



REQUEST FOR QUOTATION

FD-JUBA-00587-MEDICAL INSURANCE SERVICE

FOR

PROVISION OF STAFF MEDICAL COVER

TO

HANDICAP INTERNATIONAL FEDERATION – SOUTH SUDAN



1.0: INTRODUCTION

Call for Tender: Provision of staff medical Cover for year 2026 to year 2027

Dear Sir/Madam,

Subject: Call for Tender: Provision of staff medical Cover for year 2026 to year 2027

HANDICAP INTERNATIONAL FEDERATION invites all Suppliers registered in South Sudan to submit their competitive Quotation for “**staff medical Cover**”.

This bidding process will result in entering into a contract with the successful and selected bidder. The period of performance for this effort shall be **two years**.

- a) Your offer comprising of administrative, technical and financial proposals must be submitted by email to tender@southsudan.hi.org not later than **12th December 2025** at **4.00PM**.
- b) Any additional information or clarification regarding this RFQ can be sought by email to: tender@southsudan.hi.org

2.0: TIMETABLE

Publication date:	27 November 2025
Deadline for request of applications:	03 December 2025
Deadline for receipt of clarification requests:	08 December 2022
Deadline for receipt of bids:	12 December 2025
Tender Opening:	15th December 2025
Deadline for the awarding of contracts:	23 December 2025

3.0: About HANDICAP INTERNATIONAL FEDERATION

Federation Humanity and Inclusion (HI), operating under the name **Humanity & Inclusion** a non-for-profit association governed by the French Act of July **1st 1901**, domiciled at “**138, avenue des Frères Lumière – 69371 Lyon Cedex 08**, France, and registered in South Sudan with the **registration number 123** located at South Sudan Block 3K South, Jal Juba Na Bari, Thongping, Juba, represented by its Country manager,



Preamble

- HI is an independent international aid organization working in situations of poverty and exclusion, conflict and disaster,
- HI works alongside persons with disabilities and vulnerable persons; its action and testimony are focused on responding to their essential needs, their living conditions,
- HI is committed to promoting respect of their dignity and their fundamental rights
- To that end, HI retains service providers who are reputed for their skills in their field of activity,
- HI and the Service provider have agreed to work together in a working relationship devoid of any form of hierarchical subordination.

Our Vision

Outraged by the injustice faced by people with disabilities and vulnerable populations, we aspire to a world of solidarity and inclusion, enriched by our differences, where everyone can live in dignity.

Our Mission

Humanity & Inclusion is an independent and impartial aid organization working in situations of poverty and exclusion, conflict and disaster. The organization works alongside people with disabilities and vulnerable populations, acting and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.

4.0 INSTRUCTIONS TO BIDDERS

- **HANDICAP INTERNATIONAL FEDERATION**, Operating name Humanity & Inclusion hereafter called the Contracting Authority invites experienced and qualified firms to submit their bids for the establishment of framework contract for the staff medical insurance for year **2026/2027** with a prospect of renewal subject to satisfactory performance and change in benefits/limits if any by the contracting authority.
- These Instructions are intended to help bidders in the preparation of their tenders. The timeframe mentioned in the instructions shall be consecutive calendar days, if a due date falls on a local holiday, the next workday will be considered.
- Bidders will not be reimbursed for any costs incurred in connection with the preparation and submission of their offer.
- The Bidder must have a registered office in South Sudan.
- All correspondence, documentation, Framework contract and drawings shall be in the English Language .
- By submitting a tender, the Bidder accepts in full the conditions of this tender and therefore accepts to waive its own conditions for offering the specified services.
- Please read carefully all instructions and conditions to this tender. Ensure that all information and documentation pursuant to these



requirements are provided on time as failure to do so may result in rejection of your bid.

- The offers are sent on email, no papers will be accepted

5.0 SUBMISSION OF QUOTATIONS

5.1 Tender response and contents

- 1) The tender must be received before the deadline specified in 2.2. They must include all the documents specified in clause 4 of these Instructions.
- 2) All tenders must be received at Humanity & Inclusion office before **12th November 2025 and not later than 4 PM CAT**
- 3) Your offer comprising of administrative, technical and financial proposals must be submitted electronically in PDF format to the below email to the email address:- tender@southsudan.hi.org

The reference code of this tender procedure: **FD-JUBA-00587-MEDICAL INSURANCE SERVICE**

- 4) All submitted tenders must comply with the requirements in the tender to include the following document.

A. ADMINISTRATIVE REQUIREMENTS

- Submission letter duly signed, dated and stamped.
- Company profile with full address, legal name, location area, products/services, leadership team, telephone, E-mail, website...
- Company Registration Certificate
- NRA TIN Registration
- Tax compliance certificate
- A valid Trading License from the regulatory body
- Financial statements copies of at least 3 previous years
- Provide a previous customer experience certificate / reference that can be consulted.

B. Other documents that can be provided: e.g. List of hospitals or clients of the company

C. Financial Proposal and Technical offer

The bidder must indicate the premium charge per person and the applicable taxes indicated separately as quoted by the insurer.

Contracts will be awarded by the contracting authority to the **Insurance company** providing the most favorable overall solution .

5.0 SELECTION CRITERIA:

The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and is determined via analysis to



be the best value based on the application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below:

- Administrative and compliance of the offer.....**20%** of the total marks
- Technical responsiveness/full compliance to requirements**20%** of the total Marks.
- Financial Evaluation (Lowest price per item).....**60%** of the total marks

6.0 PRICING:

- 1.Prices must be expressed only in **USD**
- 2.Any VAT or other taxes.

7.0 CONDITIONS TO BIDDERS

1. Submit administrative documents, technical and financial proposals
2. HANDICAP INTERNATIONAL FEDERATION reserves the right to select and deal with any bidder(s) that would provide HANDICAP INTERNATIONAL FEDERATION with the best value for money.
This request for proposal is not a contract or an offer to enter into a contract, but a request for expression of Interest for the services indicated in this document.
3. Bidders are bound by their offer for a period of twelve months from the date of signing of the contract.
4. HANDICAP INTERNATIONAL FEDERATION is not responsible for any costs associated with preparing this tender.
5. HANDICAP INTERNATIONAL FEDERATION reserves the right to alter the dates of this tender.
6. Canvassing with representatives or staff of HANDICAP INTERNATIONAL FEDERATION in relation to this tender will result in disqualification of the bidder.
7. HANDICAP INTERNATIONAL FEDERATION will inform each bidder of the outcome of selection after evaluation process.
8. HANDICAP INTERNATIONAL FEDERATION will not enter into a contract or do business with companies or individuals that are public offenders as per the following criteria:
 - They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of court proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
 - They have been convicted of an offence concerning their professional misconduct by a judgement that has the force of res judicata;
 - They have been guilty of grave professional misconduct proven by any means that the contracting authority can justify.



- They have not fulfilled obligations relating to the payment of social security contributions or payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority 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 judicator for fraud, corruption, involvement in a criminal organization or any other illegal activity.
 - Following another procurement or grant award procedure, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.
 -
9. If you submit your bid pursuant to this tender requirement, it shall constitute a guarantee that neither your company nor any affiliate or a subsidiary controlled by your company or yourself is in breach of any of the above provisions

Note:

1. The financial offers should be in the **USD** currency and must be inclusive of all applicable taxes.
2. The prices quoted cannot be adjusted unless for the successful offer/bid during negotiations.
3. Bid validity: **90 days**.

Enquiries regarding this RFQ should be addressed in writing to the address indicated below. HANDICAP INTERNATIONAL FEDERATION has the right to cancel or suspend this RFQ without any explanations or compensation to any bidder for any cost incurred by them to submit their proposals. HANDICAP INTERNATIONAL FEDERATION also have the right to negotiate with any Company in relation to the offer(s) when it is deemed necessary and only after the evaluation of all proposals and that there is reasonable evidence that negotiations with successful bidder failed to conclude any contractual relationship with HANDICAP INTERNATIONAL.

8.0 Acceptance of Bids

8.1. In order to be considered eligible for the award of the contract, bidders must provide evidence that they meet or exceed certain minimum selection criteria. This evidence must be provided by bidders through the information and documents described in clause 4 and in whatever additional form bidders may wish to utilize.

8.2. Potential bidders are excluded if they are bankrupt or are being wound up, have stopped activities, are having their affairs administrated by the courts, have entered into an arrangement with creditors or similar measures, or if they are the subject of any proceeding of this kind. Potential bidders under the mentioned circumstances must abstain tendering. Bidders should be willing to cooperate by providing that the mentioned grounds for exclusion are not applicable in their case.

9. Opening of offers

Tenders will be opened on **December 15th, 2025 at 09:00 HRS (CAT)** by the tender committee. Any changes / reductions or modifications to tender prices made by bidders after submission will not be taken into consideration during the analysis and evaluation of tenders.

6.1. After the opening of the tenders, no information about the examination, clarification, evaluation or comparison of tenders or decisions about the contract award may be disclosed before the signing of the contract(s) by the Contracting Authority and the successful Bidder(s).

10. Secrecy of the procedure

7.1. Information concerning checking, explanation, opinion, and comparison of tenders and recommendations concerning the award of contracts, may not be disclosed to Bidders or any other person not officially involved in the process until the name of the successful Bidder(s) is / are announced.

7.2. Any attempt by Bidder(s) to approach by any way any member of the evaluation committee/Contracting Authority directly or indirectly during the evaluation period will be considered legitimate grounds for disqualifying his tender.

11. Clarification of tenders

11.1. Tenders which are incomplete, conditional, illegible, and obscure or contain un-requested additions or other irregularities may be rejected.

11.2. When checking and comparing tenders, the evaluation committee may, on its own discretion, ask a bidder to clarify any aspect of his tender.

8.3. Such requests and responses to them must be made by email. They may be in no circumstances alter or try to change the premium quoted or contents in the tender, except to correct arithmetical errors discovered by the evaluation committee when analyzing tenders, in accordance with clause 10.

9. Correction of errors

10.1 Admissible tenders will be checked for arithmetical errors by the evaluation committee.

- Where there is a discrepancy between amounts in figures and in words, the amount in words will prevail.
- Where there is a discrepancy between premium rate with/without taxes/levies. The unit premium rate without taxes/levies as quoted will prevail.

9.1. The amount stated in the tender will be adjusted by the evaluation committee in the event of error, and the Bidder will be bound by that adjusted amount. If the Bidder does not accept the adjustment, his tender will be rejected. When analyzing the tender, the evaluation committee will determine the final tender cost after adjusting it on the basis of clause 10.

9.2. The completed Tender Documents shall be without alterations, additions or measures, except those made in accordance with instructions issued to bidders by the Contracting Authority during the tender period. Any other alteration, addition or erasure will be disregarded in the evaluation of tenders and will be deemed to have no effect.

9.3. Any correction of errors made by the Bidder must be initial led by the person signing the tender.

10. Criteria for contract award

10.1. Criteria of the application will be based on the experience of Bidder on similar volume of supply and market on the last three years, the financial abilities, and the consistency of the bid.

10.2. Criteria and the notation of the offer will be based on:

- Premium charged per person
- Technical offer
- Terms of payment
- Reference check from the current / previous clients & customers

11. Right of the contracting authority to accept or reject any tender

11.1. The contracting authority reserves the right to accept or reject any tender and or to cancel the whole tender procedure and reject all tenders. The contracting authority reserves the right to initiate a new invitation to tender.

11.2. In the event of a tender procedure's cancellation, Bidders will be notified by the contracting authority.

11.3. Cancellation may occur when:

- The tender procedure has been unsuccessful, namely where no qualitatively or financially worthwhile tender has been received or there has been no response at all;
- The economic or technical parameters of the project have been fundamentally altered,
- Lack of authorization by local authorities, exceptional circumstances or force majeure or render normal performance of the project impossible,
- All technically compliant tenders exceed the available financial resources,
- There have been irregularities in the procedures, in particular when these have been prevented fair competition.

11.4. In no circumstances will the contracting authority be liable for damages, whatever their nature

(in particular damages for loss of profits) or relationship to the cancellation of a tender, even if

the contracting authority has been advised of the possibility of damages. The publication of a procurement notice does not commit the contracting authority to implement the program or project announced.

12. Termination of The framework contract:

12.1. Termination for convenience:

Termination of the Framework contract can be done at any time, without cause, by the Contracting Authority only by sending a written notice with proof of delivery to the Bidder, with a minimum of thirty (30) calendar days' notice. In this case the Contracting Authority doesn't have the right to demand the Bidder any money for the remaining period.

