Samaritan's Purse Tender/RFQ Code of Conduct

Dear Bidder,

Thank you for your interest in working with Samaritan's Purse (SP). It should be noted that Samaritan's Purse wishes to engage with only ethically minded businesses. If you are one of these, we want to work with you!

SP would like to share the process which you are entering into if you choose to submit a quotation. SP goes to great lengths to separate duties related to procurement to remove any possibility of outside influence. Please note that you will never be solicited by anyone who has influence on the selection process whether during quotation or vetting. If you are approached by an SP employee soliciting you for any unethical behavior, immediately report to the tender committee per the contact details posted at the end of this notice. Note: SP employees are also requested to report any suppliers soliciting them! DO NOT solicit our SP staff. If you are found to have solicited SP staff you will be permanently removed (blacklisted) from ALL SP procurement opportunities.

QUOTATION SELECTION PROCESS

1) **Submission**. *Submit your application per the submission guidelines posted on the tender. Follow this carefully to avoid your quotation being removed for non-compliance at the submission stage.*
2) **Tender Opening.** *Quotations submitted to the physical tender box or the virtual tender box (SouthSudanSealedBid@Samaritan.org) are opened by the tender committee members only. There is no opportunity for outside influence.*
3) **Tender Award.** *All quotations are reviewed and compiled by the tender committee. The tender committee is comprised of 4 Managers from various (non-procurement) departments within SP. There is not a representative from the procurement department. No individual who may solicit a quotation from you can influence the committee decision nor can they manipulate any information throughout the Tender process. Award of the Tender is based upon **BEST VALUE**. You will only win the award by providing the **LOWEST** prices on the **HIGHEST QUALITY** products and offering the best **CUSTOMER SERVICE**. NOTE: third party suppliers are automatically removed.*
4) **HINTS at winning the award.**
    a. *When submitting your quotation, please only quote on your specialty of service. Suppliers providing all things from food, office supplies, construction goods, printing, transport and fuel are not taken seriously by the committee.*
    b. *If you have ex-stock of auto supplies, only bid on auto supplies, etc. Your business will be physically and extensively vetted by SP before final selection to determine what your actual specialty is. If your business operation/store is not specifically having ex-stock, your quotation will be rejected by the committee at vetting stage.*
    c. *Provide exact specifications of the supplies that you wish to provide including Brand, Model and Origin, if applicable. Although the Tender/RFQ may provide a generic description, you must indicate what specification you are actually providing. If not, your quotation will be rejected by the committee as it is unknown what you are providing.*
    d. *The committee can receive up to 60 quotations for one Tender. The process is highly competitive. Provide the BEST possible price, HIGHEST QUALITY and accommodating CUSTOMER SERVICE. This is critical to winning the award.*

Company Name: Stamp

Authorized Representative Name:

Authorized Representative Signature:

Date:

e. *Businesses with **HIGH INTEGRITY** are rewarded with our long-term business.*
f. *SP Employees are required to report any solicitations from you. Do not try to compromise SP staff, you will be blacklisted. REMEMBER, SP employees do not have influence on tender committee decisions. Don't be foolish and compromise your future!*

SP has the right and the responsibility to do everything possible to ensure the ministry's stated purpose and mission continues in its highest standards and is not harmed or impeded by the unacceptable behavior of any of its employees, suppliers or any other entity in collaboration with SP. All SP procurement shall be conducted ethically, legally, include open and free competition, be without personal or organizational conflicts of interest and demonstrate Biblical teachings of good stewardship.

Noted below is a non-exhaustive list of examples and definitions identifying unethical activities which are not tolerated by SP.

Conflict of Interest:
When a situation occurs in which a person or organization is unable or potentially unable to render an impartial decision or where an unfair competitive advantage is gained.
Fraud:
Deceit, trickery, breach of confidence or other illegal act used to gain unfair or dishonest advantage.
Unlawful Bribery:
Unlawful bribery occurs when one person unlawfully offers, promises, or provides to another person or entity an inducement or reward in order to gain any commercial, contractual, regulatory, or personal advantage.

Any supplier or entity engaging in such activity will be removed and blacklisted from the Samaritan's Purse supplier database.

Whistleblower Protection. Report any unethical behavior to SP leadership in one of three ways.

1. Drop a hard copy letter in the physical tender box explaining the details of the situation. This may be anonymous to start but will likely require further follow up, in person, for verification and to prevent misdirection or other malicious activity.
2. Email SouthSudanSealedBid@Samaritan.org and provide an explanation of the details of what occurred. This is opened by the Tender Committee only. Use ***Whistleblower*** in the subject line.
3. For more anonymity, report to the Samaritan's Purse Whistleblower hotline or email which goes directly to our international headquarters in Boone, North Carolina, USA.
    a. E-mail compliance@samaritan.org ;or
    b. Go to www.samaritanspurse.org/compliance to electronically complete and submit a report; or
    c. Call, text, or e-mail the Global Security Operation Center hotline: 1-828-268-5780, gsoc@samaritan.org .

We take this seriously. You are required to provide your signature indicating that you have read the above and will adhere to the Samaritan's Purse Tender/RFQ Code of Conduct as part of your quotation submission.

Company Name: Stamp
Authorized Representative Name:
Authorized Representative Signature:
Date: