

**Tender Ref:  
CWW-RECR-HQ-  
012026**



## INVITATION TO TENDER

### Recruitment System

## TENDER DOSSIER

# Letter Of Invitation to Tender



Tender Reference: **CWW-RECR-HQ-012026**

Dear Sir/Madam,

## INVITATION TO TENDER FOR a Recruitment System

Concern Worldwide (“Concern”) is an international non-governmental organisation (INGO) that is dedicated to the reduction of suffering and that works towards the elimination of extreme poverty in the world’s poorest countries.

Concern is seeking proposals from qualified vendors to provide a comprehensive Recruitment system. The purpose of this Request for Proposal (RFP) is to invite selected vendors to submit their proposals for the supply, implementation, and ongoing support of a Recruitment system that meets our organisation's requirements.

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 Questionnaire* (Appendix 5)
  - *Financial Bid* (Appendix 6)
  - *Tenderers Declaration* (Appendix 7)
  
- ✓ **Additional Documentation**
  - *Safeguarding and Associated Policies* (Annex 1)

We look forward to receiving your tender by electronic copy on or before **23/02/26, 3pm GMT** by email at the email address specified in the tender dossier. See Appendix 1: “Introduction & Instruction to Tenderers” for more details.

## Appendix 1 – Introduction & Instructions to Tenderers



Tender Reference:

CWW-RECR-HQ-012026

### 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.

### Services to be provided

Concern Worldwide ('Concern') are seeking proposals from qualified vendors to provide a comprehensive Recruitment system. The purpose of this Request for Proposal (RFP) is to invite vendors to submit their proposals for the supply, implementation, and ongoing support of a Recruitment system that meets our organisation's requirements.

#### 1. Introduction and Background:

##### 1.1 The organisation

Concern is a company limited by guarantee, incorporated in Ireland under the Companies Act 2014. Our Head Office is located in Dublin, ROI, and we have support offices in the UK and South Korea. The core work of Concern is conducted through branches (of the parent company), located in its target countries, as listed below.

Afghanistan	Liberia
Bangladesh	Malawi
Burkina Faso	Niger
Burundi	Pakistan
Central African Republic	Republic of Sudan
Chad	Sierra Leone
Democratic Republic of Congo	Somalia
Ethiopia	South Sudan
Haiti	Ukraine
Iraq/Syria	Yemen
Kenya	

The Recruitment system is to be installed in Concern's Head Office in the Republic of Ireland, our support offices in the UK and South Korea, and our country programme offices. These are currently as above, but the number of branches/countries of operation fluctuates, though Concern tends to maintain its presence in any given country for at least a number of years.

The organisation engages in different types of work in each branch/country - which can be summarised into 5 main categories:

- Emergency Programmes
- Livelihood Programmes
- Health and Nutrition Programmes
- Education Programmes
- Integrated Programmes

Typically, each branch/country will have a country head-office – generally located in the capital city – and a number of regional/project offices in various parts of the country. The quality of infrastructure – of all types – is variable. Country operations are also significantly different in size e.g.

- Current staff numbers vary between 50 and 1,000 per branch
- Current branch/country budgets vary from €2m to €20m p.a.

## **1.2 Remit of this project**

The purpose of this RFP is to solicit competitive proposals from vendors for the provision of a new Recruitment system that will enhance Concern's operational efficiency, streamline processes, and improve decision-making capabilities.

As indicated above the new Recruitment system is expected to be introduced in all group companies and each of the branches of the parent company.

We are currently using eArcu in Head Office (Dublin) and the UK to manage recruitment for Head Office and International Staff. In our countries of operation, there are no Recruitment systems in place, and the process is handled manually. Many of the roles advertised nationally attract a large volume of applications so the effort required to manage the Recruitment function is exceptionally large.

There is a requirement to change how we operate, driven by a number of factors:

- We are currently in the process of implementing a new Human Resources Information System (HRIS) which will be rolled out worldwide and will need to integrate to the planned new Recruitment system.
- Our recruitment processes are time-consuming and, in many cases, managed only with Excel. We need to create better efficiencies to improve recruitment times and to free up recruiters to focus on more strategic and proactive recruitment activities.
- We receive a large number of applications, and we need to provide a better candidate experience, with improved communications and candidate relationship management.
- We need to be able to facilitate better collaboration among hiring team members, by allowing notes, feedback and evaluations about the selection process in one place

- We need to be able to generate insights into our recruitment processes, to make data-driven hiring decisions, so we need to have better access to insights and reports.

Finally, it is important to say that in relation to implementation/deployment of the final, fully configured and tested system, Concern is proposing to undertake:

- An initial deployment in Concern Head Office, Dublin and our UK office; **note that this deployment must be completed by August 2026 at latest, and ideally earlier, given the end of our existing Recruitment System contract in September 2026**
- A pilot of the Recruitment system in two of Concern's branches
- A branch-by-branch deployment thereafter

The supplier will be expected to engage intensively in the Head Office / UK implementation and in the initial pilots. Subsequently, the vendor should configure the system to be ready to deploy across all existing sites i.e. single build with multiple phased deployments. More limited support is envisaged to each of the subsequent deployments i.e. they will be primarily undertaken by Concern staff who will require remote, issue-based support.

The above is intended to give an overview of Concern, and the detailed system requirements are set out at Appendix 5.

### 1.3 Project Aims and Challenges

In summary terms, by undertaking this project Concern is primarily aiming to:

- Store confidential candidate information more securely on a cloud-based solution
- Reduce the administrative burden and increase efficiency through automation capability
- Generate organisation-wide recruitment analytics with less effort and increased accuracy
- Improve accessibility of information
- Provide a consistent, bias free selection process
- Better Candidate experience

Projects of this nature are always challenging. The environments in which Concern works add their own complexities – in particular:

- The branch contexts in which we work are generally dynamic and highly changeable
- We struggle to recruit and retain appropriately qualified staff at several levels in our branches
- There are restrictions on connectivity in many branch locations.

These factors are likely to shape the project in many ways but two are of particular importance:

- In designing and building the system we will need to keep it as simple and intuitive as possible
- Proposals will need to address the issue of how users can effectively access/use the system where bandwidth is restricted.

## 2. Scope of Work:

2.1 The selected vendor will be responsible for the supply, design, configuration, customization, training, deployment/implementation (see previous section), and ongoing support of the Recruitment system.

2.2 The Recruitment system should include such modules as are necessary to address the requirements set out in Appendix 5 of this document.

2.3 The vendor should provide integration capabilities with existing systems, databases, and third-party applications, as necessary.

2.4 The vendor should provide post-implementation support, including maintenance, bug fixes, upgrades, and user support.

### 3. Vendor Qualifications:

3.1 Vendors must demonstrate a proven track record in providing Recruitment systems to peer organisations of similar size and complexity.

3.2 Vendors must provide information about their company, including years of experience, relevant certifications, and references from previous clients.

3.3 Vendors should outline their technical expertise, resources, and methodologies for Recruitment implementation.

3.4 Vendors must provide details about their customer support capabilities, including response times and service-level agreements (SLAs).

### 4. Proposal Submission:

4.1 Vendors may request clarifications on the RFP as necessary, and where requested, Concern will provide additional briefings as possible/ necessary. Concern reserves the right to share any clarifications with all vendors.

For any clarifications, please contact, before the closing date for clarifications indicated at 6.1: Barbara Fee, Recruitment System IT Project Manager, Email: [Barbara.fee@concern.net](mailto:Barbara.fee@concern.net)

4.2 Please submit offers electronically by email before **23/02/26, 3pm GMT** to: [tenders@concern.net](mailto:tenders@concern.net)  
Please also refer to the following:

- **Tender Reference Number: CWW-RECR-HQ-012026**
- **Company name**
- **Attachment title**
- **Number of Attachments**

All information provided must be perfectly legible.

4.3 The proposal should include:

- a. Executive summary, including an overview of the proposed solution and its alignment with our organisation's requirements.

- b. A detailed review of our requirements (as set out in Appendix 5), and clear indication of how each is addressed.
- c. A brief (20-30 minutes) video presentation to enable us to get a feel for the UI and navigation, including the candidate experience, hiring manager and recruiter experience throughout the recruitment process
- d. Detailed technical specifications of the proposed system, including modules, features, and integration capabilities.
- e. Project plan outlining key stages, milestones, timelines, and deliverables.
- f. Implementation approach, including methodology, customization options, and data migration strategies.
- g. Any additional information or value-added services the vendor offers.

4.4 Proposals should not exceed 40 pages (excluding the information required in the Appendices).

## **5. Evaluation Process and Criteria:**

5.1 A shortlist of vendors will be created based on the initial evaluation of the proposals. Shortlisted vendors will be invited to present their proposals in person or via video conference. The final selection will be based on the following criteria:

- a. Alignment with our organisation's requirements and goals.
- b. Technical capabilities and scalability of the proposed Recruitment system.
- c. Vendor experience and track record.
- d. Pricing, including implementation costs and ongoing support/maintenance fees.
- e. Implementation plan and methodology.
- f. Customer support capabilities and SLAs.

**6. Tender Timeline:**

6.1 The following is the timeline for this tender process:

Line	Item	Date
1.	RFP Issuance date	30/01/26
2.	Closing date for clarifications	16/02/26, 3pm GMT
3.	Closing date and time for receipt of tenders	23/02/26, 3pm GMT
4.	Tender opening location	Concern Worldwide HQ, Dublin.
5.	Tender opening date and time	23/02/26, 4pm GMT
6.	Evaluation and Vendor Shortlisting	24/02/26 - 13/03/26
7.	Vendor Presentations/Demonstrations	16/03/26 - 27/03/26
8.	Contract Negotiations	April 26
9.	Project Commencement	April/May 2026

## 7. Contact Information & Clarification:

7.1 For any inquiries or clarifications regarding this RFP, please contact:

Barbara Fee, Recruitment IT Project Manager, Email: [Barbara.fee@concern.net](mailto:Barbara.fee@concern.net)

## 8. Further Instructions:

### 8.1 Language of offers

All tenders must be submitted in English.

### 8.2 Period of validity of offers

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

### 8.3 Currency

All financial proposals must be in EURO (€) or STG (£).

### 8.4 Content of tenders

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

Description
<b>Company Details &amp; Profile Completed (Appendix 3)</b>
<b>Company Tax Clearance Certificate</b>
<b>Tenderers Relevant Experience Form Completed (Appendix 4)</b>
<b>Technical Questionnaire Form Completed (Appendix 5).</b>
<b>Proposal document</b> , including all items requested to be included with this - See <b>Appendix 1: Introduction &amp; Instructions to Tenderers: Point 4. Proposal Submissions</b> for more details.
<b>Financial Bid Completed (Appendix 6)</b>
<b>Tenderers Declaration Signed &amp; Stamped (Appendix 7)</b>

### 8.5 Essential Criteria:

All tenderers' bids must comply with the essential criteria laid out in the tender dossier.

### 8.6 Opening of tenders

The tender opening date and time will be the **23/02/26, 4pm GMT**. The opening will be completed at the Concern Worldwide H.Q., Unit 52-55 Lower Camden Street, Dublin 2.

### 8.7 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 Recruitment System

### 8.8 Appeals Process

Should a tenderer or potential tenderer for this tender have any issue which they feel requires appealing, they should contact the Project Director at the following email address: John McDonnell at: [John.McDonnell@concern.net](mailto:John.McDonnell@concern.net)

#### **8.9 Data Protection**

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

#### **8.10 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.

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We look forward to receiving your proposal and exploring the opportunity to work together. Please note that this RFP does not commit Concern to select any vendor or to enter into a contract.

Sincerely,

Barbara Fee,

Recruitment System IT Project Manager

Concern Worldwide

## Appendix 2 – Terms and Conditions



Tender Reference: CWW-RECR-HQ-012026

### **CONCERN WORLDWIDE PURCHASING TERMS AND 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 AND 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.
- 5.2)** 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.
- 8.1)** 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.

**8.2)** 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 satisfactorily delivered and conforming to specification and terms of contract, prior to receipt of the termination notice.

**9.1)** 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 Buyer's 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 the 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 where Concern has 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 Details & Profile)



Tender Reference:

CWW-RECR-HQ-012026

(i) **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:

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

(ii) **Company Profile:**

- A. **Organisational Structure:** Please give an outline of the structure of your 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 provision of Recruitment systems – particularly experience provision to the International Development and Humanitarian Aid sector.
- 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 a potential subcontractor profile and details as per the administration section of the tender dossier.
- F. Any Other Relevant Information:

**(iii) 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



Tender Reference:

CWW-RECR-HQ-012026

Please list 3 (three) appropriate client references for services 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 Questionnaire



Tender Reference:

**CWW-RECR-HQ-012026**

Please see separate Excel sheet “Appendix 5 – Recruitment System Technical Questionnaire” for complete Technical Questionnaire / System Requirements (To be completed within the Excel document).

## Appendix 6 – Financial Bid



Tender Reference:

CWW-RECR-HQ-012026

Please complete the Annual and Once-Off Costs tables below to indicate expected costs for the Concern Recruitment System.

Please indicate where costs are fixed, and where they are indicative requiring further information.

Please add additional row(s) as appropriate if there are any additional costs to be taken into account.

Annual Costs			
Module	No. Users	Total Cost (indicate currency)	Comment
Licensing: Recruiters Licensing: Hiring Managers <i>(Please provide pricing for bands of users)</i>	50-100 50-100		
UAT Environment			
Training (cost for 10 days training)			
Cloud / hosting costs <i>(based on our expected number of users / documents / AVI recordings)</i>			
Annual support costs <i>(please advise on support packages available and associated costs)</i>			
Any other costs (please detail)			
Total (excl. VAT)			
Total (incl. VAT)			

Once-Off Costs		
Description	Total Cost (indicate currency)	Comment
System supplier fee for design, build, customisation <i>(Include all project management and workshop costs)</i>		
Implementation – for Dublin Head Office and 2 pilot countries. <i>(Concern can manage implementation in subsequent countries)</i>		
Data Migration <i>(Please indicate support available to assist with data migration from all our source systems / spreadsheets; and anticipated cost/range)</i>		
Integration to Concern HRIS (Strandum) <i>(Please indicate if an API is available for integration and anticipated cost of implementing this)</i>		
Language / Translation costs <i>If there are costs associated with languages other than English, please detail these.</i>		
Any other costs (please detail)		
Total (excl. VAT)		
Total (incl. VAT)		

## Appendix 7 – Tenderers Declaration



Tender Reference:

CWW-RECR-HQ-012026

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 organisation 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

#### **15a. Environmental Standards**

Suppliers should, as a minimum, comply with all statutory and other legal requirements relating to the 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:** \_\_\_\_\_

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