12.2. Termination for breach:

Each party may terminate the Framework contract without compensation if the other party breaches any material term of the Framework contract and fails to cure the breach within thirty (30) days plus the entire ongoing month after written notice thereof. Breach by the Lessor includes not maintaining the quality of services on time to a minimally acceptable level.

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12.3. Termination for Cause:

Considering HI's core activities, some specific situations can force HI to stop its programs on very short notice. Such causes include:-

- The kidnapping or the killing of any HI staff (local and expatriate).
- A threat or an attempt to undertake either of the above.
- In such cases, HI can decide at any time to leave the host country
- Also, HI's programs are mostly funded by donors. HI can decide at any time to stop the contract and terminate the framework contract by paying the premium owed if any and claiming a refund premium from the remaining period of the insurance cover period.

12.4. Termination for Force Majeure:

"Force majeure" means all events which are beyond the control of the parties of the frame



work contract and which are unforeseen or foreseen unavoidable such as accident, earthquake, fire, flood, commotion, war, Labour disputes, riots, civil war (declared or not), requirements or acts of any government or agency thereof, closure of the mission or end of the funding. No

compensation can be claimed by the Bidder, which prevent totally or in part the performance by any party. The party encountering "Force Majeure" shall promptly inform the other party in writing and shall furnish appropriate proof of the occurrence and duration of "Force Majeure". If such delay

continues for a period exceeding one (1) month, then either party may terminate the Framework contract immediately without further notice. In this/her case, HI would pay the entire ongoing month.

13. Notification of award, contract clarifications

13.1. Within a period of Ten (10) working days of the last day for submission of bids, the contracting authority will notify the successful Bidder(s) in writing and draw their attention to any arithmetical errors corrected during the evaluation process.

13.2. This notification may take the form of an invitation to clarify certain contractual questions

raised therein, to which the Bidder must prepare to reply. This clarification will be confined to

issues that had no direct bearing on the choice of successful tender. The outcome of such clarifications will be set out in a memorandum of clarifications, to be signed by both parties and incorporated into the contract.

13.3. This notification may take the form of an invitation to negotiate.

13.4. The successful Bidder(s) will be informed in writing that their tenders have been accepted (notification of award).

13.5. Handicap International could visit the successful Bidder(s) before signing any contract.

13.6. Only the signed policy document with the Insurance Company will constitute an official

commitment on the part of the contracting authority.

13.7. After the policy documents have been signed the contracting authority will promptly notify the other Bidders either by email or through registered courier service that their tenders have not been successful.

TERMS OF REFERENCE AND TECHNICAL SPECIFICATIONS

Note: It shall remain the responsibility of the Suppliers to ensure that their proposals are submitted on or before the deadline, Proposals that are received after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

14. TECHNICAL SPECIFICATIONS AND PRICING

HANDICAP INTERNATIONAL FEDERATION is seeking offers from reputable, well-established, and experienced offerors, duly incorporated under the Laws of SOUTH SUDAN



TECHNICAL SPECIFICATIONS and TECHNICAL OFFER

A) INPATIENT COVER USD 7,000

Inpatient benefits include all treatable diseases and conditions subject to acceptable global exclusions.

The proposal should take into consideration the desired minimum medical benefit table outlined below.

OVERALL MAXIMUM COVER BENEFIT PER FAMILY PER ANNUM

In-patient Benefits	Cover Limits
Hospitalization and Daily Bed Limits	
Surgical fees, Anesthesia & theatre charges	
ICU, HDU & Theatre Charges	
Diagnostic tests, Prescription drugs and materials	
In patient Prescribed Physiotherapy	
Lodger Fee -hospital accommodation for accompanying parent and/or guardian (Child below 12 years)	
Prescription drugs on discharge	
External Surgical Appliances i.e. grudges,	
Road ambulance evacuation leading to hospitalization	
Oversees Referral outside South Sudan i.e. India, Uganda, Kenya, Ethiopia, Sudan, Rwanda and Egypt for treatment not available in South Sudan.	
In-Land Referral Tickets (tickets per bases, one field location to Juba for instances)	
In-patient accident cover	
Pre-existing/chronic conditions, HIV/AIDS and related conditions	
Congenital and premature conditions	
Newly Diagnosed Congenital and Prep Mature Conditions	
Inpatient Dental & Optical treatment & Accidents related to Dental & Optical (illness related)	
Non-Accident Ophthalmologic Surgery	
Illness-related maxillofacial surgery excluding Routine Dental Procedure to written Pre-authorization	
Maternity – Caesarean	
Maternity –Normal deliveries	



Post-hospitalization care/drugs	
Psychiatry and psychotherapy	
Day-care surgery	
Pathology-ray, Ultrasound, CT, MRI, ECG, Computerized Tomography and PET scans	
Reconstructive surgery following an accident	
Organ Transplants	
Radiotherapy & Chemotherapy	
Illness related to Reconstructive surgery	
In Patient non accidental Ophthalmology	
Air ambulance evacuation leading to hospitalization (AMERF)	
Group Life Assurance	
Last/Funeral expenses	
Preservation & Repatriation of the Remains	

The above includes a Group Life cover for every principal member.

B) OUTPATIENT COVER : USD 2,500

Family Size	Outpatient Limits USD
M	
M+1	
M+2	
M+3	
M+4	

Outpatient Benefits

Overall Cover Benefit Limit Per Family Per Annum	
Out-Patient Benefits	Cover Limit (USD)
Outpatient Consultation	
Prescription drugs and Materials	
Prescribed Diagnostic tests	
Prescribed Physiotherapy	
Pre-existing/chronic conditions	
HIV/AIDS (Adherence and Nutritional counselling; Prevention of mother-to-child transmission (PMTCT); ARV's and monitoring; Opportunistic Infections.	



Routine Dental treatment of; all dental medical conditions	Stand Alone
Optical Services of all optical conditions, including frames & lenses.	Stand Alone
Maternity – Antenatal classes/Check-up (ANC)	Stand Alone
Psychiatry and psychotherapy	
Outpatient Oncology/Cancer	
CT, MRI, Ultrasound, Angiography and PET scans	
Treatment of conditions related to COVID 19	
Hepatitis B Vaccination	
Health Check-up- One a year	
Congenital and genetic conditions defects	

NB: The above listed are the minimum benefits to be covered. However, providers can include any other benefit at no extra cost.

Provision of free buffer which is unrestricted is an added advantage.



Annex 1

Please indicate your responses to the following questions: -

SERVICE PROVIDER QUESTIONNAIRE

Company Name: To fill out by Tenderer

Publication reference: FD-JUBA-00587-MEDICAL INSURANCE

Company Name:	
Company Address:	
Contact Name:	
Contact Position / title:	
Contact Details (Phone / Email):	

Update the chart / questions below based on your context and needs:

Company Information:		
1	Is your company registered in South Sudan? Please provide a copy of Registration.	
2	When was it registered?	
3	Is your company part of an international company?	
4	Do you have other offices / plants in the country ? Where ?	
5	How many employees work for your company in-country ?	
Financial Information:		
6	What is your yearly income in [USD] over the last 3 years:	
7	Last Year (N-1):	
8	Previous Year (N-2):	
9	Previous Year (N-3):	
10	Can you provide audited Financial accounts upon request ?	
11	Please provide a certificate of solvency issued by your Bank on the bank Letterhead (see template in Appendix 4)	
Customer References:		
12	Have you worked in the past with Humanity and Inclusion (detail year and activity) ?	
13	Please provide names and contacts of 3 customers (Humanitarian INGOs) to whom you have recently provided the same kind of services	
14	Please provide names and contacts of 3 customers (public or private companies) to whom you have recently provided the same kind of services	
Technical Capacity:		

15	What is your core activity?	
16	What other added value services do you offer? Please provide evidence	
17	Provide list of current hospitals/clinics and copies of running agreements/contracts that bidders have with the facilities	
18	How is the premium for Mid-term joiners /exit – calculated?	
19	How long does the onboarding process take?	
20	Specify area of coverage?	
21	How is the service accessed?	
22	Covid 19 coverage?	
23	Also provide general exclusion for the cover	
FOR TENDERS on SERVICES:		
24	Do you have employee Assistance Program including Health Risk Assessments and counselling services? If yes, please provide evidence.	
25	Briefly present a similar service that you have recently provided to another customer	
26	How many specialists of qualified clinical staff do you have in your team? Please attached certificates	
27	How long does it take in average to process reimbursement?	
28	Can you commit a deadline for delivery (with penalties in case of delay)?	
29	Do they have a dedicated staff who will manage the scheme and a 24- hour service to assist your clients?	
30	Are there any waiting periods?	
31	Eligibility for cover?	
32	What is your provider network, and do you have facilities in Aweil, Boma and Pibor?	
Documentation:		
33	Can you provide all legal and relevant document as stated in article 7.2 (Content of Tenders)	
Financial Conditions:		
34	What is the validity of your offer? (minimum 90 days):	
35	If you get awarded the Contract, will you offer fixed prices for 1 year?	
36	Can premium be paid ½ upon cover inception and balance within January 2026?	
37	How often are account reconciliations done? would you prefer monthly reconciliations	
38	What are your terms of payment and credit period? (Quarterly,	



	Semester, Yearly)	
39	When do you issue the invoice?	

Annex 2

HI's GOOD BUSINESS REGULATIONS

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

They 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 dossier will prevail on these Good Business Regulations.

I - Principles of the procurement procedures

HI 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

Usual criteria to select a supplier are:

- Authorisation to perform the market
- Financial capacities
- Economic capacities
- Technical expertise
- Professional capacities

Usual criteria to award markets are:

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

II - Misbehaviour, ineligibility and exclusion

HI considers the following misbehaviour as a valid ground for a systematic exclusion of an awarding market procedure and for the termination of all working relationship 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 HI 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 HI or institutional donors' financial interests
- **Collusion:** the co-ordination of firms' competitive behaviour, 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 behaviour does not always rely on the existence of explicit agreements between firms but can also be tacit.
- **Coercive practice:** harming or threatening to 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 HI employees monetary or in-kind gifts in order to gain additional markets or to continue a contract
- **Involvement in a criminal organisation** or any other **illegal activity** established by a judgement, by the US Government, the European Union, the United Nations or any donor funding HI.
- **Immoral Human Resources practices:** exploitation of child labour and the non-respect of basic social rights and working conditions of employees or sub-contractors

HI 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 entered 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 regulations
- 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 HI 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 HI mission is operating or those of the country where the contract is to be performed
- They have been the **subject of a judgement** for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests
- To have been declared to be in **serious breach of contract** for failure to comply with their contractual obligations in another previous procurement procedure

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

- Are subject to a conflict of interest



- Are guilty of misrepresentation in supplying the information required HI 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 HI will impose:

- **Administrative sanctions:**

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

- **Financial sanctions:**

HI 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 HI.

IV - Information of the Donors

HI 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.

V - Provision for institutional donors

The contractors agree to guarantee a right of access to their financial and accounting documents to the representatives of HI's institutional donors for the purposes of checks and audits.

VI - Documents to be a supplier

Hereafter is the minimal documentation a contractor working with HI 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 authorising the representative to contact

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

In addition, the contractor must have the capacity to issue invoices, receipts and waybills (or delivery notes), to provide a tax clearance certificate and certify documents with an official stamp.

TO BE FILLED OUT AND SIGNED BY THE SUPPLIER:

I, the undersigned **Company Representative**, representing **Company Name** certified having read and understood the rules hereto.

On behalf of the company I act for, I accept the terms of HI Good Business regulations, and I commit to achieving the best performance in the event **Company Name** is awarded the contract.

By signing, I certify that **Company Name** has not been involve and will take all necessary steps not to be involved in or supply material support or any other resource to individuals or entities that commit, attempt to commit, recommend, facilitate or participate in fraud, active or indirect corruption, collusion, coercive practices, involvement in criminal organization or any other illegal activity or that do not respect Human Rights or basic social rights and minimum work conditions as defined by the International Labor Organization (ILO), in particular regarding child labor, discrimination, freedom of association, respect of the minimum wage, slave labor issues and compliance with work conditions and hygiene.

Finally, I hereby certify that **Company Name** is not involved in any current legal action or court proceedings as plaintiff or defendant, in its own name or on behalf of any other entity, for actions relating to fraud, corruption or any illegal activity and has never been found guilty of such practices.



Annex D - HI



Annex C - HI



Annex A - HI Code of



Annex E - HI



Annex B - HI Child

Protection beneficiariAnti-fraud, bribery, anconduct_ Integrity, PrDisability, Gender andprotection policy.pdf

Name:

Date:

Title:

Signature:

Stamp: