second envelope bearing the words “**Envelope B — Financial offer**” which includes **only** the financial offer part C – **Submission part from Appendix**

Please fill or provide your financial offer as the form Appendix F – Financial Offer attached to the tender document.

\*Additional costs should be mentioned.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Pos** | **Unit** | **Description*****(Item for Supply)*** | **QTY** | **Unit Price** | **Total Price** |
| **1** |  | Correction pen |  |  |  |
| **2** |  | Pen, ballpoint, blue/black/red, pack of 10 |  |  |  |
| **3** |  | Pencil with rubber eraser |  |  |  |
| **4** |  | Pencil, HB grade, black |  |  |  |
| **5** |  | Blue Tack |  |  |  |
| **6** |  | Ruler,plastic,c.30cm |  |  |  |
| **7** |  | Coloring pencils, 12 ass cols, in case |  |  |  |
| **8** |  | Face painting pencils (good quality) |  |  |  |
| **9** |  | Pencil eraser, soft, for pencil |  |  |  |
| **10** |  | Pencil sharpener, metal  |  |  |  |
| **11** |  | Highlighter, assorted colors, set of 4 (yellow, pink, blue & green) |  |  |  |
| **12** |  | Whiteboard marker, assorted colors, packet of 4 (Red, Blue, Green, Black) |  |  |  |
| **13** |  | Permanent markers, pack of 4, black, red, blue, green |  |  |  |
| **14** |  | A3 paper, white, 80gsm |  |  |  |
| **15** |  | A4 paper, white, 80gsm |  |  |  |
| **16** |  | A4 paper, assorted color 80gsm |  |  |  |
| **17** |  | Notebook A4, lined paper, spiral |  |  |  |
| **18** |  | Notebook A5, lined paper, spiral  |  |  |  |
| **19** |  | Book,exercise,A5,5mm-sqre,48 pgs  |  |  |  |
| **20** |  | Register,A4,squared,80 pgs/PAC-10 |  |  |  |
| **21** |  |  Clear book of 20 sheets |  |  |  |
| **22** |  | Preparation copybooks  |  |  |  |
| **23** |  | Lamination A4 glossy sheets, transparent |  |  |  |
| **24** |  |  Flip chart paper  |  |  |  |
| **25** |  | Copy paper, A4, 80gr, ream of 500 sheets  |  |  |  |
| **26** |  | Pad, paper, colored, A4, 50 sheets/Pac-10 |  |  |  |
| **27** |  | Sticky notes 7.5x7.5cm, mixed colours, pack of 5 |  |  |  |
| **28** |  | Paper clips 33 mm, pack of 100 |  |  |  |
| **29** |  | Paper clips 50 mm, pack of 100 |  |  |  |
| **30** |  | Paper clips 77 mm, pack of 100 |  |  |  |
| **31** |  | blinder clips  |  |  |  |
| **32** |  | Stapler medium size  |  |  |  |
| **33** |  | Staples remover |  |  |  |
| **34** |  | Staples, 24/6 (No 0012), box of 1000 |  |  |  |
| **35** |  | Glue stick, large |  |  |  |
| **36** |  | Tape dispenser |  |  |  |
| **37** |  | Tape, masking 25 mm |  |  |  |
| **38** |  | 75 White double tape 3 meters or 5 meters Pack 1 USD |  |  |  |
| **39** |  | White board 90x60 cm, wall-mountable, marker tray along bottom |  |  |  |
| **40** |  | White board markers, pack of 4, black, red, blue, green |  |  |  |
| **41** |  | White board cleaning spray 200-250ml |  |  |  |
| **42** |  | Cardboard, colored, A3 |  |  |  |
| **43** |  | Whiteboard 90cmx120cm w/ wooden frame |  |  |  |
| **44** |  | White Board/Board Book 50 CM\* 30 CM |  |  |  |
| **45** |  | Flip chart stand  |  |  |  |
| **46** |  | White board eraser |  |  |  |
| **47** |  | Clipboard for A4 paper, wooden back |  |  |  |
| **48** |  | Magnetic pins, round multiple colours, 20mm diameter |  |  |  |
| **49** |  | Plastic A4 sleeves, clear, pack of 10 |  |  |  |
| **50** |  | Box files 28x32x4 cm |  |  |  |
| **51** |  | Desk organizers, small stands with pen holder, small sections for paperclips,business cards, etc  |  |  |  |
| **52** |  | Document tray 4 levels stackable, plastic  |  |  |  |
| **53** |  | Calculator, solar, 12 digits (Citizen or Casio)  |  |  |  |
| **54** |  | Staple remover |  |  |  |
| **55** |  | Wax gun small size |  |  |  |
| **56** |  | Wax for wax gun pack of 12  |  |  |  |
| **57** |  | Crayon, wax, jumbo, ass. Colors  |  |  |  |
| **58** |  | Wood sticks (like ice pops or ice sticks)  |  |  |  |
| **59** |  | Acrylic, basic colors, big bottles |  |  |  |
| **60** |  | Clay, modelling, assorted color |  |  |  |
| **61** |  | USB drive, 64 GB  |  |  |  |
| **62** |  | Batteries for clock AAA |  |  |  |
| **63** |  | Waste basket, 13L |  |  |  |
| **64** |  | ID card holder horizontal shape |  |  |  |
| **65** |  | Cabinet file metal w/lock, 7 Drawer |  |  |  |
| **66** |  | Metal file cabinet with lock and shelves 190\*90\*40cm |  |  |  |
| **67** |  | Wood meeting table size "120 cm, 240 cm |  |  |  |
| **68** |  | Wood office desk 120cm\*70cm |  |  |  |
| **69** |  | Wheel chair for desk, five wheels, with arms |  |  |  |
| **70** |  | Plastic mini chair for children between 5-12 yrs., different colors |  |  |  |
| **71** |  | Round Plastic Tables 116\*116\*50cm  |  |  |  |
| **72** |  | Plastic Chairs without arms 76\*47\*44 |  |  |  |
| **73** |  | Half-moon plastic table different colors |  |  |  |
|  |  | Willingness to accept 100% payment to be paid until the maximum of 50-70 days from submission of invoice |  |  |  |
|  |  | Accept payment method by Withdrawal Bank Letter or transfer |  |  |  |
| [please indicate any other related cost here] |  |
| Total Amount (USD) |  |

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

Place and date: […………………………………………]

Stamp of the firm/company: