ALIGHT – PAKISTAN PROGRAM
INVITATION TO TENDER FOR PRINTING OF 9 WORK BOOKS
TENDER REFERENCE NUMBERS: PR-PAK-GB-2020-308

ALIGHT invites a tender to provide printing services in accordance with the conditions detailed in the attached documents. Following documents are provided regarding tender:

- Part 1: Tender Information
- Part 2: Conditions of Tendering
- Part 3: Terms and Conditions of Purchase (which will be signed by the successful Bidder)
- Part 4: ALIGHT Child Safeguarding Policy
- Part 5: ALIGHT Conflict of Interest Policy
- Part 6: ALIGHT code of conduct & Procurement code of conduct
- Part 7: The IAPG agencies & Suppliers Code of Conduct

Participating firms/organizations must comply to the following conditions:

- Full completion of the “Tender Response” document in order that your tender may be regarded as compliant. Those tenders returned not completed may be treated as void.
- All the documents must be signed and stamped by the authorized official of the firm.
- The Technical Proposal cover should mention Envelope-A and Financial Proposal cover should mention Envelope-B and shall then be put in a single outer cover. The outer cover shall be super-scribed with “Tender for Printing of Work Books”. The “FROM” address and “TO” address shall be written without fail otherwise the Technical Proposal is liable for rejection.
- Envelope-A: Technical Proposal (properly sealed and addressed)
- Envelope-B: Financial Proposal (properly sealed and addressed)
- Both the Envelopes A and B should be put in a single outer cover and properly sealed and addressed

- Bids to be submitted to the below address. The envelope should indicate the ITT reference number, but have no other details relating to the bid.

  **Tender Title:** Printing of Work Books
  **ITT #:** PR-PAK-GB-2020-308

  **Admin and Logistic Officer**
  **ALIGHT Pakistan**
  **85-East, 4th Floor, Kamran Center,**
  **Jinnah Avenue, Blue Area, Islamabad**
  **051-2820437-40**

- Samples of paper (imported paper 70 grm and local paper 68 gram) should be provided with the technical proposal (Envelop –A) tender as sample.

- Printing of books/ reports samples will be called only from shortlisted bidders which will be mandatory for bid eligibility for next level scrutiny process.

- The tenderer shall provide Bid Security @ 5% of the value of the bid amount in the shape of CDR/ SDR/ Bank Draft/ Pay Order in the name of “ALIGHT”. The Bid Security document should be attached with financial proposal and a letter mentioning that Bid Security along with the Bid Security document reference no and date has been attached in the financial proposal “Please do not mention the amount in the letter”.

- Your return tender must be received at the address mentioned above on or before Monday, August 17, 2020 by 1600 hrs (“the Closing Date”). It is the sole responsibility of the bidder to make sure that bid document is submitted on the said date and time.

- Failure to meet the Closing Date may result in the tender being void. Bids must remain open for consideration for a period of 2 months from the Closing Date. ALIGHT is under no obligation to award the contract or to award it to the lowest bidder.

Should you require further information or clarification on the tender requirements, please contact **Operations Department ALIGHT** in writing at the following address: tenders@alighthpakistan.org
PART 1: TENDER INFORMATION

Introduction

Since 2002, ALIGHT (formerly known as American Refugee Committee) is both a trusted provider of humanitarian services and a frontrunner in tackling the most pressing development challenges faced by the country. Today, ALIGHT stands amongst the leading partners of the Government of Pakistan that are contributing to sustainable development and socio-economic empowerment of its citizens.

In Pakistan, our focus is on building a relationship with diverse partners to innovate and deliver high-quality programs and establish mechanisms that demand radical accountability and transparency.

Provisional timetable

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue Tender Notice and Invitation to Tender</td>
<td>[August 08 2020]</td>
</tr>
<tr>
<td>Return of tenders (Closing Date)</td>
<td>[19th August 2020]</td>
</tr>
<tr>
<td>Tender opening</td>
<td>[20th August 2020]</td>
</tr>
<tr>
<td>Procurement Committee Meetings</td>
<td>[20 &amp; 21st August 2020]</td>
</tr>
<tr>
<td>Bid clarifications as required</td>
<td>[24 August 2020]</td>
</tr>
<tr>
<td>Samples Evaluation</td>
<td>[20 &amp; 21 August 2020]</td>
</tr>
<tr>
<td>Award Contract</td>
<td>[25 August 2020]</td>
</tr>
<tr>
<td>Tentative Inspection</td>
<td>[15 September 2020]</td>
</tr>
<tr>
<td>Delivery to agreed locations</td>
<td>[18 September 2020]</td>
</tr>
</tbody>
</table>

Invitation to Tender-Printing of Work books
Indicative information

ALIGHT is willing to award a contract or framework agreement to successful bidder to meet the requirements of FY 2020. The following volumes is in pipeline which will be procured in 2nd quarter of this year.

<table>
<thead>
<tr>
<th>Sr#</th>
<th>Description</th>
<th>Unit</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Printing of Work Books Urdu Class 1</td>
<td>No.</td>
<td>3,300</td>
</tr>
<tr>
<td>2</td>
<td>Printing of Work Books Urdu Class 2</td>
<td>No.</td>
<td>3,300</td>
</tr>
<tr>
<td>3</td>
<td>Printing of Work Books Urdu Class 3</td>
<td>No.</td>
<td>3,300</td>
</tr>
<tr>
<td>4</td>
<td>Printing of Work Books Math Class 1</td>
<td>No.</td>
<td>3,300</td>
</tr>
<tr>
<td>5</td>
<td>Printing of Work Books Math Class 2</td>
<td>No.</td>
<td>3,300</td>
</tr>
<tr>
<td>6</td>
<td>Printing of Work Books Math Class 3</td>
<td>No.</td>
<td>3,300</td>
</tr>
<tr>
<td>7</td>
<td>Printing of Work Books English Class 1</td>
<td>No.</td>
<td>3,300</td>
</tr>
<tr>
<td>8</td>
<td>Printing of Work Books English Class 2</td>
<td>No.</td>
<td>3,300</td>
</tr>
<tr>
<td>9</td>
<td>Printing of Work Books English Class 3</td>
<td>No.</td>
<td>3,300</td>
</tr>
<tr>
<td>10</td>
<td>Transportation of above mentioned works books (Total Qty- 29,700)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Specification of requirement

Items that may be procured under this contract(s) include the below. Bidders may bid for some or all of these items.

<table>
<thead>
<tr>
<th>S.#</th>
<th>Subjects</th>
<th>No of Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Class 1</td>
</tr>
<tr>
<td>1</td>
<td>Urdu</td>
<td>114</td>
</tr>
<tr>
<td>2</td>
<td>Math</td>
<td>72</td>
</tr>
<tr>
<td>3</td>
<td>English</td>
<td>110</td>
</tr>
</tbody>
</table>

Specifications

<table>
<thead>
<tr>
<th></th>
<th>Option A</th>
<th>Option B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inner page</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Colour</td>
<td>Single</td>
<td>Single</td>
</tr>
<tr>
<td>Size</td>
<td>8.25 x 11.7</td>
<td>8.25 x 11.25</td>
</tr>
<tr>
<td>Gram</td>
<td>70 gm imported offset</td>
<td>68 gm local paper</td>
</tr>
<tr>
<td>Title Page</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Front side</td>
<td>4 color</td>
<td>4 color</td>
</tr>
</tbody>
</table>

Invitation to Tender-Printing of Work books
**Distribution Plan**

<table>
<thead>
<tr>
<th>Inner side</th>
<th>Single color</th>
<th>Single color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper/Card</td>
<td>Bleech card 210 gm</td>
<td>Bleech card 210 gm</td>
</tr>
<tr>
<td>Binding</td>
<td>Side pin</td>
<td>Side pin</td>
</tr>
<tr>
<td>Total Books</td>
<td>9 books</td>
<td>9 books</td>
</tr>
<tr>
<td>Quantity</td>
<td>3000 each book</td>
<td>3000 each book</td>
</tr>
</tbody>
</table>

Note: The quoted price of each item must be final and inclusive of all applicable taxes (Income tax, withholding tax, GST tax etc). No price variation shall be accepted after bid opening & award of PO and the quoted prices shall be considered as final price.

### Distribution Plan

#### Gilgit

<table>
<thead>
<tr>
<th>Class 1</th>
<th>Class 2</th>
<th>Class 3</th>
<th>Sub Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>Urdu</td>
<td>Math</td>
<td>Total</td>
</tr>
<tr>
<td>960</td>
<td>960</td>
<td>960</td>
<td>2880</td>
</tr>
<tr>
<td>NCHD Office, Gilgit</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Diamir

<table>
<thead>
<tr>
<th>Class 1</th>
<th>Class 2</th>
<th>Class 3</th>
<th>Sub Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>Urdu</td>
<td>Math</td>
<td>Total</td>
</tr>
<tr>
<td>1200</td>
<td>1200</td>
<td>1200</td>
<td>3600</td>
</tr>
<tr>
<td>NCHD Office, Diamir</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Skardu

<table>
<thead>
<tr>
<th>Class 1</th>
<th>Class 2</th>
<th>Class 3</th>
<th>Sub Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>Urdu</td>
<td>Math</td>
<td>Total</td>
</tr>
<tr>
<td>1140</td>
<td>1140</td>
<td>1140</td>
<td>3420</td>
</tr>
<tr>
<td>NCHD Office, Skardu</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Grand Total**: 29,700

Note: Transportation cost must be mentioned location wise.
Award criteria

Award of the contract will be based on the following criteria:

**Eligibility CRITERIA (Mandatory)**

The Tenderer(s)/ Bidder should meet the following Eligibility/Qualification Criteria to participate in the Tender/bidding process and must enclose documentary proof for fulfilling the Eligibility/ Qualification in the Technical Proposal:

<table>
<thead>
<tr>
<th>S#</th>
<th>Minimum Eligibility/ Qualification Criteria</th>
<th>Proof to be submitted for fulfilling Eligibility/Qualification Criteria</th>
<th>Check List</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Registration of the bidder with Income Tax Department</td>
<td>Certificate of Registration and in Active Tax-payer List</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Registration of the bidder with Sales Tax Department/Provincial Revenue Authority</td>
<td>Certificate of Registration</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Bidder should NOT be: a) blacklisted by any of the Provincial/Federal Government or organizations of the State/ Federal Government in Pakistan b) defaulter of any scheduled bank</td>
<td>a) Bidder will Provide an undertaking on stamp paper that the firm is not black listed or defaulter in any private and public sector procurement in the last 3 years. b) Each bidder will provide undertaking that firm is not defaulter of any scheduled bank.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Fully compliance to the minimum specification in the Bid document</td>
<td>Minimum specifications mentioned in section 10 are fully met/ fall under the specification given by the Bidder</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Compliance to Child safe guarding policy and code of conduct.</td>
<td>Bidder’s confirmation of compliance with the attached Conditions of Tendering, Terms and Conditions of Purchase, Child Safeguarding Policy and IAPG Code of Conduct</td>
<td></td>
</tr>
</tbody>
</table>
**TECHNICAL EVALUATION CRITERIA (60%)**

The proposals will be evaluated on 60:40 ratio (60% marks for technical and 40% marks for financial proposals). Following is the criteria for technical evaluation:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description</th>
<th>Criteria for Scoring</th>
<th>Score</th>
</tr>
</thead>
</table>
| 1.      | Similar projects of same nature (each project with minimum worth of 4 million or above) – from last 3 years  
*Similar projects refer to but not limited to printing of books, supplementary material for schools, notebooks/ copies, writing pads, reports, brochures, stationery items, calendars, diaries, and other printed material etc.* | 3 Projects or above | 30 |
|         |             | 2 Projects           | 20 |
|         |             | 1 Project            | 10 |
| 2.      | Average Working Capital/ Net Worth last three years.  
*Audit reports (ICAP Approved firms) / any other authentic document should be provided for 3 years to calculate Net worth of the organization.* | +20m | 10 |
|         |             | +5m to 20m           | 5 |
|         |             | Up to 5m             | 2.5 |
| 3.      | Provides minimum 3 satisfactory client references. As per above mentioned criteria (Sr # 1) where you have completed minimum 04 million worth orders in last 3 years. *(Referee Name, Number, Email address, Organization name)* | 03 satisfactory reference | 15 |
|         |             | 02 satisfactory reference | 10 |
|         |             | 01 satisfactory reference | 5 |
| 4.      | Average Income Tax (Average for the last three years)  
*Income Tax Returns/ authentic documentary proof to be provided.* | +3 m and above | 10 |
|         |             | +1 m to 3 m          | 05 |
|         |             | 0.5m to 1million     | 2.5 |
| 5.      | The bidder has its own printing facilities/ equipment to manage the assignment and offices.  
*Office would refer to the place where printing facility/ printing press is installed.* | 3 offices | 10 |
|         |             | 2 offices            | 5 |
|         |             | 1 office             | 2.5 |
|         | Delivery period of the job  
*The timeline committed by the vendor will be strictly followed and in case of delay in delivery damages will be imposed to the selected vendor. Bidder must provide this statement on affidavit.*) | Within 20 days from the issue of Letter of Acceptance by Purchaser | 25 |
|         |             | Within 25 days from the issue of Letter of Acceptance by Purchaser | 15 |
|         |             | Within 30 days from the issue of Letter of Acceptance by Purchaser | 5 |
TOTAL MARKS: 100

Marks of the technical proposal will be converted into the value of 60%
Financial proposal will be opened of those firms who will get 50 marks in technical evaluation.

FINANCIAL EVALUATION CRITERIA (40%)

Financial proposals will be opened for the firms who will qualify technical evaluation.

Financial bids of the technically qualified firms will be opened before the representatives who wish to attend the tender opening on the date mentioned in the Bid Invitation. Any change in the date and venue will be intimated to the Bidders.

40% weight-age will be given to Financial Proposals of the Firms. The formula for financial scoring is that the lowest bidder gets 40 points and for the other bidders (Quoted bid of the bidder, divided by lowest bid, multiplied by 40).

Value quoted by lowest bidder = A
Value quoted by second lowest bidder = B
Value quoted by third lowest bidder = C
Financial scoring of the lowest bidder will be = 40
Financial scoring of the second lowest bidder will be = (A/B)*40
Financial scoring of the third lowest bidder will be = (A/C)*40

Total Score and award of contract

Total score will be calculated as follows:
(60% of Technical Score + 40% Financial Score) = Total Score

Contract will be awarded to the Firm with maximum accumulative score (Technical Score + Financial Score).
COMMERCIAL CRITERIA

- The Financial proposal must be with all applicable govt. taxes. The financial proposal must be supported by delivery plan spread over no. of days.
  1. Your bid/proposal must be inclusive of freight and all other taxes delivered at ALIGHT locations in Gilgit-Baltistan mentioned in distribution plan.
  2. Tax at source will be deducted as per Pakistan Govt. Rule from all payment to Supplier, unless a valid tax exemption is provided by the supplier.
  3. Payment will only be made on submission of invoice in the name of ALIGHT.
  4. Bids after due date and time will not be entertained.
  5. Payment will be made as per name of business mentioned on invoice.

Sealed bids with requested documents and information should be dropped in the sealed bid box at below stated address by or before 4:00 PM on Monday 17th August 2020.

Tender Title: Printing of Work Books

Admin and Logistic Officer
ALIGHT Pakistan
ITT #:PR-PAK-GB-2020-308
85-East, 4th Floor, Kamran Center,
Jinnah Avenue, Blue Area, Islamabad
051-2820437-40
PART 2: CONDITIONS OF TENDERING

1. Definitions

In addition to the terms defined in the Cover Letter, in these Conditions, the following definitions apply:

(a) **Award Criteria** - the award criteria set out in the Invitation to Tender.

(b) **Bidder** - a person or organisation who bids for the tender.

(c) **Conditions** - the conditions set out in this 'Conditions of Tendering' document.

(d) **Cover Letter** - the cover letter attached to the Tender Information Pack.

(e) **Goods and/or Services** - everything purchased by ALIGHT under the contract.

(f) **Invitation to Tender** - the Tender Information, these Conditions, ALIGHT (Formerly known as ARC’s) Terms and Conditions of Purchase, ALIGHT’s Child Safeguarding Policy, ALIGHT’s Anti Bribery and Corruption Policy and the IAPG Code of Conduct.

(g) **ALIGHT** - American Refugee Committee International, working under the new INGO Regulatory Framework (MOU Ref: No.4/17/2016-PE-III) which requires us to regularly update MOI on its projects.

(h) **Specification** - any specification for the Goods and/or Services, including any related plans and drawings, supplied by ALIGHT to the Supplier, or specifically produced by the Supplier for ALIGHT, in connection with the tender.

(i) **Supplier** - the party which provides Goods and/or Services to ALIGHT.

2. The Contract

The contract awarded shall be for the supply of goods and/or services, subject to ALIGHT’s Terms and Conditions of Purchase (attached to these Conditions). ALIGHT reserves the right to undertake a formal review of the contract within delivery period.

3. Late tenders

Tenders received after the Closing Date will not be considered, unless there are in ALIGHT’s sole discretion exceptional circumstances which have caused the delay.

4. Correspondence

All communications from Bidders to ALIGHT relating to the tender must be in writing and addressed to the person identified in the Cover Letter. Any request for information should be received at least **3 days** before the Closing Date, as defined in the Invitation to Tender. Responses to questions submitted by any Bidder will be circulated by ALIGHT to all Bidders to ensure fairness in the process.

Invitation to Tender - Printing of Work books
5. **Acceptance of tenders**

ALIGHT may, unless the Bidder expressly stipulates to the contrary in the tender, accept whatever part of a tender that ALIGHT so wishes. ALIGHT is under no obligation to accept the lowest or any tender.

6. **Alternative offer**

If the Bidder wishes to propose modifications to the tender (which may provide a better way to achieve ALIGHT’s Specification) these may, at ALIGHT’s discretion, be considered as an Alternative Offer. The Bidder must make any Alternative Offer in a separate letter to accompany the Tender. ALIGHT is under no obligation to accept Alternative Offers.

7. **Prices**

Tendered prices must be shown as both inclusive of and exclusive of any Value Added Tax chargeable or any similar tax (if applicable).

8. **No reimbursement of tender expenses**

Expenses incurred in the preparation and dispatch of the tender will not be reimbursed.

9. **Non-Disclosure and Confidentiality**

Bidders must treat the Invitation to Tender, contract and all associated documentation (including the Specification) and any other information relating to ALIGHT’s employees, servants, officers, partners or its business or affairs (the "Confidential Information") as confidential. All Bidders shall:

- recognise the confidential nature of the Confidential Information;
- respect the confidence placed in the Bidder by ALIGHT by maintaining the secrecy of the Confidential Information;
- not employ any part of the Confidential Information without ALIGHT’s prior written consent, for any purpose except that of tendering for business from ALIGHT;
- not disclose the Confidential Information to third parties without ALIGHT’s prior written consent;
- not employ their knowledge of the Confidential Information in any way that would be detrimental or harmful to ALIGHT;
- use all reasonable efforts to prevent the disclosure of the Confidential Information to third parties;
• notify ALIGHT immediately of any possible breach of the provisions of this Condition 9 and acknowledge that damages may not be an adequate remedy for such a breach.

10. Award Procedure

ALIGHT’s Procurement Committee will review the Bidders and their tenders to determine, in accordance with the Award Criteria, whether they will award the contract to any one of them.

11. Information and Record Keeping

ALIGHT shall consider any reasonable request from any unsuccessful Bidder for feedback on its tender and, where it is appropriate and proportionate to do so, provide the unsuccessful Bidder with reasons why its tender was rejected. Where applicable, this information shall be provided within 30 business days from (but not including) the date on which ALIGHT receives the request.

12. Child Protection

All Bidders are required to comply fully with ALIGHT’s Child Safeguarding Policy (attached to these Conditions).

13. Exclusion Criteria

Any Bidder is required to confirm in writing that:

• Neither it nor any related company to which it regularly subcontracts is insolvent or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is 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;

• Neither it nor a company to which it regularly subcontracts has been convicted of fraud, corruption, involvement in a criminal organisation, any money laundering offence, any offence concerning professional conduct, breaches of applicable labour law or labour tax legislation or any other illegal activity by a judgment in any court of law whether national or international;

• Neither it nor a company to which it regularly subcontracts has failed to comply with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the relevant country in which it the Bidder operates.

Any Bidder will automatically be excluded from the tender process if it is found that they are guilty of misrepresentation in supplying the required information within their tender bid or fail to supply the required information.

14. Conflict of Interest / Non Collusion
Any Bidder is required to confirm in writing:

- That it is not aware of any connection between it or any of its directors or senior managers and the directors and staff of ALIGHT which may affect the outcome of the selection process. If there are such connections the Bidder is required to disclose them.
- Whether or not there are any existing contacts between ALIGHT, and any other American Refugee Committee entity, and it and if there are any arrangements which have been put in place over the last twenty four (24) months.
- That it has not communicated to anyone other than ALIGHT the amount or approximate amount of the tender.
- That it has not and will not offer pay or give any sum of money commission, gift, inducement or other financial benefit directly or indirectly to any person for doing or omitting to do any act in relation to the tender process.

15. Assignment and novation

All Bidders are required to confirm that they will if required be willing to enter into a contract on similar terms with either ALIGHT or any other American Refugee Committee entity if so required.
PART 3: TERMS AND CONDITIONS OF PURCHASE

1. ACCEPTANCE OF THE PURCHASE ORDER

This Purchase Order may only be accepted by the Supplier signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order as herein specified. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and Obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order including these General Conditions. No additional or inconsistent provision proposed by the Supplier shall bind ALIGHT Pakistan unless agreed to in writing by a duly authorized ALIGHT Pakistan official.

2. LEGAL STATUS

The Supplier shall be considered as having the legal status of an independent contractor vis-à-vis ALIGHT Pakistan. The Supplier, its personnel and sub-contractors shall not be considered in any respect as being the employees of ALIGHT Pakistan. The Supplier shall be fully responsible for all work and services performed by its employees, and for all acts and omissions of such employees.

3. SOURCE OF INSTRUCTIONS

The Supplier shall neither seek nor accept instructions from any authority external to ALIGHT Pakistan in connection with the performance under this Contract. The Supplier shall refrain from any action which may adversely affect ALIGHT Pakistan and shall fulfil its commitments with the fullest regard to the interests of ALIGHT Pakistan.

4. EXPLOITATION AND ABUSE OF REFUGEES AND OTHER PERSONS OF CONCERN TO ALIGHT PAKISTAN

The Supplier warrants that it has instructed its personnel to refrain from any conduct that would adversely reflect on ALIGHT Pakistan and/or the United Nations and from any activity which is incompatible with the aims and objectives of the United Nations or the mandate of ALIGHT Pakistan to ensure the protection of refugees and other persons of concern to ALIGHT Pakistan. The Supplier hereby undertakes all possible measures to prevent its personnel from exploiting and abusing refugees and other persons of concern to ALIGHT Pakistan. The failure of the Supplier to investigate allegations of exploitation and abuse against its personnel or related to its activities or to take corrective action when exploitation or abuse has occurred, shall entitle ALIGHT Pakistan to terminate this Purchase Order immediately upon notice to the Supplier, at no cost to ALIGHT Pakistan.

5. ANTI-PERSONNEL MINES

The Supplier guarantees that it is not engaged in the sale or manufacture, either directly or indirectly, of anti-personnel mines or any components produced primarily for the operation thereof. Any breach of this representation and warranty shall entitle ALIGHT Pakistan to terminate this Purchase Order immediately upon notice to the Supplier, at no cost to ALIGHT Pakistan.

6. CHILD LABOUR

Invitation to Tender-Printing of Work books
The Supplier represents and warrants that neither it, nor any of its suppliers, is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, required that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child’s education, or to be harmful to the child’s health and physical, mental, spiritual, moral or social development. Any breach of this representation and warranty shall entitle ALIGHT Pakistan to terminate this Purchase Order immediately upon notice to the Supplier, at no cost to ALIGHT Pakistan.

7. SUB-CONTRACTING

In the event the Supplier requires the services of a sub-contractor, the Supplier shall obtain the prior written approval of ALIGHT Pakistan for all sub-contractors. The Supplier shall be fully responsible for all work and services performed by its sub-contractors and suppliers, and for all acts and/or omissions of such sub-contractors and suppliers and their personnel. The approval of ALIGHT Pakistan of a sub-contractor shall not relieve the Supplier of any of its obligations under this Purchase Order. The terms of any subcontract shall be subject to and conform to the provisions of this Purchase Order.

8. ASSIGNMENTS

The Supplier shall not assign, transfer, pledge or make other disposition of this Purchase Order or any part thereof or of any of the Supplier’s rights, claims or obligations under this Purchase Order except with the prior written consent of ALIGHT Pakistan.

9. OFFICIALS NOT TO BENEFIT

The Supplier represents and warrants that no official of ALIGHT Pakistan has been, or shall be, offered by the Supplier any direct or indirect benefit arising from this Purchase Order or the award thereof. The Supplier agrees that breach of this provision is breach of an essential term of this Purchase Order.

10. ENCUMBRANCES/LIENS

The Supplier shall not cause or permit any lien, attachment or other encumbrance by any person or entity to be placed or to remain in any public office or with ALIGHT Pakistan against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Supplier.

11. EXPORT LICENCE

The Purchase Order is subject to the obtaining of any export license or other governmental authorization that may be required. It shall be the responsibility of the Supplier to obtain such license or authorization. Should the Supplier encounter difficulties in obtaining the required export license or governmental authorization, it shall immediately bring this to the attention of ALIGHT Pakistan. ALIGHT Pakistan will, at its discretion, use its best endeavours to assist.

12. WARRANTY

Invitation to Tender-Printing of Work books
The Supplier warrants the goods, including the packaging, furnished under this Purchase Order conforms to the specifications of the Purchase Order and is free from damage and defects in workmanship or materials. This warranty is without prejudice to any further guarantees that the Supplier provides to purchasers. Such guarantees shall apply to the goods subject to this Purchase Order.

13. LIQUIDATED DAMAGES

Late delivery, or dispatch outside the agreed schedule, shall be subject, without notice, to an assessment of liquidated damages equivalent to 0.1 percent of the Purchase Order value per day or part thereof. The assessment will not exceed 10 percent of the Purchase Order value. ALIGHT Pakistan has the right to deduct this amount from the Supplier’s outstanding invoices, if any. This remedy is without prejudice to any others that may be available to ALIGHT Pakistan, including cancellation, for the Supplier’s non-performance, breach and/or violation of any term or condition of the Purchase Order. Acceptance of goods delivered late shall not be deemed a waiver of ALIGHT Pakistan’s rights to hold the Supplier liable for any loss and/or damage resulted therefrom, nor shall it act as a modification of the Supplier’s obligation to make future deliveries in accordance with the delivery schedule.

14. REJECTION

Under the Purchase Order, ALIGHT Pakistan shall have the right to reject the goods or any part thereof if they do not conform to specifications.

15. INSPECTION

ALIGHT Pakistan or its duly accredited representatives shall have the right to inspect the goods ordered for under this Purchase Order at Supplier’s stores, during manufacture, in the ports or places of shipment, and the Supplier shall provide all facilitates for such inspection. ALIGHT Pakistan may issue a written waiver of inspection at its discretion. Any inspection carried out by representatives of ALIGHT Pakistan or any waiver thereof shall not prejudice the implementation of the other relevant provisions of this Purchase Order concerning obligations subscribed by the Supplier, such as warranty or specifications. Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

16. INTELLECTUAL PROPERTY INFRINGEMENT

The Supplier warrants that the use or supply by ALIGHT Pakistan of the goods sold under this Purchase order does not infringe on any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold ALIGHT Pakistan and the United Nations harmless from any actions or claims brought against ALIGHT Pakistan and/or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.

17. TITLE TO EQUIPMENT

Title to any equipment and supplies that may be furnished by ALIGHT Pakistan shall rest with ALIGHT Pakistan and any such equipment shall be returned to the ALIGHT Pakistan at the conclusion of this Contract or when no longer needed by the Supplier. Such equipment, when returned to ALIGHT Pakistan,
shall be in the same condition as when delivered to the Supplier, subject to normal wear and tear. The Supplier shall be liable to compensate ALIGHT Pakistan for equipment determined to be damaged or degraded beyond normal wear and tear.

18. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF ALIGHT PAKISTAN

Unless authorized in writing by ALIGHT Pakistan, the Supplier shall not advertise or otherwise make public the fact that it is a Supplier to ALIGHT Pakistan, or use in any manner whatsoever the name, emblem or official seal of ALIGHT Pakistan or any abbreviation of the name of ALIGHT Pakistan for in connection with its business or otherwise.

19. PRIVILEGES AND IMMUNITIES

Nothing contained in this Purchase Order shall be deemed a waiver, express or implied, of any privilege or immunity which ALIGHT Pakistan may enjoy, whether pursuant to the Convention on the Privileges and Immunities of the United Nations, or any other convention or agreement.

20. TAX EXEMPTION

ALIGHT is not exempt from any/all direct taxes, except charges for public utility services, and is not exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize ALIGHT Pakistan exemption from such taxes, duties or charges, the Supplier shall immediately consult with ALIGHT Pakistan to determine a mutually acceptable procedure.

Accordingly, the Supplier authorizes ALIGHT Pakistan to deduct from the Supplier’s invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with ALIGHT Pakistan before the payment thereof and ALIGHT Pakistan has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide ALIGHT Pakistan with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

21. PRIOR NEGOTIATIONS SUPERSEDED BY PURCHASE ORDER

This Purchase Order supersedes all communications, representations, arrangements, negotiations, requests for proposals and proposals related to the subject matter of this Purchase Order.

22. OVERRIDING CLAUSE

In the event of any conflict or inconsistencies between these –General Terms and Conditions for Goods or any other document which forms part of the Purchase Order these Conditions shall prevail except where they have been amended (by specific reference to the relevant clause and paragraph of these Conditions) as provided for herein.

23. AUTHORITY TO MODIFY

Invitation to Tender-Printing of Work books
Pursuant to the Financial Regulations and Rules of the ALIGHT Pakistan, only the Procurement Manager possesses the authority to agree on behalf of ALIGHT Pakistan to any modification of or change in this Purchase Order, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Supplier. Accordingly, no modification or change in this Purchase Order shall be valid and enforceable against ALIGHT Pakistan unless provided by an amendment to this Purchase Order signed by the Supplier and the Procurement Manager.

24. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Supplier shall give notice and full particulars in writing to ALIGHT Pakistan, of such occurrence or change if the Supplier is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Purchase Order. The Supplier shall also notify ALIGHT Pakistan of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of this Purchase Order. On receipt of the notice required under this Article, ALIGHT Pakistan shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Supplier of a reasonable extension of time in which to perform its obligations under this Purchase Order.

If the Supplier is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Purchase Order, ALIGHT Pakistan shall have the right to suspend or terminate this Purchase Order on the same terms and conditions as are provided for in Article 26, “Termination”, except that the period of notice shall be seven (7) days instead of thirty (30) days.

Force majeure as used in this provision means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force. Notwithstanding anything to the contrary in this Purchase Order, the Supplier recognises that the work and services will be performed under harsh or hostile conditions caused by civil unrest. Consequently, delays or failure to perform caused by events arising out of, or in connection with, such civil unrest shall not, in and of itself, constitute force majeure under this Purchase Order.

25. DISPUTES – ARBITRATION

Amicable Settlement; The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Purchase Order or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the Pakistan Law on Arbitration and Conciliation then obtaining, or according to such other procedure as may be agreed between the parties.

Arbitration Any dispute, controversy or claim between the Parties arising out of this Purchase Order or the breach, termination or invalidity thereof, unless settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, shall be referred to by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The place of arbitration shall be Geneva. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in this Purchase Order, the arbitral tribunal shall have no authority to award interest. The parties shall be bound by any arbitration
award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

26. TERMINATION OF PURCHASE ORDER

In the case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order including but not limited to failure to obtain necessary export licenses, or failure or refusal to make delivery of all or part of the goods by the agreed delivery date or dates, ALIGHT Pakistan may, after giving the Supplier reasonable notice to perform without prejudice to any other rights or remedies, exercise on or more of the following rights:

Procure all or part of the goods from other sources, in which event ALIGHT Pakistan may hold the Supplier responsible for any excess cost occasioned thereby, Refuse to accept delivery of all or part of the goods, Cancel this Purchase Order without any liability for termination charges or any other liability of any kind to ALIGHT Pakistan.

ALIGHT Pakistan may terminate forthwith this Purchase Order at any time should the mandate or the funding of ALIGHT Pakistan be curtailed or terminated, in which case the Supplier shall be reimbursed by ALIGHT Pakistan for all reasonable costs incurred by the Supplier prior to receipt of the notice of termination.

27. INSOLVENCY AND BANKRUPTCY

Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, ALIGHT Pakistan may, without prejudice to any other rights and remedies, terminate this Purchase Order by giving the Supplier written notice of termination. Should the Supplier be adjudged bankrupt, or should the Supplier make a general assignment for the benefit of its creditors, or should a receiver be appointed on account of the Supplier’s insolvency, ALIGHT Pakistan may under the terms of this Purchase Order, terminate this Purchase Order forthwith by giving the Supplier written notice of termination.

28. PAYMENT INSTRUCTIONS

ALIGHT Pakistan shall, on the fulfilment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment by bank transfer within thirty days of receipt of the Suppliers invoice for the goods and copies of any other documentation specified in the Purchase Order. Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms. The prices shown in this Purchase Order may not be increased except by express written agreement of ALIGHT Pakistan.

Documents are to be sent to the under defined address.

ALIGHT Pakistan
ITT #: PR-PAK-GB-2020-308
85-East, 4th Floor, Kamran Center,
Jinnah Avenue, Blue Area, Islamabad

Invitation to Tender-Printing of Work books
PART 4: ALIGHT CHILD SAFEGUARDING POLICY

As an international humanitarian & development organization, ALIGHT is committed to the wellbeing of children and our child centered activities are based on principles of the UN Convention of the Rights of Children 1989; Best interest of the child, Non-discrimination, Freedom of expression, Respect for child opinion in matters affecting him/her and Participation of the child and Pakistan’s Constitutional Provisional’s pertaining to Child Safeguarding/Protection.

ALIGHT does not tolerate any form of child abuse or exploitation. The purpose of this policy is to ensure that ALIGHT has procedures in place to prevent and deal with child abuse and exploitation by ALIGHT Representatives or its Affiliates. This policy is applicable to all ALIGHT’s staff, supporters, donors, partners and Board members.

Definitions of terminology used

- **Child**: The Employment of Children Act 1991 defines “child” as a person below 14 years of age and an “adolescent” as a person below 18 years of age. The Constitution of Pakistan also regards the minimum age as 14 years. ALIGHT Pakistan defines child as any human being below the age of 18 years.
- **Child Abuse**: is physical, sexual, or psychological mistreatment of a child or children. It includes actual or potential harm to a child and damages safe and healthy development. It can occur in a child’s home, or in the organizations, schools or communities the child interacts with.
- **ALIGHT’s Representatives**: include its Employees, volunteers, interns, consultants, Board members, Partners and others who work with children on ALIGHT’s behalf and have access to sensitive information about children in our programs.
- **Child Safeguarding Protection Commission**: is Child welfare and protection National Agency/Commission or equivalent authority
- **Child Safeguarding Focal Person**: is an individual who holds expertise in Child Safeguarding and is nominated by CR for handling and resolving Child Safeguarding concerns and training ALIGHT representatives on Child Safeguarding Policies and procedures.
- **Child Safeguarding Policy**: consists of all the procedures employed by ALIGHT to ensure that it is a child safe organization.

Types of Child Abuse and Exploitation

Four major types of Child Abuse are described below. These however need to be examined in the light of the culture of the community for clear understanding.

a) **Emotional**

Persistent and psychological ill treatment, which results in a severe impact upon a child’s behavior and development. It will involve a denial of normal respect and may take the form of persistent personal criticism, humiliation or discrimination in the absence of any positive interest or concern. This can happen in situations when children are subject to a persistent level discrimination due to being unaccompanied, selective giving of gifts, low status, gender, religion, ethnic background and/or bullying as a result of the unrealistic expectations of others.

b) **Physical**

Any direct acts of physical injury upon a child which are not the result of an accident. This can also include tasks and errands, which clearly exceed the capacity of the child to manage safely.

c) **Sexual**

All forms of sexual acts perpetrated upon a child by another person and include sexual abuse and sexual harassment. This issue is more complex when it occurs between older children of similar age groups. The essential issue is one of exploitation, which is considered to have occurred if an adult perpetrated the
activity on a child and/or involved a misuse of power, services, age or authority, or the use of physical force or emotional manipulation by children of the opposite sex from a peer group. This can also include exposure of children to all forms of pornography and sexual acts.

d) Neglect
Persistent failure to prevent the exposure of a child to danger, or the extreme failure to carry out important aspects of care, medical or physical which results in the significant impairment of the child’s health or development.

Indicators of Recognizing Child Abuse or Exploitation
Below are possible signs or indicators of child abuse or exploitation that may vary by cultural and economic context, and are not exhaustive but serve as a guideline to help establish whether some form of child abuse or exploitation has taken place.

a) Emotional Abuse (consider behaviour based on the culture of the community)
- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Also depression/aggression/extreme anxiety
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under achievement or lack of concentration
- Persistent tiredness
- Running away/stealing/lying

b) Physical Abuse
- Any injuries not consistent with the explanation given to them
- Injuries which occur to the body in places which are not normally exposed to falls, rough games etc.
- Injuries which have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises, bites, burns, fractures etc which do not have a reasonable explanation
- Cuts/scratches/substance abuse
- Infections and/or symptoms of sexually transmitted diseases

c) Sexual Abuse
- Any allegations made by a child concerning child abuse
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play
- Sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed sharing arrangements at home
- Severe sleep disturbance, with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations

d) Child Neglect (consider poverty factor in community)
- Under nourishment and failure to grow
- Constant hunger, stealing or gorging food
- Untreated illnesses
- Inadequate care
Moral Responsibilities of ALIGHT and its Partner Staff to protect children in emergency situation Below guidelines should be followed to protect children who face danger, an immediate apparent threat to life or an emergency situation:

1. Where there is a danger, an immediate threat to a child's life or it is in the best interest of the child, staff may intervene as long she/he shall not endanger his or her own life or that of the child's. The incident should be immediately reported to Police who shall then remove child from danger and place him/her in a safe place.
2. In cases of emergencies, staff shall be required, wherever possible, to summon precautionary and preventive measures to avoid a situation that would expose children to danger.
3. In situations of armed conflict, staff must as much as possible; undertake evacuation for all children and women as a first measure to mitigate the effects of conflict.
4. Staff shall exercise impartiality in protecting children regardless of which side they fall among warring communities.
PART 5: ALIGHT Conflict of Interest Policy

The American Refugee Committee seeks to avoid potential conflicts of interest posed by close personal relationships between ALIGHT associated persons, employees and clients, patients, beneficiaries, consultants, contractors other individuals participating in an ALIGHT program or activity. As used in this policy, “close personal relationships” include close familial relationships such as spouse, parents, children, siblings, cousins, and other relations; or consensual sexual or romantic relationships. To ensure that close personal relationships between ALIGHT associated persons and employees and clients, patients, and beneficiaries do not influence decisions with respect to hiring, promotion, education or access to materials, medicine, healthcare, money or other financial resources or any other goods or services provided by ALIGHT, any ALIGHT associated person engaged in a close personal relationship with another person as defined in this policy is responsible for disclosing this relationship in writing to the Director of Human Resources.

ALIGHT associated persons are prohibited from providing any assistance or service through any ALIGHT program, such as access to materials, medicine, healthcare, money or other financial resources or any other goods or services provided by ALIGHT, to anyone with whom they have a close personal relationship. ALIGHT associated employees are also prohibited from supervising and participating in any hiring, promotion, and evaluation decisions, either directly or indirectly that may affect an individual with whom they have a close personal relationship. When informed of a close personal relationship in accordance with this policy, the Program Coordinator, in conjunction with the Country Director, will recommend steps to eliminate any potential for conflict of interest.

Failure to disclose the existence or end of a close personal relationship in accordance with this policy is cause for termination of the associated person’s agreement.

ALIGHT associated persons who believe this policy is being violated should report the concern to a Program Coordinator or the Country Director. In any case, the Country Director must be informed, unless the violation involves the Country Director in which case the Director of Human Resources & Administration must be notified.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of the American Refugee Committee. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an ALIGHT associated person has any influence on transactions involving purchases, contracts, or leases, it is imperative that he or she disclose to an officer of the American Refugee Committee as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an ALIGHT associated person or relative has a significant ownership in a firm with which the American Refugee Committee does business but also when an
employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the ALIGHT. The activities are strictly prohibited by ALIGHT. Violations will be cause for immediate termination and, if warranted, legal action.

The Contractor has read this Conflict of Interest policy and understands the contents of this policy and that the Contractor is responsible for complying with its provisions.

Name (Print): ____________________________________

Signature: ___________________________ Date: ________________
PART 6: ALIGHT Code of conducts & Procurement code of Conduct

CODE OF CONDUCT

It is ALIGHT’s policy that all staff, consultants, subcontractors and sub-grantees conduct their activities morally, ethically, and in the spirit of accountability and transparency, and in conformity with applicable laws and regulations and practices common with responsible corporations and non-government organizations.

Specifically, this policy explicitly provides that:

1. No funds or assets will be used for any unlawful or improper purpose.
2. No contributions will be made for political purposes from ALIGHT funds in the United States or in any country, even in countries where such contributions may be legal.
3. Gratuities, business entertainment, meals and gifts which are both lawful and customary may be permissible, but may not be allowable. However, no payments, gratuities, or gifts will be made, directly or indirectly, to any official or employee or other Government or any Government agency.
4. Financial data required to be submitted to donors, including governments, must be accurate, complete and current and prepared in accordance with applicable grant requirements, where appropriate.
5. No payments will be solicited or received by an employee or relative of an employee from a vendor or sub grantee or prospective vendor or sub grantee.
6. Payments to agents, brokers or middlepersons may be made where required in the normal course of business to secure goods and services for ALIGHT taking care that such payments are in line with prevailing practice. Agents' compensation must be reasonable in relation to the services performed and will not exceed the normal rate for transactions of a similar nature and size in the particular location.
7. All financial transactions will be accounted for accurately and properly. No undisclosed or unrecorded funds or assets will be established or maintained for any purpose.
8. Payments/cash transactions will be made only into and from ALIGHT Headquarters-approved bank accounts.

PROCUREMENT CODES OF CONDUCT

The American Refugee Committee seeks to avoid potential problems when dealing with procurement situations. For the purpose of this policy, the phrase, “person,” includes individuals, groups organizations, associations, and any form of business entity, whether or not registered or authorized, and any combination of any of the foregoing or any representative, whether actual or apparent, of any of the foregoing.

Prohibited Conduct:

1. Gifts. No person may solicit, offer or accept any gift or thing of value from any other person where there is an actual or potential business relation between such Parties.
- The following exception applies: A small token gift that is inexpensive or can be shared with all staff (such as food, flowers, etc.), or an offer to provide recognition or thank you.

2. All persons and their staff who provided or made possible the benefit bestowed. The recipient of such an exception must inform the Country Director in writing within 10 days after receipt.

3. Influence. No person may solicit, offer or accept any offer to exert economic, political or personal pressure of influence on another person for the benefit of any person, in return for a preference, favourable decision, or other advantage in an existing or proposed transaction.

4. Bid-Rigging. With regard to any bid, request, proposal, or offer of assistance, no person shall agree with another person, who is, or except for such agreement would be, a competitor of such person to eliminate, limit or dilute competition or improperly influence or try to improperly influence, the making of an award, grant, contract or undertaking of any humanitarian organization.

5. Grant Rotating. No person shall engage in any agreement or collusive scheme to rotate or distribute among selected or predetermined persons the award of grants, contracts, or offers of assistance in contravention of the established policies of any donor humanitarian organization.

6. Kickbacks. No person shall provide or attempt to provide, solicit, accept or attempt to accept any kickback.

**Procurement Conflicts of Interest**

1. Insider Relations. It is a conflict of interest and a violation of this code for any person, soliciting or being considered for a grant, award, contract or offer of assistance, to solicit or enter into any grant, award, contract or offer of assistance to a business member, family member or a person with whom the person has a close economic relation, working for, in any capacity, the entity making the grant, award, contract or offer of assistance.

2. Enforcement

3. Consents
   Contractors dealing with employees of ALIGHT in a bidding process will be required to sign a consent statement that they will abide by this Code of Conduct in all dealings with member agencies for all purchases.

4. Compliance List
   The Country Director shall maintain a list of all contractors, dealing with employees of his/her country program in bidding processes, who have agreed to ALIGHT Proprietary Information to comply with this Code of Conduct and are in compliance with this Code, which will be on file in the country program office.

5. Violations
   Violations will be reported directly to the ALIGHT Country Director in writing with a copy to the Director Administration. Any offer received from a potential supplier that is in violation of ALIGHT policies must be rejected.

**Acknowledgement**

Invitation to Tender-Printing of Work books
I acknowledge that I have read and understood the ALIGHT Code of Conduct and its Procurement Code of Conduct.

Company Name: __________________________________________

Please contact your ALIGHT representative if you have further questions.

PART 7: CODE OF CONDUCT FOR IAPG AGENCIES AND SUPPLIERS

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

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

Code of Conduct for Suppliers:

Goods and services are produced and delivered under conditions where:

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

Environmental Standards:

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

1. Waste Management.
2. Packaging and Paper.
4. Energy Use.
5. Sustainability.

Business Behaviour:

IAPG members will seek alternative sources where the conduct of suppliers demonstrably violates anyone’s basic human rights, and there is no willingness to address the situation within a reasonable timeframe.
IAPG members will seek alternative sources where companies in the supply chain are involved in the manufacture of arms or the sale of arms to governments, which systematically violate the human rights of their citizens.

**Qualifications to the statement**

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

**Disclaimer**

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

**Supplier’s Confirmation**

I do hereby confirm that I have read, understood and agreed to the following Terms and Conditions, and the Policies as outlined in the Tender Document.

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This form must be duly signed & stamped and submitted together with the Quotation.