

## Collusion in IRC

تمنع لجنة الإنقاذ الدولية التواطىء بين عملائها الذين يشاركون في العطاءات بحيث يؤدي ذلك إلى إستبعادهم من المشاركة في حالة تم الشك في حدوث ذلك. يحدث تواطىء في حال تقديم أشخاص ذات صلة قرابة لعروض أسعار لنفس العطاء. هذا النوع يشمل التالي:

- أ- أفراد من نفس العائلة يقومون بتقديم عروض أسعار لنفس العطاء.
- ب- شركتين مختلفتين أو أكثر مملوكتين لنفس الشخص تقدم كل منهما عرض سعر لنفس العطاء.
- ت- موظفين في شركة يقدمون عروض أسعار منفصلة من خلال شركاتهم التي يمتلكونها.
- ث- شركاء في شركة يقوم كل منهم بتقديم عرض سعر لنفس العطاء منفصلاً

إنه يعد نوع من الإختلاف الغير مقبول إذا كان هناك شخص له علاقة بعدة شركات ويقوم بتقديم عروض أسعار مختلفة لنفس العطاء. هذا النوع سيقود لجنة الإنقاذ الدولية لإستبعاد كافة الشركات المتواطئة في هذا العمل من هذا العطاء ومن تقديم عروض الأسعار للعطاءات المستقبلية. بالإضافة إلى ذلك، قد تقوم لجنة الإنقاذ الدولية بمشاركة معلومات لها صلة بهذا التواطىء مع منظمات إغاثة أخرى تعمل في نفس الإقليم مما سيؤدي إلى فقدان هؤلاء الأشخاص الفرصة من المشاركة في عطاءاتهم أيضاً.

“IRC prohibits collusion and will disqualify all bids where collusion is detected. Collusion happens when related parties submit separate bids for the same tender. Collusion includes situations where:

- a) Members of the same family submit separate bids for the same tender
  - b) Separate companies owned by the same person submit separate bids for the same tender
  - c) Employees of a bidding company submitting separate bids through companies they own for the same tender
  - d) Partners in a bidder submitting separate bids under their own names/ companies they own for the same tender
- It is collusion for a person to be involved in more than companies/ businesses submitting a bid to the same tender. Collusion will lead to IRC disqualifying the involved companies from that tender as well as disqualify them from submitting bids for future tenders. In addition, IRC may share information relating to this collusion with other international aid organizations operating in the region leading to loss of business opportunities for the colluders.”

**Company/vendor name and signature -----**

اسم وتوقيع الشركة -----



# International Rescue Committee (Lebanon)

## Request for Proposal (RFP)

### (Audit Services)

Planned Timetable	
Issue Request for Proposal	<i>27 Nov 2023</i>
Suppliers return signed Intent to Bid forms due date	<i>06 Dec 2023</i>
Questions from Suppliers due date	<i>01 Dec 2023</i>
Answers to Suppliers questions due date	<i>03 Dec 2023</i>
Bid submission due date	<i>11 Dec 2023</i>
Bid Opening and Evaluation date	<i>12 Dec 2023</i>
Supplier visit if applicable	<i>TBD</i>
Award of Business	<i>TBD</i>
Contract start	<i>TBD</i>

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## A. INTRODUCTION

### 1. *The International Rescue committee*

The International Rescue Committee, hereinafter referred to as “the IRC”, is a non-profit, humanitarian agency that provides relief, rehabilitation, protection, resettlement services, and advocacy for refugees, displaced persons and victims of oppression and violent conflict.

### 2. *The Purpose of this Request for Proposal (RFP)*

It is the intent of this RFP to secure competitive proposals to select Supplier(s) for the International Rescue committee Lebanon to supply **Audit Services** to or at the following locations Beirut, Zahle, Tripoli, Akkar. All qualified and interested Suppliers are invited to submit their proposals.

The winning Bidder(s) will enter into a fixed price Master Purchase Agreement (MSA) for **Two (2) years**. Bidders shall be domiciled in and shall comply with all Government Regulations to operate in Lebanon. Bidders shall be regular tax-payers, and shall furnish a copy of their operating license/certificate of registration valid for the fiscal year 2023. Bidders shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

### 3. *Cost of Bidding*

The Bidder shall be responsible for all costs associated with the preparation and submission of its bid, and IRC hereinafter referred to as “the Purchaser”, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

## B. THE BIDDING DOCUMENTS:

### 4. *The Bidding Documents*

The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents prepared for the selection of qualified suppliers. Failure to furnish all information required as per the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder’s risk and may result in bid rejection.

*The Bidding documents shall include the following documents:*

- The Request for Proposal – RFP;
- Appendix A – Technical Bid;
- Appendix B – Intent to Bid; to be submitted by **11 December 2023**, either by hand or to be emailed to [QA-Audit@rescue.org](mailto:QA-Audit@rescue.org)
- Appendix C – Tender and Contract Award Acknowledge Certificate;
- Appendix D – Supplier Information Form;
- Appendix E – IRC Conflict of Interest and Supplier Code of Conduct;
- Appendix G – Commercial Bid

### 5. *Clarification of Bidding Documents*

A prospective Bidder requiring clarification of the Bidding Documents may notify the Purchaser in writing at ([QA-Audit@rescue.org](mailto:QA-Audit@rescue.org)). The request for clarification must reach the purchaser not later than (**01 December 2023**). The Purchaser shall respond by e-mail providing clarification on the bid documents no later than (**3 December 2023**). Written copies of the Purchaser’s response (including an explanation of the query but without identifying the source of inquiry) shall be communicated to all prospective Bidders which express an intention to submit bids.

