

QUOTE PROPOSAL

TENDER
“Procurement of Multimedia Facility Equipment”

Tender Reference: RT- SIDA-E3160-26092022
Date of issue: 06, October 2022

I. Summary:

One signed copy of the form must be submitted by email to Lien Bach, Chief of Party, at lbach@internews.org, with copy to amaniglio@internews.eu or in person to Internews offices at Sinkor, 19th street, Payne’s Avenue, Monrovia – Liberia, together with the accompanying documentation specified in the Letter of Invitation.

Respondent Information:

Company Name (As per registration certificate):

Address (Company’s legal registration address):

Tel. (Office tel. numbers):

E-mail (Company’s e-mail):

Webpage (Company’s webpage):

Contact person (for this tender):

Name and Title (Name, Title of Responsible Person):

Address (Contact person address):

Tel. (Contact person tel.)

E-mail (Contact persons’ e-mail) :

Declaration:

In response to your Letter of Invitation to tender as referenced above, we, the undersigned, hereby declare that we offer to provide, in accordance with the terms of the tender dossier and the conditions and time limits laid down, without reserve or restriction, the goods and services listed in this tender. The price of our tender is USD (taxes and discounts included). This tender is valid for a period of 60 calendar days from the final date for submission of tender.

By submitting this proposal, I consent for Internews to store my data in line with Internews’ privacy policy which can be found here: <https://internews.org/internews-privacy-policy>.

Name and Position/ Job Title: [.....]

Duly authorised to sign this tender on behalf of:
[.....]

Place and date: [.....]

Stamp of the firm/company: [.....]

Name and address of the authorized entity/Service Center for warranty/ guarantee repair, maintenance services: _____

IV. Qualification and Experience:

Please state below your qualifications and experience for providing the goods and services as described in Letter of Invitation:

V. References:

Please include below three references and contact information for whom your company/organisation provided similar services especially in Liberia or West Africa region.

No	Name, Organisation	Contact information
1		
2		
3		

VI. Company registration documents and licenses:

Please annex to this form the company/organisation registration documents to confirm that the company/organisation is duly registered and complies with the necessary legal requirements to supply goods and render services as described in the Letter of Invitation to tender No RT-SIDA-E3160-25092022 from October 6, 2022. If applicable, a copy of the required licenses must be provided to Internews as an annex to this form.

VII. Code of Conduct for Suppliers:

Please sign the annexed Code of Conduct for Suppliers (Annex A) by a relevant authorised representative.

VIII. Bidder Declaration Form:

Please sign the annexed Bidder Declaration Form (Annex B) by a relevant authorised representative.

ETHICAL STANDARDS

We strive to purchase and source goods, services and works which are produced and delivered under conditions that do not involve the abuse or exploitation of any persons.

We look to work in partnership with suppliers to ensure that:

- Employment is freely chosen
- Freedom of association and the right to collective bargaining are respected
- Working conditions are safe and hygienic
- No exploitation of children
- Living wages are paid
- Working hours are not excessive
- No discrimination is practised
- Regular employment is provided
- No harsh or inhumane treatment is allowed

Specifically, we will not enter into any procurement relationship with companies that have:

- Significant Involvement in the arms trade
- Unacceptable levels of Third World debt
- Infringement of pharmaceutical marketing practices with essential drugs policies
- Tobacco marketing in the Third World
- Significant involvement in the alcohol industry
- Significant involvement in gambling
- Significant involvement in pornography
- Involvement in terrorism

ENVIRONMENTAL IMPACT

We strive to purchase and source goods, services, and work, which have the least negative impact on the environment.

We make procurement decisions and look to work in partnership with suppliers to ensure that:

- Sustainability is maximised and purchasing decisions are based on whole life principles
- Waste is minimised and items recycled whenever this is practicable. Effective controls of waste in respect of ground, air and water pollution are adopted. In the case of hazardous materials emergency response plans are in place.
- Undue and unnecessary use of materials is avoided, and recycled materials used whenever possible.
- Processes and activities are monitored and modified as necessary to ensure the conservation of scarce resources, including water, flora and fauna and productive land in certain situations.
- All production and delivery processes, including the use of heating, ventilation, lighting, IT systems and transportation, are based on the need to maximise efficient energy use and to minimize harmful emissions.

We expect our suppliers to comply with all statutory and other legal requirements relating to the environmental impacts of their business. We encourage our suppliers to be accredited to the relevant ISO standards.

In the event that we work in partnership with a supplier in good faith but subsequently discover unacceptable practices either at the supplier or within the supplier's supply chain we will engage with the supplier constructively to address identified weaknesses.

Bidder Declaration Form

Internews Europe requires that all actual or potential conflicts of interest are resolved to the satisfaction of Internews Europe **prior** to the submission of Bids. In the event that any actual or potential conflict of interest comes to a Bidder's attention following the submission of its Bid, that Bidder should immediately notify Internews Europe.

Please identify any potential conflicts of interest that could arise if the potential Bidder were to be short-listed to supply, and how these will be dealt with. Conflicts of interest are not limited to the Bidder organisation but include all Relevant Organisations such as sub- contractors, advisers, or partner organisations associated with the procurement.

A conflict of interest shall not be deemed to arise solely by virtue of a person's employment or engagement by Internews Europe or a partner organisation (although bidders are requested to disclose such relationships for information purposes only).

If no potential conflict of interest is identified, please state this in the response.

Bidders are subject to an ongoing obligation to notify Internews Europe of any material changes in their financial or other circumstances. This includes, but is not limited to, changes to the identity of Relevant Organisations or sub-contractors or the ownership or financial or other circumstances thereof and solvency of the Bidder. Internews Europe should be notified of any material change as soon as it becomes apparent.

Failure to notify Internews Europe of any material changes or to comply with any of these provisions may lead to a Bidder being liable for disqualification from this procurement.

[To be completed by an authorised signatory, in his / her own name, on behalf of the potential Bidder]

Name of Bidder Organisation:	
Name of Authorised representative:	
Position/Job Title:	
Details of potential conflict of interest being declared (or 'None'):	
I hereby declare that I am not aware of any other circumstances which would conflict with the interests of Internews Europe I undertake to report promptly any change of circumstances.	
Signature:	
Date:	

The completed Conflict of Interest declarations must be returned to Lien Bach, Chief of Party, lbach@internews.org with copy to amaniglio@internews.eu by November 6, 2022, 5:00 pm. Please note that further information may be requested. All returns will be treated as confidential.