

CALL FOR TENDER

INVITATION TO TENDER FOR SUPPLY AND DELIVERY OF CAHWs KITs IN DOLLO ADO WEREDA

A. Instructions to Bidders

Please note that:

1. In submitting an offer, the bidder accepts in full and without restriction the special and general conditions governing this tender as the sole basis of this tendering procedure, whatever his own conditions of sale may be, which hereby waives.
2. Bidders are expected to examine carefully and comply with all instructions, forms, provisions and specifications contained in this tender document
3. Any request for clarification must be received by RACIDA in writing at least **10-days** before the deadline for submission of tenders. RACIDA will reply to bidders' questions at least **5-days** before the deadline for submission of tenders.
4. Bidders' quotes should be inclusive of all taxes, delivery cost to location, must be in **Ethiopian Birr** and shall remain valid for at least ninety (90) days from the closing date of the tender.
5. Bidders **MUST** fill all the forms in section of the tender document. failure to fill the forms comprehensively will render the bid "non-responsive"
6. Bidders **MUST** submit with their offer in full technical specifications, technical data sheets where applicable for the products they intend to supply.
7. Completed tender documents are to be enclosed in plain, sealed envelopes addressed as per submission details stated and on or below last submission date.
8. Costs incurred by the bidder in preparing and submitting the tender proposals will not be reimbursed.
9. Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender.
10. No account can be taken of any reservation in the tender as regards the tender document; any reservation will result in the immediate rejection of the tender without further evaluation.

1. Preamble

Rural Agency for Community Initiative Development and Assistance – RACIDA is a national non-governmental organization. Non- political, non-denominational and non-profitmaking, it was set up in Ethiopia in June 2, 2011 to intervene in countries throughout the world. RACIDA's objectives are to save lives by combating hunger, disease, and those crises threatening the lives of helpless men, women and children.

RACIDA intervenes in the following situations:

To enhance self-reliance and prosperity among vulnerable pastoralist communities living in Arid and Semi-Arid Lands through promotion of better livelihood systems, sustainable use of natural resources and community empowerment.

We envision "Communities in Arid and Semi-Arid Lands in the Horn of Africa having secured livelihoods and sustainably managing their natural resources".

RACIDA opened a mission in Ethiopia in 2011

2. Purpose of the Call for Tenders

The purpose of this Call for Tenders is to solicit competitive offers for supply and delivery of CAHWs KITs for Dollo Ado Wereda. A detailed description of the goods and services required by RACIDA is contained in the technical specifications (see APPENDIX A – Technical specifications).

3. Call for Tenders Schedule:

Description	Date	Time
Solicitation Issue Date	17 th December 2025	
Deadline for request for any clarifications from RACIDA	22 nd December 2025	Before 1600hrs
Point of contact for clarifications, questions, and amendments	RACIDA procurement department: Procurement@racida.org	Within specified periods
Last date on which clarification are issued by RACIDA	29 th December 2025	Before 1700hrs
Submission of tender deadline	31 st December 2025	On or before 1600hrs
Tender opening date	TBD	TBD
Targeted bidders	Bidders Familiar with & authorized to work in Dollo Ado Ethiopia	

* All times are in the local time of E.A

4. Questions and Clarifications

If RACIDA, either on its own initiative or in response to a request from a prospective bidder, provides additional information on the tender document, such information will be published through RACIDA's website. Bidders are therefore advised to continuously review tender documents online before close of clarifications window.

All clarifications sort should be strictly via email to procurement@racida.org. Any prospective tenderer seeking to arrange individual meetings with RACIDA during the tender period may be excluded from the tender procedure.

5. Clarification meeting / Site visit

No site meeting required as these will be communicated together with any clarifications in response to written requests which were not addressed in the tender document in writing.

6. Eligibility

Participation in tendering is open on equal terms to any natural and legal persons or company registered in Ethiopia. Preference however is to be bidders with past experience or working knowledge of Dollo Ado and its environs. Joint ventures are not eligible.

7. Mandatory Submission Requirements

Failure to provide all the above and in the formats stipulated will AUTOMATICALLY result in disqualification of the Tenderer's proposal.

NO.	REQUIRED DOCUMENTS	YES	NO
1	Duly filled appendixes A, B, C, D, E & F		

2	Certificate of Incorporation of Business/Business Permit		
3	Tax Compliance Certificate		
4	Proof of financial ability to finance the supply and delivery. Please share either of the following: Audited financial reports of last two years/ A letter from the bidder's bank to guarantee the bidder's solvency/ Verifiable bank statements with enough balance to fund the supply/ Bank or any financial institution letter of credit		
5	A technical bid consisting of a detailed description of the supply offered		
7	Bid submitted two separate copies; one original and the other copy, clearly addressed as stipulated, sealed and all placed in one outside envelop also clearly addressed.		
8			
	VERDICT (ACCEPT/REJECT)		

8. Late Proposals

Late proposals will not be accepted and will be returned to the proponent or discarded.

9. Tender Validity Period

The tender validity period should be 90-calender days from the date of ITT closure

10. Modification and Withdrawal of ITT

The bidder may withdraw/modify its proposal any time after the proposal's submission and before the closing of bids submission by providing a written and signed notice of the withdrawal/modification. No proposal may be modified/withdrawn after the closing date for submission of ITT.

No proposal may be withdrawn in the interval between the closing date for submission of ITT and the expiration of the proposal 90 days validity.

All proposals will be irrevocable after the Call for Tenders closing date RACIDA reserves the right in its sole discretion to clarify any bid after closing by seeking further information from any or all bidders. However, bidders are cautioned that any clarification sought will not be an opportunity to either correct or change their offer in any substantive manner.

11. Call for Tender Process

RACIDA reserves the right to negotiate, accept or reject any or all proposals and quotations at its sole discretion and to pursue or act further on any responses it considers advantageous. RACIDA does not bind itself to accept the lowest prices or any proposal. All proposals will be irrevocable after the Call for Tenders closing date.

12. Currency of tenders

Tenders must be presented in **Ethiopia Birr**, VAT included

13. Language of offers and procedure

The offers, all correspondence and documents related to the tender exchanged by the bidder and RACIDA must be written in English.

14. Evaluation Criteria

Tenders will be evaluated on the criteria listed below:

- Ability to meet the requirements of the Call to tender
- Compliance with RACIDA terms and conditions

- Total price/cost submission
- Bidders' product and service offering as specified in the item specifications

15. Award Criteria

The contract will be awarded to the bidder having presented the lowest bid amongst those judged technically and administratively compliant.

16. Notification award and contract signature

The successful bidder will be informed in writing that its tender has been accepted (notification of award). RACIDA will send the signed purchase documents in two original copies to the successful bidder.

The unsuccessful tenderer will be informed by e-mail within the 10 days following the award.

Within 2 working days following the reception, the successful tenderer will sign, date and send back the contract. The successful tenderer will have to communicate the number and exact references of the bank account where the payments will be executed.

If the successful tenderer fails to sign and send back the contract within 7 working days, RACIDA can consider after notification the award as null and void.

17. Ownership of tenders

RACIDA retains ownership of all tenders received under this tender procedure. Consequently, bidders have no right to have their tenders returned to them.

18. Cancellation of the tender procedure

In the event of a tender procedure's cancellation, bidders will be notified by RACIDA. If the tender procedure is cancelled before the outer envelope of any tender has been opened, the sealed envelopes will be returned, unopened, to the tenderers.

Cancellation may occur where:

1. The tender procedure has been unsuccessful, namely where no qualitative or financially worthwhile tender has been received or there has been no response at all.
2. The economic or technical parameters of the project have been fundamentally altered.
3. Exceptional circumstances or *force majeure* render normal performance of the project impossible.
4. All technically compliant tenders exceed the financial resources available.
5. There have been irregularities in the procedure, in particular, where these have prevented fair competition.

19. Ethics

RACIDA pays very careful attention to working with companies that commit to respect basic Ethics Rules.

The tenderers have to read and understand the Good Business Regulations as defined by RACIDA and introduced in the Appendix E of this tender document. The tenderers will have to fill and sign the Appendix F: *Declaration of compliance & commitment to respect RACIDA Good Business Regulations*.

B. Technical and Commercial Specifications

20. Lots

The interested suppliers are required to submit their bid for the entire tender as a single package

21. Variation in quantity

RACIDA reserves the right to vary the quantities stipulated at the time of ordering. Under this variation, the unit prices used in the tender shall be applicable to the quantities procured.

22. Delivery Completion plan

The successful Supplier should complete the supply work within 40 days from the time when the contract is signed.

23. Insurance

RACIDA shall bear no responsibility over losses or damages of the procured products incurred during the performance period and before acceptance of said products. It is therefore up to the supplier to insure the products if necessary.

24. Quality of the CAHWS Kits

The delivery will be inspected by RACIDA representative and the district livestock office expert who will assess the quality of the materials/kits and issue quality check report to RACIDA for onward processing of payments.

Tolerance for the composition or quality as defined in the Appendix A.... or packaging and marking is the sole responsibility of RACIDA.

Please note that deliveries that fail to meet quality checks will be returned to the supplier for replacement or the entire supply totally rejected

25. Documentation

For every consignment, the selected supplier will have to provide RACIDA with:

- A Commercial invoice
- A Delivery note/Slip
- Certificate of Conformity (if applicable)
- Right quantities ordered
- Any other relevant documents

Delivery & Invoice slips will necessarily bear the Contract Reference and / or Purchase order number, batch numbers (as applicable), serial numbers (if any), the full specifications and quantities of the delivery.

26. Non-conformity of delivery

Quality and condition

Should the quality or the condition of the products not satisfy RACIDA requirements during the preliminary inspection or delivery, RACIDA reserves the right to demand:

- The delivery of products which conforms to the order. They will need to be replaced by the supplier at his/her own expense. The replacement will be executed as soon as possible, at the latest, within 15 calendar days from the discovery of the non-

compliance. The replaced products will again be subject to the rules laid down in this ITT.

- Or the immediate reimbursement of the payment
- Or the cancellation of the order and of the corresponding price

The supplier will have to remove specific markings of the non-accepted products when mentioning RACIDA and donor name.

Quantity

Should products be missing from delivery, the missing quantity will be delivered as soon as possible, at the latest 15 days after its discovery, at the expense of the supplier. The then delivered products will be subject to the rules laid down in this contract.

Delays

In the event of delays of delivery (total or partial) except in case of force majeure, RACIDA reserves the right without notice:

- To either apply penalties for delay in 2 % of the nominal value (before tax) of the total amount of the order per week of delay. Any fractional part of the week is to be considered a full week.
- Or to cancel the whole order, the balance of supplies which remains to be delivered.

Non-delivery

If delivery does not take place two weeks after the set delivery deadline, the contract will be deemed void.

In case of a non-delivery of goods meant to replace non-compliant products as delivered previously, or in case of missing quantities, the contract will be deemed void at the pro rata of the quantities still undelivered/missing.

27. Payment procedure

All payments will be made by bank transfer to the supplier account.

Payments will occur after acceptance of the products by RACIDA representative and upon the receiving of original invoices issued by the supplier and within 30 days of payment documentation receipt.

Appendixes

Appendix A: Technical Specifications

Appendix B: Tender Form

Appendix C: Supplier Questionnaire

Appendix D: Detailed Pricing Matrix

Appendix E: RACIDA's Good Business Regulations

Appendix F: Declaration of Compliance with RACIDA Good Business Regulations

Appendix G: RACIDA Contract Template

Appendix A:

TECHNICAL SPECIFICATIONS

TENDER FOR PURCHASE AND DELIVERY OF AGRICULTURAL FARM INPUTS

Large Animal Burdizzo / Castrator

- Type: Heavy-duty Burdizzo castrator
- Application: Cattle, camels, donkeys
- Material: High-carbon stainless steel
- Size: 36–42 cm length
- Features: Non-cutting, crushing mechanism; strong spring
- Finish: Rust-resistant, polished surface
- Sterilization: Autoclavable
- Condition: New

2. Small Animal Burdizzo / Castrator

- Type: Burdizzo castrator (small animal)
- Application: Goats, sheep
- Material: Stainless steel
- Size: 23–28 cm length
- Features: Non-cutting crushing jaws
- Sterilization: Autoclavable
- Condition: New

3. Hoof Cutter

- Type: Veterinary hoof cutter / trimmer
- Application: Cattle, sheep, goats
- Material: Hardened stainless steel blade
- Handle: Non-slip rubber or plastic grip
- Cutting Edge: Sharp, durable
- Sterilization: Autoclavable
- Condition: New

4. Knapsack Sprayer – 20 Liters

- Capacity: 20 liters
- Material: Heavy-duty plastic tank
- Pump Type: Manual piston pump
- Nozzle: Adjustable brass or plastic nozzle
- Straps: Padded shoulder straps
- Application: Spraying disinfectants, insecticides

- Condition: New

5. Cotton Gauze – 100 g

- Weight: 100 grams
- Material: 100% absorbent cotton
- Sterilization: Sterile / medical grade
- Packaging: Sealed hygienic pack
- Use: Wound dressing and cleaning

6. Treatment Syringes – 20 ml

- Capacity: 20 ml
- Material: Medical-grade plastic
- Type: Disposable, sterile
- Luer: Luer lock / luer slip
- Packaging: Individually packed

7. Treatment Syringes – 10 ml

- Capacity: 10 ml
- Material: Medical-grade plastic
- Type: Disposable, sterile
- Luer: Luer lock / luer slip
- Packaging: Individually packed

8. Treatment Needles

- Sizes: 16G, 17G, 18G
- Length: Standard veterinary size
- Material: Stainless steel
- Type: Disposable, sterile
- Packaging: Individually sealed
- Compatibility: Standard syringes

9. Digital Thermometer

- Type: Veterinary digital thermometer
- Measurement Range: 32°C – 43°C
- Display: Digital LCD
- Power: Battery operated
- Accuracy: $\pm 0.1^{\circ}\text{C}$
- Waterproof: Yes
- Condition: New

10. Automatic Vaccination Syringe – 30 ml

- Capacity: 30 ml

- Type: Automatic / repeating syringe
- Material: Stainless steel and durable plastic
- Dosage Adjustment: Yes
- Sterilization: Autoclavable
- Application: Mass vaccination
- Condition: New

11. Automatic Vaccination Syringe – 10 ml

- Capacity: 10 ml
- Type: Automatic / repeating syringe
- Material: Stainless steel and durable plastic
- Dosage Adjustment: Yes
- Sterilization: Autoclavable
- Condition: New

12. Vaccination Needles for 30 ml Auto Syringe

- Compatibility: 30 ml automatic vaccination syringe
- Gauge: 16G–18G
- Material: Stainless steel
- Type: Sterile, disposable or reusable
- Packaging: Sealed

13. Vaccination Needles for 10 ml Auto Syringe

- Compatibility: 10 ml automatic vaccination syringe
- Gauge: 18G–20G
- Material: Stainless steel
- Type: Sterile
- Packaging: Sealed

14. CAHWs Bag

- Type: Field veterinary bag
- Material: Heavy-duty canvas or nylon
- Compartments: Multiple internal and external pockets
- Closure: Zipper
- Carrying: Shoulder strap and handle
- Application: Carrying veterinary tools and medicines

15. CAHWs Gaun

- Type: Protective gown / coat
- Material: Cotton or poly-cotton
- Color: White
- Size: Medium to Extra-Large
- Features: Long sleeves, washable

- Use: Veterinary and clinical protection

16. Case Report Books

- Type: Veterinary / CAHW Case Report Book
- Content: Pre-printed pages for recording animal health cases
- Information Fields:
 - Date of treatment
 - Owner name
 - Animal species and age
 - Diagnosis
 - Treatment administered
 - Dosage
 - Outcome / remarks
 - CAHW name and signature
- Size: A4 or A5
- Pages: 100–200 pages
- Binding: Strong binding (perfect bound or spiral)
- Paper Quality: Minimum 70–80 GSM
- Cover: Thick cardboard or laminated cover
- Durability: Suitable for field use
- Condition: New

Appendix B:

TENDER FORM FOR A SUPPLY CONTRACT

Publication reference:

Title of contract: TENDER FOR SUPPLY AND DELIVERY OF CAHWS KITS

Date :

To: RACIDA, Ethiopia

I. Submitted By

Name of tenderer:	[.....]
Nationality:	[.....]
Partners' name and nationality if any:	

II. Contact Person (for this tender)

Name	:	[.....]
Address	:	[.....]
Telephone	:	[.....]
Fax	:	[.....]
E-mail	:	[.....]

III. Tenderer's Declaration(s)

To be completed and signed by the tenderer (including one from each partner in a consortium).

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

- a) We have examined and accept in full the content of the document for invitation to tender No [.....] of [.../..... /.....]. We hereby accept its provisions in their entirety, without reservation or restriction.
- b) will grant a discount of [.....%], or [.....ETB] in the event of our being awarded
- c) This tender is valid for a period of [.....days] from the final date for submission of tenders, i.e. until [...../..... /20.....]
- d) We hereby confirm we have read, understand and we accept the “Technical Specifications” described in Appendix A. Our offer has been designed according to these specificities requested by RACIDA.
- e) We hereby confirm we have read the elements described in Appendix F and accept these conditions in full. In case our offer is awarded the Contract, we accept to sign a contract written on this base.

OR: we ask RACIDA to consider the alternate wording proposed in the attached document named [specify the name of your doc]

- f) Our firm/company [and our sub suppliers] has/have the following nationality: [.....]
- g) We are making this application in our own right and for this tender. We confirm that we are not tendering for the same contract in any other form.
- h) We are providing evidence of our registration/statute.
- i) We agree to abide by the standard ethics clauses and have no potential conflict of interest or any relation with other candidates or other parties in the tender procedure at the time of the submission of this application.
- j) We will inform RACIDA Ethiopia immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognize and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this contract.
- k) We note that RACIDA Ethiopia is not bound to proceed with this invitation to tender and that it reserves the right to award only part of the contract. It will incur no liability towards us should RACIDA Ethiopia do so.

IV. CONTENT OF THE BID

We understand that a complete bid to submit to RACIDA must include:

1. Appendix B completed, signed and stamped, with all required certificates of business registration renewed 2017 EC.
2. A copy of Certificate of Incorporation or Business Company Registration or Trade license renewed for year 2017 EC.
3. A copy of Tax Identification Number certificates (**TIN**) and Tax clearance for the preceding year 2016 EC
4. All other relevant documents deemed appropriate and relevant to this tender
5. **Appendix C:** Supplier Questionnaire dully filled out
6. **Appendix D:** Pricing Matrix.
7. **Appendix F:** Declaration of Compliance with RACIDA Good Business Regulations

Name: [.....]

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

Place and date: [.....]

Stamp of the firm/company:

This tender includes the following annexes:

[Numbered list of annexes with titles]

Appendix C:

Supplier Questionnaire

Company Name:

1. Range of products / services that the supplier offers:
 - a)
 - b)
 - c)
 - d)
 2. Country where the supplier’s Headquarters are registered
- (Please provide a copy of the business registration)
3. Is the supplier part of an international company? (YES/NO (tick appropriately). Please detail the link (headquarters / subsidiary) and list the other manufacturing and commercial sites, in the country and abroad.
.....
 4. Is the supplier registered in Ethiopia? (YES/NO (tick appropriately)
 5. When was the company established in the country?.....
 6. When was the headquarters created?.....
 7. What is the supplier’s yearly income over the last 3-2 years?
.....
.....
 8. What is the Group (if any) yearly income?.....
 9. How many employees are working for the supplier locally?
and abroad?.....
 10. Is the supplier the manufacturer of the products presented in the offer? (YES/NO (tick appropriately)
- If yes, please give details:
- Where is the manufacturing site?
- What is the production capacity?

If not, please briefly present the distribution channel and specify if the supplier is an official reseller for these products.

.....
Please provide a copy of dealer registration if applicable

11. Is the supplier able to provide Certificates of Origin for his products? (YES/NO (tick appropriately))

12. Has the supplier already worked with RACIDA Ethiopia or any other RACIDA entity in the past? YES/NO (tick appropriately)

Please detail which RACIDA entity, the period, the type of products / services sold, the volumes and amounts?

13. Does the supplier supply other organization(UN/NGOs or private sector) Attach client list?

14. Please name at least 2 Customer References: either customers in the Humanitarian sector, or customers which bought the same kind of products/services. Briefly present the customer, the products sold to them, the period, and the outcome of the deal.

a)

b)

c)

Please provide customers' contact details for RACIDA to contact them.

a)

b)

c)

15. Does the supplier have:

a) Quality management policy?

b) National quality certification?

c) An international quality certification? Please provide copies of the documents.

16. Does the supplier have product stocks? YES/NO (tick appropriately)



Where are they located?

What is the stock volume / value?

17. Is the supplier able to provide audited financial statements for the last 2 years?

18. What is the warranty given by the supplier on his product (if applicable)?

Appendix D:

DETAILED PRICING MATRIX **SUPPLY AND DELIVERY OF CAHWS KITS**

No	Description	Unit	Quantity	Delivery Point	Proposed Delivery Date
1	Large animal Burdizo /Castrator	pcs	60	Dolo Ado	
2	Small animal Burdizo/ Castrator	pcs	60	Dolo Ado	
3	Hoof Cutter	pcs	60	Dolo Ado	
4	Snap sack sprayer 20 litter	pcs	60	Dolo Ado	
5	Cotton gauze 100 gm	pcs	60	Dolo Ado	
6	20 ml treatment syringes	pcs	60	Dolo Ado	
7	10 ml treatment syringes	pcs	60	Dolo Ado	
8	Treatment needles (16 G,17 G,18G)	pcs	60	Dolo Ado	
9	Thermometers digital	pcs	60	Dolo Ado	
10	Auto.vac.syringe 30 ml	pcs	60	Dolo Ado	
11	Auto.vac.syringe 10 ml	pcs	60	Dolo Ado	
12	Vaccination needle 30 ml aut syringe	pcs	60	Dolo Ado	
13	Vaccination needle 10 ml aut syringe	pcs	60	Dolo Ado	
14	Bag CAHWs	pcs	60	Dolo Ado	
15	CAHWs gown	pcs	60	Dolo Ado	
16	Case report hooks	pcs	60	Dolo Ado	

Appendix E: RACIDA's GOOD BUSINESS REGULATIONS

Preamble

RACIDA is a non-governmental organization. Private, non-political, non-denominational and non-profit making, it was set up in Ethiopia in 2011 to intervene in countries throughout the world.

TENDER REF: RACIDA BORESHA-NABAD/015/2025

RACIDA's vocation is to save lives by combating hunger, disease, and those crises threatening the lives of helpless men, women and children. RACIDA intervenes in the following situations:

- In natural or man-made crises which threaten food security or result in famine,
- In situations of social / economic breakdown, linked to internal or external circumstances which place groups of people in an extremely vulnerable position,
- In situations where survival depends on humanitarian aid.

These Good Business Regulations are the ground for a professional working relationship between RACIDA and the suppliers.

There are general regulations valid unless others particular conditions are mentioned in the contract. In case of conflicting terms within documents, the conditions of the contract or tender document will prevail on these Good Business Regulations.

I. Principles of the procurement procedures

RACIDA has transparent procedures to award markets. Essential principles are

- Transparency in the procurement process
- Proportionality between the procedures followed for awarding contracts and the value of the markets.
- Equal treatment of potential suppliers

The usual criteria for selecting a supplier are:

- Authorization to perform in the market
- Financial capacities

- Economic capacities
- Technical expertise
- Professional capacities

The usual criteria to award markets are:

- Automatic award (the cheapest offer complying with all requirements)
- Best value for money (price/quality ratio)

II. Misbehavior, ineligibility and exclusion

RACIDA considers the following misbehavior as a valid ground for a systematic exclusion of an awarding market procedure and for the termination of all working relationships and contracts:

- **Fraud** defined as any intentional act or omission relating to:
 - The use or presentation of false, incorrect or incomplete statements or documents, which has as its effect the misappropriation or wrongful retention of RACIDA or institutional donors' funds
 - Non-disclosure of information, with the same effect
 - The misapplication of such funds for purposes other than those for which they were originally granted
- **Active corruption:** to deliberately promise or give an advantage to an official for him/her to act or refrain from acting in accordance with his duty in a way which damages or is likely to damage RACIDA or institutional donors' financial interests
- **Collusion:** the co-ordination of firm's competitive behavior, with the likely result that prices rise, output is restricted, and the profits of the colluding companies are higher than they would otherwise be. Collusive behavior does not always rely on the existence of explicit agreements between firms but can also be tacit.
- **Coercive practice:** harming or threatening harm, directly or indirectly, persons, or their property to influence their participation in a procurement process or affect the execution of a contract.
- **Bribery:** to offer RACIDA employees monetary or in-kind gifts in order to gain additional markets or to continue a contract.

- **Involvement in a criminal organization** or any other **illegal activity** established by a judgement that has the force of *res judicata*
- **Immoral Human Resources practices:** exploitation of child labor and the non-respect of basic social rights and working conditions of employees or sub suppliers

RACIDA will exclude from a procurement procedure any candidate or tenderer falling into one of the following cases:

- To be **bankrupt** or to be wound up, to have affairs administered by the courts, to have enter into an arrangement with creditors, to have suspended business activities, to be the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulation.
- To have been **convicted of an offence** concerning professional conduct by a judgement that has the force of *res judicata*
- To have been **guilty of grave professional misconduct** proven by any means that RACIDA can justify
- To have not fulfilled obligations relating to the payment of **social security contributions** or the **payment of taxes** in accordance with the legal provisions of the country in which they are established or with those of the country where RACIDA mission is operating or those of the country where the contract is to be performed
- They have been the **subject of a judgement** that has the force of *res judicata* for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the Communities' financial interests
- To have been declared to be **serious breach of contract** for failure to comply with their contractual obligations in another previous procurement procedure

RACIDA will not award contracts to candidates or tenderers who, during the procurement procedure:

- Are subject to a conflict of interest
- Are you guilty of misrepresentation in supplying the information required RACIDA as a condition of participation in the contract procedure or fail to supply this information

III. Administrative and financial sanctions

In the event a supplier, candidate or tenderer is engaged in corrupt, fraudulent, collusive or coercive practices RACIDA will impose:

➤ **Administrative sanctions**

Administrative sanctions are the official notification of misconduct to the relevant civil or commercial authorities and the immediate termination of all existing working relationships.

➤ **Financial sanctions.**

RACIDA will request the reimbursement of the cost linked directly and directly to the conduct of a new tendering process or market award. If any, the tender or performance guarantee will be kept by RACIDA.

➤ **Information of the Donors**

RACIDA will inform immediately the Institutional Donors and will provide all the relevant information in the event a supplier, candidate or tenderer is engaged in corrupt, fraudulent, collusive or coercive practices.

IV. Provision for institutional donors

The suppliers agree to guarantee the right to access their financial and accounting documents to the representatives of RACIDA's institutional donors for the purpose of checks and audits.

V. Documents about being a supplier

Hereafter is the minimal documentation a supplier working with RACIDA will have to provide:

- Personnel national ID document of the supplier/company representative
- Status and registration of the company
- Mission order or power of attorney authorizing the representative to contact

Important note: Additional documentation may be required for a particular market.

In addition, the supplier should have at least the following administrative material:

- Invoice
- Waybill (or delivery note)
- Receipts
- Official stamp
- Tax clearance certificate

Appendix F:

Declaration of compliance & commitment to respect RACIDA’s Good Business Regulations

I, undersigned.....(name)

representative of.....(Company name)

Certify that I have read and understood these regulations.

On behalf of the company I act for, I accept the terms of RACIDA Good Business Regulations, and I commit to achieve the best performances in the event

.....(company name)is awarded a contract.

In addition, I certify that (company name) doesn’t fall in any of the conditions mentioned in under “Misbehavior, ineligibility and exclusion”.

I explicitly guarantee that(company name) respects the principle of the non-exploitation of child labor and respects the basic social rights and working conditions of employees and sub suppliers.

Last, I hereby certify that(company name) is not involved in any pending lawsuit regarding fraud, corruption, bribery or any illegal activity, and has not been convicted guilty of such practices at any time.

Date:

Signature

Stamp

Important note: *All the pages of these Good Business Regulations must be endorsed with the initials of the company representative.*



Appendix G:

PURCHASE CONTRACT

Note to Tenderers: This document will only be shared with the final supplier selected