## C. PREPARATION OF BIDS:

### 6. *Language of Bid*

The Bid and all related correspondence and documents exchanged between the Bidders and the Purchaser shall be written in **English language**. Any printed literature furnished by the Bidder and written in another language shall be accompanied by a English Translation of its pertinent passages, in which case, for purposes of interpretation of the bid, the English version shall prevail.

### 7. *Documents Comprising the Bid*

The submitted bid shall include the following information. Failure to provide all requested information or to comply with the specified formats may disqualify the Bidder from consideration.

New Template

- *A cover letter explaining the Bidder's interest in supplying the good or service to the IRC;*
- *Profile of the company;*
- *A Bid detailing the goods or services and their unit prices only in the sheet given for the purpose;*
- *Explanations of delivery lead-times, warranties, transport, storage, and handling requirements, and other important information;*
- *A Certificate of Business Registration or Trading License in Lebanon*
- *Taxpayers documents in Lebanon*
- *Three (3) References from current or past clients (at least in the last one year)*
- *Other important documents which Bidder attaches to support its bid.*

#### **Technical Bid: The technical proposal shall be comprised of minimum, the below documents:**

- Appendix A – Technical Bid Form (fully complete, sign, stamp, and submit).
- Appendix B – Intent to Bid; to be submitted by **6 December 2023**, either by hand or to be emailed to [QA-Audit@rescue.org](mailto:QA-Audit@rescue.org)
- Appendix C – Tender and Contract Award Acknowledgement Certificate (complete, sign, stamp, and submit).
- Appendix D – Vendor Information Form (complete, sign, initial each page, stamp, and submit)
- Appendix E – IRC Conflict of Interest and Supplier Code of Conduct;
- Copy of a Valid Certificate of Registration with relevant government agencies or memorandum and article of association (submit a copy)
- Copy of VAT registration, (if any, submit a copy).
- A Company profile that includes information on overall longevity and time in the marketplace, company size, customer service structure and support (submit a signed copy).

#### **Commercial Bid: The Commercial proposal shall be comprised of minimum, the below documents:**

- Appendix G –Commercial Bid (fully complete, sign, stamp, and submit).

### 8. *Bid Prices.*

The Bidder shall clearly indicate the unit price of the goods it proposes to supply. All unit prices shall be clearly indicated in the space provided in the price schedule, and all unit prices quoted in the RFP response shall be agreed to be in effect for a minimum of twelve (12) months beginning on the date when the contract is executed, with the exception of products or services which are subject to significant and unavoidable market forces which prevent this, in which case the Bidder shall describe and justify the driver(s) of potential price fluctuation during the first twelve (12) months of the agreement. The Bidder shall sign the price schedule, and shall stamp the price schedule with the Bidding Company's seal where feasible.

## **9. Bid Currencies**

All financial rates and amounts entered in the Bid Form and Price Schedule and used in documents, correspondence, or operations pertaining to this tender shall be expressed in **United States Dollars – USD**

## **10. Document Establishing Goods Eligibility and Conformity to Bidding Documents**

Pursuant to Clause 8, the Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the Bidding Documents of all goods and services, which the Bidder proposes to supply under the Contract.

The Documentary evidence of the goods' and services' conformity to the Bidding Documents may be in the form of technical specifications, literature, drawings, data (tables, graphs etc.), and shall furnish:

- A detailed description of the goods' essential technical and performance characteristics.
- A clause-by-clause commentary on the Purchaser's Technical Specifications demonstrating the goods' and services' substantial responsiveness to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

The Bidder may propose alternate standards, brand-names and/or catalogue numbers in its bid, provided that it demonstrates to the Purchaser's satisfaction that the substitutions are substantially equivalent or superior to those designated in the Technical Specifications.

## **11. Bid Security**

For the Purpose of this Tender Process, Bid Security or Bond is not applicable.

## **12. Period of Validity of Bids**

Bids shall remain valid for 90 working days after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period may be rejected by the Purchaser as non-responsive.

In exceptional circumstances, the Purchaser may request the Bidders to extend the period of validity. The request and the responses thereto shall be made in writing by letter or e-mail. A bidder agreeing to the request will not be required nor permitted to modify his bid.

## **13. Format and Signing**

The original bid shall be signed by the Bidder or by a person or persons authorized to bind the Bidder to the contract. Financial proposal pages of the bid shall be initialed by the person or persons signing the bid and stamped with the Bidder's company seal.

Interlineations, erasures, annotations, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

*Please note: A single bidder may not bid on the same tender via more than one company under his or her ownership. In addition, bidders having close relationships with other bidders (members of the same family, subsidiary, or daughter companies, etc.) may not bid on the same tender. This type of action, or any other action judged by the Purchaser to constitute collusive behavior, will lead to the bidder(s) being automatically eliminated from this tender and disqualified from participating in future IRC tenders. On the other hand, one bidder may submit more than one offer in response to the same tender only if the offers demonstrate clear differences in specifications, quality, lead time, and other characteristic of the goods and services offered.*

## D. SUBMISSION OF BIDS

### 14. *Submission and Marking of Bids:*

Bidder shall submit two sealed bids (Technical and Financial) addressed to the

1. Beirut, located at 711, Alfred Naccache St., Azouri center, 8th floor, Ashrafieh
2. Tripoli, located at Dam w Farez Street, behind the syndicate of engineers, Al Wafaa building, 1st floor
3. Zahle, Hawsh Al Omara, Paul Makhoul Bldg, close to Vehicle Registration Blg (Nefaa), 3rd floor
4. Qobayyat, Martmoura St. Georges Raad Building behind the Red Cross; 2nd floor by 11 of December 2023 at 16:00 P.M If conditions allow, otherwise, all bidders are to submit two separate offers through two separate restricted emails (Technical and Financial). Subject: Technical Offer / Financial Offer (in case this is not applied disqualification may take place).

[LB.technicalaudit@rescue.org](mailto:LB.technicalaudit@rescue.org) (for Technical Offer part - page #1 till page #22)

[LB.financialaudit@rescue.org](mailto:LB.financialaudit@rescue.org) for Financial Offer part – **Appendix G, page #23 till page #28**)

**11 of December 2023 at 16:00 p.m.**

Any file that will be sent via WeTransfer, Send It, or any similar program: the bidder shall inform us once proposal is sent mentioning the expiry date of the file and/or insure the validity of the link for minimum of 3 months validity.

All bids shall be placed in the box provided for the purpose. Bids submitted after the deadline will not be accepted. The PURCHASER may, at its discretion, extend the deadline for the submission of bids, in which case all rights and obligations of the PURCHASER and Bidders, as documented in the RFP, will be applicable to the new deadline.

Bidders shall sign the bid register form at the reception of the IRC office indicating their company name, telephone number, and date of submission.

#### **Format**

The Bidder's proposal shall include a technical proposal and a financial proposal, in two separate sealed envelopes. unless the bidder opts for electronic submission which should be to the above two email addresses, then the bidder will send 2 separate files 1 technical proposal to the Technical email address and 1 financial proposal to the Financial email address.

### 15. *Modification and Withdrawal of Bids*

The Bidder may modify or withdraw its Bid after submission, provided that written notice of the modification, including substitution or withdrawal of the Bids, is received by the Purchaser prior to the deadline prescribed for submission of Bids.

The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched. No Bid may be modified after the deadline for submission of bids.

## E. BID OPENING AND EVALUATION

### 16. Preliminary Examination

The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether bids are generally in order.

### 17. Evaluation and Comparison of Bids

Bids determined to be substantially responsive as per section 7 above will be considered evaluated by the IRC Procurement Committee, with the below scoring criteria.

EVALUATION CRITERIA	Description	Weight (%)
Eligibility	Refers to Bidder's ability to demonstrate that they are able to perform and provide the requested services as listed in Appendix A –Technical Bid Form	30%
Site visits	Refers to the committee members observation while conducting site visits to the service providers premises during the tender process	5%
Due diligence	Due diligence and reference check result over <b>3 references provided-clients</b> , and within the required same scope of service, these references could be private entities, iNGOs, or UN organizations.	5%
<b>Payment Terms</b>		5%
<b>Green Environment</b>		5%
<b>Commercial bid</b>	Appendix F – Commercial Bid	50%
		<b>100%</b>

### 18. Contacting the Purchaser

Subject to Clause 5, no Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded or the selected qualified supplier is announced.

### 19. Notification of Award

Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful bidder in writing or where necessary by telephone that his or her bid has been accepted and, selected for Master Purchase Agreement for the specific goods and/or services. At this stage IRC may also choose to negotiate with the selected bidder to finalize the offer.

## F. CONTRACTING

### 20. Contract award and notification

The Purchaser shall award the Contract to the notified successful Bidder(s) whose bid has been determined to be substantially responsive and has been determined to be the best evaluated bid considering price and performance factors, provided further that the Bidder is determined to be qualified to enter into a Master Purchase Agreement and perform its obligations satisfactorily.



## **21. Warranty**

The Supplier shall warrant that the goods to be supplied are new, unused, of the most recent or current models (products), and meet the Purchaser's specifications.

The warranty shall remain valid for a period of time as may be specified by the supplier in the Bid and this warranty period shall be considered as one of the bid advantages, and shall in no case be less than that which is provided for by the Lebanese Law if any.

## **22. Inspection**

The Purchaser shall have the right to inspect the goods to confirm their conformity to the specification. The inspection will be conducted by assigned staff of the Purchaser or a reputed relevant consultant selected by the Purchaser.

In the future business relation, should any inspected goods fail to conform to the specification, the Purchaser may reject them and the Bidder shall replace the rejected goods without extension of time except at the Purchaser's sole discretion.

## **23. Price Schedules and Location**

Vendors interested in the provision of Goods and Services to IRC Country offices should NOTE that all categories apply to all IRC Offices.

List of Services for Master Purchase Agreement as per below Categories is attached.

## **24. Service or consultant agreements**

For service or consultant agreements time and material awards are not authorized unless it is the only suitable award and a ceiling is established.

## **25. Disclaimer**

The Purchaser reserves the right to alter the dates of the timetable.

The Purchaser does not bind itself to accept the lowest or any proposal.

# **G. ETHICAL OPERATING STANDARDS**

## **1. Compliance to the IRC Way**

The IRC Way: Standards for Professional Conduct ("The IRC Way"), the IRC's code of conduct, which can be found at: <https://www.rescue.org/page/our-code-conduct> and IRC's combating Trafficking in Persons Policy, which can be found at: <https://rescue.app.box.com/s/h6dv915b72o1rmapxg3vczbqxjtboyel>. The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings.

The IRC Way provides, inter alia, that IRC does "not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances." IRC's procurement systems and policies are designed to maximize transparency and minimize the risk of corruption in IRC's operations.

IRC requests that a supplier

- (i) informs IRC upon becoming aware that the integrity of IRC's business has been compromised during the RFP process, and

- (ii) reports such events through IRC's confidential hotline, Ethics point, which can be accessed at [www.ethicspoint.com](http://www.ethicspoint.com) or via toll-free (866) 654-6461 in the U.S., or collect (503) 352-8177 outside the U.S.

