

# **INVITATION TO TENDER**

## **FOR A FRAMEWORK AGREEMENT**

**for Food Parcels and Canned Food Parcels**

### **PROJECT**

**SYRIA RESPONSE**

**Reference No: SYR/FDPCL2/2017**  
**Version v1: 13/12/2017**

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## **TENDER NOTICE**

The British Red Cross Society UK Office invites sealed bids from manufacturers/reputed firms/registered suppliers to sign a framework agreement for the supply of Food Parcels and Canned Food Parcels

**The Tender document** contains the Invitation to Tender, instructions to Tenderers, specification and the terms & conditions all documents can be requested from [mmahmoudi@redcross.org.uk](mailto:mmahmoudi@redcross.org.uk) between **14/12/2017 and 08/01/2018** or from the IAPG Portal [www.iapg.org.uk](http://www.iapg.org.uk) or from the MyTenders Portal [www.mytenders.org](http://www.mytenders.org) or from Daleel Madani Portal [www.daleel-madani.org](http://www.daleel-madani.org). Tenderers are advised to check the web portals regularly as any changes or additional information related to this tender will be updated via the portals

Tenders must be submitted in a sealed envelope or electronically through MyTenders portal. All tenders must be accompanied by pre-supply samples to be submitted to:

**Maher Mahmoudi,**  
**British Red Cross, c/o International Federation of Red Cross and Red Crescent Societies,**  
**MENA zone office, Platinum 776 Building, New Martakla, Street 20-2002, Hazmieh, Beirut,**  
**Lebanon**

during working days between 10:00 to 16:00 **before 14:00 hours (Beirut Time / UTC +2) on 08/01/2018.**

Tenderers must meet all the requirements specified in the tender documents and therefore advised to go through the tender documents carefully before submission and be certain that they are able to comply with the specified terms & conditions.

Unsealed tenders and the tenders received after the submission deadline will not be accepted. Tenderers are responsible for the submission of their tender on time and in accordance with the instruction within the tender documents. British Red Cross bears no responsibility for the costs and the delay for submission of the tender.

The British Red Cross reserves the right to increase or decrease the quantity to accept or reject any or all the tenders without assigning any reason whatsoever and is not bound to accept the lowest bid.

**British Red Cross**  
**UK Office,**  
**44 Moorfields,**  
**London**  
**EC2Y 9AL**  
**United Kingdom**

**Tel: +44 2071 3879 00 44**

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UK Office  
44 Moorfields  
London EC2Y 9AL  
United Kingdom  
+44 2071 3879 00 44**

## **TENDER ADVERT**

The British Red Cross (BRC) helps people in crisis, whoever and wherever they are. We are part of a global voluntary network, responding to conflicts, natural disasters and individual crises. We enable vulnerable people in the UK and abroad to prepare for and withstand crises in their own communities. When the crisis is over, we help them to recover and move on with their lives.

The on-going crisis in Syria and its repercussions in surrounding countries is one of the larger operations BRC is presently engaged with, with approximately £23M committed since mid-2011.

The BRC response currently consists of emergency relief material and financial support; National Society capacity building and organisational support; support to the IFRC in coordinating the overall operational response; humanitarian advocacy messaging; and a preparedness to engage in recovery programming as opportunities allow.

BRC is now planning to procure essential items to distribute to vulnerable affected population across Syria and the surrounding countries.

Interested Tenderer(s) fulfilling the eligibility conditions and having the capacity and capability to supply the goods within the time and on the terms and conditions mentioned herein are requested to give their best and final offer and submit their Tender for the items stated in clause 2 below.

### **1. Time Table:**

Issue of Tender:	14 <sup>th</sup> December 2017
Deadline to ask technical questions:	22 <sup>nd</sup> December 2017
<b>Deadline receipt of submissions</b> (Tender and Samples):	8 <sup>th</sup> January 2018 (14:00h) Beirut / UTC+2
Evaluation of Offers (Estimated):	1 <sup>st</sup> – 3 <sup>rd</sup> February 2018
Issue of Contract (Estimated):	15 <sup>th</sup> February 2018

NOTE: The above date represents the deadline by which Tenderers will be contacted, however British Red Cross reserves the right to complete the evaluation and issue the contract before or after the above estimated dates.

### **2. Items and Quantity:**

For all aspects of the products, unless described otherwise here below, the standard of Codex Alimentarius last edition applies, including the packaging.

Product and packaging must be fit for human consumption and be of a sound, fair and marketable quality.

The Cartagena Protocol (Biosafety Protocol, additional to the Convention of Biodiversity) requires that exporters/producers indicate whether the food items may contain GMOs (Genetically Modified Organisms) or not. No GMO product would be accepted.

Product must follow all official government standards of country of destination (Syrian Arab Republic).

Analysis of microbiological, chemical contaminant, heavy metals, toxins and pesticide residues must state that the product is fit for human consumption.

Clean and fumigated prior dispatch

Product must be free from unpleasant odours and tastes.

Product must have an expiry date of at least 24 months from the date of supply to the Buyer.

No product should need cool storage condition and they shall sustain the room temperature.

Good should be fumigated prior dispatch.

Description and quantities of items below corresponds to the content of a Food Parcel and a Canned Food Parcel. Quantities of items in the parcel is not fixed. BRC has the right to change the combinations below at each Purchase Order.

One **Food parcel** is considered as combination of:

1. Rice (3 packs of 2kgs. each filled in high humidity/water resistant packaging)
2. White sugar, fine white (2 pack of 3 kgs. filled in high humidity/water resistant packaging)
3. Black peco tea leaves (1 pack of 900g or 2 packs of 450g each filled in high humidity/water resistant packaging)
4. Cooking oil
5. Tomato paste, 28% - 30% concentrate, canned, long preservation (net weight – 800 grams)
6. OLIVE OIL, 1 bottle – 1 Litre
7. HALAWA , 1 Box of 1 kg
8. Dry iodised SALT – 1 x 500 gm packing - homogenous granulation
9. Vegetable Ghee (1 pack of 1 kg)
10. Lentils - (brown/red) (1 pack of 1 kg filled in high humidity/water resistant packaging)
11. Pealed/Split Lentils - (orange/red) (1 pack of 1 kg filled in high humidity/water resistant packaging)
12. Beans, White – Medium size (2 kg – packed in 1 pack of 2 kg filled in high humidity/water resistant packaging)
13. Bulgur, Dry (4 kg – packed in 2 packs of 2kg each filled in high humidity/water resistant packaging)
14. Packing Information (Food Parcels)

Two different combinations options for canned food parcels.

- **Canned Food Parcel 1** is considered as combination of:

1. 6 Cans of Foul (black beans) per parcel, black Fava beans preserved in salted water ready to eat, in can of minimum 400 gr Net Weight.
2. 6 Cans of Homos ( Chickpeas) per parcel, Homos Tahina dip, chickpeas paste mixed with other ingredients (water, salt) in can of 380gr (net weight)
3. 1 L of olive oil per parcel, virgin olive oil in 1L bottle.
4. 2 kg of dried dates per parcel, (vacuum sealed), packed in 1Kg
5. 1 kg Apricot Jam in Food grade in metal tin (2x 500gr)
6. Packing Information (Canned Food Parcels 1)

- **Canned Food Parcel 2** is considered as combination of:

1. Canned Beans Recipe - Ready to Eat: (5 tin cans of 500g each)
2. Canned Tuna Chunks/Solids in Vegetable Oil - Ready to Eat: 6 tin cans, each of 160g
3. Dates – 1 pack of 1 kg
4. Apricot Jam – 2 bottles of 400 gm
5. Olive Oil – 1 bottle of 1 Ltr
6. Luncheon Meat (Chicken) – 5 cans of 200 grams
7. Za'ater – 1 pack of 1 kg
8. Packing Information (Canned Food Parcels 2)

### 3. Contract period:

A framework agreement for six (6) months will be signed with the successful bidder to be the main supplier for Food Parcels and Canned Food Parcels.

### 4. Specifications:

The detailed specification in respect of each item with packing, marking/labelling instructions etc. are given in **Appendix I** which Tenderers must adhere to.

### 5. Eligibility:

#### **Turkish origin ban**

- Based on Communiqué No. 21/15/b from The Presidency of the Council of Ministers Syrian Arabic Republic
- Peering to all ministries and public bodies and joint sector do not import or buy any materials, goods or equipment of Turkish origin, and not to accept offers that include materials, goods or equipment
- Enter in the installation of any component, and so on (tender or tenders ...) to ensure the needs of these stakeholders.

**THE ABOVE REQUIREMENTS MUST BE MET AND GOODS OF TURKISH ORIGIN WILL NOT BE ACCEPTED AND THE BID WILL BE VOID**

- Tenderer(s) must be Manufacturers, accredited Wholesalers, Traders / Suppliers, Agents in their registered country.
- Tenderer(s) should have minimum 3 years financial data available to the British Red Cross, or from the establishment of the company should a full 3 years data not be available.
- Tenderer(s) should have the capacity and capability to supply the items in accordance with the specifications within the prescribed delivery time and the terms & conditions mentioned herein.

### 6. Evaluation Criteria:

When analysing the offers, British Red Cross will take into account the following criteria:

- a) Conformity to our standards and specifications - **Appendix I**
- b) Conformity to our terms and conditions listed in this tender documents and **Appendix II, VIII, IX and X**
- c) Cost **Appendix IV**
- d) Delivery Schedule - **Appendix V**
- e) Tenderer(s) Payment Terms.
- f) Capacity and flexibility to deal with our requests
- g) Financial Performance in last 3 years
- h) Reference check and feedback from previous customers will be requested by BRC to the references mentioned by the supplier in Appendix VI

### 7. Price:

Price quoted should be quoted as below:

**PRICE 1:** quoted per unit

**PRICE 2:** for packing, marking, labelling and documentation costs

**PRICE 3:** for Shipping cost as per **CPT INCOTERMS 2010** Port Lattakia, Syria

And must be provided as per Bid Form - **Appendix IV**. All the costs should be in the same currency. The valid currencies are the following: USD, EUR, CHF, or GBP. Any other currency will not be

accepted and might lead to the rejection of the bid. Bidders should acknowledge that the payment will only be made in the currency quoted only (Suppliers are not allowed to change the currency after the bidding stage).

Bids will **ONLY** be accepted from companies that **complete Appendix IV**.

#### **8. INCOTERMS:**

Tenderers must submit their **PRICES** offers as per **CPT Port Lattakia, Syria INCOTERMS 2010**.

#### **9. Delivery Destinations:**

For the offer(s), goods are to be quoted as **CPT Port Lattakia, Syria INCOTERMS 2010**.

Details of the consignee and necessary details for the paperwork will be agreed at the time of signing contract with successful Tenderer/s. Tenderer(s) shall be responsible for all costs arising from packing, forwarding and delivering of goods to actual points of delivery including loading, unloading, transport and insurance and clearance costs as per the stated INCOTERM.

#### **10. Delivery/Readiness Period:**

The delivery/readiness must be within **the agreed timeframe** after the signing the contract by both parties and all the items/quantities must be delivered at the delivery destinations within a maximum period as agreed on the signing of the contract. The successful Tenderer will be required to agree to the Delivery Schedule (*as stated, in tranches so they meet the requirements of our consignee*) as per **Appendix V**.

#### **11. Packaging:**

All goods must be appropriately packed (if applicable – refer to **Appendix I – Specifications**) suitable for sea/road transportation and loading/unloading including rough handling to final destinations.

#### **12. Marking/Labelling:**

Marking / Labelling instructions are provided in **Appendix I - Specifications**.

#### **13. Required documents/certificates:**

The supporting documents/certificates required are:

With the Tender:

- a) Signed and stamped copy of all pages of this tender document with its appendices as your confirmation of compliance with tender terms.
- b) Completed, signed and stamped copies of
  - i. Terms & general conditions on purchasing **Appendix II**
  - ii. British Red Cross Supplier Registration Form **Appendix III**
  - iii. Bid Form **Appendix IV**
  - iv. Delivery Schedule **Appendix V**
  - v. Past Supplier Experience **Appendix VI**
  - vi. Letter of authorisation **Appendix VII**
  - vii. Environmental and Carbon Reduction Policy **Appendix IX**
  - viii. Ethical purchasing policy **Appendix X**
  - ix. IAPG Code of Conduct **Appendix XI**
  - x. Payment Terms



- c) Documents in support of Tenderer(s) profile (such as copies of Tax/VAT/PAN Registration certificate, Trading Licence copy, financial audit reports of last 3 years).
- d) Letters/certificates of performance in previous 3 years.
- e) At least 3 most recent references with their contact details (name, designation, email ID, contact number and address).
- f) Confirmation / Certificate of weight, quality and origin of country of goods.
- g) Documentation to support, an ethical, environmental or Corporate Social Responsibility (CSR) scheme/accreditation, if available.

**Before delivery of material (if successful):**

- h) Commercial invoice - 2 copies
- i) Bill of Lading (If applicable)
- j) Packing list (with packing details, weight, volume etc)
- k) Other document/s required by British Red Cross

**With delivery of material (if successful):**

- l) Delivery Notes with packing details (weight, volume etc)
- m) Goods Received Notes (GRN) as per British Red Cross prescribed format
- n) Commercial invoice - 2 copies (on delivery)

**14. Language:**

The documents submitted will be accepted in English language only. The certificate, etc. from local government or local authorities (if applicable) could be provided in actual language but a copy of translation in English language duly notarised should be provided as well. All markings and labelling should appear in English only.

**15. Distribution of documents and certificates:**

One set to accompany the consignment, one set to British Red Cross and one set to the consignee at least 6 working days before the arrival of goods.

**16. Samples:**

Samples of all the items must be submitted **to BRC along with the tender documents**. Samples must meet the required specifications as per **Appendix I**. Each sample must be labelled with company name and tender reference number. Two complete parcels of each combination should be submitted in the right packing specifications as per **Appendix I**.

**17. Bid Validity:**

Your offer must remain valid for **90 days** after receipt of Tender submission before a Contract, if placed will be accepted by the successful Tenderer.

The contract for the goods will last until the agreed delivery schedule has been met.

**18. Inspection:**

- A) Goods supplied must meet the specifications/requirements as detailed within the Tender and attached **Appendix I**. Any supplies not found to be in accordance with the specification and requirements will not be accepted and in that eventuality the supplier shall replace the goods and bear the inspection cost and/or other losses caused to British Red Cross, if any, by replacement of the items non-conforming to the requirements/specification.
- B) British Red Cross reserves the right to request for an inspection visit of the tenderers facilities by a British Red Cross representative. In addition British Red Cross will organise pre-shipment inspections through a third party accredited inspection agency at the tenderers facilities. As a result of these pre-shipment inspections British Red Cross reserves the right to cancel the purchase order if the goods are found not be according to agreed specifications.

**19. Liquidated Damages:**

Arrival of goods after agreed delivery schedule as per **Appendix V** will be subject to deduction of damages from the invoice @ 0.1% per day up to maximum 5% of the total value of the total value on purchase order.

**20. Payment:**

Within 30 days maximum from date of receipt of goods as stated on Purchase Order with all supporting documents in order by the British Red Cross, i.e. Commercial Invoice, signed Delivery Note, Goods Received Notes issued by consignee and the satisfactory inspection report from the inspection team. Payments will be made upon 30 days after receiving the Goods Receipt Notes and invoices.

**21. Your offer should clearly state the following:**

- a) Country of origin of the goods
- b) Place of manufacture and place of despatch
- c) Unit prices / Total prices, as per **Appendix IV**
- d) Price should be net after deduction of any discount and should be inclusive of all cost, taxes and duties (Please refer to clause 'Price' above)
- e) Discounts for early payment, quantity ordered, or others, if any.
- f) Firm dates for starting and completion of delivery schedule.
- g) Confirmation to comply with the specifications as per **Appendix I**, if you can meet the specifications. If not, state clearly.
- h) Confirmation to agree to accept the terms and condition as per this tender document and the general terms and conditions attached at **Appendix II**.
- i) Full packing details (contents, weight and volume)

**22. Pertinent information**

- a) Alternatives to requested specifications will not be considered.
- b) Goods are required for emergency relief operations.
- c) Tenderers must agree to and sign the detailed delivery schedule (as per **Appendix V**).
- d) British Red Cross reserves the right to split up the order between suppliers.
- e) British Red Cross attached General Terms and Conditions are applicable (**Appendix II**).
- f) Pre-supply samples of each item (as per our required specifications) must be sent along the bids.

**23. All or None Clause:**

The British Red Cross reserves the right to accept or reject any or all of the offers and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to BRCs general principles, including economy and efficiency and best value for money. The quantities stated are indicative of BRCs current requirements and may at its discretion increase or decrease the quantity of item.

Successful Tenderers will be required to sign, stamp and return one copy of the Contract confirming your acceptance of the specification and agreed terms and conditions as per attached **Appendix I and Appendix II**.

**24. Conditions/Last Date for submitting offers:**

Tenderers must ensure that submissions are complete in all respect, **sealed** and must be received (in person or through registered post / courier) at the latest by **14:00 on the 08/01/2018 (Beirut Time)** or earlier to the following addresses:

British Red Cross c/o International Federation of Red Cross and Red Crescent Societies, MENA zone office, Platinum 776 Building, New Martakla, Street 20-2002, Hazmieh, Beirut, Lebanon  
Attention: Maher Mahmoudi

with following marking on the envelope:

**ATTN: BRC COMMITTEE OF CONTRACT  
TENDER REF NO: SYR/FDPCL2/2017  
FRAMEWORK AGREEMENT  
for Food Parcels and Canned Food Parcels**

Tender Submissions not addressed and or marked as advised above or sent by other means may not be accepted.

### **Samples**

Tenderers are **requested to submit** two complete parcels of each combination in the right packing specifications (in person or through registered post / courier) at the latest by **14:00 on the 08/01/2018 (Beirut Time)** or earlier to the following addresses:

British Red Cross c/o International Federation of Red Cross and Red Crescent Societies, MENA zone office, Platinum 776 Building, New Martakla, Street 20-2002, Hazmieh, Beirut, Lebanon  
Attention: Maher Mahmoudi

with following marking on the envelope:

**ATTN: BRC COMMITTEE OF CONTRACT  
TENDER REF NO: SYR/FDPCL2/2017  
FRAMEWORK AGREEMENT  
for Food Parcels and Canned Food Parcels**

British Red Cross will not be responsible for any failure or delay in collection or submission of tender documents before the given deadlines. Expenditure on preparation & delivery of tender submissions shall be borne by the Tenderer. Any unsealed tenders and tenders received after the submission deadline will not be accepted. Tenderers are responsible for submitting tenders on time and in the manner required in the tender documents. British Red Cross bears no responsibility for the costs and the delay for submission of the tender. Please acknowledge receipt of this request and indicate your intention to tender on email: [mmahmoudi@redcross.org.uk](mailto:mmahmoudi@redcross.org.uk)

All requests for information, queries / questions should be requested through the [mmahmoudi@redcross.org.uk](mailto:mmahmoudi@redcross.org.uk) email address.

### **25. Confirmation:**

Please acknowledge your acceptance to tender by signing the Invitation to Tender along with the terms and conditions and attach it with your tender submission.

### **26. Purchase or Reserve of Goods by other than the Buyer**

- The Seller agrees that the National Red Cross and Red Crescent Societies ("RC/RC"), as well as, the Federation of the Red Cross and Red Crescent, may benefit from the terms and conditions of this agreement as described herein.
- The IFRC and RC/RC may conclude purchase orders with the Seller for any non-reserved goods, on the same terms and conditions.
- It is clearly understood by the Parties that any purchases by the IFRC or RCIRC, or any other party other than BRC are not in any way the responsibility of BRC. Such purchases will be made directly by such party and be invoiced directly to them.

**27. Terms and General Conditions:**

Please state clearly within the tender submission acceptance to meet the specifications, British Red Cross Terms & the conditions of this Tender (**Appendix II**).

**N.B.** Kindly submit your best and final offers as negotiation will not be entered into.

Thanks and best regards,

Maher Mahmoudi

Logistics Officer

British Red Cross

Beirut Office

c/o International Federation of Red Cross and Red Crescent Societies

MENA Regional Office, Platinum 776 Building, New Martakla, Street 20-2002, Hazmieh, Beirut, Lebanon

Date: 14<sup>th</sup> December 2017

## Appendix I - SPECIFICATIONS OF ITEMS REQUIRED

### FOOD PARCEL – CONTENTS AND DETAILES STANDARD SPECIFICATIONS

#### 1. Rice (3 packs of 2kgs. each filled in high humidity/water resistant packaging)

##### a. Option 1 (RICE, white medium grain, Camolino grade No 2 - broken grains max 6%)

Grain	Medium
Moisture	Maximum 15%
Broken grains	Maximum 6%
Foreign matter	Maximum 0.01%
Red grain	Maximum 2 %
Damage and yellow grain	Maximum 0.5 %
Paddy	Maximum 0.01 %
Chalky green grain	Maximum 2.5 %
Impurities & grain	Maximum 0.1 %
Edible extraneous grains or parts there of	Maximum 0.1%
Dead Insect	0 per Kg
Alive insect	Nil
Aflatoxin	4 ppb max
Ochratoxin	5 ppb max
Salmonella	absent in 25 Kgs

Tolerance of extraneous matter consisting of:

Inedible mineral and vegetable substances provided they are not toxic      Max 0.01%

##### b. Option 2 (RICE, white, 5% broken grains max - European Communities specifications)

Specifications as per communication 2000/C312/01 and additional tests for contaminants

Grain (type as specified)	Long, round or medium
Moisture	Maximum 15%
Broken grains	Maximum 5%
Chalky grains	Maximum 5%
Grains striated with red	Maximum 3%
Spotted and/or stained grains	Maximum 2.5%
Yellow grains	Maximum 0.05%
Amber grains	Maximum 0.2%

Tolerance of extraneous matter consisting of:

Inedible mineral and vegetable substances, provided, they are not toxic      Maximum 0.01%  
Edible extraneous grains or parts there of      Maximum 0.1%  
Aflatoxine total      Maximum 4 micrograms/kg

Clean and fumigated prior dispatch

Product must be free from unpleasant odours and tastes.

Product must have an expiry date of at least 12 months from the date of supply to the Buyer

Marking on bag: product name, net weight, date of manufacture, expiry date and indicates that the content does not contain GMOs (Genetically Modified Organism)

## **2. WHITE SUGAR, FINE WHITE (2 pack of 3 kgs. filled in high humidity/water resistant packaging )**

Polarisation	Min. 99.7 degrees.
Moisture	Max. 0.1%
Invert. Sugar	Max 0.04%
Ash	Max. 0.04%
Colour	Max. 60 Icumsa units

Analysis of contaminants must state that the sugar is "fit for human consumption".  
Product must have an expiry date of at least 12 months from the date of supply to the Buyer

## **3. BLACK PECO TEA LEAVES (1 pack of 900g or 2 packs of 450g each filled in high humidity/water resistant packaging)**

As per ISO3720 standard - Black tea, definition and basic requirements.

Dried and sound processed leaves, buds and tender stems, suitable for making tea. Tea with thin leaves and slender quality would not be considered

Water extract	Min. 32%
Total Ash	Max. 8%, Min 4%
Ratio of water soluble of total Ash	45%
Ash insoluble in acid	1%
Alkalinity of water soluble ash	Min. 1%, Max. 3%
Crude fibre	Max. 16.5%
Caffeine	Min. 2.5%
Tannin	10%

Analysis of contaminants must state that the tea is "fit for human consumption", in particular regarding heavy metals, radioactivity and pesticides.

Expiry date 1 year minimum (FROM DATE OF DELIVERY)

## **4. COOKING OIL**

VEGETABLE SUNFLOWER OIL (SUNFLOWER OIL) – 2 bottle of 1.5 Litres

Water and volatile matter	0.2% max.
Insoluble impurities:	0.05% max.
Free fatty acids	0.15 max. expressed as oleic acid
Linolenic acid	0.5% max. of total fatty acids present
Delta-7-stigmasterol	Minimum 9% of total sterol content
Brassicasterol	0.5% of total sterol content
Soap	0.005% max.
Foreign odours and flavours	NIL

Peroxide number  
Max. 10 milliequivalents of active oxygen/kg of oil or  
max. 2 milliequivalents in case of supply ex works or  
free at port of shipment  
Specific weight at 20C° 0.918 - 0.923g/cm<sup>3</sup>  
Refractive index at 40C° 1.465 - 1.469

Authorised additives Max. 75mg of butylated hydroxyl-toluene (BHT-E-321) per kg of oil  
Vitamin A enrichment 6000 IU/L

## **5. TOMATO PASTE, 28% - 30% concentrate, canned, long preservation (net weight – 800 grams)**

Tomato concentrate made from fresh, sound and good marketable quality ripe tomatoes only.  
Salt, sugar, spices and flavours only can be added on request.  
Product must be a homogeneous paste, without visible tomato skin and seeds residue.

Dry matter, excluding salt 28% - 30% minimum.

Total acidity, citric acid 10% of dry matter.

Volatile acidity, acetic acid 1% of dry matter.

PH 4.6 maximum

Mould Maximum 70% positive fields on an 8% dilution in water, as per EEC regl. 1764/86 and 1593/98.

Stability test No pressure increase, no pH difference more than 0.5, no microbiological growth after 7 days under ISO7218.

Analysis of contaminants must state that the canned tomato paste is "fit for human consumption".

- Shelf life minimum 2 years from manufacturing date.
- Production date less than 6 months at date of delivery.
- One batch can be maximum 24h continuous production
- Net Weight – acceptable tolerance between 800 to 900 gram
- One can of 800 gram net weight OR Two can of 400 gram each (maximum 2 cans)
- Can to offer easy opening option, preferable

## **6. OLIVE OIL, 1 bottle – 1 Litre**

The Extra Virgin olive oil:

It's the olive oil which its pure acidity less or equals (0.8)g of Oleic acid (oil acid) in (100)g of oil as maximum, which its specifications fit with the other specification of the extra olive oil.

The mixture of olive oil:

It's a mixture of the refined olive oil with the extra olive oil for the human consumption in its form, where the pure acidity expressed by oleic acid (oil acid) 100g maximum.

Standards of purity:

Composition of fatty acids in the olive oil

Fatty acids Allowed	limits %
Myristic acid	0.003 % Max
Palmitic acid	7.50 – 20.00 %
Palmitoleic acid	0.30 – 3.50 %
Heptadecanoic acid	0.30 % Max
Heptadecenoic acid	0.30 % Max
Stearic acid	0.50 – 5.00 %
Oleic acid	55.00 – 83.00 %
Linoleic acid	2.50 – 21.00 %
Linolenic acid	1.00 % Max
Arachidic acid	0.60 % Max
Gadoleic acid	0.40 % Max
Behenic acid	0.20 % Max
Lignoceric acid	0.20 % Max

#### Sterols % of the total sterols

cholesterol	0.5 %
brassicasterol	0.1 %
stigmasterol	Less than the content of the catpsterol in human consumption oil
campesterol	4.0 %

#### Composition of sterol in olive oil:

##### Food additives:

You must take into account the following:

1. No additives are allowed for the extra olive oil.
2. It allows adding alpha-tocopherol to the refined olive oil – the mixture of olive oil to compensate for the natural tocopherol already available. Which we lost it in the manufacturing process with a maximum allowable of 200mg/kg of total alpha tocco ferrol.

##### Mineral pollutants:

The percentage of the mineral pollutants should not exceed the following values:

Arsenic (AS) 0.1 mg/kg  
Plumbum (PB) 0.1 mg/kg

#### **7. HALAWA , 1 Box of 1 kg**

##### General conditions:

White sugar and glucose syrup is used only as local sugar materials, and Industrial Sweeteners are not allow to use like as Saccharin.

The product shall be free of impurities and the harmful foreign substances, their components and parts.

The product should be free from smell and other exotic baits.

The product is characterized by smooth homogenous structure.

The product shall be white, creamy, and yellowish.

Do not add fatty or oily substances other than those found in sesame seeds.

The nuts added to Halawa are clean and completely free of impurities and hard husks.

Never use bleach at all such as zinc oxide.

Artificial colours are not allowed.

Lemon acid is added according to manufacturing experience.

##### Chemical conditions:

- The total ash content shall not exceed 2%.
- The percentage of ash not dissolved in the chlorine water solution shall not exceed 10% of 0.2%.
- The percentage of the humidity should not exceed 3%.
- The percentage of fatty substances (sesame oil) shall not be less than 25 %.
- The percentage of the Saiyon should not exceed 1%.

##### Mineral pollutants:

The following mineral pollutants should not exceed:

Arsenic 1mg/kg



Plumbum	1 mg/kg
Copper	20mg/kg

The metal components should not exceed the following percentages:

Zinc	55mg/kg
Aluminium	65mg/kg
Titanium	nil

#### **8. Dry iodised SALT – 1 x 500 gm packing - homogenous granulation**

Moisture content	1.7% maximum (dried at 140°C).
Sodium chloride as NaCl	99.16% (on dry basis).
Alkalinity as Na <sub>2</sub> CO <sub>3</sub>	0.07% maximum (on dry basis).
Iodine as KIO <sub>3</sub>	50 milligram/kg minimum, 83 mg/kg maximum (equivalent to 30 to 50 mg/kg Iodine) as per WHO recommendation.
Acid insoluble matter	0.02 % maximum (on dry basis).
Colour	The salt shall be white and 10g of salt in 100ml water shall give a colourless solution.
Arsenic	Max. 0.5mg/kg.
Copper	Max. 2mg/kg.
Lead	Max. 2mg/kg.
Cadmium	Max. 0.5mg/kg.
Mercury	Max. 0.1mg/kg.

#### **9. Vegetable Ghee (1 pack of 1 kg)**

Pure Vegetables ghee produce from pure palm oil, it's as an alternative to the traditional butter fat ghee. It is free from GENETICALLY MODIFIED ORGANISMS.

Moisture and volatile matters max 0.1% by weight  
 Free fatty acids calculated as oleic acid max 0.1% by weight  
 Melting point as estimated by capillary tube method at complete fusion: 36° ± 2°C  
 Butyro, refractometer, reading at 40°C not less than 48  
 Unsaponifiable matter max 1.5% by weight  
 Nickel max. 0.5% parts per million  
 Peroxide value max. 5.0  
 Rancidity negative  
 Vitamin A with or without accompanying 33'000 International units / kg  
 Vitamin D  
 Appearance on melting clear and clean free from sediment  
 Oil content 70% Palm oil, 30% Soyabean

- Shelf life minimum 2 years from manufacturing date.
- Production date should be within 6 months at the date of delivery.
- One batch can be a maximum of 24h in continuous production.

Primary packaging

Food grade can of net weight hermetically seal, showing no sign of corrosion at the welded joints or inside, and no deformation. Can to offer easy opening system, or to be delivered with folded can opener. Should come with additional protection plastic lead to safeguard after opening

#### **10. Lentils - (brown/red) (1 pack of 1 kg filled in high humidity/water resistant packaging)**

Moisture	14% maximum
Foreign matter	1% maximum of which not more than 0.1% of unmillable material.
Unhusked grain	1% maximum.
Chalky grain	1% maximum.
Other variety	2% maximum.
Vetches	0.1% maximum.
Size	From 4mm to 6mm.
Splits + broken in whole lentils	4% maximum
Broken in split lentils (smaller than 75% average size)	0.5% maximum.
Discoloured grains	3% maximum.
Weeviled / Holed Grains	1% maximum.
Live insects	Free from live insects.
Dead Insects	Maximum 2 per kg.
Salmonella	Absent on 25g sample.
Aflatoxin total	4 microgram/kg maximum.
Ochratoxin	5 microgram/kg maximum.
Cooking time	30 minutes maximum without soaking for 24 hours.

Commodities must have been fumigated maximum 30 days prior to departure date.  
Product must have an expiry date of at least 12 months from the date of supply to the Buyer

#### **11. Pealed/Split Lentils - (orange/red) (1 pack of 1 kg filled in high humidity/water resistant packaging)**

Moisture	14% maximum
Foreign matter	1% maximum of which not more than 0.1% of unmillable material.
Unhusked grain	1% maximum.
Chalky grain	1% maximum.
Other variety	2% maximum.
Vetches	0.1% maximum.
Size	From 4mm to 6mm.
Splits + broken in whole lentils	4% maximum
Broken in split lentils (smaller than 75% average size)	0.5% maximum.
Discoloured grains	3% maximum.
Weeviled / Holed Grains	1% maximum.
Live insects	Free from live insects.
Dead Insects	Maximum 2 per kg.
Salmonella	Absent on 25g sample.
Aflatoxin total	4 microgram/kg maximum.
Ochratoxin	5 microgram/kg maximum.
Cooking time	30 minutes maximum without soaking for 24 hours.

Commodities must have been fumigated maximum 30 days prior to departure date.  
Product must have an expiry date of at least 12 months from the date of supply to the Buyer

#### **12. Beans, White – Medium size (2 kg – packed in 1 pack of 2 kg filled in high humidity/water resistant packaging)**

Moisture	12% minimum.
Foreign matter	14% or 16 % maximum, as per contract. 1% max.

Other variety	2% max.	
Total defect including splits, broken, discoloured, shrivelled, shrunken	7% max.	
Split + broken	4% max.	
Weeviled / Holed Grains	1% max.	
Live insects	Free from live insects.	
Dead Insects	Maximum 2 per kg.	
Hydrocyanic acid	Maximum 20mg/kg (before cooking).	
Salmonella	Absent on 25g sample.	
Aflatoxin total	4 microgram/kg.	
Ochratoxin	5 microgram/kg.	
Cooking time	After soaking for 24 hours: 45 minutes average (maximum 90 minutes)	
Size	Medium size	

Commodities must have been fumigated maximum 30 days prior to departure date.  
Product must have an expiry date of at least 12 months from the date of supply to the Buyer.

### **13. Bulgur, Dry (4 kg – packed in 2 packs of 2kg each filled in high humidity/water resistant packaging)**

Coarse Wheat Grits (not fine grinded) natural Yellow OR Yellow-Brown colour, packed in Polybag  
Starch and fiber and sugary materials 62% by weight;

Vegetable fat materials; Protein; salts; calcium; sodium; potassium; magnesium; phosphorus; silicon; iodine; vitamins B1. B2. B6.

Product must be free from unpleasant odours and tastes.  
Product must have an expiry date of at least 12 months from the date of supply to the Buyer

Marking on bag: product name, net weight, date of manufacture, expiry date and indicates that the content does not contain GMOs (Genetically Modified Organism)



### **14. Packing Information:**

- Items must be packed inside a minimum of (5) ply – Strong and Export worthy - WHITE carton box. Packing shall be internally reinforced with a small internal carton sufficient for the cans/commercial packing (Tea, Oil, Tomato Paste, Salt, Ghee to be placed inside the smaller carton) to avoid any jam-packing and contraction with other items.
- Plastic bags of items (Rice, Sugar, Chick Pea, Salt, Lentils, Bulgur) must be with fine sealing no less than 2 cm from all sides to ensure no bursting.
- Packed in high humidity/water resistant packaging, considering variable weather condition and transport to Syria.
- Suitable for road/sea transportation and able to withstand multiple loading / unloading including rough handling.

- The outer box (parcel) should be sealed with adhesive tape and strapped with 2x Blue Plastic PVC strips on the outside of the box which can provide extra safety for possible breaks and also serves for carrying the parcel.
- Parcels would be loaded on pallets - further strapped and shrink wrapped suitable for multimodal transportation to Syria.
- Pallets should be standard Euro pallets with size 120 x 100 cm / 120 x 80 cm.
- Marking of goods should clearly indicate the following:
  - o Consignee address
  - o IFRC Commodity tracking number (CTN) or SARC commodity tracking number (LCTN)
  - o Description of the goods: "Food Parcel" or "Canned Food Parcel"
  - o SARC and IFRC Logo
- If Glass packing was used for any item, then it should be placed in a separate small carton box to protect it.
- As a requirement for all canned items, easy opening system is preferable if not a tin opener should be offered.

## CANNED FOOD PARCEL – OPTION 1 CONTENTS AND DETAILED STANDARD SPECIFICATIONS

### 1. Virgin olive oil

#### VIRGIN OLIVE OIL – 1 bottle of 1 Litre

Individual packing for Olive Oil 1 L bottle

In 1 litre food grade plastic PET or HDPE (Polyethylene terephthalate) bottles, hermetically sealed, 100% leak proof. Bottles referred to have caps with tamper proof devices. The 1 litre PET bottles of oil to be packed in plastic bag.

Markings on bottles:

Name of product  
Quantity  
Name of the manufacturer  
Country of origin  
Production date: dd/mm/yy and hour  
Expiry date  
Batch number  
Net volume

OLIVE OIL, from cold press extraction

Acidity:	$\leq 2$
Peroxide number O <sub>2</sub> /kg at port of shipment:	$\leq 20$
Waxes:	$\leq 250$
Saturated fatty acids position 2 of triglyceride:	$\leq 1.5$
Stigmastadiene:	$\leq 0.15$
Difference ECN42 HPLC and theoretic:	$\leq 0.2$
K232:	$\leq 2.6$
K270:	$\leq 0.25$
Delta-K:	$\leq 0.01$
Organoleptic evaluation Defect Mediane:	$\leq 2.5$
Organoleptic evaluation Fruity Mediane:	$>0$
Fatty acids C14:	$\leq 0.05$
Oleic C 18:1	55 - 83
Linoleic C18:2	3.5 - 21
Fatty acids C18:3	$\leq 1$
Fatty acids C20:0	$\leq 0.6$
Fatty acids C20:1	$\leq 0.4$
Fatty acids C22:0	$\leq 0.2$
Fatty acids C24:0	$\leq 0.2$
Translolenic isomers:	$\leq 0.05$
Translolenic + translinolenic isomers:	$\leq 0.05$
Cholesterol:	$\leq 0.5$
Brassicasterol:	$\leq 0.1$
Campesterol:	$\leq 4$
Stigmasterol:	$\leq \text{camp.}$
Betasitosterol:	$\geq 93$
Delta 7 stigmastenol:	$\leq 0.5$
Total sterol:	$\geq 1000$
Erythrodiol and uvaol:	$\leq 4.5$

It shall be free from objectionable matter; not contain any substances originating from micro-organisms or any other poisonous or deleterious substances such as anti-nutritional factors, heavy metals or pesticide residues, in amounts which may represent a hazard to health.

## Heavy metals

Lead (Pb)	Max 0.1 ppm
Arsenic (As)	Max 0.1 ppm
Iron (Fe)	Max 1.5 ppm
Cooper (Cu)	Max 0.1 ppm
Polycyclic Adromatic Hydrocarbures (PAH)	
PAH heavy	Max 5 ppb
PAH total	Max 25 ppb
Benzo(a)pyrene	Max 2 ppb

Analyze of microbiological, chemical contaminant, heavy metal, toxins and pesticide residues must state that the product is fit for human consumption.

Shelf live two years from date of contract

Required Tests as per current Syrian standards		
Olive oil	Related SNS	Accepted limits
total counts for aerobic bacteria/germs	2179/2007	Free
acidity	182/2002	Extra : 1 % max Grade 1: 2 % max Grade 2: 3.3 % max
peroxide	182/2002	20 meq O <sub>2</sub> /kg
Sabonifiable Number	182/2002	184-196
Iodine Number	182/2002	75-94
chromatography	182/2002	Pure olive oil
mixing other oils	182/2002	Not allowed
fatty acids	182/2002	Identical with olive oil
Cu	575/2009	0.1 ppm max
Pb	575/2009	0.1ppm max
Validity	1781/2012	24 months

## 2. Foul black beans

Foul (black beans) – **6 x 400 gr metal can:**

Metal Cans: food grade cans, must be coated internally and externally with lacquers appropriate for the products. Specification and guarantees for the material, lacquers and other treatments used shall be available. Hermetically sealed, showing no sign of corrosion at the welded joints or inside and no deformation, no rust inside and outside, with easy opener system.

Markings on cans:

Name of product  
Quantity  
Name of the manufacturer  
Country of origin  
Production date: dd/mm/yy  
Expiry date  
Batch number  
Net weight

Basic Ingredients: black beans, water and salt

General requirements for the raw materials:

The broad beans should be homogenous in colour, size and type, and the harvest of the same season. They should be intact, with whole peels, fully ripe, and free of crinkles and of defects caused by insects in all their evolution stages.

The salt used should meet Syrian Standard Specification no. 74/1997.

The water used should meet Syrian Standard Specification no. 45/1994.

#### Hygienic requirements

When sampled and examined, the product should meet the following requirements:

To be Free of germs and viable microorganisms under normal storage conditions.

To be free of any products of these microorganisms that can be harmful to health.

The percentage of non-organic contaminants in the container should not exceed the limits mentioned in paragraph 4/11 [which is as follows]:

Ferrous:	1.5 mg/kg
Copper:	0.1 mg/kg
Lead:	0.1 mg/kg
Arsenic:	0.1 mg/kg

Should be free of all sorts of Spores, especially "Clostridium Botulinum", by eliminating them with sufficient thermal or radial treatment

The product must be free from unpleasant odours and tastes

Analyse of microbiological, chemical contaminant, heavy metals, toxins and pesticide residues must state that the product is fit for human consumption.

Stability test: no pressure increase, no pH difference more than 0.5, no microbiological growth after 7 days under ISO7218

Net weight: 400gr

Drained weight: 250 gr

Shelf live: 2 years from manufacturing date. Production date less than 1 year at date of delivery.

Required Tests as per current Syrian standards		
Foul black beans	Related SNS	Accepted limits
net weight	224/2002	As declared
Drained weight	224/2002	65% min as weight
taste and smell	224/2002	Accepted
packaging inspection	224/2002	Accepted
foreign materials	224/2002	Nil
acidity	224/2002	% 0.5 max citric acid
Pb	575/2009	1 ppm max
total counts for aerobic bacteria/germs	2179/2007	Nil
rotten traces after incubation	2179/2007	Nil
the percentage of salt	224/2002	2% max
the percentage of oil (if there is )	224/2002	2 % min
Validity	1781/2012	24 months

### 3. Homos Chickpeas

Homos – 6 x 400 gr metal can:

Metal Cans: food grade cans, must be coated internally and externally with lacquers appropriate for the products. Specification and guarantees for the material, lacquers and other treatments used

shall be available. Hermetically sealed, showing no sign of corrosion at the welded joints or inside and no deformation, no rust inside and outside, with easy opener system.

Markings on cans:

Name of product  
Quantity  
Name of the manufacturer  
Country of origin  
Production date: dd/mm/yy  
Expiry date  
Batch number  
Net weight

Basic ingredients: Chickpeas, Homos Tehina dip, chickpeas paste mixed with other ingredients (water, salt)

Chickpeas products identified in this Specification should meet the following conditions:

Chickpeas products should be produced using chickpeas that comply with Syrian Standard Specification no. 1385/1994.

The salt used should meet Syrian Standard Specification no. 74 related to Table Salt.

The water used should meet Syrian Standard Specification no. 45 related to Drinking Water.

The product should have the flavour and smell that usually distinguish it.

The product should be free of impurities and foreign matter.

The boiled and braised chickpeas should be mature, firm, not lumpy, and free of broken grains.

The strained [water removed] content should not be less than 60% in weight as compared to the net weight.

The boiled and braised chickpeas and their liquid should maintain their natural colour.

Mashed chickpeas in Tehana, prepared from pure, dry washed, boiled chickpeas should have a pasty texture, be free of lumps and maintains its distinctive colour, flavour, and smell.

The product should be free of colourings.

The percentage of table salt in chickpeas products should not exceed 2%.

The percentage of oil in braised chickpeas should not be less than 2%.

The PH in braised chickpeas should not exceed 0.5%, estimated as yoghurt acid.

The PH in the chickpeas with Tehana should not exceed 1%, estimated as yoghurt acid.

The percentage of Tehana in the container should not be less than 8% of content.

Should be free of all sorts of Spores, especially "Clostridium Botulinum", by eliminating them with sufficient thermal or radial treatment

The minimum content of total solids is 27 % (m/m)

The maximum content of total acidity is 1% (m/m), as citric acid

Contaminants

The percentage of metal contaminants should not exceed the following limits:

Lead:	0.1 mg/kg
Arsenic:	0.1 mg/kg
Zinc:	25 mg/kg

Hygienic requirements

The product sample should meet the following conditions:

To be free of viable microorganisms under the normal conditions of storage.

Shall not contain any product of microorganisms in quantities that may be harmful to health.



The percentage of inorganic contaminants in the container should not exceed the limits mentioned in article (4/10).

The product must be free from unpleasant odours and tastes.

Analyse of microbiological, chemical contaminant, heavy metals, toxins and pesticide residues must state that the product is fit for human consumption.

Stability test: no pressure increase, no pH difference more than 0.5, no microbiological growth after 7 days under ISO7218

Net weight: 380gr

Drained Weight: 380gr

Shelf life: 2 years from manufacturing date. Production date less than 1 year at date of delivery.

Required Tests as per current Syrian standards		
Homus	Related SNS	Accepted limits
1 ppm max	575/2009	Pb
Accepted	223/1996	taste and smell
Accepted	223/1996	packaging inspection
Nil	2179/2007	total counts for aerobic bacteria/germs
Free	223/1996	impurities and foreign materials
Free	223/1996	rotten traces after incubation
8 % min	223/1996	Tahini percentage
2% max	223/1996	the percentage of salt
1% max	223/1996	acidity
Free	223/1996	Masses and lumps
24 months	1781/2012	Validity

#### 4. Dates

Individual packing, Dates 2 kg

**1 Kg x 2 or 0.5 kg x 4** per food grade bag (vacuum sealed must be resistant enough to be kept in warm temperature).

#### Markings

Name of product

Quantity

Name of the manufacturer

Country of origin

Production date: mm/yy

Expiry date

Batch number

Net weight.

Moisture content Max 22%

Mineral impurities not more than 1gr/1kg

Weight unpitted dates 4.75 grams

Weight pitted dates 4.00 grams

unpitted dates

unpressed packed

Fresh production

Product must be free from unpleasant odours or tastes

Product must have an expiry date of at least 12 months from the date of supply

Salmonella: absent in 25 grams of sample

Shape: Whole

Coliform absent

Heavy metals: according to EU legislation

Total aflatoxin: Max 4 microgram/kg

Free of GMO

Staphylococcus: absent

Vacuum sealed

Net weight: 1000 grams

Product must be free from unpleasant odors and tastes.

Analyse of microbiological, chemical contaminant, heavy metals, toxins and pesticide residues must state that the product is fit for human consumption.

Shelf life: Production March 2017, expiry September 2018

<b>Required Tests as per current Syrian standards</b>		
<b>Dates</b>	<b>Related SNS</b>	<b>Accepted limits</b>
taste and color and smell	769/2012	Accepted
sour dirty or rotten kernels	769/2012	Free
infested kernels	769/2012	Free
Metal impurities	769/2012	1g/1kg
Kernels in free of kernels date	769/2012	2-4 pieces of kernels
damaged or immature kernels	769/2012	Nil
rotten visual examination	769/2012	Free
deformed kernels	769/2012	Nil

## **5. Apricot Jam**

Individual packing for Apricot Jam, **1 Kg**

Individual packing, Apricot Jam, 2 x 500 gr metal tins:

Metal tins: food grade cans, must be coated internally and externally with lacquers appropriate for the products. Specification and guarantees for the material, lacquers and other treatments used shall be available. Hermetically sealed, showing no sign of corrosion at the welded joints or inside and no deformation, no rust inside or outside, with easy opener system. Markings on cans: Quantity, Name of the good, Name of the manufacturer, Country of origin, Production date: dd/mm/yy, Expiry date, Batch number, Net weight. Labeling to be in English (one side) and Arabic (other side).

Markings on cans:

Name of product

Composition of the product

Quantity

Name of the manufacturer

Country of origin

Production date: dd/mm/yy

Expiry date

Batch number

Net weight.

**Smell and flavor:**

The apricot jam should be of an appropriate gelled consistency, having normal colour and flavor appropriate to the apricot used in the preparation of the mixture, while taking into account any flavor imparted by optional ingredients or any permitted colouring agents used. It must not contain any foreign odor, have a homogeneous color and must not contain any foreign substances.

The apricot jam shall be produced such that the quantity of fruit ingredient used as a percentage of finished product shall be not less than 45% in general.

The soluble solids content for the finished products shall in case be between 60 to 65% or greater. It shall be free from defective materials normally associated with fruits."

**Basic ingredients:** Apricot, sugar (other ingredients to be specified by supplier with percentage)

The apricot sham shall be largely free of defects such as plant material skins (if peeled), stones and pieces of stones and mineral matters. The product must not contain apricot seeds and its particles.

Product must be free from unpleasant odors and tastes.

Product should be free of impurities and foreign matter.

Product should be free of mold

Stabilisation test to be done by laboratory

GMO N/A

Cereus 103g/ml max

perfringers 75 mg/kg

Ecoli 0,25 g/ml max

Saerus 103g/ml max

Listeria Monocytogenes 0,25 g/ml max

Yeast and mould 100 CFU/gr max

Salmonella spp. 0,25 g/ml max

Campylobacter ssp. 0,25 g/ml max

Organoleptical analysis 1000 mg/kg max

Inorganic dye N/A

Briks (soluble matter) 60 % min

HMF(hydroxymethylfurfural) 103g/ml max

SO2 (sulphur dioxide) 50 mg/kg max

pH 2,8 - 3,5

After applying incubation 14 days in 37°C and leakage or bulge must not been seen. The PH difference before and after the incubation must not be more than 0,5.

Raw fruit detection 2 pieces /100g max

Seed of fruit detection 0 piece/100g max

Dry matter:35 % min

Fruit ratio :45 % min

Sugar To be specified with percentage

Lead :1 ppm max

Aflatoxine : total Maximum 4 micrograms/kg

Pectin, Preservatives, additives and flavourings must follow Codex Alimentarius Stan 296,

Hydrocarbon sugar (fructose, Glucose or saccarose to be specified with percentage)

Analyse of orghanochlorine, PCB, organophosphorus, pyrethroids, microbiological, chemical contaminant, toxins and pesticide residues must state that the product is fit for human consumption  
Shelf live 2 years from manufacturing date. Very Fresh Production date less than 1 year at date of delivery.

Net weight: 500 gr \* 2

Required Tests as per current Syrian standards		
Apricot Jam	Related SNS	Accepted limits
physical examination	226/2011	Accepted

coloring	226/2011	Within accepted limits
Pb	575/2009	1 ppm max
solid soluble materials	226/2011	% 65 min
fungus and visual rotten	226/2011	Free
preservative	226/2011	1000 ppm max
the percentage of total sugars	226/2011	60 % min
the percentage of fruit	226/2011	45 % min extra
seeds	226/2011	33 % min normal
Validity	1781/2012	Free
physical examination	226/2011	Glass & metal cans: 24 months Plastic or carton package: 12 months

## 6. Flyer

Flyer – size A5

To be printed in four colours, on paper of minimum 70 GSM. The flyer design file will be provided by the buyer.

## 7. Packing Information:

- Items must be packed inside a minimum of (5) ply – Strong and Export worthy – WHITE carton box. Packing to be reinforced sufficient for the cans/commercial packing to avoid any overlapping and contraction with other items;
- Plastic bags of items (Za'ater & Dates) must be with fine sealing no less than 2 cm from all sides to ensure no bursting
- Packed in high humidity/water resistant packaging, considering variable weather condition and transport to Syria
- Suitable for road/sea transportation and able to withstand multiple loading / unloading including rough handling
- The outer box (parcel) should be sealed with adhesive tape and strapped with 2x Plastic PVC strips on the outside of the box which can provide extra safety for possible breaks and also serves for carrying the parcel
- Parcels would be loaded on pallets - further strapped and shrink wrapped suitable for multi-modal transportation to Syria
- For all canned items, easy opening system is preferable, if not stated in the above specifications as a requirement. Alternatively a tin opener should be offered.
- Marking of goods should clearly indicate the following:
  - o Consignee address
  - o IFRC Commodity tracking number (CTN) or SARC commodity tracking number (LCTN)
  - o Description of the goods: "Food Parcel" or "Canned Food Parcel"
  - o SARC and IFRC Logo
- If Glass packing was used for any item, then it should be placed in a separate small carton box to protect it.

## CANNED FOOD PARCEL – OPTION 2 CONTENTS AND DETAILED STANDARD SPECIFICATIONS

### 1. Canned Beans Recipe - Ready to Eat: (5 tin cans of 500g each)

Ingredients: cooked fava bean, water, salt,  
Net wt. 500g, drained weight 300g.  
Nutritional Facts based on 2000 calorie diet  
Serving Size : 1 cup (150g)  
Serving per container about 2.5  
Amount per serving: Calories:111 Calories from Fat: 8.6  
Daily Value (%)  
Total Fat 0.96g 1.5  
Saturated Fat 0.5g 0.8  
Trans Fat 0g  
Cholesterol 0mg 0  
Sodium 499.5mg 20.8  
Total Carbohydrates 17.37g 5.8  
Dietary Fiber 7.7g 30.8  
Sugar 1.38g -  
Protein 8.37g 16.7  
Vitamin A 0%  
Vitamin C 7.7%  
Calcium 3.1%  
Iron 10.3%

- Shelf life minimum 18 months to 24 months from manufacturing date.
- Production date should be within 6 months at the date of delivery.
- One batch can be a maximum of 24h in continuous production.
- total net weight – between 2000 gm to 2500 grams (maximum 5 tin cans per parcel)
- Can to offer easy opening option, preferable

Analysis of contaminants must state that the canned beans are "fit for human consumption"

### 2. Canned Tuna Chunks/Solids in Vegetable Oil - Ready to Eat: 6 tin cans, each of 160g\*\*

Ingredients: White Tuna Meat in vegetable oil, salt added Net wt. 150g

\*\* (Optional: 5 cans of 185g; 6 cans of 160 g; 8 cans of 125 g)

PRODUCT NAME: CANNED LIGHT MEAT TUNA SOLIDS IN VEGETABLE OIL CAN SIZE: (2 PIECES CAN)

CAN TYPE: (Tin Plate Steel / Tin Free Steel) Coated With Sulphur Resistance Lacquer

LID TYPE: Normal End (Tin Plate Steel / Tin Free Steel) Coated With Sulphur Resistance Lacquer

Parameter		Specification	Reference Methods
Can condition		Good	Visual Check and Tear Down Check
Net weight (g.)		Min 185**	
Drained weight (g.)		Min 130** (70%)	
Vacuum (inch Hg)		≥ 4	Vacuum Gauge
Head space (mm.)		0	Ruler
Liquid	% Oil (liquid content)	Min 30	
	%Salt (g /100 g media) , 25 °C	1 – 2	Refractometer
	Appearance	Clear Oil	Visual Check

	pH	5 – 6	pH Meter
Solid	Color	Normal	Sensory Test
	Texture	Normal	
	Flavor	Normal	
Histamine (mg / kg)		≤ 100	In house method based on AOAC 2000
Mercury (mg / kg)		≤ 0.032	In house method based on AOAC (2000) by ICPMS
Foreign mater (pcs.)		None	Visual Check
Clostridium botulinum (per 2 g)		Not Detected	BAM January 2001 , Chapter 17
Incubation Test (35 and 55°C)		PASS	BAM January 2001 , Chapter 21A

- Shelf life minimum 2-3 years from manufacturing date.
- Production date should be within 12 months at the date of delivery.
- One batch can be a maximum of 24h in continuous production.
- Can to offer easy opening option, preferable

Analysis of contaminants must state that the canned fish is "fit for human consumption".

### 3. Dates – 1 pack of 1 kg

- Be healthy and free of the affected fruit rot and to make them unfit for consumption.
- The humidity percentage should not increase than 26% (block) for all types.
- The weight of fruit with non-core should not be less than (4.75) g or (4)g for fruit with core.
- Be clean and free of visible strange materials.
- Be free of live insects and their eggs.
- The number or cores in the fruits with non-core shall not exceed 2 or 4 Cut out parts of the kernel at each 100 fruit.
- The percentage of visible mineral impurities shall not exceed 1 g/kg.
- Be free from any strange smell or taste.
- To be in good status which allow to be carried and transported and ensure its access to the consumer in satisfactory terms.
- To be free of fermentation.

#### Health conditions:

- The product shall be brought in accordance with the conditions contained in the Syrian standard No. 743 "General rules for food safety".
- The general census if microorganisms should not exceed (10.000) microcolony/g.
- The number of colons should not exceed (25) colony/g.
- Must be free of pathogenic bacteria (aureus free in (1) G - Shigla - free in (1) G - Salmonella t - free at (25) GH-Escherichia coli-free in (1) G
- Should not count more than yeasts and Basidiomycetes (1200) at Gram on only increases the Basidiomycetes (Aallnat) on 200) Mushroom Gram.

#### Category:

Fruits are classified by type to:

- Two-sugar fruits Most sugars are sucrose
- The fruits of monograms are most sugars in sugar single

Classified according to their sizes according to the following tables:

Fruits with non-cores:

The classification according to the size if the fruits with non-cores:

The size	the number of fruits in 500 g
Small	More than 110
Medium	90-110
Big	Less than 90

Uncooked fruits:

The size	the number of fruits in 500 g
Small	More than 100
Medium	80-100
Big	Less than 80

The excellent type:

- The fruit of this type must be high-quality and color, shape and Ripeness characteristic of the variety or commercial type.
- The color should be brown to liqueur.
- The fruits must be heavy, fatty or half fatty and lipid.
- The cover of the fruit should be semi-clear and attached to the heart.

Food additives:

It allows the addition of the following materials:

- Glycerol or sorbitol
- Glucose Syrups Wheat Flour

#### 4. Apricot Jam – 2 bottles of 400 gm

Basic composition and quality factors:

The quantities are calculated after subtracting the water weight used in the preparation of the water extracts.

Foods with sweetening qualities.

Fruit content: the percentage of fruit in products shall not be less than 45% (excellent jam) in general

General requirements:

The final product is required to have a gelatinous texture, natural color and flavor suitable for the type or kind of fruit used in the preparation of the mixture, taking into account any flavor resulting from the use of optional ingredients or any coloration permitted. The product shall also be free of defective materials. The excellent gelatine is required to be reasonably clear.

Disadvantages and tolerances in jams:

The products covered by this standard are to be largely free from defects such as plants peels (if peeled).

Grains and their parts metallic materials in case of blueberry and figs, seeds are a natural component and not a defect unless the product is provided free of seeds.

Food additives:

Only food additives listed in the table 1 are allowed:

Table 1: food additive

Maximum allowed in the final product	Subject name	Serial number
According to good manufacturing experience	Acidized substances and auxiliary substances to regulate PH -Citric acid -Malic acid -Milk acid	1-5-4

3000mg/kg based on acid	- Tartar acid left - Ant - Calcium, sodium or potassium salts for each of the above acids - Sodium carbonate or potassium - Sodium or potassium bicarbonate	
10mg/kg	Anti – foam factors: Single or double glycerides of fatty acids from edible oils. Polyethyl-methyl	2-5-4
According to good manufacturing experience	Intensive substances (auxiliary factors to the thickness of the textures) Pectin	3-5-4
Colored materials: In accordance with the Syrian Special Standard No. 770 on Food Additives and its amendments		4-5-4
(1000)mg/kg sorbate + benzoate (50) Mg/kg calculated on the basis of final output. (100) Mg/kg calculated on the basis of final output.	Preservatives: - Sorbic acid and its potassium salts - Benzoate - Sulfur dioxide in jams, jellies and marmalades made from sulfur-rich fruit.	5-5-4
According to good manufacturing experience	Flavors: - Flavor (natural peppermint and cinnamon), vanilla and vanillin - Natural aromatic extracts of fruits	6-5-4
500 mg/kg	Antioxidants - Ascorbic acid (vitamin C)	7-5-4

Health requirements:

- The product shall be prepared according to the conditions stated in the Syrian standard No. 1989/743 special. "General rules of food safety".
- The product shall comply with the germination requirements contained in the Syrian Standard No. 2179 and the requirements for microorganisms to be achieved in food products with amendments.

Mineral pollutants:

- The percentage of the mineral pollutants shall not exceed what stated in the Syrian Standard No. 2001/575 of the maximum limits of mineral pollutants in food.
- Maximum limits for pesticide residues shall be in accordance with international standards (Codex).

## 5. Olive Oil – 1 bottle of 1 Ltr

The Extra Virgin olive oil:

It's the olive oil which its pure acidity less or equals (0.8)g of Oleic acid (oil acid) in (100)g of oil as maximum, which its specifications fit with the other specification of the extra olive oil.

The mixture of olive oil:

It's a mixture of the refined olive oil with the extra olive oil for the human consumption in its form, where the pure acidity expressed by oleic acid (oil acid) 100g maximum.

General conditions:

Standards of purity:



## Composition of fatty acids in the olive oil

Fatty acids	Allowed limits %
Myristic acid	% 0.003Max
Palmitic acid	% 20.00 – 7.50
Palmitoleic acid	% 3.50 – 0.30
Heptadecanoic acid	% 0.30Max
Heptadecenoic acid	% 0.30Max
Stearic acid	% 5.00 – 0.50
Oleic acid	% 83.00 – 55.00
Linoleic acid	% 21.00 – 2.50
Linolenic acid	% 1.00Max
Arachidic acid	% 0.60Max
Gadoleic acid	% 0.40Max
Behenic acid	% 0.20Max
Lignoceric acid	% 0.20Max

## Composition of sterol in olive oil:

Sterols	% of the total sterols
cholesterol	% 0.5
brassicasterol	% 0.1
stigmasterol	Less than the content of the catpsterol in human consumption oil
campesterol	% 4.0

## Food additives:

You must take into account the following:

- No additives are allowed for the extra olive oil.
- It allows adding alpha-tocopherol to the refined olive oil – the mixture of olive oil to compensate for the natural tocopherol already available. Which we lost it in the manufacturing process with a maximum allowable of 200mg/kg of total alpha tocco ferrol.

## Mineral pollutants:

The percentage of the mineral pollutants should not exceed the following values:

Arsenic (AS)	0.1 mg/kg
Plumbum (PB)	0.1 mg/kg

## 6. Luncheon Meat (Chicken) – 5 cans of 200 grams

### General requirements:

- Poultry meat prepared for manufacture must be properly inspected before and after slaughter and free from infectious diseases.
- It must be free of feathers of fluff, bone, cartilage, corneal material and internal organs, digestive system and reproductive system.
- It's prohibited to add any industrial color materials to the luncheon except the colors resulting from the food additives used.
- The material which the product is made of shall be of the grade suitable for the human consumption and free from unacceptable odor and falvor.
- Chicken meat should be regularly salted.
- The product must be clean and free of colored stains and pollution from the packaging and the containers should be coated with a substance that prevents food contamination and protection.
- The product should be hormone – free.

- The product must be free of pig products and derivatives.

Basic ingredients:

Basic materials:

- Chicken meat.
- Water.
- Salted materials such as table salt (sodium chloride).

Optional components:

- Proteins used as bonding materials (wheat, maize, starch, potato or sweet potato).
- Soy flour, vegetable protein, soy protein, wheat gluten, lupine flour, sunflower oil, peanut butter protein.

Chemical composition of the material:

Chemical composition of the ready product:

- Meat percentage shall not be less than 75% in the final product.
- Humidity percentage in the chicken luncheon packed shouldn't exceed 65%.
- Total ash should not exceed 3.2% including salt.
- Fat should not exceed 15%.
- The total protein content should not be less than 12%.
- The salt content should not exceed 2%.

Health conditions:

- The chicken luncheon must be manufactured within the terms and conditions of the recommendations of the Syrian standard No. 743/1980 of the general rules for food health.
- The manufacture of any type of the chicken luncheon is not accepted if not from animals subjected to examination before and after slaughter.
- Meat shall be fit for human consumption and shall not be subjected to corruption, manufacture, use or addition of any harmful substances after examination, making it unfit for human consumption.

Bacterial limits:

- The final product must be free from all pathogenic microorganisms and secretion.
- For the meaning of symbols as contained in the Syrian standards 2179 special requirements for Microbiology.
- The radiation measurement in the product shall be within the permissible limits in accordance with the provisions of the Atomic Energy Commission.

Mineral pollutants:

The percentage of mineral elements in the product shall not exceed the following:

Arsenic	1mg/kg
Plumbum	0.5 mg/kg

## **7. Za'ater – 1 pack of 1 kg**

**General Conditions:**

- Smell and flavor, Zaater must have a strong aroma and flavor, and two distinct aromas that vary according to the chemical aroma and to be free of flavor and exotic odors.

- Insects and fungi: the mixture of Zaater should be free of live insects and fungi and be practically free from the naked eye of dead insects and their parts and from the pollution of rodent wastes.
- All the materials included in the manufacture shall be in conformity with the requirements of the respective Syrian standards.
- Zaater percentage should not be less than 15% in the mixture of Zaater as minimum.
- Sumac percentage should not be less than 10% as minimum.
- The addition of the roasted boiled wheat shall not exceed of 20% in the final product as maximum.
- You are not allow to add any of the following materials to mixture of Zaater: Bulgur – Bran – kusba of all kinds of dry bread – natural or artificial colorings or flavors except the colors of the resulting from the addition of spices ...etc.
- Content of the pilot oil 100mg/g dry estimated to rule the effects as maximum.
- Citric acid is not allowed to be used in the souring of the product and only sumac is used as an Acidic substance.

#### Chemical requirements:

Characteristics	Requirements / mixture of Za'ater
Humidity percentage (mass/mass) % maximum	10
Total ash is estimated at dry matter (mass/mass) maximum	7
Ashes in the acid: estimated as dry matter % (mass/mass) as maximum	1
Raw fiber is estimated at dry matter % (mass/mass) as maximum	12

#### Health Conditions:

- The production, processing and trading of Zaater must be done within the conditions of the Syrian standards (743).
- Bacteriological requirements must meet the requirements of the Syrian standards (2179).
- The residues of insecticides, fungicides or toxins meet the requirements of the Syrian standards (2680).

#### 8. Packing Information:

- Items must be packed inside a minimum of (5) ply – Strong and Export worthy – WHITE carton box. Packing to be reinforced sufficient for the cans/commercial packing to avoid any overlapping and contraction with other items;
- Plastic bags of items (Za'ater & Dates) must be with fine sealing no less than 2 cm from all sides to ensure no bursting
- Packed in high humidity/water resistant packaging, considering variable weather condition and transport to Syria
- Suitable for road/sea transportation and able to withstand multiple loading / unloading including rough handling
- The outer box (parcel) should be sealed with adhesive tape and strapped with 2x Plastic PVC strips on the outside of the box which can provide extra safety for possible breaks and also serves for carrying the parcel
- Parcels would be loaded on pallets - further strapped and shrink wrapped suitable for multi-modal transportation to Syria
- Marking of goods should clearly indicate the following:
  - o Consignee address
  - o IFRC Commodity tracking number (CTN) or SARC commodity tracking number (LCTN)
  - o Description of the goods: "Food Parcel" or "Canned Food Parcel"

- SARC and IFRC Logo
- If Glass packing was used for any item, then it should be placed in a separate small carton box to protect it.
- As a requirement for all canned items, easy opening system is preferable if not a tin opener should be offered.

## **Appendix II - TERMS & GENERAL CONDITIONS ON PURCHASING**

1. Acknowledgment: A duplicate of the purchase order is attached and marked "Copy for acknowledgment and acceptance of conditions of contract". Please detach, sign and date this copy and return by registered mail to the British Red Cross Society.
2. Acceptance: No purchase order shall become effective and no contract shall exist until the British Red Cross Society has received from the Supplier their written acceptance of the conditions which govern the PO or contract. This can be accomplished by return of the signed Acknowledgment Copy.
3. Tax Exemption: The Supplier's price shall reflect any tax exemption to which the British Red Cross Society is entitled by reason of any immunities which it enjoys. If it is subsequently determined that any taxes which have been included in the price are not required to be paid, the British Red Cross Society shall deduct the amount from the contract price or, if it has paid any such taxes, it shall be refunded.
4. Discount: Time in connection with any discounts offered will be computed from the date of receipt by the British Red Cross Society of full documentation as specified by the Purchase Order, contract or Annex thereto.
5. Warranty: The Supplier warrants the goods or services furnished under this Purchase Order / Contract to be fit for their intended use, free from defects in workmanship or materials, and indemnifies the British Red Cross Society against any claims resulting there from. This warranty is without prejudice to any further guarantees that the Supplier provides to the Purchaser; such guarantees shall apply to the subject goods of this Purchase Order / Contract.
6. Inspection: The duly accredited representatives of the British Red Cross Society shall have the right to inspect the goods or services called for under this Purchase Order / Contract at the Supplier's stores, during manufacture, in the ports or at places of shipment, and the Supplier shall cooperate and provide all facilities for such an inspection. The British Red Cross Society may issue a written waiver of inspection at its discretion. Any inspection carried out by representatives of the British Red Cross Society or any waiver thereof shall not prejudice the implementation of any other relevant provisions of this Purchase Order / Contract concerning obligations subscribed by the Supplier, such as warranty or specifications.
7. Packing: The Supplier shall pack all goods with new sound materials and with every care in accordance with normal commercial standards of export packing for the type of goods specified herein. Such packing materials used must be adequate to safeguard the goods while in transit. The Supplier shall be responsible for any damage or loss which can be shown to have resulted from faulty or inadequate packing.
8. Export License: The Purchase Order / Contract is subject to the obtaining of any export license or other governmental authorisation which may be required. It shall be the responsibility of the Supplier to inform the British Red Cross Society beforehand of such restrictions and obtain such license or authorisation, but the British Red Cross Society will use its best endeavors to assist. In the event of refusal thereof, the Purchase Order / Contract will be annulled and all claims between the parties automatically waived.
9. Force Majeure: Force majeure, as used herein, shall mean acts of God, laws or regulations, industrial disturbances, acts of the public enemy, civil disturbances, explosions and any other similar cause of equivalent force not caused by, nor within the control of either party, and which neither party is able to overcome. As soon as possible after the occurrence of the force majeure and within not more than 15 days, the supplier shall give notice and full particulars in writing to the British Red Cross Society of such force majeure if the Supplier is thereby rendered unable, wholly or in part, to

perform his obligations and meet his responsibilities under this Purchase Order / Contract. The British Red Cross Society shall then have the right to terminate the Purchase Order / Contract by giving in writing seven days notice of termination to the Supplier, and the Supplier shall return any deposit paid by the British Red Cross Society.

10. Default: In case of default by the Supplier, including but not limited to failure or refusal to make deliveries within the time limit specified, the British Red Cross Society may procure the goods or services from other sources and hold the Supplier responsible for any excess costs occasioned thereby. Furthermore, the British Red Cross Society may by written notice terminate the right of the Supplier to proceed with the deliveries, or such parts thereof as to which there has been default.

11. Conformity with Specifications: In the case of goods purchased on the basis of specifications the Supplier warrants their conformity. The British Red Cross Society shall have the right to reject the goods or any part thereof if they do not conform to specifications. In case of non-conformity the Supplier may in consultation with the British Red Cross Society propose a suitable alternative.

12. Disputes-Arbitration: Any claim or controversy arising out of this Purchase Order / Contract, or to the breach, termination or invalidity thereof shall be settled by arbitration to the exclusion of national jurisdiction in accordance with the rules governing arbitration as set out by the United Nations Commission on International Trade Law as at present in force, subject to such modification as the parties may agree in writing. The parties agree to be bound by any arbitration award rendered in accordance with this paragraph as final adjudication of any such claim or controversy.

13. Privileges and Immunities: Nothing contained in this Purchase Order / Contract shall be deemed a waiver, express or implied, of any privilege or immunity which the British Red Cross Society may enjoy, whether pursuant to existing conventions or agreements.

14. Assignment: The Supplier shall not assign, transfer, pledge or make other disposition of this Purchase Order / Contract or any part thereof or of any of the Supplier's rights, claims or obligations under this Purchase Order / Contract except with the prior written consent of the British Red Cross Society.

15. Bankruptcy: Should the Supplier file any petition for bankruptcy, or should the Supplier make a general assignment for the benefit of its creditors, or should a receiver be appointed on account of the Supplier's insolvency, the British Red Cross Society may under the terms of this Purchase Order / Contract, terminate the same forthwith by giving the Supplier written notice of such termination.

16. Advertising: Unless authorised in advance in writing by the British Red Cross Society, the Supplier shall not advertise or otherwise make public the fact that he is a Supplier to the British Red Cross Society and / or any National Red Cross or Red Crescent Society, or use the name, emblem or official seal of the British Red Cross Society and / or any National Red Cross or Red Crescent Society, or any abbreviation of the name of the British Red Cross Society and / or any National Red Cross or Red Crescent Society for advertising purposes or any other purposes.

17. Officials Not to Benefit: The contractor represents and warrants that no official of the British Red Cross Society has been, or shall be, admitted by the contractor to any direct or indirect benefit arising from this contract or the award thereof. The contractor agrees that breach of this provision is a breach of an essential term of this contract.

18. Amendments: No changes or modifications to this Purchase Order / Contract shall be valid unless mutually agreed between both parties and confirmed by an official amendment.

19. Notice: Service of any notice shall be deemed to be good if sent by registered mail, telex, fax or cable to the addresses of both parties, set out in the heading of this Purchase Order / Contract.

20. Jurisdiction: This Contract is considered to be concluded in London, UK.

### Appendix III - Supplier Registration Form

Please fill in this questionnaire in order to register. Information given in this questionnaire will be handled confidentially. Please attach all other documents requested in the questionnaire. All bidders should completely fill up this form. If found blank then the bidder's tender shall not be included in the Final Evaluation

1. NAME OF COMPANY:			
Mailing Address			
		Country:	
Contact Person (s)			
Telephone No		Fax:	
Email			
Website			
Owner(s) Name(s):			
Nationality:			
Citizenship Number, place of issue and Date:			
VAT Number			
Date of Registration of VAT			
Recent Tax Clearance Date:			
Recent Tax Paid Amount:			
2. TYPE OF ORGANISATION: (Please check)	Proprietor ( )	Partnership ( )	Non-Profit Organisation ( )
	Pvt Limited Liability Company ( )	Public Limited Liability Company ( )	
	Other ( ) Please explain:		
	Year Established: Under the laws of		
	Quoted on the Exchange Stock Please attach copy of registration certificate		
3. TYPE OF BUSINESS: (Please check)	Manufacturing ( ) Construction ( ) Trading ( ) Consultancy ( )		
	Service Provider (e.g. transport, warehousing, quality control, etc.) ( )		
	Other ( ) Please explain:		
	Please describe your company's major business activity:		
4. SIZE OF BUSINESS:	Please indicate on point no 8 below the main commodities/services your company offers.		
	Please provide a copy of your latest audited financial statements.		
	Turnover (last financial year) Ended: __/__/__ GBP (previous financial year) Ended: __/__/__ GBP		
	Annual Reports from last three years.		

	No. of Employees:		No. of Branches:			
	No. of International Offices:					
	Location of Factories:					
	No. of Plants:					
	No. of Warehouses					
5. AFFILIATED/HOLDING/ SUBSIDIARY COMPANIES: Please attach an organisation chart	Name Affiliation		Address			
6. PERSONS AUTHORISED TO SIGN BIDS, OFFERS AND CONTRACTS	Name Telephone/Fax			Position		
7. BANKING INFORMATION:	Name:					
	Address:					
	Account Number:					
	Credit Line Facility (Attach original letter from bank):					
8. List of Supplies and Services Provided						
GOODS	<input type="checkbox"/> Agricultural Produce		<input type="checkbox"/> Meat, fish, fruit, vegetables, oils and fats			
	<input type="checkbox"/> Dairy Products		<input type="checkbox"/> Grain mill products			
	<input type="checkbox"/> Textiles, fabrics		<input type="checkbox"/> Fabrics, wearing apparel			
	<input type="checkbox"/> Leather products, footwear		<input type="checkbox"/> Wood, wood products			
	<input type="checkbox"/> Paper, paper products		<input type="checkbox"/> Refined petroleum products			
	<input type="checkbox"/> Pharmaceutical products and vaccines		<input type="checkbox"/> Chemical products, rubber and plastic products			
	<input type="checkbox"/> Glass and glass products		<input type="checkbox"/> Furniture, other non-metal goods not listed elsewhere			
	<input type="checkbox"/> Fabricated metal products not machinery and equipment		<input type="checkbox"/> Machinery, general purpose			
	<input type="checkbox"/> Machinery, special purpose		<input type="checkbox"/> Office, accounting, and computing machinery			
	<input type="checkbox"/> Electrical apparatus, telecommunications equipment		<input type="checkbox"/> Audio-visual equipment			
	<input type="checkbox"/> Medical appliances, precision equipment		<input type="checkbox"/> Transport equipment			
SERVICES	<input type="checkbox"/> Architecture, engineering, construction		<input type="checkbox"/> Water resources			
	<input type="checkbox"/> Maintenance and repair services		<input type="checkbox"/> Legal services			
	<input type="checkbox"/> Financial services and insurance		<input type="checkbox"/> Trade and business services			
	<input type="checkbox"/> Transportation, storage and		<input type="checkbox"/> Information technology			



	materials handling	
	<input type="checkbox"/> Office support, printing, small parcel services	<input type="checkbox"/> others

Please note that the above list is not exhaustive. Rather, it represents those goods and services which we are most likely to require.

## Appendix IV – Bidder Offer Form

### Price 1: BID OFFER FORM Price CPT Latakia, Syria INCOTERMS 2010

*(All offers should be made on this template)*

S. No	Item Description	PACKING	NET WEIGH T KG.	Unit Price	Currenc y  Please specify your preferred currency (USD/CHF/E UR/GBP)	Lead time to have the goods at Latakia port after placing the order	Origin Of Goods and  Place of dispatch
	<b>Food Parcel</b>						
Item 1	Rice (2kgs. filled in high humidity/water resistant packaging)	2 Kg	2.00 Kg				
Item 2	WHITE SUGAR, FINE WHITE (3 kgs. filled in high humidity/water resistant packaging )	3 Kg	3.00 Kg				
Item 3	BLACK PECO TEA LEAVES (900g filled in high humidity/water resistant packaging)	900 g	0.90 Kg				
Item 4	VEGETABLE SUNFLOWER OIL (SUNFLOWER OIL) – bottle of 1.5 Litres	1.5 L	1.50 Kg				
Item 5	TOMATO PASTE, 28% - 30% concentrate, canned, long preservation (net weight – 800 grams)	800 g	0.80 Kg				
Item 6	Extra Virgin OLIVE OIL, bottle of 1 Litre	1 L	1.00 Kg				
Item 7	HALAWA , Box of 1 kg	1 Kg	1.00 Kg				
Item 8	Dry iodised SALT – 500 gm packing - homogenous granulation	500 g	0.50 Kg				

Item 9	Vegetable Ghee (pack of 1 kg)	1 Kg	1.00 Kg				
Item 10	Lentils - (brown/red) (pack of 1 kg filled in high humidity/water resistant packaging)	1 Kg	1.00 Kg				
Item 11	Pealed/Split Lentils - (orange/red) (pack of 1 kg filled in high humidity/water resistant packaging)	1 Kg	1.00 Kg				
Item 12	Beans, White – Medium size (pack of 2 kg filled in high humidity/water resistant packaging)	2 Kg	2.00 Kg				
Item 13	Bulgur, Dry (pack of 2kg filled in high humidity/water resistant packaging)	2 Kg	2.00 Kg				
	<b>Canned Food Parcel 1</b>						
Item 14	Virgin olive oil	1 L	1.00 Kg				
Item 15	Foul black beans	400 g	0.40 Kg				
Item 16	Homos chickpeas	400 g	0.40 Kg				
Item 17	Dates	1 Kg	1.00 Kg				
Item 18	Apricot Jam	500 g	0.50 Kg				
Item 19	Flyer	A5	0.01 Kg				
	<b>Canned Food Parcel 2</b>						
Item 20	Canned Beans Recipe - Ready to Eat: (can of 500g)	500 g	0.50 Kg				
Item 21	Canned Tuna Chunks/Solids in Vegetable Oil - Ready to Eat: can of 160g	160 g	0.16 Kg				
Item 22	Dates	1 Kg	1.00 Kg				
Item 23	Apricot Jam	500 g	0.50 Kg				

Item 24	Extra Virgin OLIVE OIL, bottle of 1 Litre	1 L	1.00 Kg				
Item 25	Luncheon Meat (Chicken) – can of 200 grams	200 g	0.20 Kg				
Item 26	Za'ater – pack of 1 kg	1 Kg	1.00 Kg				
	<b>Packing</b>						
Item 27	Packing, printing and palletisation for Food Parcel	1	Pce				
Item 28	Packing, printing and palletisation for Canned Food Parcel – Option 1	1	Pce				
Item 29	Packing, printing and palletisation for Canned Food Parcel – Option 2	1	Pce				
	<b>Shipping</b>						
Item 30	Shipping Cost 1x20 Ft Container of Food Parcels - <b>CPT Latakia, Syria INCOTERMS 2010</b>	1	Pce				(Please specify the number of parcels per Container)
Item 31	Shipping Cost for 1x40 Ft Container of Food Parcels - <b>CPT Latakia, Syria INCOTERMS 2010</b>	1	Pce				(Please specify the number of parcels per Container)
Item 32	Shipping Cost 1x20 Ft Container of Canned Food Parcels 1 - <b>CPT Latakia, Syria INCOTERMS 2010</b>	1	Pce				(Please specify the number of parcels per Container)
Item 33	Shipping Cost for 1x40 Ft Container of Canned Food Parcels 1 - <b>CPT Latakia, Syria INCOTERMS 2010</b>	1	Pce				(Please specify the number of parcels per Container)
Item 34	Shipping Cost 1x20 Ft Container of Canned Food Parcels 2 - <b>CPT Latakia, Syria INCOTERMS 2010</b>	1	Pce				(Please specify the number of parcels per Container)
Item 35	Shipping Cost for 1x40 Ft	1	Pce				

	Container of Canned Food Parcels 2 - <b>CPT Latakia, Syria INCOTERMS 2010</b>						(Please specify the number of parcels per Container)
--	--	--	--	--	--	--	---

Taxes, etc (if applicable)		
VAT (If applicable)		
<b>TOTAL PRICE For 1 Food Parcel (INCLUSIVE OF ALL TAXES, VAT AND ALL OTHER COSTS (IF APPLICABLE) [Please state]</b>		
<b>TOTAL PRICE For 1 Canned Food Parcel 1 (INCLUSIVE OF ALL TAXES, VAT AND ALL OTHER COSTS (IF APPLICABLE) [Please state]</b>		
<b>TOTAL PRICE For 1 Canned Food Parcel 2 (INCLUSIVE OF ALL TAXES, VAT AND ALL OTHER COSTS (IF APPLICABLE) [Please state]</b>		
<b><u>Remarks (If Any):</u></b>		

## Appendix V - Tentative DELIVERY SCHEDULE CPT Port Lattakia, Syria INCOTERMS 2010

### Tentative schedule for Delivery of 80,000 x Food Parcels for 2018 – If PO was placed on 15/02/2018

S.No	Item Description	Unit	Quantity to be delivered during week commencing:	
			07-03-2018	28-03-2018
			Quantity	Quantity
Price1	Food Parcels	Pcs	40,000	40,000

### Tentative schedule for Delivery of 50,000 x Canned Food Parcels 1 for 2018 – If PO was placed on 15/02/2018

S.No	Item Description	Unit	Quantity to be delivered during week commencing:	
			01-03-2018	15-03-2018
			Quantity	Quantity
Price1	Canned Food Parcels – Option 1	Pcs	25,000	25,000

### Tentative schedule for Delivery of 50,000 x Canned Food Parcels 2 for 2018 – If PO was placed on 15/02/2018

S.No	Item Description	Unit	Quantity to be delivered during week commencing:	
			01-03-2018	15-03-2018
			Quantity	Quantity
Price1	Canned Food Parcels – Option 2	Pcs	25,000	25,000

1. Confirm the organisation agrees to the fixed delivery schedule above?

Yes ☐

No ☐

2. Provide a breakdown of shipment schedule to meet the delivery deadlines stated above (add additional lines if required):

No.	Expected time of departure (ETD)	Expected time of Arrival (ETA)	Unit of measure (Uom)	Item Quantity	Container type	Container Qty	Port of Departure (POD)
1			Pce				
2			Pce				
3			Pce				
4			Pce				

**Please state capacity to deliver:**

S. No	Item Description	Unit	Quantity (Up to)	Lead time from Purchase Order (PO) being placed till items being delivered CPT Latakia, Syria (days)	Origin Of Goods and place of dispatch
1	Food Parcel	Pcs	40,000		
2	Food Parcel	Pcs	80,000		
3	Canned Food Parcel – Option 1	Pcs	25,000		
4	Canned Food Parcel – Option 1	Pcs	50,000		
5	Canned Food Parcel – Option 2	Pcs	25,000		
6	Canned Food Parcel – Option 2	Pcs	50,000		

## Appendix VI - Past Experience of Supply

Minimum 3 recent years (if available) and at least contracts / amounting USD 20,000 of relief or similar items with supporting documents / evidence

S.No	Material Description / Type	Organization / Customer	Unit	Quantity	Total Contract Value (In USD)	Reference Contact Details (Name, Phone, and Email)	Date (DD/MM/YYYY) when delivered
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							



## Appendix VII - LETTER OF AUTHORIZATION

(For representation, Negotiation, dealing contract signature and others)

British Red Cross  
UK Office  
44 Moorfields  
London EC2Y 9AL  
United Kingdom  
+44 2071 3879 00 44

Dear Sir/Madam

We, M/S \_\_\_\_\_  
hereby authorize Mr. / Ms. \_\_\_\_\_  
to represent, deal, negotiate, sign the contract on our behalf for the tender reference no.  
SYR/FDPCL2/2017. His/her details and specimen of signature are as below:

On behalf of	Authorized Person
Name: _____	Name: _____
Designation: _____	Designation: _____
Cell / Tel No: _____	Cell / Tel No: _____
Email ID: _____	Email ID: _____
Dated: _____	Dated: _____
Signature & Stamp: _____	Signature & Stamp: _____

## **Appendix VI - TERMS & GENERAL CONDITIONS ON PURCHASING**

**Acknowledgment:** A duplicate of the purchase order is attached and marked "Copy for acknowledgment and acceptance of conditions of contract". Please detach, sign and date this copy and return by registered mail to the British Red Cross Society.

**Acceptance:** No purchase order shall become effective and no contract shall exist until the British Red Cross Society has received from the Supplier their written acceptance of the conditions which govern the PO or contract. This can be accomplished by return of the signed Acknowledgment Copy.

**Tax Exemption:** The Supplier's price shall reflect any tax exemption to which the British Red Cross Society is entitled by reason of any immunities which it enjoys. If it is subsequently determined that any taxes which have been included in the price are not required to be paid, the British Red Cross Society shall deduct the amount from the contract price or, if it has paid any such taxes, it shall be refunded.

**Discount:** Time in connection with any discounts offered will be computed from the date of receipt by the British Red Cross Society of full documentation as specified by the Purchase Order, contract or Annex thereto.

**Warranty:** The Supplier warrants the goods or services furnished under this Purchase Order / Contract to be fit for their intended use, free from defects in workmanship or materials, and indemnifies the British Red Cross Society against any claims resulting therefrom. This warranty is without prejudice to any further guarantees that the Supplier provides to the Purchaser; such guarantees shall apply to the subject goods of this Purchase Order / Contract.

**Inspection:** The duly accredited representatives of the British Red Cross Society shall have the right to inspect the goods or services called for under this Purchase Order / Contract at the Supplier's stores, during manufacture, in the ports or at places of shipment, and the Supplier shall cooperate and provide all facilities for such an inspection. The British Red Cross Society may issue a written waiver of inspection at its discretion. Any inspection carried out by representatives of the British Red Cross Society or any waiver thereof shall not prejudice the implementation of any other relevant provisions of this Purchase Order / Contract concerning obligations subscribed by the Supplier, such as warranty or specifications.

**Packing:** The Supplier shall pack all goods with new sound materials and with every care in accordance with normal commercial standards of export packing for the type of goods specified herein. Such packing materials used must be adequate to safeguard the goods while in transit. The Supplier shall be responsible for any damage or loss which can be shown to have resulted from faulty or inadequate packing.

**Export License:** The Purchase Order / Contract is subject to the obtaining of any export license or other governmental authorisation which may be required. It shall be the responsibility of the Supplier to inform the British Red Cross Society beforehand of such restrictions and obtain such license or authorisation, but the British Red Cross Society will use its best endeavors to assist. In the event of refusal thereof, the Purchase Order / Contract will be annulled and all claims between the parties automatically waived.

**Force Majeure:** Force majeure, as used herein, shall mean acts of God, laws or regulations, industrial disturbances, acts of the public enemy, civil disturbances, explosions and any other similar cause of equivalent force not caused by, nor within the control of either party, and which neither party is able to overcome. As soon as possible after the occurrence of the force majeure and within not more than 15 days, the supplier shall give notice and full particulars in writing to the British Red Cross Society of such force majeure if the Supplier is thereby rendered unable, wholly or in part, to perform his obligations and meet his responsibilities under this Purchase

Order / Contract. The British Red Cross Society shall then have the right to terminate the Purchase Order / Contract by giving in writing seven days' notice of termination to the Supplier, and the Supplier shall return any deposit paid by the British Red Cross Society.

Default: In case of default by the Supplier, including but not limited to failure or refusal to make deliveries within the time limit specified, the British Red Cross Society may procure the goods or services from other sources and hold the Supplier responsible for any excess costs occasioned thereby. Furthermore, the British Red Cross Society may by written notice terminate the right of the Supplier to proceed with the deliveries, or such parts thereof as to which there has been default.

Conformity with Specifications: In the case of goods purchased on the basis of specifications the Supplier warrants their conformity. The British Red Cross Society shall have the right to reject the goods or any part thereof if they do not conform to specifications. In case of non-conformity the Supplier may in consultation with the British Red Cross Society propose a suitable alternative.

Disputes-Arbitration: Any claim or controversy arising out of this Purchase Order / Contract, or to the breach, termination or invalidity thereof shall be settled by arbitration to the exclusion of national jurisdiction in accordance with the rules governing arbitration as set out by the United Nations Commission on International Trade Law as at present in force, subject to such modification as the parties may agree in writing. The parties agree to be bound by any arbitration award rendered in accordance with this paragraph as final adjudication of any such claim or controversy.

Privileges and Immunities: Nothing contained in this Purchase Order / Contract shall be deemed a waiver, express or implied, of any privilege or immunity which the British Red Cross Society may enjoy, whether pursuant to existing conventions or agreements.

Assignment: The Supplier shall not assign, transfer, pledge or make other disposition of this Purchase Order / Contract or any part thereof or of any of the Supplier's rights, claims or obligations under this Purchase Order / Contract except with the prior written consent of the British Red Cross Society.

Bankruptcy: Should the Supplier file any petition for bankruptcy, or should the Supplier make a general assignment for the benefit of its creditors, or should a receiver be appointed on account of the Supplier's insolvency, the British Red Cross Society may under the terms of this Purchase Order / Contract, terminate the same forthwith by giving the Supplier written notice of such termination.

Advertising: Unless authorized in advance in writing by the British Red Cross Society, the Supplier shall not advertise or otherwise make public the fact that he is a Supplier to the British Red Cross Society and / or any National Red Cross or Red Crescent Society, or use the name, emblem or official seal of the British Red Cross Society and / or any National Red Cross or Red Crescent Society, or any abbreviation of the name of the British Red Cross Society and / or any National Red Cross or Red Crescent Society for advertising purposes or any other purposes.

Officials Not to Benefit: The contractor represents and warrants that no official of the British Red Cross Society has been, or shall be, admitted by the contractor to any direct or indirect benefit arising from this contract or the award thereof. The contractor agrees that breach of this provision is a breach of an essential term of this contract.

Amendments: No changes or modifications to this Purchase Order / Contract shall be valid unless mutually agreed between both parties and confirmed by an official amendment.

Notice: Service of any notice shall be deemed to be good if sent by registered mail, telex, fax or cable to the addresses of both parties, set out in the heading of this Purchase Order / Contract.

Jurisdiction: This Contract is considered to be concluded in London, UK.

## **Appendix VIII - CORPORATE SOCIAL RESPONSIBILITY AND OTHER REQUIREMENTS:**

### **A) Social standards**

Suppliers working with the British Red Cross must commit to respect internationally recognized human rights principles and labour standards, Suppliers or service providers must:

- (a) Conduct their business in respect of fundamental human rights and be in no way complicit in human rights abuses
- (b) Uphold the abolition of all forms of forced labour
- (c) Uphold the effective elimination of child labour
- (d) Uphold the elimination of discrimination in respect of employment and occupation
- (e) Guarantee a safe working environment for employees

### **B) Environmental considerations**

Whenever possible and economically viable, the British Red Cross shall seek to procure goods and services that lessen the burden on the environment. The supplier's environmental performance shall be based on the following criteria:

- (a) Environmental policy, committing the supplier to reduce environmental impacts
- (b) Resources dedicated to environmental management (dedicated function or team)
- (c) Implementation of an environmental management system

**C) BUSINESS ETHICS:** Suppliers are expected to maintain the highest degree of business ethics when working or seeking to work with the BRC.

**D) TRANSPARENCY OF INFORMATION PROVISION:** Suppliers shall not be involved in any fraudulent activities, misrepresent information or facts for the purpose of influencing the selection and contract-awarding process in their favour.

**E) FAIR COMPETITION:** Suppliers shall not be involved in any corrupt, collusive or coercive practices.

The supplier shall represent and warrants that no official of the BRC has been, or shall be, admitted by the supplier to any direct or indirect benefit arising from the award of the contract.

When performing on behalf of or at any time representing the BRC, the supplier and all individuals assigned by it to perform works or services, shall act in a manner consistent with the fundamental principles of the International Red Cross and Red Crescent Movement.

By participating in the tender, submitting the bid and having being selected as a Supplier, the supplier acknowledges their acceptance of the above stated requirements and shall be held responsible and liable for the consequences of any false or misrepresented information provided.

## Appendix IX - ENVIRONMENTAL AND CARBON REDUCTION POLICY

### 1. Background

The environment in which we work and live has never been subjected to as much change as it is now experiencing. Population growth, use of finite resources and greenhouse gas emissions from human activities are taking their toll in many ways not least of all through climate change and pollution. Unfortunately, as we see in our international work, it is often the poorest and most vulnerable communities who are hardest hit by climate change, although in recent times we've seen some extreme conditions here at home too. World temperatures continue to rise\* as greenhouse gas concentrations in the atmosphere increase and pollution through waste generation continues. The British Red Cross, as part of the International Red Cross and Red Crescent Movement, is committed to reducing the environmental impact of operations and will ensure that all is done to mitigate climate change and the adverse impact this has on the world. We are committed to complying with applicable legislation in all the jurisdictions where it operates and will share achievements with all stakeholders in and outside the organisation.

This policy has been produced in line with, and should be interpreted in the light of, our organisational values: compassionate, courageous, inclusive and dynamic.

The British Red Cross policy statement on carbon emissions is:

There is strong consensus within the scientific community that climate change is occurring and is caused by human activity. The British Red Cross is therefore taking steps to reduce its own carbon emissions. This makes good sense environmentally and economically.

### 2. Our aim

The British Red Cross needs to balance environmental commitments with other considerations such as UK and international emergency response operations, financial constraints and response to the humanitarian imperative. It is nonetheless our aim to ensure that our environmental commitments become an integral part of our day to day activities and that we operate in an environmentally responsible manner including reducing waste and making further reductions in our carbon emissions from heat, power and travel.

1.1 \* Source NASA

### 3. Objectives

The aim of this policy is for the British Red Cross to control its impact on the environment through the following objectives:

- 3.1 Minimise our contribution to pollution by reducing our carbon emissions and waste together with reusing and recycling wherever possible
- 3.2 Assess the adverse effects our operations/partnerships may have on the environment and seek ways to minimise them
- 3.3 Introduce into our procurement practice supplier selection criteria based on a minimum environmental standard
- 3.4 Promote environmental awareness to all stakeholders including the induction of new staff and volunteers
- 3.5 Monitor, report and reduce carbon emissions specifically from heat, power and travel

Management and all those in a supervisory role have the responsibility for implementing the policy and should ensure that environmental issues are given adequate consideration in the planning and execution of operations.

We will achieve the objectives through the following activities:

- i. Selecting the most appropriate form of travel taking in to account carbon emissions as well as other business factors and only travel when necessary (*objective 3.1, 3.2, 3.5*)
- ii. Ensuring that our buildings are operated in such a manner so to optimise use and reduce emissions through control of heat and power (*objective 3.1, 3.2, 3.3, 3.5*)
- iii. Reducing waste through control of packaging for bought in goods (*objective 3.1, 3.2*)

- iv. Recycling all appropriate waste such as paper, card, metals and plastics (*objective 3.1, 3.2*)
- v. Ensuring that the induction process for new starters contains information about this policy and obligations to adhere to it (*objective 3.4*)
- vi. Challenging behaviour of others who act in a manner contrary to the spirit of this policy (*objective 3.1, 3.4*)
- vii. Implementing a central reporting mechanism to allow senior management to be informed about environmental issues within the organisation and achievements made in mitigating the overall environmental impact (*objective 3.2, 3.5*)
- viii. Expanding the availability and use of new technologies to allow for changes in behaviour particularly around travel, e.g. greater use of video conferencing and expand the 'virtualisation' of IT systems (*objective 3.1, 3.2*)
- ix. Including in supplier selection and review criteria minimum environmental standards expected of current and future suppliers for bought in goods and services (*objective 3.1, 3.3, 3.4, 3.5*)
- x. Providing quarterly reports for each business unit showing carbon emissions generated from electricity, gas and travel (*objective 3.2, 3.5*)
- xi. Introducing environmental impact assessments (EIA) for mainly international operations/projects where a potential increase risk of detriment to the environment has been identified and report on such assessments in our Annual Report and other such media outlets (*objective 3.1, 3.2, 3.4, 3.5*)

#### **4. Contracted services**

This policy can be shared with external stakeholders including members of the public and commissioners. Where applicable, the British Red Cross will comply with commissioners' environmental/carbon reduction policies and initiatives.

## Appendix X - ETHICAL PURCHASING POLICY

### 2 Introduction/background

- 2.1 The British Red Cross and Red Crescent Movement seek to mobilise the power of humanity so that individuals and communities have the capacity to prepare for, deal with and recover from crisis.
- 2.2 British Red Cross purchases a large range of goods and services for its work in the UK and Overseas. As the global market expands our purchasing decisions have to include consideration of the wider social and environmental impact. It is important to demonstrate responsible sourcing in supply chains and subcontracting relationships.
- 2.3 The purchasing policy with its emphasis on the use of national contracts promotes a co-ordinated approach to purchasing that assists with the move towards ethical procurement

### 3 Policy for ethical purchasing

- 3.1 This policy has been produced in line with, and should be interpreted in the light of our organisational values: compassionate, courageous, inclusive and dynamic.
- 3.2 It is British Red Cross policy to test proactively all procurement contracts or suppliers of £25K or more over a one year period against the following ethical standards and to apply ethically sound judgments to procurement and contracts of less than £25K.

### 4 Ethical standards

- We aim to purchase goods and services that are produced in acceptable working conditions without abuse or exploitation of individuals or the environment.
- British Red Cross will commit to pay our suppliers within agreed terms
- British Red Cross will not source the cheapest labour and goods at the expense of social and environmental responsibility. The criteria outlined below will form part of the evaluation for a new supplier.
- We would expect that none of our relationships for goods and services, whether the relationship represents a one-off transaction or is long-term in nature, would:

- a) Be seen to run counter to British Red Cross' charitable objects and fundamental principles

Damage the reputation of the Charity

- a supplier organisation's core business (over 20% turnover) should not:
  - I. Manufacture or sell arms.
  - II. Manufacture or sell tobacco
  - III. Damage the reputation of the Red Cross name and/or emblem

### 5 Labour standards

British Red Cross expects its suppliers to be committed to continuous improvement in labour standards based on the conventions of the International Labour Organisation (ILO). The British Red Cross aims to procure goods and services that are produced and developed in circumstances where:

- i) Employment is freely chosen
- ii) Freedom of association and the right to collective bargaining are respected
- iii) Working conditions are safe and hygienic
- iv) Child labour shall not be used
- v) Living wages are paid



- vi) Working hours are not excessive
- vii) No discrimination is practised
- viii) Regular employment is provided
- ix) No harsh or inhumane treatment is allowed

## 6 Environment

British Red Cross expects its suppliers to comply with all statutory and legal requirements relating to the environmental impact of their business. British Red Cross will work in partnership with its suppliers to provide goods and services with the minimum adverse environmental impact.

## 7 Carbon Management

The British Red Cross recognises that climate change is occurring as a result of human activity and is involved in humanitarian relief as a direct result of such activities. It is therefore incumbent on the British Red Cross to monitor and reduce its own carbon emissions and encourage its suppliers to do likewise. In keeping with this suppliers are expected to produce evidence of their own emissions and provide details of how they manage and actively reduce them. The British Red Cross can assist suppliers in developing policies that facilitate the monitoring, control and reduction of emissions.

## 8 Legal requirements

Suppliers should always work within the laws of their country.

## 9 Systems

In addition to the currently approved screening processes British Red Cross has joined a non profit making organisation called Sedex, who enable business to collect, manage and analyse data from their suppliers. Sedex stores information on ethical and responsible practices covered by ILO Conventions, ETI Base Code, SA8000, ISO14001 and industry specific codes of conduct. The analysis tool provided by Sedex assesses risk.

## 10 Responsibilities

- 10.1 It is the responsibility of any person who enters into a purchasing relationship with a supplier or signs a contract for the supply of goods and /or services to ensure that due diligence is undertaken in respect of the supply chain and activities of the supplier.
- 10.2 British Red Cross will monitor the outcome of risk assessment from the screening process and recommend an audit where appropriate. Reports on progress will be made to the Ethical Review Panel
- 10.3 The British Red Cross helps people in crisis whoever and wherever they are. British Red Cross acknowledges that where the aims of this policy are incompatible with humanitarian work of responding to emergencies and saving lives then British Red Cross will purchase its requirements from the most appropriate available source.
- 10.4 If there are concerns identified from the assessment these will be referred to the Ethical Review Panel for decision.

## 11 Maintenance of the policy

- 11.1 The Ethical Purchasing Policy will be owned by the Director responsible for Procurement. This policy will be reviewed every two years with the Ethical Review Panel.

## 12 Risk management

- 12.1 The purpose of the ethical purchasing policy is to protect the reputation of the British Red Cross in accordance with Section 5 of the 2009 Risk Register (REDX034305).

13      **Related policies**

13.1    Ethical funding and partnerships policy

13.2    Ethical funding practice and guidance

13.3    Carbon reduction policy

13.4    Purchasing policy

14      **Procedures**

14.1    Practice and guidance on implementation of the policy will be available on RedRoom including a check list for supplier evaluation, contact details for Sedex and further definition of labour standards when the policy is approved by the Board of Trustees.

15      **Recommendation**

9.1    The Ethical Review Panel and the Purchasing team recommend that we implement this Ethical Purchasing Policy to enhance the organisations corporate and ethical responsibility agenda.

## **Appendix XI - PART 6: CODE OF CONDUCT FOR IAPG AGENCIES AND SUPPLIERS**

Suppliers and manufacturers to Non Governmental Organisations (NGO's) should be aware of the Code of Conduct initiatives that the Inter-Agency Procurement Group (IAPG) support. This information is to advise you, our suppliers, of the Corporate Social Responsibility (CSR) element in our supplier relationships.

- Goods and services purchased are produced and developed under conditions that do not involve the abuse or exploitation of any persons.
- Goods produced and delivered by organisations subscribe to no exploitation of children
- Goods produced and manufactured have the least impact on the environment

### **Code of Conduct for Suppliers:**

Goods and services are produced and delivered under conditions where:

- Employment is freely chosen
- The rights of staff to freedom of association and collective bargaining are respected.
- Living wages are paid
- There is no exploitation of children
- Working conditions are safe and hygienic
- Working hours are not excessive
- No discrimination is practised
- Regular employment is provided
- No harsh or inhumane treatment of staff is allowed.

### **Environmental Standards:**

Suppliers should as a minimum comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas to be considered are:

- Waste Management
- Packaging and Paper
- Conservation
- Energy Use
- Sustainability

### **Business Behaviour:**

IAPG members will seek alternative sources where the conduct of suppliers demonstrably violates anyone's basic human rights, and there is no willingness to address the situation within a reasonable timeframe.

IAPG members will seek alternative sources where companies in the supply chain are involved in the manufacture of arms or the sale of arms to governments which systematically violate the human rights of their citizens.

### **Qualifications to the statement**

Where speed of deployment is essential in saving lives, IAPG members will purchase necessary goods and services from the most appropriate available source.

### **Disclaimer**

This Code of Conduct does not supersede IAPG Members' individual Codes of Conduct. Suppliers are recommended to check the Agencies' own websites.