

Request for Quotation for Supply of Visibility Materials

RFQ-TUR-2023-009

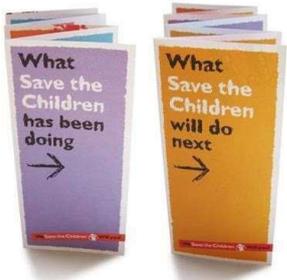
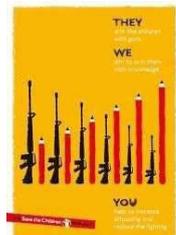
1- BACKGROUND

Save the Children is the world's leading independent organization for children. We work in 120 countries. We save children's lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

2- REQUIREMENTS

Bidders shall submit proposal for the following requirements: Request for Quotations for Supply of IT Materials.

Lot -1 Paper -Based Based Products

| | |
|---|---|
| <p>Annex 1: Brochure</p> <ul style="list-style-type: none">• Brochures will be in A5, A4 or A3 sizes. Single cut for size A5, 150g,• 150gr for A4 size as single crop, z-cut or in-cut. And 150gr for A3 size as single break, z break or in-break.• It will be printed using paper. Minimum 1.000 pieces will be requested for each order. |  |
| <p>Annex 2: Flyer</p> <ul style="list-style-type: none">• A4, A5, A6 or A7 sizes, 150gr. will be ordered in different sizes and weights.• Single sided or double sided can be requested. Minimum order quantity for each request will be 1.000 pieces. |  |

| | |
|--|--|
| <p>Annex - 3: Cardboard Box 30x30x30cm</p> <ul style="list-style-type: none">• White Cardboard parcel measuring 30x30x30 cm to collect possible materials to be selected in 1 package• Resistant to throwing and stacking• At least 2 corrugated and corrugated layers• Parcels are made of white paper• The image and logo sent by SCI with the order will be printed on the wide side surface of the parcels.• A list of contents will be printed on the short side of the parcels. |  |
| <p>Annex - 4: Cardboard Box 50x35x35cm</p> <ul style="list-style-type: none">• White Cardboard parcel measuring 50x35x35 cm to collect possible materials to be selected in 1 package• Resistant to throwing and stacking• At least 2 corrugated and corrugated layers• Parcels are made of white paper• The image and logo sent by SCI with the order will be printed on the wide side surface of the parcels.• A list of contents will be printed on the short side of the parcels. |  |
| <p>Annex - 5: Cardboard Box 60x40x40cm</p> <ul style="list-style-type: none">• White Cardboard parcel measuring 60x40x40 cm to collect possible materials to be selected in 1 package• Resistant to throwing and stacking• At least 2 corrugated and corrugated layers• Parcels are made of white paper• The image and logo sent by SCI with the order will be printed on the wide side surface of the parcels.• A list of contents will be printed on the short side of the parcels. |  |

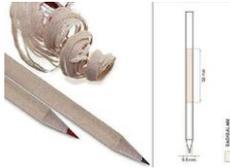
| | |
|---|--|
| <p>Annex - 6: Postcard</p> <ul style="list-style-type: none"> • Matte coated 350gr. paper • 10x15cm. in size, printed in both directions. • Minimum 250 pieces will be requested in each order. |  |
| <p>Annex - 7: Business Card</p> <ul style="list-style-type: none"> • Double direction printing on 350gr. paper, • 9x5cm. • All business cards requested will be on matt coated paper. • Minimum 100 pieces will be requested in each order. |  |
| <p>Annex - 8: Catalogue</p> <ul style="list-style-type: none"> • A4 size, colour, two-way, 170gr., one-way cover with embossed lacquered and • American hardcover. 20+4, 40+4, 60+4 or 80+4, 120+4 pages. • Each print request will be minimum 50 pieces. |  |
| <p>Annex - 9: Laptop Sticker</p> <ul style="list-style-type: none"> • 5x5cm. or 10x10cm, • Save the Children logo (Red child) • No background, only the red part will stick when it sticks. • Bright and one way printing. • 100 pieces will be requested for each order. |  |
| <p>Annex - 10: Table Calendar</p> <ul style="list-style-type: none"> • Leaves CMYK Printed • Leaves 170 gr. Glossy Coated / 90 gr Enzo Paper • Carrier 13.5 x 25 cm • Leaf Size: 12 x 14.5 cm • Cardboard: 400 gr. A. Bristol Paper / Kraft Paper • Minimum 100 pieces will be requested in each order. |  |

| | |
|---|---|
| <p>Annex - 11: Poster Frame</p> <ul style="list-style-type: none"> Aluminium poster frame for posters in sizes 70x100, A1, A2 or A3. The edges can be opened and locked. Every in order minimum 1 quantity will be requested. |  |
| <p>Annex - 12: Cylinder Protection for Poster</p> <ul style="list-style-type: none"> 70x100cm, suitable for posters in A1, A2 and A3 sizes. It's made of hard cardboard. Minimum 10 pieces will be ordered in each size. |  |
| <p>Annex - 13: Poster</p> <ul style="list-style-type: none"> 70x100cm, A1, A2 and A3 sizes, one way. 350gr. for 70x100cm, 350gr. for A1, A2, 350gr. or 350gr. for A3. Weight Made of glossy coated paper. Minimum 10 pieces of each size will be ordered. |  |
| <p>Annex - 14: Post-It Set</p> <ul style="list-style-type: none"> In hard box White Paper The Post-It one The inner cover will be designed according to the image from Save the Children. For example; 2022 or 2023 calendar. Clamshell with Save the Children logo on the lid. A minimum of 20 pieces will be requested for each order. |  |
| <p>Annex - 15: Roll-up Banner</p> <ul style="list-style-type: none"> 100x200cm. size, one way 440gr. print, European vinyl and mechanism. For offerposter +mechanism is requested. Minimum order quantity is 1. |  |

| | |
|---|---|
| <p>Annex - 16: Spiral Notepad</p> <ul style="list-style-type: none"> • A5 size, one way printing, 80gr. inner paper, 50 sheets, lined and spiralised. • Soft front and back cover. • Made from recycled paper. • 50 pieces will be requested for each order. |  |
| <p>Annex - 16: Covered Notebook</p> <ul style="list-style-type: none"> • A5 size, one way printing, 80gr. inner paper, 50 sheets, lined and spiralised. • Hard front and back covers. • Made from recycled paper. 50 pieces will be requested for each order. |  |
| <p>Annex - 17: Top Spiral Notepad</p> <ul style="list-style-type: none"> • Top spiralled • A5 Size • Thick back cover • Lined notebook • At least 80 leaves • Made from recycled paper. • The Save the Children logo will be printed on it. • At least two colours black or red • Each order min. 100 pieces will be requested. |  |
| <p>Annex - 18/1: Sticker</p> <ul style="list-style-type: none"> • 5x5cm, 10x10cm, 20x20cm, 30x30cm, 40x40cm and 50x50cm sizes, • Save the Children logo, square or rectangular (provided that its area is the same as the dimensions given above) with a white background. • Bright and one way printing. • 100 pieces will be requested for each order. |  |
| <p>Annex - 18/2: Magnetic Sticker</p> <ul style="list-style-type: none"> • 5x5cm, 10x10cm, 20x20cm, 30x30cm, 40x40cm and 50x50cm sizes, • Save the Children logo, square or rectangular (provided that its area is the same as the dimensions given above) with a white background. • Bright and one way printing. 100 pieces will be requested for each order. |  |

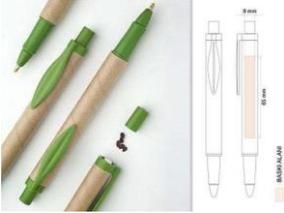
| | |
|---|--|
| <p>Annex - 19: X Banner Printing</p> <ul style="list-style-type: none">• 80x180cm. X- banner printing, one way, 400gr. European vinyl printing, mechanism + poster.• Every in order minimum 1 quantity will be requested. |  |
| <p>Annex - 20: Envelope</p> <ul style="list-style-type: none">• White envelope with Save the Children logo and "Save the Children" letterhead. 10.5x24cm, windowless, 110gr,• Pulp paper, 3 colours.• Each order will be ordered in multiples of 100 and 100. | |

Lot - 2 Promotion and Promotional Products

| | |
|--|---|
| <p>Annex - 21: Wooden Pencil</p> <ul style="list-style-type: none"> • Pencil that can write in black. • With the words "Save the Children" and the Save the Children logo. The organisation lettering will be black and the logo red. • Order will be placed in 200 and multiples. |  |
| <p>Annex - 22: Glass Body Flask with Bamboo Cover</p> <ul style="list-style-type: none"> • 350ml. • Interior Material: Glass • External Material: Glass • Cover: Bamboo • Product Dimensions: 22.5cmx6.8cm • Minimum 100 pieces will be requested in each order. • The one with the Save the Children logo on it. • Torbali |  |
| <p>Annex - 23: Coasters</p> <ul style="list-style-type: none"> • Made of cork, round and 8.5 cm in diameter. Min. 250 gr. • One-sided printing on American Bristol paper. • With the Save the Children logo and a grey background. • Minimum 100 pieces will be requested in each order. |  |
| <p>Annex - 24: Child Backpack</p> <ul style="list-style-type: none"> • Water resistant outer and inner linings • Secure double zip system of the extra wide bag opening • Anti-slip chest fixation belt • Adjustable length grey polyester shoulder straps • Nameplate on back panel • External side compartment for water flask • Large zip pocket on the front panel • Wipeable, light coloured inner lining. • Save the Children Logo • A minimum of 10 pieces will be ordered in each order. |  |

| | |
|--|--|
| <p>Annex - 25: Pen holder with zip fastener</p> <ul style="list-style-type: none"> • Raw Cloth, Rips, Canvas & Gabardine, Nonwoven, Imperteks • 100% Recyclable • Impression printing + Offset printing + Digital printing can be done. • It's a design that Save the Children will demand. • Minimum 100 pieces will be requested in each order. |  |
| <p>Annex - 26: Swallowtail Flag</p> <ul style="list-style-type: none"> • 50cm.x150cm. or 100cm.x200cm. sizes • With a durable hanging rope. • With the Save the Children logo • Minimum 5 pieces will be requested in each order. |  |
| <p>Annex - 27: Kokart Yoyo</p> <ul style="list-style-type: none"> • Metal and round • With the Save the Children Logo on it • Chrome plated • Extendable drawstring • Minimum 50 pieces will be requested in each order. |  |
| <p>Annex - 28: Mug Cup</p> <ul style="list-style-type: none"> • 330ml. volume, red and printed on the outside, white inside. • Porcelain • It is manufactured by using natural paint from materials that are not harmful to health. • Minimum 50 pieces will be requested in each order. |  |
| <p>Annex - 29: Magnet</p> <ul style="list-style-type: none"> • 7x7cm. round and 4x9cm, • One way printed with Save the Children logo and magnetic back. • Minimum 100 pieces of different sizes will be ordered in each request. • Designs will be shared separately. |  |