## **2. Bidder Non Collusion Statement**

IRC prohibits collusion and will disqualify all bids where collusion is detected. Collusion happens when related parties submit separate bids for the same tender. Collusion includes situations where:

- a) Members of the same family submit separate bids for the same tender
- b) Separate companies owned by the same person submit separate bids for the same tender
- c) Employees of a bidding company submitting separate bids through companies they own for the same tender
- d) Partners in a bidder submitting separate bids under their own names/ companies they own for the same tender

It is collusion for a person to be involved in more than companies/ businesses submitting a bid to the same tender. Collusion will lead to IRC disqualifying the involved Individuals or companies from that tender as well as disqualify them from submitting bids for future tenders. In addition, IRC may share information relating to this collusion with other international aid organizations operating in the region leading to loss of business opportunities for the colluders.

## Appendix A – Technical Bid Form

Please make sure to submit your offer by hand or on the restricted email below:  
[LB.technicalaudit@rescue.org](mailto:LB.technicalaudit@rescue.org)

### Overview

- Audit service to be used whenever we have any requirement to conduct the audit to our budgets;

### Notes:

- The Technical Evaluation Committee will rule on the technical admissibility of each Bid, classifying it as technically compliant or non-compliant. The technical evaluation will be based on the information and documents annexed in the Bid concerning the service and documentation provided, and both the task to be carried out under the RFP, and the professional ability of the Bidder for 'services';
- You are expected, to fill in the following Table, that is detailing our essential required technical criteria, and only those bids that are meeting our below criteria, will presume to the next evaluation phase-Commercial;
- **All the mandatory documents shall be provided within the technical file or else they will be disqualified from further clarifications;**

Required Documents for Submission	Check for provision	Explanation	Mandatory
1. Reference checks	<input type="checkbox"/>	List of Three clients and above----- via filling List of Three clients and above ----- in addition, submission of minimum 3 confirmation letters of successful provision of audit service, specifying positive experience.  1----- 2----- 3----- References and other checks are to be assessed for shortlisted bidders.	Mandatory
2. Reference Letter	<input type="checkbox"/>	Submission of at least of 2 certificates (signed and stamped) from previous clients (Written confirmation addressed to your company from various clients within the last 2 months from submission date) preferably INGOs and/or UN Agencies.	Optional
3. Filled, signed, and stamped of Tender and Contract Award Acknowledgement Certificate – Appendix C	<input type="checkbox"/>	Yes / No. Comments:	Mandatory
4.Filled in, stamped, and signed IRC- of Supplier Information Form - Appendix D	<input type="checkbox"/>	Yes / No. Comments:	Mandatory

5. Copy of a Valid Certificate of Registration with relevant	<input type="checkbox"/>	Yes / No. Comments:	Mandatory
6. Copy of VAT registration	<input type="checkbox"/>	Yes / No. Comments:	Preferred
7. Copy of a valid NSSF Clearance	<input type="checkbox"/>	Yes / No. Comments:	Preferred
8. A Company profile that includes information on overall longevity and time in the marketplace, company size, customer service structure and support	<input type="checkbox"/>	Yes / No. Comments:	Mandatory
9. Filled, signed and stamped the IRC Conflict of Interest and Supplier Code of Conduct- Appendix E;	<input type="checkbox"/>	Yes / No. Comments:	Mandatory
10. INGO/UN experience	<input type="checkbox"/>	Ability to provide IRC with a list of all INGOs and UN agencies that you worked with previously	Preferred
11. Offices	<input type="checkbox"/>	Auditor ability to have local and international field offices	Required
12. Certified team members	<input type="checkbox"/>	Provide CVs for all team member that will be named to work with IRC through the full duration; the auditor do confirm that the team members shall hold a minimum certification that enables him to provide audit services (ex: CPA, CMA ...)	Required
13. IRC Focal point	<input type="checkbox"/>	Ability of the auditor to provide IRC with a focal point to hold responsible of our account at all times	Required
14. Work plan	<input type="checkbox"/>	Ability for the auditor to provide IRC with a work plan by accomplishing the full audit service under any budget required within a minimum of 10 working days	Required
		The auditor shall provide IRC with an audit methodology in which they segregate the plan and split the cycle of any audit yet to happen (the methodology shall be provided within the RFP based on commercial bid – any of the TORs) to be able to abide by any donor requirements. Or/and required report	Required
15. Audit Report	<input type="checkbox"/>	An audit report sample shall be provided within this RFP to act as a sample for the tender to be evaluated by committee members	Required
16. Collusion	<input type="checkbox"/>	To be signed & stamped	Mandatory

## Appendix B – Intent to Bid

IRC Reference #: 5LB/BEY/24/LB1077

Company Name \_\_\_\_\_

(Please indicate #1 or #2 below)

1. It is the intent of this company to submit a response to the (Title of RFP) Request for Proposal.

Please provide a name and email address for the person within your company that should receive notices, amendments, etc. that are related to this RFP:

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Signature (If faxed) \_\_\_\_\_

Title of Person signing \_\_\_\_\_

Date \_\_\_\_\_

We realize that this is intent to bid and in no way obligates this company to participate in this process.

2. This Company DOES NOT intend to participate in this RFP.

Name (Signature if faxed) \_\_\_\_\_

Title of Person signing \_\_\_\_\_

Date \_\_\_\_\_

**Please email or send this form by hand at your earliest convenience to the attention of:**

Name: **IRC Committee**

Email [QA-Audit@rescue.org](mailto:QA-Audit@rescue.org)

## Appendix C – Tender and Contract Award Acknowledgement Certificate

1. In compliance with the RFP Instructions, we the undersigned, offer to furnish some or all the items quoted for, at the prices entered in the attached IRC Bid Form **ref# 5LB/BEY/24/LB1077** delivered to the destination specified therein.
  
2. We accept the terms and conditions set forth in the RFP Letter and the following requirements have been noted and will be complied with where applicable:
  - a. We confirm that for any offer made where the delivery destination is not as requested in the RFP, that IRC reserves the right to disregard the offer.
  - b. That conditional Bid's cannot be accepted.
  - c. That the currency of the Bid should be in USD or *LBP*, *No other currencies are acceptable*.
  - d. IRC reserves the right, at its own discretion:
    - i. To award a contract for a lesser or greater quantity than the total quantity Bid for.
    - ii. To reject any or all Bids and/or enter a contract with a Bidder other than the lowest Bidder.
  - e. Successful Bidders who are awarded contracts will be notified by the receipt of the original Contract and acknowledgement copy. In case of urgency successful Bidders(s) may also be notified by email.
  - f. Any samples requested, either with the Bid, or at a later date, will be in accordance with the specifications of the required item(s). Failure to comply with this may result in the Bid not being considered
  - g. We confirm that the validity of this offer is for 120 calendar days from the date of the RFP closure
  - h. We certify that the below mentioned company has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, any Contracts.
  - i. We agree to abide by the IRC Conflict of Interest and Supplier Code of Conduct as attached as Appendix E.
  
3. We note that IRC is not bound to proceed with this RFP and that it reserves the right to award only part of the contract. It will incur no liability towards us should it do so.

We agree to the above terms and conditions.

### Submitted by:

Name \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Signature (If faxed) \_\_\_\_\_  
Title of Person signing \_\_\_\_\_  
Date \_\_\_\_\_

A duly authorized company representative

Company Stamp

**Appendix D – Vendor Information Form**

**Vendor Information**

*Company\Organization Name *For individual consultants, provide legal first and last name	
*Any other names company is operating under (Acronyms, Abbreviations, Aliases) if any	
*Previous names of the company	
*Address	
*Website	
*Phone/Fax Numbers	Phone: _____ Fax: _____
*Primary Contact	First Name: _____ Last Name: _____ Phone Number: _____ Email Address: _____
*Email address of Accounts Receivable person or team	
*Email address to which Purchase orders should be sent	
*Number of Staff	
Number of Locations	
Avg. \$ Value of Stock on Hand	
*Name(s) of Company Owner(s) or Board of Directors or CEO	
*Parent companies, if any	
*Subsidiary or affiliate companies, if any	

Vendor's Initials \_\_\_\_\_

**Financial Information**

*Bank Name and Address	<u>Please include the full bank address, must include the country</u>		
*Name under which company is registered at bank	<u>Also called Account Title. Example: International Rescue Committee (IRC)</u>		
*Specify Standard Payment Terms (Net, 15, 30 days etc)			
*Payment Method (select all that applies)	Payment by:	<u>Check:</u> Yes <input type="checkbox"/> No <input type="checkbox"/>	<u>Wire Transfer:</u> Yes <input type="checkbox"/> No <input type="checkbox"/>
Vendor preferred Currency			
*Bank account number	<u>This field is to be completed upon notification of awarding of order\contract</u>		
*Routing Number (Branch code/ Sort code if applicable)	<u>This field is to be completed upon notification of awarding of order\contract</u>		
IBAN number (if applicable)	<u>This field is mandatory if payment requires an international wire transfer</u>		
BIC/Swift code (if applicable)	<u>This field is mandatory if payment requires an international wire transfer</u>		

**Intermediary Banking Information** (to be filled **ONLY** if vendor payment requires an international wire transiting through an intermediary bank. The vendor can obtain this information from their corresponding bank.)

*Bank Name and Address	<u>Please include the full bank address, must include the country</u>
*Bank Branch code	<u>This field is mandatory if international wire transfer transits through an intermediary bank</u>
*Bank account number	<u>This field is mandatory if international wire transfer transits through an intermediary bank</u>
BIC/Swift code (if applicable)	<u>This field is mandatory if international wire transfer transits through an intermediary bank</u>

**Product/Service Information**

List Range of Products/Services Offered	
Basis For Pricing (Catalog, List, etc.)	

Vendor's Initials \_\_\_\_\_

**Documentations as applicable:**

*Registration	Provided: <input type="checkbox"/>	Reasons:
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	Not provided: <input type="checkbox"/>	
*Tax ID (US W9, tax exempt certificate. etc.) or country specific required tax forms	Provided:	
US Vendors only *Do you require a Form 1099?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

**References (optional)**

Client Name:	<u>Contact Name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, Phone, Email Address:</u>

**Financial definitions:**

- BIC/SWIFT code: consists of 8-11 characters used to identify the vendors bank during an international transaction
- IBAN number: is used to identify the vendors bank account involved in the international transaction
- The intermediary/correspondent bank is a third-party bank used by the vendor's bank to facilitate international transfers. The vendor can obtain this information from their corresponding bank.

**Vendor Self-Certification of Eligibility**

Company certifies that:

1. They are not debarred, suspended, or otherwise precluded from participating in major donor (e.g. European Union, European and United States Government, United Nations) competitive bid opportunities.
2. They are not bankrupt or being wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
3. They have not been convicted of an offense concerning their professional conduct.
4. They have not been guilty of grave professional misconduct proven by any means that the contracting authority can justify, or been declared to be in serious breach of contract for failure to comply with their contractual obligations towards any contracts awarded in the normal course of business.
5. They have fulfilled obligations related to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country where the contract is to be performed.
6. They have not been the subject of a judgment for fraud, corruption, involvement in a criminal organization or any other illegal activity.
7. They maintain high ethical and social operating standards, including:
  - Working conditions and social rights: Avoidance of Child Labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and the IRC's beneficiaries.
  - Environmental aspects: Provision of goods and services with the least negative impact on the environment.
  - Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack, or bring unintended advantage to any military actors or other combatants.

- Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.
8. Company warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a financial interest in the Company's business activities, nor is any IRC employee related to principals or owners of the company. Discovery of an undisclosed Conflict of Interest situation will result in immediate revocation of the Company's Authorized Vendor status and disqualification of Company from participation in future IRC procurement.
  9. Vendor hereby confirms that the organization is not conducting business under other names or alias's that have not been declared to IRC.
  10. Vendor hereby confirms it does not engage in theft, corrupt practices, collusion, nepotism, bribery, or trade in illicit substances.

By signing the Vendor Information Form you certify that your Company is eligible to supply goods and services to major donor funded organizations and that all of the above statements are accurate and factual.

### **IRC Conflict of Interest and Vendor Code of Conduct**

Vendor hereby agrees that Vendor and Vendor's employees and subcontractors, if any, shall abide by and follow all established written policies of IRC related to work conduct, including, but not limited to, The IRC Way: Standards for Professional Conduct ("The IRC Way"), the IRC's code of conduct, which can be found at: <https://www.rescue.org/page/our-code-conduct> and IRC's Combating Trafficking in Persons Policy, which can be found here: <https://rescue.app.box.com/s/h6dv915b72o1rnapxg3vczbqxjtboyel>.

The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings. Vendor acknowledges that all IRC employees and independent contractors are expected to apply these core values and follow these undertakings in carrying out work on behalf of IRC. It is a point of pride for IRC to apply these behavioral standards in IRC's everyday operations.

### **Integrity - At IRC, we are open, honest and trustworthy in dealing with beneficiaries, partners, co-workers, donors, funders, and the communities we affect.**

- We work to build the trust of the communities in which we work and sustain the trust earned by our reputation in serving our beneficiaries.
- We recognize that our talented and dedicated staff are our greatest asset and we conduct ourselves in ways that reflect the highest standards of organizational and individual conduct.
- Throughout our work, IRC respects the dignity, values, history, religion, and culture of those we serve.
- We respect equally the rights of women and men and we do not support practices that undermine the human rights of anyone.
- We refrain from all practices that undermine the integrity of the organization including any form of exploitation, discrimination, harassment, retaliation or abuse of colleagues, beneficiaries, and the communities in which we work.
- We do not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances.
- We accept funds and donations only from sources whose aims are consistent with our mission, objectives, and capacity, and which do not undermine our independence and identity.
- We support human rights consistent with the UN Universal Declaration of Human Rights and The Convention on the Rights of the Child.
- We rigorously enforce the UN Secretary General's Bulletin on the Protection from Sexual Exploitation and Abuse of Beneficiaries.
- IRC recognizes its obligation of care for all IRC staff and assumes their loyalty and cooperation.

### **Service - At IRC, our primary responsibility is to the people we serve.**

- As a guiding principle of our work, IRC encourages self-reliance and supports the right of people to fully participate in decisions that affect their lives.
- We create durable solutions and conditions that foster peace, stability and social, economic, and political development in communities where we work.
- We design programs to respond to beneficiaries' needs including emergency relief, rehabilitation, and protection of human rights, post-conflict development, resettlement, and advocacy on their behalf.

- We seek to adopt best practices and evidence-based indicators that demonstrate the quality of our work.
- We endorse the Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief.

**Accountability - At IRC, we are accountable – individually and collectively – for our behaviors, actions and results.**

- We are accountable and transparent in our dealings with colleagues, beneficiaries, partners, donors, and the communities we affect.
- We strive to comply with the laws of the governing institutions where we work.
- We maintain and disseminate accurate financial information and information on our goals and activities to interested parties.
- We are responsible stewards of funds entrusted to our use.
- We integrate individual accountability of staff through the use of performance evaluations.
- We utilize the resources available to our organization in order to pursue our mission and strategic objectives in cost effective ways.
- We strive to eliminate waste and unnecessary expense, and to direct all possible resources to the people we serve

**Conflict of Interest and Legal Compliance**

- Vendor hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a financial interest in the Vendor's business activities.
- Vendor hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a family relationship with the vendor's owners.
- Discovery of an undisclosed conflict of interest will result in immediate termination of any Agreement and disqualification of Vendor from participation in current and future IRC activities.
- Vendor hereby warrants that the organization is not conducting business under other names or alias's that have not been declared to IRC.
- Vendor hereby warrants that it does not engage in theft, corrupt practices, collusion, nepotism, bribery, trade in illicit substances, or terrorism or support of terrorism.
- Vendor hereby warrants that it complies with all applicable laws, statutes and regulations, including, but not limited to, export controls, import controls, customs regulations, trade embargoes and other trade sanctions and laws governing unlawful boycotts and payments to foreign government officials.

**Vendor hereby agrees to maintain high ethical and social standards:**

- Working conditions and social rights: Avoidance of child labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and IRC's beneficiaries; prohibition of trafficking in persons.
- Environmental aspects: Provision of goods and services with the least negative impact on the environment.
- Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack, or bring unintended advantage to any military actors or other combatants.
- Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.

