

Date: 18th August 2019

Dear sir/madam,

**GUIDELINES DOCUMENT FOR THE TENDER OF EVALUATION OF ISLAMIC RELIEF AFGHANISTAN’S HOME BASED EDUCATION FOR WOMEN PROJECT CONSULTANCY, AUGUST 2019**

You are invited to submit a proposal for the above tender in accordance with the guidelines beneath.

In the event of any query relating to the project, any issues relating to the quotation process or awarding of contract, please contact the **International Procurement and Logistics department.**

If posting your quotation/proposal please can you contact us on the email address below and we will advise you further, we will only accept proposals by post where there are genuine reasons for using this method and there are no other alternatives available.

You must submit your proposal by email before the deadline beneath. Quotations received after this time may not be considered. Islamic Relief Worldwide office opening times are 9.00am– 6.00pm UK time Monday to Friday and will be closed on bank holidays

**Tender deadline and contact details;**

|  |  |
| --- | --- |
| Closing date for receipt of quotations | **Tuesday 20th August 2019 4.00pm (Afg time)** |
| Content related queries including process and awarding of contract | tendering@irworldwide.org |

Kind regards

**International Procurement and Logistics Department**

**REQUIREMENTS AND GUIDELINES FOR SUBMITTING A QUOTATION**

1. Islamic Relief Worldwide (“IRW”) invites quotations in accordance with the documents provided.
2. Companies providing quotations also referred to as quotation providers are advised to ensure that they are fully familiar with the nature and extent of the obligations to be accepted by them if their quotation is accepted.
3. It is the responsibility of quotation providers to obtain for themselves, at their own expense, all information necessary for the preparation of their quotation.
4. If you are in doubt as to the interpretation of any part of the process, the IRW’s nominated personnel are **The International Procurement and Logistics Department** for issues relating to the contents of the quotation, the quotation process and awarding of contract. The department will endeavour to answer written enquiries prior to quotations being submitted. The answer may be circulated to other companies submitting quotations, where appropriate.
5. Quotation providers should not rely on any information received other than that supplied by IRW’s Procurement department. IRW will not accept responsibility for any information obtained otherwise.
6. Quotations must be submitted for the supply of the whole of the requirements. Quotations for part only of the Service may be rejected. IRW retains the right to invite or permit variations or alterations to the terms of the documents.
7. All information supplied by IRW in connection with this quotation document shall be regarded as confidential by the quotation provider (except that such information as is necessary may be disclosed for the purposes of obtaining sub-quotations necessary for the preparation of the quotation).
8. No employee or agent of IRW has authority to vary or waive any part of these documents, other than the CEO or his nominated officer (International Procurement and Logistics Manager) who shall do so in writing.
9. Any quotation provider that directly or indirectly canvasses any member, agent or officer of IRW concerning the award of the contract for the provision of the services will be disqualified.
10. The insertion of any conditions qualifying the quotation or any unauthorised alteration to any of the quotation documents shall not affect the contract and may cause the quotation to be rejected.
11. No employee or agent of IRW can submit a proposal for any commercial contract as long as they are in employment with Islamic Relief.
12. All conflicts of interests must be declared prior to or along with the proposal, failure to do so may result in the proposal being rejected.
13. If the quotation provider informs IRW immediately after submission that there is an error in any of the prices or rates contained in the submitted quote then IRW will afford the quotation provider an opportunity to confirm or withdraw its quotation. However, the amount quoted will be adjusted to correct arithmetic errors evident within the quotation document.
14. All documents requiring a signature must be signed:-
15. Where they are submitted by an individual, by that individual.
16. Where they are submitted by a partnership, by two duly authorised partners.
17. Where they are submitted by a company, by two directors or by a director and the secretary of the company, such persons being duly authorised for that purpose.
18. The quotation document must be sent to the IRW tendering email address (unless permission has been given for posting) not later than **the deadline on page one** in accordance with paragraph 16 or 17 beneath.
19. The completed quotation documents be sent together with all supporting documentation, not later than the date and time **notified above on page one** of this document and in the letter of invitation to submit a quote.
20. In relation to quotations submitted by email:
21. Quotations and all related correspondence must be submitted from an email address or domain notified to IRW in the quotation provider's acknowledgement of receipt of this quotation document and to the authorised recipient at the following email address:

tendering@irworldwide.org

1. The email title (i.e. subject field) must contain the quotation reference in the subject as follows:

**TENDER OF EVALUATION OF ISLAMIC RELIEF AFGHANISTAN’S HOME BASED EDUCATION FOR WOMEN PROJECT CONSULTANCY, AUGUST 2019**

No other information relevant to the quotation should be included in the body of the email.

If the attachments exceed **9mb** in total, then the quotation provider should split the email into an appropriate number of parts.

NO INDIVIDUAL EMAIL SHOULD EXCEED 9MB AS THIS WILL BE BLOCKED BY OUR SERVER. THERE IS NO LIMITS AS TO HOW MANY EMAILS A SUPPLIER CAN SUBMIT THEIR QUOTATION IN.

1. Quotations must be in a Microsoft office compatible format.
2. The time of receipt of the quotation or any other correspondence sent by email in accordance with this quotation document will be the time of its delivery to IRW’s server as shown in the routing information attached to the email.
3. IRW accepts no liability for any losses suffered by the quotation provider as a result of computer viruses. It is the quotation provider's responsibility to ensure that files delivered to IRW are free from viruses and IRW may reject a quotation which is submitted in a file or files which are or IRW reasonably suspects are infected with a virus and may also delete such file or files.
4. It is the quotation provider's responsibility to ensure that files delivered to IRW are complete and fully accessible by IRW and are not corrupted and IRW accepts no liability for corrupted files or data.
5. The authorised recipient or his nominated officer will ensure the integrity of the quotation process and in his or her sole discretion may allow quotations to be re-submitted.
6. IRW may at its own absolute discretion extend the closing date and time specified for the receipt of quotations.
7. IRW is not bound to accept the lowest or any quotation. IRW reserves the right to reject quotations which do not comply with these instructions.
8. IRW prefer to be invoiced in GBP or Euros but may accept quotations in any currency unless specified.
9. The service provider undertakes to comply with all applicable laws and to ensure that it does not engage in any kind of criminal activity including but not limited to bribery, fraud, corruption, terrorism and to maintain ethical business practices as well as not to commit any Prohibited Acts defined as:-

(i) to offer, promise or give any person a financial or other advantage;

(ii) to request, agree to receive or accept any financial or other advantage

not expressly provided for as an inducement or a reward for the performance of any function or activity in connection with this Agreement;

**and/or**

committing any offence which creates offences relating to corruption and related fraudulent acts in in the performance of this Agreement.

**EVALUATION OF QUOTATIONS**

1. The proposal of the quotation provider must meet the required quality standards as detailed in this documentation.
2. The proposal of the quotation provider will be assessed the criteria of which is subject to change at any time but the following criteria used in previous audit related tenders maybe useful:

2.1 Timescales

2.2 Full break down of costs including taxes, expenses and any VAT

2.3 References (two are preferred)

2.4 Technical competency for this role

2.5 Demonstrable experience of developing a similar project

Note; The criteria is subject to change.

1. Price;
   1. Clear breakdown of costs including any indirect additional costs that may be due later.
   2. Additional services that the service provider would be willing to provide IRW at no cost.
2. Quotations will be assessed by a panel of staff who may invite suppliers or may ask for presentations/interviews should that be required to facilitate decision making. IRW may deem it unnecessary for any interviews to take place dependent on the strength of the quotations.
3. Customer references – these may be requested to assist decision making.
4. Right to reject all quotations. The Organisation is under no obligation to accept any quotation**.**

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

**SUPPLIER CODE OF CONDUCT**

1. **Islamic Relief Worldwide requires all suppliers to adhere to:**
   1. The Modern Slavery Act 2015
   2. The International Labour Standards as defined by the ILO (International Labour Organisation). This Code of Conduct developed by the Inter Agency Procurement Group (IAPG) is inspired by the International Labour Standards.
2. **Corporate Social Responsibility (CSR)**

This information is to advise you, our suppliers of the Corporate Social Responsibility (CSR) element in our supplier relationships:

* 1. Goods and services purchased are produced and developed under conditions that do not involve the abuse or exploitation of any persons.
  2. Goods produced and delivered by organizations subscribe to no exploitation of children
  3. Goods produced and manufactured have the least impact on the environment
  4. Goods and services are produced and delivered under conditions where:
     1. Employment is freely chosen
     2. The rights of staff to freedom of association and collective bargaining are respected.
     3. Living wages are paid
     4. There is no exploitation of children
     5. Working conditions are safe and hygienic
     6. Working hours are not excessive
     7. No discrimination is practiced
     8. Regular employment is provided
     9. No harsh or inhumane treatment of staff is allowed.
  5. 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:

* + 1. Waste Management
    2. Packaging and Paper
    3. Conservation
    4. Energy Use
    5. Sustainability

1. **Business Behaviour**

Islamic Relief will seek alternative sources where the conduct of suppliers demonstrably violates the Modern Slavery Act 2015, and there is no willingness to address the situation within a reasonable time-frame.

Islamic Relief 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. Please refer to clause 26 of this contract for further details on the Modern Slavery Act 2015 compliance and checks.

**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.