| | |
|--|---|
| <p>Annex - 30: Table Flag</p> <ul style="list-style-type: none"> • Metal lath • Save the Children logo in the shape of a swallow and another logo requested by Save the Children. • Minimum 20 pieces will be requested in each order. |  |
| <p>Annex - 31: Metal Pen</p> <ul style="list-style-type: none"> • In a special box. • One fountain pen and one ballpoint pen with interchangeable cap. • Save the Children text and logo will be engraved on it by laser printing. • Every in order minimum 5 quantity will be requested. |  |
| <p>Annex - 32: Fishing Rod Flag</p> <ul style="list-style-type: none"> • Flag cut in the shape of a drop • 110cm.x270cm. • With the Save the Children logo • Minimum 5 pieces will be requested in each order. • With a weight underneath. |  |
| <p>Annex - 33: Plaque</p> <ul style="list-style-type: none"> • Made of high quality and transparent hard plastic material (glass-like). • With the Save the Children logo and the inscription requested by Save the Children. • Min. 30cm.x13cm. in size • Minimum 1 piece will be requested for each order. |  |
| <p>Annex - 34: Plastic Badge</p> <ul style="list-style-type: none"> • Min. 100 pieces • Made of plastic material and with needle. • 5cmx5cm. or 7cm.x7cm. • A text or picture requested by Save the Children will be printed on it. |  |

| | |
|--|--|
| <p>Annex - 35: Umbrella</p> <ul style="list-style-type: none"> • Fully automatic, 8-wire, steel or carbon fibre. • Wind-resistant, foldable in 3, unfolded diameter at least 90cm, middle iron height at least 54cm, wooden handle, free of any substance harmful to health, red colour, with Save the Children text and logo (white). • Each order will be requested in multiples of 50 and multiples. |  |
| <p>Annex - 36: Waterproof Laptop and Backpack</p> <ul style="list-style-type: none"> • Made of waterproof material. • 44cmx30cmx14cm. with at least 3 pockets • Compatible for 15.6" computers • 5x10cm. SCI logo embroidered on it. • Minimum 50 pieces will be requested in each order. • It must be produced from top quality material with 1st class workmanship. • The necessary quality controls will be carried out on the submitted samples. |  |
| <p>Annex - 37: Ballpoint Pen</p> <ul style="list-style-type: none"> • PVC-free, eco-friendly, black ink, contains larch, spruce, fir or redbud seeds and the eraser is used as a cover. • Ballpoint pen made of bio-plastic that biodegrades within 3 years. • Order will be placed in 100 and multiples. |  |
| <p>Annex - 38: Anti-tipping Thermos</p> <ul style="list-style-type: none"> • Min 350ml. Volume • Does not tip over • In gender-neutral colours such as yellow, green, brown. • The logo or image requested by Save the Children can be placed on it. |  |
| <p>Annex - 39: Thermos for children</p> <ul style="list-style-type: none"> • Min. 150ml. volume • Made of rust steel • In gender-neutral colours such as yellow, green, brown. • The logo or image requested by Save the Children can be placed on it. | <p>mtutu</p>  |

Lot -3 Technological Products

| | |
|---|---|
| <p>Annex - 40: 10.000 mAh Powerbank with Digital Display</p> <ul style="list-style-type: none">• Min. 10.000 mAh• Micro-USB, Type-C and USB outputs• It will have the Save the Children Logo printed on it, preferably in red.• Impression printing + Offset printing + Digital printing can be done.• A minimum of 10 pieces will be requested for each order.• Relevant images will be forwarded by Save the Children. |  |
| <p>Annex - 41: 16GB Metal USB</p> <ul style="list-style-type: none">• Metal usb memory stick (Grey)• 16 GB• Suitable for laser printing.• Save the Children Logo will be printed on it.• Minimum 100 pieces will be requested in each order. |  |
| <p>Annex - 42: 32GB Metal USB</p> <ul style="list-style-type: none">• Metal usb memory stick (Grey)• 32GB• Suitable for laser printing.• Save the Children Logo will be printed on it.• Minimum 100 pieces will be requested in each order. |  |
| <p>Annex - 43: Special Design USB Memory</p> <ul style="list-style-type: none">• Logo will be USB.• The Save the Children Logo will appear as a whole.• 32 GB• There will be a USB stick inside.• It will have a key ring.• Each order min. 200 pieces will be requested. |  |

| | |
|--|---|
| <p>Annex - 44: Mousepad (with hand support)</p> <ul style="list-style-type: none">• In Red, Black or White colours• With the Save the Children logo• Hand-supported and ergonomic• Non-slip base• A minimum of 20 pieces will be requested in each order. |  |
| <p>Annex - 45: Phone Case</p> <ul style="list-style-type: none">• Can adapt to Samsung brand phones to be requested.• Rubber• Red, Black or Transparent• Save the Children Logo can be printed on it• Impression printing + Offset printing + Digital printing can be done.• Minimum 50 pieces will be requested in each order. |  |

Lot - 4 Textile Products

| | |
|--|--|
| <p>Annex - 46: Printed Scarf</p> <ul style="list-style-type: none">• 51cm.x51cm. square scarf or 22cm.x120cm.• Made of satin fabric.• In the colour Save the Children will demand.• Each print shall contain at least two colours.• Relevant designs for each edition will be provided by the Save the Children communications team.• Each order min. 100 pieces will be ordered. |  |
| <p>Annex - 47: T-shirt</p> <ul style="list-style-type: none">• Made of 100% cotton, in sizes S, M, L and XL, printed with the Save the Children logo and "Save the Children" text.• The print is resistant to washing.• With ribbed sleeves and SCI flag on the hem.• Each order will be ordered in multiples of 10 and 10. |  |
| <p>Annex - 48: Raw Cloth Bag</p> <ul style="list-style-type: none">• made of 100% cotton.• 35x40cm. or 50x70cm. one way transfer printing.• Minimum 50 pieces will be requested in each order. |  |

| | |
|---|--|
| <p>Annex - 49: Hooded Sweatshirt (Red or White)</p> <ul style="list-style-type: none"> • T-shirt in red or black colour (Pantone will be shared separately). • Standard quality fabric, short sleeves, polo collar, rolled sleeve hem, printed (will be embroidered not printed) SCI logo on the chest, larger SCI logo to be printed on the back. Ribbon sleeves. • Made of at least 100 % cotton • Minimum 50 pieces will be requested in each order. |  |
| <p>Annex - 50: Polo T-Shirt (Red or Black)</p> <ul style="list-style-type: none"> • T-shirt in red or black colour (Pantone will be shared separately). • Standard quality fabric, short sleeves, polo collar, rolled sleeve hem, printed (will be embroidered not printed) SCI logo on the chest, larger SCI logo to be printed on the back. Ribbon sleeves. • Made of at least 100 % cotton • Minimum 50 pieces will be requested in each order. |  |
| <p>Annex - 51: Polo T-Shirt (Black)</p> <ul style="list-style-type: none"> • T-shirt in black. Pantone will be shared separately. • Standard quality fabric, short sleeves, polo collar, rolled sleeve hem, printed (will be embroidered not printed) SCI logo on the chest, larger SCI logo to be printed on the back. Ribbon sleeves. • Made of at least 100 % cotton. • Minimum 50 pieces will be requested in each order. |  |
| <p>Annex - 52: Hat</p> <ul style="list-style-type: none"> • Baseball cap, head width adjustable, red or white, with printed Save the Children Logo and "Save the Children" lettering on the front. • Minimum 50 pieces will be requested in each order. |  |

| | |
|--|--|
| <ul style="list-style-type: none"> • Annex - 53: Child T-Shirt • Made of 100% cotton, sizes S, M and L. • Save the Children logo and text on the chest. • T-shirt colour will be white with brand and logo print on red. • The product will be in the colour and model in the image. <p>Colour codes will be shared separately. Minimum 50 pieces will be ordered in each order.</p> |  |
| <p>Annex – 54/1: Summer Vest</p> <ul style="list-style-type: none"> • Vest with vest logo (red or beige). • At least three pockets. • 4 * 6 cm velcro on the pocket flap on the chest. • 10x10cm Save the Children logo on the other chest • 15x30cm SCI logo will be printed on the back. • As in the example image, there will be at least 2 reflective stripes in one chest and one skirt area. • Linen lined. • Minimum 50 pieces will be requested in each order. |  |
| <p>Annex – 54/2: Winter Vest</p> <ul style="list-style-type: none"> • Vest with vest logo (red or beige). • At least three pockets. • 4 * 6 cm velcro on the pocket flap on the chest. • 10x10cm Save the Children logo on the other chest • 15x30cm SCI logo will be printed on the back. • As in the example image, there will be at least 2 reflective stripes in one chest and one skirt area. • Fleece lined. <p>Minimum 50 pieces will be requested in each order.</p> |  |

| | |
|--|--|
| <p>Annex - 55: Raincoat</p> <ul style="list-style-type: none"> • Raincoat with logo (red or black) • It should be made of waterproof and breathable fabric. • Zipped and lined • 15x30cm SCI logo will be printed on the back. • 4x6 SCI logo on the left breast. <p>Minimum 50 pieces will be requested in each order.</p> |  |
| <p>Annex - 56: Wristband</p> <ul style="list-style-type: none"> • Save the Children Logo • Silicon or plastic based • Different Colours • Elastic <p>Minimum 50 pieces will be requested in each order.</p> |  |
| <p>Annex 57: Linyard</p> <ul style="list-style-type: none"> • Durable • Save the Children Logo on the fabriquer • It could be Red or other SCI colours • With plastic ID holder <p>Minimum 50 pieces will be requested in each order.</p> |  |

Detailed technical specifications (**Annex 1 - 57**) attached in the product criteria section this RFQ.

3- / SUBMISSION OF BID

Quotations must be submitted latest by **26 August 2023, 17:00 (local time)** electronically to below address. If mail server does not allow you to attach all documents, you can send in separate e-mails.

procurement.turkey@savethechildren.org

3.1. Documents to be submitted.

Documents indicated in “Evaluation” section (please refer to Section 4)

Copy of signed and stamped Technical Specifications

- Official technical sheets and visual materials for the offered items (sizes, colours, raw materials)

3.2. Inquiries

- Please contact with procurement.turkey@savethechildren.org or eren.cam@savethechildren.org for inquiries with deadline of **25 August 2023, 15:00**.

4- EVALUATION CRITERIA

ESSENTIAL CRITERIA

Bidder must meet the following criteria

- The main business line of the bidder must be related to retail or wholesale trade of the abovementioned items (SCI has the right to request for further documentation such as trial balance)
- Financial statement for 2021 and 2022.
- Please provide necessary documentation for proof of your registration in country (Trade Registry Gazette, Chamber of Commerce Registration, Chamber of Commerce Registry, Tax Documentation, Circular of Signature for signatory person for the offer submitted)
- A statement (signed/stamped) that confirms submitted unit prices (US Dollar) are going to be valid for 3 months.
- Full compliance with SCI standard policies (Please sign and stamp the document namely SCI Policies and send together with your proposal).
- Technical Specifications should be filled & dully signed/tamped.
- Offerors must provide a sample for the items which were mentioned in product criteria. Offerors who do not provide these samples will be disqualified from the bidding.
- Technical Specifications should be filled & dully signed/stamped.

- Payment within 30 calendar days after the delivery of the requested items.

CAPABILITY CRITERIA (50%)

- Delivery lead time **(15%)**
- Quality and technicality of the offered samples. **(35%)**

SUSTAINABILITY CRITERIA (10%)

- The bidder has an office in Hatay or Gaziantep and able to deliver to the Save the Children's offices thus reducing the carbon footprint and supporting the local economy in Earthquake effected areas. Supplier's which have offices in each location will earn 5 pts. **(10%)**

COMMERCIAL CRITERIA (40%)

- Bids must be submitted in unit price and in US Dollars. **(VAT and other fees and expenses must be included to the unit price) (%40)**
- Submit your offer signed and stamped only on the RFQ document. **Also send your offer as Excel.**

ATTACHMENTS - PRODUCT CRITERIA

The detailed information given for the products listed below describes the requested products in general terms to the companies that will bid. Items requested from the same product in different sizes, quantities, colors or features will be entered separately in the RFQ document by the supplier. **For detailed information, please review the RFQ document.**

Although there is not any upper limit on the contracting phase, the total value of the contract may not exceed 200.000,00 USD.

PACKAGING AND SHIPPING PRINCIPLES

All requested materials will be provided in closed and the original boxes. The information and quantities of the products inside will be written on the boxes.

Bidders can offer any other brand, taking into account the specified quality standards.

The supplier company is responsible for any damage, loss and collateral damage that may occur during shipping and delivery, and for the elimination of damages that have occurred. In similar cases, Save the Children Turkey Representative has the freedom not to accept the products unless the deficiencies are corrected.

The products will be delivered to **Save the Children's Turkey Country Offices**. In some cases, shipping can be made to different provinces. Save the Children reserves the right to send it to different provinces.

Primary delivery points will be; Gaziantep, Hatay and Istanbul.

The supplier will be responsible of delivering all required products as per DDP incoterm. All expenses including delivery, loading, and offloading must be included in the price.

SAMPLE SUBMISSION

A sample is requested for all requested items in the list. Please ship your samples according to the address information below. Our office is open every working day Also, please include the name and contact information below.

Save the Children International Türkiye Temsilciliği

Address: Fatih Mahallesi 22021 Sk.No:12 Şehitkamil/Gaziantep

+90539 641 46 19 – Uğur Özen

A) PRACTICE PRINCIPLES AND CONTROL

1. Payments will be made over the performance of the unit services specified in the tender Annex. The Contractor accepts and undertakes that he/she cannot demand price difference for any service.
2. In this contract, no advance payment or interim progress payment will be made, and payment may be requested after the delivery of the works is completed.
3. The completion of the work subject to the order will be subject to the approval of the SCI officer. The order will not be considered completed until the revisions that may be requested at the end of the work are completed, and the payments will be made when the revision etc. is followed by the progress payment.

GENERAL TERMS AND CONDITIONS FOR SUPPLY OF SERVICES

1. Definitions and Interpretation

1.1 Definitions. In these Conditions, the following definitions apply:

- (a) **Agreement:** the document entitled Agreement for the Supply of Services, between the Customer and the Supplier.
- (b) **Conditions:** the terms and conditions set out in this document as amended from time to time in accordance with Condition 16.6.
- (c) **Contract:** the contract between Customer and Supplier consisting of the Agreement, these Conditions and, where applicable, the Order. Should there be any inconsistency between the documents comprising the Contract, these Conditions shall have precedence unless otherwise stated in the Agreement or in the Order.
- (d) **Deliverables:** all documents, products and materials developed by the supplier or its agents, contractors and employees as part of or in relation to the Services in any form of media, including without limitation drawings, maps, plans, diagrams, designs, pictures, computer programs, data, specifications and reports (including drafts).
- (e) **Force Majeure Event:** has the meaning given in Condition 15.

- (f) **Order:** The Customer's order for the supply of Services, as set out in the Customer's purchase order form.
- (g) **Services:** the services to be provided by the Supplier (or any part of them) as set out in the Order
- (h) **Specification:** any specification for the Services, including any related plans and drawings, that is agreed in writing by the Customer and the Supplier.

1.2 Interpretation. In these Conditions, unless the context requires otherwise, the following rules apply:

- (a) A person includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).
- (b) A reference to a party includes its personal representatives, successors or permitted assigns.
- (c) A reference to a statute or statutory provision is a reference to such statute or provision as amended or re-enacted. A reference to a statute or statutory provision includes any subordinate legislation made under that statute or statutory provision, as amended or re-enacted.
- (d) Any phrase introduced by the terms **including, include, in particular** or any similar expression shall be construed as illustrative and shall not limit the sense of the words preceding those terms.

2. The Services

2.1 The Supplier shall meet any performance dates for the Services specified in the Order or notified to the Supplier by the Customer.

2.2 In providing the Services, the Supplier shall:

- (a) ensure that the Services and Deliverables correspond with their description in the Order and any applicable Specification, and that they comply with all applicable statutory and regulatory requirements;
- (b) co-operate with the Customer in all matters relating to the Services, and comply with all instructions of the Customer;
- (c) perform the Services with the best care, skill and diligence in accordance with best practice in the Supplier's industry, profession or trade;
- (d) use personnel who are suitably skilled and experienced to perform tasks assigned to them, and in sufficient number to ensure that the Supplier's obligations are fulfilled in accordance with this Contract;
- (e) provide all equipment, tools and vehicles and such other items as are required to provide the Services;

- (f) use the best quality goods, materials, standards and techniques, and ensure that the Deliverables, and all goods and materials supplied and used in the Services or transferred to the Customer, will be free from defects in workmanship, installation and design;
- (g) observe all health and safety rules and regulations and any other security requirements that apply at any of the Customer's premises;
- (h) not do or omit to do anything which may cause the Customer to lose any licence, authority, consent or permission on which it relies for the purposes of conducting its business, and the Supplier acknowledges that the Customer may rely or act on the Services; and
- (i) not infringe the rights of any third party or cause the Customer to infringe any such rights.

2.3 The Supplier represents and warrants that it has obtained and shall make available to the Customer all licences, clearances, permissions, authorisations, consents and permits necessary for the supply of the Services to the Customer and that the Deliverables shall be fit for all purposes for which the Supplier is or ought reasonably to be aware that they are required by the Customer.

2.4 The Customer reserves the right at any time to inspect work being undertaken in relation to supply of the Services, test the Services and inspect the premises where the Deliverables are being manufactured or stored. The Customer's inspector may adopt any reasonable means to satisfy himself or herself that the correct materials, workmanship and/or care and skill are or have been used.

2.5 If following such inspection or testing the Customer considers that the Services do not conform or are unlikely to comply with the Supplier's undertakings at Condition 2.2, the Customer shall inform the Supplier and the Supplier shall immediately take such remedial action as is necessary to ensure compliance.

2.6 Notwithstanding any such inspection or testing, the Supplier shall remain fully responsible for the Services and any such inspection or testing shall not reduce or otherwise affect the Supplier's obligations under the Contract, and the Customer shall have the right to conduct further inspections and tests after the Supplier has carried out its remedial actions.

3. Ethical Standards and Audit Requirements

3.1 The Supplier, its suppliers and sub-contractors shall observe the highest ethical standards and comply with all applicable laws, statutes, regulations and codes (including environmental regulations and the International Labour Organisation's international labour standards on child labour and forced labour) from time to time in force.

3.2 The Supplier, its suppliers and sub-contractors shall not in any way be involved directly or indirectly with terrorism, in the manufacture or sale of arms or have any business relations with armed groups or governments for any war related purpose or transport the Goods together with any military equipment. The Supplier shall also warrant that it has checked and will continue to check its staff, suppliers and sub-contractors against the United Kingdom Treasury List of Financial Sanctions Targets, the European Commission's List of Persons and Entities Subject to Financial Sanctions and the list of specially designated individuals and blocked persons maintained by the Office of Foreign Assets Control ('OFAC') of the

Department of the Treasury of the United States of America (and any similar list of prohibited persons and entities) and will immediately inform the Customer of any apparent correlation.

3.3 The Supplier shall ensure that its employees, suppliers and sub-contractors are aware of, understand, and adhere to the Customer's:

- (a) Child Safeguarding policy;
- (b) Fraud, Bribery and Corruption policy; and
- (c) Human Trafficking and Modern Slavery policy,

(together, the Mandatory Policies), attached to these Conditions.

3.4 The Supplier, its suppliers and sub-contractors shall be subject to, and shall in relation to the Contract act in accordance with, the IAPG Code of Conduct and any local or international standards which are applicable to the Goods.

3.5 The Supplier is taking reasonable steps (including but not limited to having in place adequate policies and procedures) to ensure it conducts its business (including its relationship with any contractor, employee, or other agent of the Supplier) in such a way as to comply with the Mandatory Policies, and shall upon request provide the Customer with information confirming its compliance.

3.6 The Supplier shall notify the Customer as soon as it becomes aware of any breach, or suspected or attempted breach, of the Mandatory Policies, and shall inform the Customer of full details of any action taken in relation to the reported breach.

3.7 The Supplier agrees to allow the Customer's employees, agents, professional advisers or other duly authorized representatives to inspect and audit all the Supplier's books, documents, papers and records and other information, including information in electronic format, for the purpose of making audits, examinations, excerpts and transcriptions. The Supplier agrees the extension of such rights to duly authorized representatives of the European Commission, the European Court of Auditors and the European Anti-Fraud Office (OLAF), the United States Government, the Controller General of the United States and any other such representatives instructed by a donor organization of the Customer to carry an audit of the Supplier's operations.

4. Performance

4.1 The Supplier shall perform the Services in accordance with the timing specified in the Agreement. Time shall be of the essence in respect of this Condition 4.1.

4.2 If the Supplier fails to comply with the time requirement referred to in Condition 4.1 the Customer, without prejudice to its other rights under the Contract, shall be under no obligation to make payment in respect of any Services which are not accepted.

- 4.3 The Services shall be supplied at the destination and on the date or within the period specified in the Agreement and, in any event, during the Customer's usual business hours or as instructed by the Customer.
- 4.4 The Customer shall not be deemed to have accepted any Services until the Customer has had reasonable time to inspect them following performance.
- 4.5 The Customer shall be entitled to reject any Services supplied which are not in accordance with the Agreement. If any goods that belong to the Customer or that the Customer has agreed to purchase are being transported as part of the Services, such goods shall be returned to the Customer without delay.
- 4.6 If any Services are so rejected, at the Customer's option, the Supplier shall forthwith re-supply substitute Services which conform with the Contract. Alternatively, the Customer may cancel the Contract, return any Deliverables to the Supplier at the Supplier's expense and claim costs and direct damages from the Supplier.
- 4.7 The Supplier shall ensure that it is available at the request of the Customer outside normal business hours, in order to address the requirements of any emergency in a timely fashion.

5. Indemnity

- 5.1 The Supplier shall keep the Customer indemnified in full against all costs, expenses, damages and losses (whether direct or indirect), including any interest, penalties, and legal and other professional fees and expenses awarded against or incurred or paid by the Customer as a result of or in connection with:
- (a) breach of any warranty given by the Supplier in Condition 9;
 - (b) personal injury, death or damage to property caused to the Customer or its employees arising out of, or in connection with, defects in the supply of the Services, to the extent that the defect in the Services is attributable to the acts or omissions of the Supplier, its employees, agents or subcontractors;
 - (c) any claim made against the Customer for actual or alleged infringement of a third party's intellectual property rights arising out of, or in connection with, the supply or use of the Services, to the extent that the claim is attributable to the acts or omissions of the Supplier, its employees, agents or subcontractors;
 - (d) any claim made against the Customer by a third party arising out of, or in connection with, the supply of the Services, to the extent that such claim arises out of the breach, negligent performance or failure or delay in performance of the Contract by the Supplier, its employees, agents or subcontractors;
 - (e) any claim made against the Customer by a third party for death, personal injury or damage to property arising out of, or in connection with, defects in the supply of the Services, to the extent that the defect in the Services is attributable to the acts or omissions of the Supplier, its employees, agents or subcontractors; and

- (f) any claim in respect of death or personal injury howsoever caused to any of the employees of the Supplier whilst at the premises of the Customer save where caused by the direct negligence of the Customer or its respective employees or agents.

6. Price and Payment

- 6.1 The price of the Services shall be the price set out in the Order which includes packing, labelling, carriage, insurance, delivery, royalties and licence fees (if applicable) and all other charges, taxes, duties and impositions and is not subject to alteration for any reason whatsoever.
- 6.2 The Customer reserves the right to withhold payment in respect of Services supplied which are defective, rejected or otherwise not in accordance with the requirements of the Contract.
- 6.3 The Customer may, without limiting any other rights or remedies it may have, set off any amount owed to it by the Supplier against any amounts payable by it to the Supplier under the Contract.

7. Termination

- 7.1 The Customer may terminate the Contract in whole or in part at any time and for any reason whatsoever by giving the Supplier at least one month's written notice.
- 7.2 The Customer may terminate the Contract with immediate effect by giving written notice to the Supplier and claim any losses (including all associated costs, liabilities and expenses including legal costs) back from the Supplier at any time if:
 - (a) the Supplier is in material breach of its obligations under the Contract; or
 - (b) the Supplier is in breach of its obligations under the Contract and fails to remedy such breach (where the breach is capable of remedy) within 14 days of written request; or
 - (c) the Supplier becomes insolvent or makes any voluntary arrangement with its creditors or (being an individual or corporate entity) becomes subject to an administration order or goes into liquidation or the Supplier ceases, or threatens to cease, to carry on business; or
 - (d) the Customer reasonably believes that any of the events mentioned above in sub-sections (a) through (c) is about to occur in relation to the Supplier and notifies the Supplier accordingly; or
 - (e) the Customer reasonably believes that continuing contractual relations with the Supplier may damage the reputation of the Customer; or
 - (f) the Customer reasonably believes that the Supplier has or is engaged in corrupt, fraudulent, collusive or coercive practices.
- 7.3 Termination of the Contract shall not affect Conditions 2.2, 4.2(a), 4.4, 4.5, 4.6, 5, 8, 9, 12, 13, 14, and 16.7 which shall continue without limit in time. Termination of the Contract shall not affect any rights, liabilities or remedies arising under the Contract prior to such termination.

8. Customer's Name, Branding and Logo

The Supplier shall not use the Customer's name, branding or logo other than in accordance with the Customer's written instructions or authorization.

9. The Supplier's Warranties

9.1 The Supplier warrants to the Customer that:

- (a) the Services will be performed by appropriately qualified and trained personnel, with the best care, skill and diligence and to such high standards of quality as it is reasonable for the Customer to expect in all the circumstances;
- (b) it has all authorisations from all relevant third parties to enable it to supply the Services without infringing any applicable law, regulation, code or practice or any third party's rights and has all necessary internal authorisations to approve the execution and performance under the Contract and will produce evidence of that action to the Customer on its request;
- (c) it will ensure that the Customer is made aware of all relevant requirements of any applicable law, regulation or code of practice which applies or is relevant to the supply of the Services to the Customer;
- (d) information in written or electronic format supplied by, or on behalf of, the Supplier to the Customer at any stage during the tender process, the negotiation process, the due diligence process or the term of the Contract was complete and accurate in all material respects at the time it was supplied, and any amendments or changes to the previously supplied information will be provided to the Customer without delay;
- (e) it will not and will procure that none of its employees will accept any commission, gift, inducement or other financial benefit from any supplier or potential supplier of the Customer;
- (f) none of its directors or officers or any of the employees of the Supplier has any interest in any supplier or potential supplier of the Customer or is a party to, or are otherwise interested in, any transaction or arrangement with the Customer; and

9.2 In case of any situation constituting or likely to lead to a breach of a warranty in Clause 9.1 during the term of this Contract, the Supplier shall:

- (a) notify the Customer in writing and without delay of such breach; and
- (b) take all necessary steps to rectify this situation.

The Customer reserves the right to verify that the measures taken are appropriate and to request additional steps are taken with a specified time period. Failure to implement the requested measures may lead to the termination of the Contract. These rights are without prejudice to the Customer's rights in Clause 9.1

10. Re-tendering

The Supplier undertakes to fully co-operate with the Customer in relation to any tender process which may, at the option of the Customer, be carried out at any time in relation to the supply of any of the Services.

11. Insurance

During the term of the Contract, the Supplier shall maintain in force, with a reputable insurance company, professional indemnity insurance, product liability insurance and public liability insurance to cover such heads of liability as may arise under or in connection with the Contract, and shall, on the Customer's request, produce both the insurance certificate giving details of cover and the receipt for the current year's premium in respect of each insurance.

12. Confidentiality

A party (**Receiving Party**) shall keep in strict confidence all technical or commercial know-how, Specifications, inventions, processes or initiatives which are of a confidential nature and have been disclosed to, or otherwise obtained by, the Receiving Party by the other party (**Disclosing Party**), its employees, agents or subcontractors, and any other confidential information concerning the Disclosing Party's business or its products or its services which the Receiving Party may obtain (the **Confidential Information**). The Receiving Party shall restrict disclosure of such Confidential Information to such of its employees, agents or subcontractors as need to know it for the purpose of discharging the Receiving Party's obligations under the Contract, and shall ensure that such employees, agents or subcontractors are subject to obligations of confidentiality corresponding to those which bind the Receiving Party.

13. Customer property

The Supplier acknowledges that all materials, equipment and tools, drawings, Specifications, and data supplied by the Customer to the Supplier (**Customer Materials**) and all rights in the Customer Materials are and shall remain the exclusive property of the Customer. The Supplier shall keep the Customer Materials in safe custody at its own risk, maintain them in good condition until returned to the Customer, and not dispose or use the same other than in accordance with the Customer's written instructions or authorisation.

14. Notices

- 14.1** Any notice under or in connection with the Contract shall be given in writing to the address specified in the Agreement or to such other address as shall be notified from time to time in accordance with this Condition and shall be sent by prepaid first-class post, recorded delivery, e-mail, fax or by commercial courier. All notices sent internationally shall be sent by courier or e-mail.
- 14.2** Any notice shall be deemed to have been duly received if sent by prepaid first-class post or recorded delivery, on the second day after posting, or if delivered by commercial courier, on the date that the courier's delivery receipt is signed.
- 14.3** This Condition 14 shall not apply to the service of any proceedings or other documents in any legal action. For the purposes of this Condition, writing shall include e-mails and faxes.

15. Force majeure

- 15.1** Neither party shall be liable for any failure or delay in performing its obligations under the Contract to the extent that such failure or delay is caused by a Force Majeure Event provided that the Supplier shall use best endeavours to cure such Force Majeure Event and resume performance under the Contract.

15.2 A Force Majeure Event means any event beyond a party's reasonable control, which by its nature could not have been foreseen, or, if it could have been foreseen, was unavoidable, including strikes, lock-outs or other industrial disputes (whether involving its own workforce or a third party's), acts of God, war, terrorism, riot, civil commotion, interference by civil or military authorities, armed conflict, malicious damage, nuclear, chemical or biological contamination, sonic boom, explosions, collapse of building structures, fires, floods, storms, earthquakes, loss at sea, epidemics or similar events, natural disasters, or extreme adverse weather conditions.

15.3 If any events or circumstances prevent the Supplier from carrying out its obligations under the Contract for a continuous period of more than 14 days, the Customer may terminate the Contract immediately by giving written notice to the Supplier.

16. General

16.1 Assignment and subcontracting:

- (a) The Customer may at any time assign, transfer, charge, subcontract, novate or deal in any other manner with any or all of its rights or obligations under the Contract.
- (b) The Supplier may not assign, transfer, charge, subcontract, novate or deal in any other manner with any or all of its rights or obligations under the Contract without the Customer's prior written consent.

16.2 Severance:

- (a) If any court or competent authority finds that any provision of the Contract (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of the Contract shall not be affected.
- (b) If any invalid, unenforceable or illegal provision of the Contract would be valid, enforceable and legal if some part of it were deleted, the provision shall apply with the minimum modification necessary to make it legal, valid and enforceable.

16.3 Waiver and cumulative remedies:

- (a) No waiver of any right or remedy under the Contract shall be effective unless it is in writing and signed by both parties. No failure or delay by a party in exercising any right or remedy under the Contract or by law shall constitute a waiver of that or any other right or remedy, nor preclude or restrict its further exercise. No single or partial exercise of such right or remedy shall preclude or restrict the further exercise of that or any other right or remedy.
- (b) Unless specifically provided otherwise, rights arising under the Contract are cumulative and do not exclude rights provided by law.

- 16.4** No partnership: Nothing in the Contract is intended to, or shall be deemed to, constitute a partnership or joint venture of any kind between the parties, nor constitute any party the agent of another party for any purpose. No party shall have authority to act as agent for, or to bind, the other party in any way.
- 16.5** Third party rights: A person who is not a party to the Contract shall not have any rights under or in connection with it.
- 16.6** Variation: Except as set out in these Conditions, any variation to the Contract, including the introduction of any additional terms and conditions, shall only be binding when agreed in writing and signed by the Customer. The Customer reserves the right to conduct a formal review of the Contract after 12 months. For the avoidance of doubt, no terms and conditions produced by the Supplier, including, but not limited to, those forming part of the Supplier's quotation, shall supersede and take precedence over these Conditions and the Contract.
- 16.7** Governing law and jurisdiction: The Contract shall be governed by and construed in accordance with English law. The parties irrevocably submit to the exclusive jurisdiction of the courts of England and Wales to settle any dispute or claim arising out of or in connection with the Contract or its subject matter or formation (including non-contractual disputes or claims).