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Disclosures of conflict of interest shall be made in writing to the IRC Supply Chain Coordinator or Deputy Director of Operations in your country. For global procurement, please write to GSCQA. Email: [GSCQA@rescue.org](mailto:GSCQA@rescue.org).

These IRC officials shall then determine whether a conflict exists and is material, and whether the contemplated transaction may be authorized as just, fair, and reasonable. If conflict exists, then the vendor with such a conflict shall be prohibited from participating in the transaction.

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If you believe that any IRC employee, volunteer or intern is acting in a manner that is inconsistent with these Standards, please notify a supervisor or the confidential helpline Ethicspoint, [irc.ethicspoint.com](http://irc.ethicspoint.com) or call Ethicspoint toll-free (866) 654-6461 in the U.S./call collect (503) 352-8177 outside the U.S. There will be no retaliation against any person who raises concerns that are based on good faith belief of improper conduct. An intentionally false report or a failure to report conduct that is known to violate these standards may result in disciplinary action.

By signing this statement vendor acknowledges any violation of the above IRC policies will result in immediate termination of any agreement in place and disqualification from participation in future IRC activities.

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Vendor Name:	
Signature:	
Title:	
Print Name:	
Date:	

## Appendix E – IRC Conflict of Interest and Vendor Code of Conduct

Vendor hereby agrees that Vendor and Vendor's employees and subcontractors, if any, shall abide by and follow all established written policies of IRC related to work conduct, including, but not limited to, The IRC Way: Standards for Professional Conduct ("The IRC Way"), the IRC's code of conduct, which can be found at: <https://www.rescue.org/page/our-code-conduct> and IRC's Combating Trafficking in Persons Policy, which can be found here: <https://rescue.app.box.com/s/h6dv915b72o1rmapxg3vczbqxjtbovel>.

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- We do not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances.
- We accept funds and donations only from sources whose aims are consistent with our mission, objectives, and capacity, and which do not undermine our independence and identity.
- We support human rights consistent with the UN Universal Declaration of Human Rights and The Convention on the Rights of the Child.
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- We seek to adopt best practices and evidence-based indicators that demonstrate the quality of our work.
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- We strive to comply with the laws of the governing institutions where we work.
- We maintain and disseminate accurate financial information and information on our goals and activities to interested parties.
- We are responsible stewards of funds entrusted to our use.
- We integrate individual accountability of staff through the use of performance evaluations.
- We utilize the resources available to our organization to pursue our mission and strategic objectives in cost effective ways.
- We strive to eliminate waste and unnecessary expense, and to direct all possible resources to the people we serve.

**Conflict of Interest and Legal Compliance**

- Vendor hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant, or other party related to IRC has a financial interest in the Vendor’s business activities.
- Vendor hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant, or other party related to IRC has a family relationship with the vendor’s owners.
- Discovery of an undisclosed conflict of interest will result in immediate termination of any Agreement and disqualification of Vendor from participation in current and future IRC activities.
- The vendor hereby warrants that the organization is not conducting business under other names or alias’s that have not been declared to IRC.
- Vendor hereby warrants that it does not engage in theft, corrupt practices, collusion, nepotism, bribery, trade in illicit substances, or terrorism or support of terrorism.
- Vendor hereby warrants that it complies with all applicable laws, statutes and regulations, including, but not limited to, export controls, import controls, customs regulations, trade embargoes and other trade sanctions and laws governing unlawful boycotts and payments to foreign government officials.

**Vendor hereby agrees to maintain high ethical and social standards:**

- Working conditions and social rights: Avoidance of child labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and IRC’s beneficiaries; prohibition of trafficking in persons.
- Environmental aspects: Provision of goods and services with the least negative impact on the environment.
- Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack, or bring unintended advantage to any military actors or other combatants.
- Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.

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Disclosures of conflict of interest shall be made in writing to the IRC Supply Chain Coordinator or Deputy Director of Operations in your country. For global procurement, please write to GSCQA. Email: [GSCQA@rescue.org](mailto:GSCQA@rescue.org). These IRC officials shall then determine whether a conflict exists and is material, and whether the contemplated transaction may be authorized as just, fair, and reasonable. If conflict exists, then the supplier with such a conflict shall be prohibited from participating in the transaction.

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If you believe that any IRC employee, volunteer or intern is acting in a manner that is inconsistent with these Standards, please notify a supervisor or the confidential helpline Ethicspoint, [irc.ethicspoint.com](http://irc.ethicspoint.com) or call Ethicspoint toll-free (866) 654-6461 in the U.S./call collect (503) 352-8177 outside the U.S. There will be no retaliation against any person who raises concerns that are based on good faith belief of improper conduct. An intentionally false report or a failure to report conduct that is known to violate these standards may result in disciplinary action.

By signing this statement vendor acknowledges any violation of the above IRC policies will result in immediate termination of any agreement in place and disqualification from participation in future IRC activities.

Vendor Name:
Signature:
Title:
Print Name:
Date:

## Appendix G – Commercial Bid

**Please make sure to submit your offer by hand or on the restricted email below:**

[LB.financialaudit@rescue.org](mailto:LB.financialaudit@rescue.org)

The Proposers are requested to provide the prices for each item based on the following format. The prices will be fixed throughout the entire term of the contract, in case was granted.

*\*Prices should be valid for at least 360 days.*

**The following is important information regarding this RFP:**

- IRC may award the contract to one or more than one Bidder.
- IRC will pay by fresh money USD, and fresh LBP for VAT

Description	Price
<b>0-50,000 (Grant Value in USD)</b>	<b>Unit Price</b>
0-1,000 (Transactions)	
1,000-3,000 (Transactions)	
3,000-5,000 (Transactions)	
5,000-10,000 (Transactions)	
10,000-15,000 (Transactions)	
15,000-20,000 (Transactions)	
20,000-30,000 (Transactions)	
<b>50,000-100,000 (Grant Value in USD)</b>	<b>Unit Price</b>
0-1,000 (Transactions)	
1,000-3,000 (Transactions)	
3,000-5,000 (Transactions)	

<b>5,000-10,000 (Transactions)</b>	
<b>10,000-15,000 (Transactions)</b>	
<b>15,000-20,000 (Transactions)</b>	
<b>20,000-30,000 (Transactions)</b>	
<b>100,000-200,000 (Grant Value in USD)</b>	<b>Unit Price</b>
<b>0-1,000 (Transactions)</b>	
<b>1,000-3,000 (Transactions)</b>	
<b>3,000-5,000 (Transactions)</b>	
<b>5,000-10,000 (Transactions)</b>	
<b>10,000-15,000 (Transactions)</b>	
<b>15,000-20,000 (Transactions)</b>	
<b>20,000-30,000 (Transactions)</b>	
<b>200,000-300,000 (Grant Value in USD)</b>	<b>Unit Price</b>
<b>0-1,000 (Transactions)</b>	
<b>1,000-3,000 (Transactions)</b>	
<b>3,000-5,000 (Transactions)</b>	
<b>5,000-10,000 (Transactions)</b>	
<b>10,000-15,000 (Transactions)</b>	
<b>15,000-20,000 (Transactions)</b>	
<b>20,000-30,000 (Transactions)</b>	



<b>300,000-400,000 (Grant Value in USD)</b>	<b>Unit Price</b>
0-1,000 (Transactions)	
1,000-3,000 (Transactions)	
3,000-5,000 (Transactions)	
5,000-10,000 (Transactions)	
10,000-15,000 (Transactions)	
15,000-20,000 (Transactions)	
20,000-30,000 (Transactions)	
<b>400,000-500,000 (Grant Value in USD)</b>	<b>Unit Price</b>
0-1,000 (Transactions)	
1,000-3,000 (Transactions)	
3,000-5,000 (Transactions)	
5,000-10,000 (Transactions)	
10,000-15,000 (Transactions)	
15,000-20,000 (Transactions)	
20,000-30,000 (Transactions)	
<b>500,000-750,000 (Grant Value in USD)</b>	<b>Unit Price</b>
0-1,000 (Transactions)	
1,000-3,000 (Transactions)	
3,000-5,000 (Transactions)	

<b>5,000-10,000 (Transactions)</b>	
<b>10,000-15,000 (Transactions)</b>	
<b>15,000-20,000 (Transactions)</b>	
<b>20,000-30,000 (Transactions)</b>	
<b>750,000-1,000,000 (Grant Value in USD)</b>	<b>Unit Price</b>
<b>0-1,000 (Transactions)</b>	
<b>1,000-3,000 (Transactions)</b>	
<b>3,000-5,000 (Transactions)</b>	
<b>5,000-10,000 (Transactions)</b>	
<b>10,000-15,000 (Transactions)</b>	
<b>15,000-20,000 (Transactions)</b>	
<b>20,000-30,000 (Transactions)</b>	
<b>1,000,000-1,500,000 (Grant Value in USD)</b>	<b>Unit Price</b>
<b>0-1,000 (Transactions)</b>	
<b>1,000-3,000 (Transactions)</b>	
<b>3,000-5,000 (Transactions)</b>	
<b>5,000-10,000 (Transactions)</b>	
<b>10,000-15,000 (Transactions)</b>	
<b>15,000-20,000 (Transactions)</b>	

20,000-30,000 (Transactions)	
<b>1,500,000-2,000,000 (Grant Value in USD)</b>	<b>Unit Price</b>
0-1,000 (Transactions)	
1,000-3,000 (Transactions)	
3,000-5,000 (Transactions)	
5,000-10,000 (Transactions)	
10,000-15,000 (Transactions)	
15,000-20,000 (Transactions)	
20,000-30,000 (Transactions)	
<b>2,000,000-3,000,000 (Grant Value in USD)</b>	<b>Unit Price</b>
0-1,000 (Transactions)	
1,000-3,000 (Transactions)	
3,000-5,000 (Transactions)	
5,000-10,000 (Transactions)	
10,000-15,000 (Transactions)	
15,000-20,000 (Transactions)	
20,000-30,000 (Transactions)	
<b>3,000,000-5,000,000 (Grant Value in USD)</b>	<b>Unit Price</b>
0-1,000 (Transactions)	
1,000-3,000 (Transactions)	

3,000-5,000 (Transactions)	
5,000-10,000 (Transactions)	
10,000-15,000 (Transactions)	
15,000-20,000 (Transactions)	
20,000-30,000 (Transactions)	
<b>&gt; 5,000,000 (Grant Value in USD)</b>	
0-1,000 (Transactions)	<b>Unit Price</b>
1,000-3,000 (Transactions)	
3,000-5,000 (Transactions)	
5,000-10,000 (Transactions)	
10,000-15,000 (Transactions)	
15,000-20,000 (Transactions)	
20,000-30,000 (Transactions)	

- Validity period of above prices is: \_\_\_\_\_ working days (min. 360)
- Do the above prices include **VAT**? YES ----- NO -----
- If **NO**, please advise if VAT is applicable and should be added. YES ----- NO -----

**NOTE: VAT value (if applicable) will be paid in LBP currency, based on the official exchange rate**

Name of the company representative: