

CONCERN
worldwide

ENDING
EXTREME POVERTY
WHATEVER
IT TAKES

Invitation to Tender

Tender Reference: CW-SPS-HQ-102021

**Design, Build and Deploy
SharePoint-based Intranet**

Fixed Term Contract

TENDER DOSSIER

Letter of Invitation to Tender

Dear Sir/Madam,

SUBJECT: INVITATION TO TENDER FOR THE DESIGN, BUILD AND DEPLOYMENT OF A SHAREPOINT BASED INTRANET UNDER A FIXED TERM CONTRACT

Concern Worldwide is seeking to establish a fixed term contract with a quality service provider to provide Concern Worldwide with a SharePoint based Intranet. Concern Worldwide hereby invites proposals from suitably qualified service providers.

Further to your enquiry regarding the publication of the above-mentioned Invitation to Tender, please find enclosed the following documents, which constitute the tender dossier:

Tender Dossier

- **Instructions to Tenderers** (Appendix 1)
- **Concern's Terms and Conditions** (Appendix 2)
- **Company Details & Profile** (Appendix 3)
- **Tenderer's Relevant Experience** (Appendix 4)
- **Technical Proposal** (Appendix 5)
- **Financial Proposal** (Appendix 6)
- **Tenderer's Declaration** (Appendix 7)

Additional Documentation

- **Code of Conduct Terminology** (Annex 1)
- **Anti-Trafficking in Person Policy** (Annex 2)
- **Child Safe Guarding Policy** (Annex 3)
- **Programme Participant Protection Policy** (Annex 4)
- **Anti-Fraud Policy** (Annex 5)
- **Whistle Blowing Policy** (Annex 6)

We look forward to receiving your tender by electronic copy on or before **3pm Thursday 18th November 2021** by email at the email address specified in the tender dossier. See "Instruction to Tenderers" for more details.

Your tender bid must include the following documentation so please use the list below as a 'Checklist' before submitting your tender to Concern.

Description	Checklist
Company Details & Profile <i>Completed</i> (Appendix 3)	
Company Tax Clearance Certificate	
Tenderers Relevant Experience Form <i>Completed</i> (Appendix 4)	
Technical Proposal Signed & Stamped (Appendix 5)	
Financial Proposal Signed & Stamped (Appendix 6)	
Tenderers Declaration <i>Signed & Stamped</i> (Appendix 7)	
Audited Copy of Financial Statement for 2020	
Microsoft Gold or Silver Accreditation Certificate	
Curriculum Vitae for staff that will work on the project	

Appendix 1 – Instructions to Tenderers

Concern Worldwide

Concern Worldwide is a non-governmental, international, humanitarian organisation dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries. Our mission is to help people living in extreme poverty achieve major improvements in their lives which last and spread without ongoing support from Concern. To achieve this mission, we engage in long-term development work, build resilience, respond to emergency situations, and seek to address the root causes of poverty through our development, education and advocacy work.

Organisational Structure

Concern Worldwide's head office is in Dublin, Ireland. It also has home offices in the UK, South Korea and USA. For the Dublin HQ there are:

- Eight directorates in the Dublin HQ as well as the Office of the CEO
- Each Directorate has a number of support functions, or "Departments"
- Departments have smaller groups of teams
- For example the "Finance" Directorate has an "Overseas" Department that includes a "Roving Accountants" team of three people
- Home offices in UK, South Korea and USA have similar structures

All country offices liaise to some extent with Head office and their Regional Directors. Support functions such as IT and HR are implemented with a mix of direction from Head Office and local staff. Concern have programme operations in 23 countries grouped into five regions most countries having multiple offices:

1. Horn of Africa
2. Francophone Africa
3. Middle East
4. Worldwide
5. Asia

Summary of the Work

Concern Worldwide is seeking to establish a fixed term contract with a quality service provider to provide Concern Worldwide with a SharePoint based Intranet and hereby invites proposals from suitably qualified service providers. Concern Worldwide is building a Microsoft based Digital Workplace to enable staff to collaborate online and effectively support our overseas programmes. As part of this work Concern Worldwide is seeking to engage a quality Microsoft partner to help design, build and deploy a SharePoint based intranet for internal communications and document storage for the global organisation. We expect the project to take approx. 9 months to complete. The solution delivered must support English, French and Korean languages and be globally accessible, even where connectivity is poor.

1. Submission of tenders

Tenders must be delivered as follows by **email only**:

Please submit offers electronically by email before **3pm Friday 18th November 2021** to: tenders@concern.net and please also make reference to the following:

- Tender Reference Number: **CW-SPS-HQ-102021**
- Company name
- Attachment title
- Number of Attachments

All information provided must be perfectly legible.

2. Timetable for provision

Line	Item	Date
1.	ITT published	4 th November 2021
2.	Closing date for clarifications	11 th November 2021, 11.30am GMT
3.	Closing date and time for receipt of tenders	18 th November 2021, 3pm GMT
4.	Tender opening location	BY ZOOM @ Concern Worldwide, Dublin
5.	Tender opening date and time	23 rd November 2021, 12.30pm GMT

3. Language of offers

All tenders must be submitted in English.

4. Period of validity of offers

All bids must be valid for a minimum of **90 days** from the tender submission deadline date.

5. Currency

All financial proposals must be in EURO (€). The successful tenderer must issue all invoices in EURO (€) for the duration of the contract.

6. Type of contract

A fixed contract will be signed with the successful bidders. The contract will have a fixed value for the service to be delivered in a specific period upon signature. Bidders are required to provide a detailed and comprehensive price proposal as outlined in Appendix 6.

7. Content of tenders

All tender submissions must be submitted by email with the following contents:

Description
Company Details & Profile <i>Completed (Appendix 3)</i>
Company Tax Clearance Certificate
Tenderers Relevant Experience Form <i>Completed (Appendix 4)</i>
Technical Proposal Signed & Stamped (Bidders own format)
Financial Proposal Signed & Stamped (Appendix 6)
Tenderers Declaration <i>Signed & Stamped (Appendix 7)</i>
Audited Copy of Financial Statement for 2020
Microsoft Gold or Silver Accreditation Certificate
Curriculum Vitae for staff that will work on the project

8. Essential Criteria:

- All tenderers bids must comply with the essential criteria laid out in the admin section of the tender dossier.
- Able to provide evidence of being a Microsoft Gold / Silver partner
- Available to work in GMT business hours
- Proven specialism in delivering SharePoint Online solutions
- Experienced delivering modern intranet on Microsoft SharePoint Online for multiple global organisations
- Able to provide references of at least 3 organisations that we can contact to discuss the work you have completed for them

9. Opening of tenders

The tender opening date and time will be the 23rd November 2021, 12.30pm GMT. The opening will be completed online over Zoom at the Concern Worldwide H.Q., Unit 52-55 Lower Camden Street, Dublin 2.

10. Evaluation of tenders

Concern will use a three part evaluation criteria for the tender process – administration, technical and financial offer by tenderers. The Tender Evaluation Committee will award the contract to the tenderer whose bid has been determined to be substantially responsive following the evaluation criteria mentioned below.

Stage 1 – Administrative (Pass or Fail)

The evaluation during this stage is to review bid responses for purposes of assessing compliance to ensure that all documents requested are submitted and signed as per the tender dossier. Only tenderers who have successfully passed the administrative stage will move forward for further evaluation in Stage 2.

Stage 2 – Technical Proposal

For the technical evaluation, a weighted scoring process is used. The technical section is made of various technical requirement with each requirement scored using a weighted value of 1 for desired, 2 for required and 3 for critical. Ratio breakdown is set to 70/30 in favour of the technical component. Tenderers will be expected to pass a minimum point total in order to move on to the presentation stage.

A shortlist of vendors may be established. Short listed vendors will be requested to make formal presentations, regarding their Proposal to Concern. Key vendor management and technical personnel will be expected to participate in the presentations. This process is used to validate claims made in the Proposal and confirm the vendor's ability to meet the requirements in the Competitive Bid. These presentations must be made at no cost to Concern. Based on information obtained at the presentation, vendors' scores may be adjusted. The presentation to Concern Worldwide will either be carried out online over Zoom or at our Dublin H.Q. The presentation will be confirmation, explanation and validation in relation to the technical proposal submitted.

Stage 3 – Financial Proposal by Tenderers

The Evaluation Committee will recommend the award of the contract to the bidder whose bid has been determined to be substantially responsive, administratively and technically acceptable. Lowest price will not be the sole criterion and Concern reserve the right to consider all aspects of tenderers technical bids while evaluating their respective financial bids. No commitment of any kind, contractual or otherwise will exist unless and until a formal contract has been executed by Concern Worldwide.

Tenderers must respond to all requirements set out in the instructions to tenderers document and complete all documents where requested in the tender dossier.

11. Clarification & Queries

Any clarification, queries or additional information relating to the tender dossier required by potential tenderers should be sent to the following email address clarifications@concern.net

Please Note: Requests for clarification no later than: **11.30am on 11th Nov 2021.**

12. Cancellation of the tender procedure

The Tender Evaluation Committee reserve the right to cancel the tender procedure should there be:

- Non-receipt of a minimum quality number of bids
- The costs exceeding budgetary limits
- Concern no longer require a Beneficiary and Transfer Management System

13. Appeals Process

Should a tenderer or potential tenderer for this tender have any issue which they feel requires appealing, they should contact the Barry Roche at the following email address: barry.roche@concern.net

14. Data Protection

Concern guarantees that all procurement activities are transparently documented for internal or donor audit purposes. Concern guarantees confidentiality of the procurement process.

15. VAT

All tenderers need to be aware that Concern Worldwide is not VAT registered for the purpose of EU VAT directives. Please take this into consideration when making your financial bids.

Appendix 2 – Terms & Conditions

CONCERN WORLDWIDE PURCHASING TERMS & CONDITIONS

Unless the context indicates otherwise, the term “Buyer” refers to Concern Worldwide. The term “Service Provider” refers to the entity named on the order and contracting with the Buyer. The term “Contract” can be taken to mean either (a) the purchase order or (b) the supply agreement, whichever is in place.

GENERAL TERMS & CONDITIONS

1. **Price:** The prices stated on the order shall be held firm for the period and / or quantity unless specifically stated otherwise.
2. **Source of Instructions:** The Service Provider shall not seek nor accept instructions from any source external to Concern Worldwide in relation to the performance of the contract.
3. **Assignment:** The Service Provider shall not assign, transfer, sublet or subcontract the contract or any part thereof without the prior written consent of the Buyer.
4. **Corruption:** The Service Provider shall not give, nor offer to give, anyone employed by the Buyer an inducement or gift that could be perceived by others to be a bribe. The Service Provider agrees that a breach of this provision may lead to an immediate end to business relationships and termination of existing contracts.
5. **Confidentiality:** All data, including but not limited to, maps, drawings, photographs, estimates, plans, reports and budgets that has been compiled by or received by the Service Provider under the contract shall be the property of Concern Worldwide and shall be treated as confidential. All such data should be delivered to the authorized officials representing the Buyer upon request.
 - The Service Provider may not communicate at any time to any other person, government or authority external to Concern Worldwide, any information that has been compiled through association with Concern Worldwide which has not been made public except with written authorisation from the Buyer. These obligations do not lapse upon termination of the contract.
6. **Use of Emblem or Name:** Unless otherwise agreed in writing; the Service Provider shall not advertise nor make public the fact that it is supplying goods or services to the Buyer, nor shall the Service Provider in any way whatsoever use the name or emblem of Concern Worldwide in connection with its business or otherwise.
7. **Observance of Law:** The Service Provider shall comply with all laws, ordinances, rules and regulations bearing upon the performance of its obligations under the terms of the contract.
8. **Force Majeure:** The meaning of the term can be taken to mean acts of God, war (declared or not), invasion, revolution, insurrection or acts similar in nature or force.
 - In the event of and as soon as possible after the occurrence of any cause deemed force majeure, the Service Provider must inform the Buyer of the full particulars in writing. If the Service Provider is rendered unable either in part or in whole to perform its obligations then the Buyer shall take such action as it considers, in its sole discretion, to be appropriate or necessary in the circumstances.
 - If the Service Provider is permanently rendered incapable in whole or part by reason of force majeure to complete its obligations and responsibilities under the contract then the Buyer will have the right to suspend or terminate the contract on the same terms and conditions laid out in Section 9, Cancellation.

- 9. Cancellation:** The Buyer reserves the right to cancel the contract should it suspend its activities or through changes to its mandate by virtue of the Executive Council of Concern Worldwide and/or lack of funding. In such a case the Service Provider shall be reimbursed by Concern Worldwide for all reasonable costs incurred by the Service Provider, including all materials satisfactory delivered and conforming to specification and terms of contract, prior to receipt of the termination notice.
- Should the Service Provider encounter solvency problems including, but not limited to, bankruptcy, liquidation, receivership and similar, the buyer reserves the right to terminate the contract immediately without prejudice to any other right or remedy it may have under the terms of these conditions.
- 10. Warranty:** The Service Provider shall provide the Buyer with all manufacturers' warranties. The Service Provider warrants that all goods supplied in relation to the contract meets specification, is defect free and is fit for the purpose of the intended use. If, during the warranty period, the goods are found to be defective or non-conforming to specification, the Service Provider shall promptly rectify the defect. If the defect is permanent then at the choice of the Buyer the Service Provider will either replace the item at their cost or reimburse the Buyer.
- 11. Inspection and Test:** The Service Provider must inspect the goods prior to dispatch to ensure conformance to specification and/or any other provisions of the contract. The Buyer reserves the right to inspect the goods for compliance with specifications and provisions of the contract. If, in the Buyers' opinion, the goods and/or services do not comply with the specification, the Buyer will inform the Service Provider in writing. In such a case the Service Provider shall take the necessary action to ensure compliance, liability for any additional cost incurred for rectifying compliance will rest with the Service Provider.
- 12. Changes:** The Buyer reserves the right to make reasonable changes at any time to the specification, drawings, plans, quantity, packing instructions, destination, or delivery instruction. If any such change affects the price of goods or performance of service the Service Provider and Buyer may negotiate an equitable adjustment to the contract, provided that the Service Provider claims for adjustments in writing to the Buyer within 30 days from being notified of any change.
- 13. Export Licence:** If an export licence or licences are required for the goods, the Service Provider has the responsibility to obtain that licence or licences.
- 14. Payment Terms:** Unless otherwise agreed, payment terms will be net 30 days from receipt of a correctly prepared invoice.
- 15. Ethics:** The Conduct to which Concern expects all of its suppliers to respect is as follows;
- Suppliers must adhere to International Labour Organisation (ILO) labour conventions, particularly international labour standards, social protection and work opportunities for all.
 - Employment is freely chosen.
 - The rights of staff to freedom of association and to collective bargaining are respected.
 - Working conditions are safe and hygienic.
 - No exploitation of children is tolerated.
 - Wages paid are adequate to cover the cost of a reasonable living.
 - Working hours are not excessive.
 - No discrimination is practiced.
 - Regular employment is provided.
 - No harsh or inhumane treatment of staff is tolerated.
 - Local labour laws are complied with.
 - Social rights are respected

Additionally, by acceptance by a supplier, service provider or contractor of a Concern supply, service or works contract, they understand and agree to abide by the terms of the Concern Code of Conduct and associated policies (Programme Participant Protection Policy, Child Safeguarding Policy and Anti-Trafficking in Persons Policy).

- 16. Environmental Standards:** Service Providers should as a minimum, comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas that should be considered:-
- Waste Management
 - Packaging and Paper
 - Conservation
 - Energy Use
 - Sustainability
- 17. Rights of Concern Worldwide:** Should the Service Provider fail to perform under the terms and conditions of the contract, including but not limited to failing to obtain export licenses or to make delivery of all or part of the goods by the agreed delivery date(s), the buyer may, after giving reasonable notice to the Service Provider, exercise one or more of the following rights:
- Procure all or part of the goods from an alternate source, in which event the Buyer may hold the Service Provider liable for additional costs incurred.
 - Refuse to accept all or part of the goods.
 - Terminate the contract.
- 17.1.** The contract will be terminated in the event of corrupt, fraudulent, collusive and/or coercive practices and the European Community will be informed where such practices may affect their financial interests.
- 18. Rights of access for audit purposes:** Concern Worldwide is contractually obliged to facilitate certain donor's direct access to Service Providers for audit purposes. This obligation is extended to all Concern Service Providers.
- 19. No Agency:** This order does not create a partnership between the Buyer and Service Provider or make one party the agent for the other for any purpose.
- 20. ECHO Compliance:** All Concern Suppliers must be compliant with supply, works and service contracts awarded within the framework of humanitarian actions financed by the European Union. (Ref: ECHO FPA, Annex III).
- 21. Donor Compliance:** All Concern Suppliers must be compliant with supply, works and service contracts awarded within the framework of humanitarian actions financed by all donors financing Concern programmes in all countries that Concern have a presence.
- 22. GDPR:** Concern Worldwide will only contract with organisations who can demonstrate that they are in compliance with the General Data Protection Regulation (EU 2016/679) and who will enter into appropriate contractual data controller – data processor agreements which satisfy the requirements of Article 28 of the GDPR.

Appendix 3 – Administration (Company Profile & Details)

1. Company Contact Details

Please provide a company profile including details of company history. This should include a list of the main areas and scope of business activities. Please also include the following information:

Name of Tenderer	VAT / Tax register number
Company Name	Directors' names and titles / Key personnel
Registered address of Company	Parent company (If Applicable)
Telephone	Ownership
Email Address	Associated Companies (If Applicable)
Website Address	Contact details (Primary Contact & Secondary Contact)
Year established	

2. Company Profile

- a. **Organizational Structure:** Please give an outline of the structure of you company including number of employees etc.
- b. **Top five (5) Clients:** Please list your top five (5) Clients and indicate the size of their business with your company as a percentage of your annual turnover in your last financial year.
- c. **Similar Projects:** Please indicate or give details of any similar cooperate projects undertaken, in particular relevant work undertaken delivering SharePoint Online solutions. Please include project, the size, duration etc.
- d. **Yearly Turnover:** Please provide overall turnover for your company over the past 3 years
- e. **Subcontractors:** Please give details as to whether it is proposed to subcontract any part of this work. If so, what structures will be put in place to ensure a seamless service? Please provide potential subcontractor profile and details as per administration section of the tender dossier.
- f. Any Other Relevant Information:

3. Essential Documentation

Please provide copies of the following:

- Copy of Tax clearance Certificate
- Copy of most recent audited financial statements

Appendix 4 – Tenderers Relevant Experience

Please list 3 (three) appropriate client references for services delivering SharePoint Online solutions provided within the past 3 years similar in nature to Concern Worldwide requirements. These companies / Organisations may be contacted for the purpose of taking up references and need to have agreed to such an approach.

Please do not include Concern Worldwide or Concern staff as a reference.

1	Name	
	Organisation	
	Address	
	Phone	
	Email	
	Nature of supply	
	Approximate value of contract	
2	Name	
	Organisation	
	Address	
	Phone	
	Email	
	Nature of supply	
	Approximate value of contract	
3	Name	
	Organisation	
	Address	
	Phone	
	Email	
	Nature of supply	
	Approximate value of contract	

Appendix 5 – Technical Proposal: Design Build and Deploy SharePoint Based Intranet

Summary of the Work

Concern Worldwide is seeking to establish a fixed term contract with a quality service provider to provide Concern Worldwide with a SharePoint based Intranet and hereby invites proposals from suitably qualified service providers.

Concern Worldwide is building a Microsoft based Digital Workplace to enable staff to collaborate online and effectively support our overseas programmes. As part of this work Concern is seeking to engage a quality Microsoft partner to help design, build and deploy a SharePoint based intranet for internal communications and document storage for the global organisation.

Duration of Project

We expect the project to take approximately 9 months to complete.

Language

The solution delivered must support English, French and Korean languages and be globally accessible, even where connectivity is poor.

Scope of the Work

The new intranet will be a global tool, which reflects Concern Worldwide organisational structure and will encompass the Dublin HQ, home offices in UK, South Korea and USA as well as our 23 countries of programme operation. This will involve designing the information architecture, building out of templates, communication sites, team sites and hubs to represent Concern Worldwide's global structure.

Tendered Work

Tendered work is a one-time effort to deliver the new intranet and hand over to Concern staff to maintain. Concern do not require ongoing support or licencing costs for vendor services or software.

Work already completed

We have developed a Digital Workplace roadmap based on requirements gathering exercises and extensive workshops. This roadmap outlines how the intranet should be designed, structured and used in Concern Worldwide. The work being tendered for, is to implement this high-level roadmap.

Concerns Team

Our Digital Workplace team comprises of a Digital Workplace Project Manager, Solutions Engineer and Concern will be recruiting for a Content Manager, these staff will be working full time on the project. We also have a senior level steering committee for strategic decision-making and a consultation group for design decision making.

Your Team

You will be required to assign staff resources to work with Concern on the project who have the following Microsoft certifications. Exam MS-100: Microsoft 365 Identity and Services and Microsoft 365 Certified: Teams Administrator Associate. The bidder must provide comprehensive Curriculum Vitaes of all the team members to be involved in the project. Staff must have experience implementing SharePoint in Office 365 environment. The winning respondent must guarantee that proposed staff will actually deliver the proposed services, or where necessary, be substituted for staff with equivalent experience.

Technical Proposal

1. Please endeavour to submit a detailed and comprehensive technical proposal under the separate headings outlined below. The bidder must demonstrate how the proposed solution will meet Concerns requirements.
2. The technical proposal must not exceed 75 (seventy five) A4 pages (including front page, table of contents, technical proposal, reference pages, annexures, excluding Staff CV's financial offer and completed Concern forms).
3. Please also submit **All** documents requested in the "Letter of Invitation".

Item No	Proposal Response Criteria	Points
1	Describe reasons why your company is well placed to deliver this project.	5
2	Outline your technical expertise in Microsoft SharePoint Online. (Summarise your technical expertise in Microsoft SharePoint Online, specifically in designing bespoke SharePoint Online solutions).	10
3	Describe previous experience delivering Microsoft modern workplace solutions. (Describe a recent project to deliver an intranet on Microsoft's SharePoint Online. What, when, for whom, duration, result).	15
4	Details of your experience of delivering a project jointly with a client. (Describe the ways in which you agreed schedule of deliverables, built team cohesion, ensured the best use of skills and experience and managed issues).	10
5	Your chosen approach and / or delivery methodology for Microsoft SharePoint Online implementations. (Describe which delivery methodology or methodologies you have used for similar Microsoft SharePoint Online implementations that you have undertaken).	10
6	Your suggested people to work on the project with Concern (List their relevant experience & qualifications and how they would work with the Concern team to deliver the project).	10
The work listed below will be completed in collaboration with Concern. Please use the headings below to describe the methods/technologies/tools that you would use. Outline your approach to:		
7	Design and build of an information architecture and navigation that reflects Concern Worldwide's current ways of working and is flexible enough to facilitate changes without major redesign.	10
8	Define a centralised meta data and tagging methodology and establish appropriate governance, compliance and search criteria.	10
9	Design and develop a centralised policy library for core, controlled documents with appropriate workflows.	10
10	Optimize selected sites so that they render efficiently in areas of low connectivity.	10
11	Design and build the intranet to comply with the WCAG 2.0 standard adhering to level AA or greater.	10
12	Design and build a global landing page.	10
13	Review any other bespoke SharePoint elements and assess if they need updating to new environment (PQ Guide, DDG Survey Tracker, Right to erasure form, HR Staff tracking tool, other legacy tools).	5

14	Work with the Digital Workplace team to build out sites, using an iterative approach to adjusting templates to meet the needs of users.	5
15	Work with our Communications team to align the new Intranet with Concern's branding theme.	10
16	Support the project team on the best methods and tools to use for data migration.	10
17	Build modern and advanced search features which enable quick, effective and efficient search for documents, people, sites, media content, policies etc.	10
18	Enable a personalised experience for each user, showing content that is most relevant to the user profile.	10
19	Enable users to review content in their choice of French or English and allow tagging of documents to assist in searching.	10
20	Configure permissions and groups to enable appropriate access to the solution.	10
21	Implement content lifecycle management and document labelling policies that ensure content is up to date.	10
22	Develop Concern specific training material and deliver training sessions for basic and advanced users to enable Concern staff to maintain the Intranet.	10
23	Implement a dynamic organigram generation based on users in Active Directory.	5
24	Integrate personalised Yammer feeds into the new Intranet.	5
Start Date		
25	What date would your team be available to start working on the project with Concern?	15

Appendix 7 – Tenderer’s Declaration

As part of their tender, each tenderer must submit a signed declaration using the following format as a guide.

In response to your letter of invitation to tender for the above contract, we, the undersigned, hereby declare that:

1. We have examined and accept in full the content of the dossier for invitation to tender (Including Concern’s Code of Conduct and associated policies):

Tender Reference No. _____ of **Date:** _____ we hereby accept its provisions in their entirety, without reservation or restriction.

2. This tender is valid for a period of **90 days** from the final date for submission of tenders.
3. We will inform Concern immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognise and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts of the contracting authority.
4. We note that Concern is not bound to proceed with this invitation to tender and that it reserves the right to award only part of the contract.
5. We agree to adhere to all of the terms and conditions of the contracting authority as provided in the tender dossier.
6. We confirm that we are not engaged in any corrupt, fraudulent, collusive or coercive practices and acknowledge that if evidence contrary to this exists, Concern reserves the right to terminate the contract with immediate effect.
7. We are not bankrupt or being wound up, are having our affairs administered by the courts, have not entered into an arrangement with creditors, have not suspended business activities, are not the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
8. We have not been convicted of an offence concerning professional conduct by a judgment which has the force of res judicata.
9. We have not been guilty of grave professional misconduct proven by any means which the contracting authority can justify.
10. We have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which we are established or with those of the country of the contracting authority or those of the country where the contract is to be performed.
11. We have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the European Communities financial interests.
12. We are not currently subject to an administrative penalty referred to in Article 96(1) of the European Commission Financial Regulation.
13. We are not subject to a conflict of interest in accordance with Article 94(a) of the European Commission Financial Regulation.
14. We confirm that we have read and understand the Concern Code of Conduct and associated policies (Programme Participant Protection Policy, Child Safeguarding Policy and Anti-Trafficking in Persons Policy) and agree to abide by the terms of these policies in all of our activities under any Concern supply, service or works contract.

Additionally we commit to abide by the points listed below;

- Employment is freely chosen
- The rights of staff to freedom of association and to collective bargaining are respected

- Working conditions are safe and hygienic
- No exploitation of children is tolerated
- Wages paid are adequate to cover the cost of a reasonable living
- Working hours are not excessive
- No discrimination is practiced
- Regular employment is provided
- No harsh or inhumane treatment of staff is tolerated
- Local labour laws are complied with
- Social rights are respected

Additionally, we confirm that we have read and understand the Concern Code of Conduct and associated policies (Programme Participant Protection Policy, Child Safeguarding Policy and Anti-Trafficking in Persons Policy) and agree to abide by the terms of these policies in all of their activities under a Concern supply or service contract.

15. Environmental Standards

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

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

NAME & FIRST NAME:

TITLE:

DULY AUTHORISED TO SIGN ON BEHALF OF:

PLACE & DATE:

COMPANY STAMP:
