

CRADA TENDER/RFQ CODE OF CONDUCT

Dear Bidder,

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

CRADA would like to share the process which you are entering into if you choose to submit a quotation. CRADA 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 CRADA 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: CRADA employees are also requested to report any suppliers soliciting them! DO NOT solicit our CRADA staff. If you are found to have solicited CRADA staff you will be permanently blacklisted from ALL CRADA 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 through the email provided in the terms of reference 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 CRADA. 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, sport 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 CRADA before final selection to determine what your actual CRADA is. If your business operation/store is not having ex-stock, your quotation will be rejected by the committee at vetting stage.*

Company Name:

Stamp

Authorized Representative Name:

Authorized Representative Signature:

Date:

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

CRADA 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 CRADA. All CRADA 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 CRADA.

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 CRADA supplier database.

Whistleblower Protection. Report any unethical behavior to CRADA leadership in one of two 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.

Company Name:

Stamp

Authorized Representative Name:

Authorized Representative Signature:

Date:

2. Email info@crada.africa and provide an explanation of the details of what occurred. This is opened by the Tender Committee only. Use **Whistleblower** in the subject line.

EMPLOYMENT REQUIREMENTS AND RESPONSIBILITIES

Forced Labor: The use of forced labor by our supplier/contractor, whether obtained under the threat of punishment, withholding identity papers, requiring workers to deposit a bond or any other constraint is strictly prohibited.

Child Labor: Work by children under the age of 16 is strictly prohibited. In countries where local laws set a higher age for child labor or impose mandatory education beyond the age of 16, this higher age will apply.

Harassment and Abuse: CRADA expect suppliers to treat their employees with respect and dignity. Our suppliers may not allow or engage in any kind of corporal punishment, psychological or physical harassment or any other kind of abuse.

Discrimination: CRADA expect suppliers to treat all employees equally and fairly. Our suppliers may not practice any kind of discrimination in relation to hiring, access to training, promotion, or dismissal based on gender, race, religion, age, disability, sexual orientation, political opinions, nationality, or social or ethnic origin.

Working Hours: In relation to working hours and overtime, CRADA's suppliers shall comply with the limits set by the laws South Sudan. CRADA's suppliers may not impose excessive overtime. The total number of hours worked per Week may not exceed 60 hours, including all overtime, and at least one day off in every seven-day period, or in both cases, the maximum established by the laws South Sudan.

Freedom of Association: CRADA expect suppliers to respect and recognize the right of each employee to negotiate collectively, to create or join the union organization of their choice and without penalty, discrimination or harassment.

Health and Safety: Based on the specific risks present in their industrial sector, our suppliers shall provide a safe and healthy workplace to avoid accidents or bodily injuries which may be caused by, associated with, result from the work or from handling the equipment. They shall set up systems to detect, avoid or neutralize any threat to their employees' health and safety and comply with local and international regulations and laws currently in effect. The same principles will apply to suppliers who provide housing to employees

ENVIRONMENTAL REQUIREMENTS AND RESPONSIBILITIES

CRADA expect suppliers to share organization's commitment to a clean and safe environment. CRADA encourage initiatives to reduce the impact on the environment, particularly through the use of environmentally-friendly technologies. Our suppliers shall agree to respect local and international environmental regulations and standards. Our suppliers shall be able to prove the effective implementation of the following requirements:

- The existence of an environmental management system, possibly ISO 14001 or EMAS certified.

Company Name:

Stamp

Authorized Representative Name:

Authorized Representative Signature:

Date:

- Proper waste management, with special attention to hazardous waste and emissions which may not be dumped or discharged in an unlawful manner.
- Employees whose work has a direct impact on the environment shall be trained, competent and have the necessary resources to do their jobs.

WORKING METHODS

Legal Requirements: CRADA expect suppliers to act in full compliance with the law. Our suppliers shall abide by all national, local laws relating to the management of their businesses.

Customs and Security Authorities: Our suppliers shall comply with applicable customs laws, including those relating to imports and the ban on the transshipment of merchandise into South Sudan.

Subcontractors: Our suppliers shall receive approval before subcontracting. Our approval is subject to acceptance by the subcontractors of this code of conduct and all other applicable conditions.

Anti-Corruption: Our suppliers shall agree to condemn and act against corruption in all its forms, including extortion and kickbacks.

INSPECTION AND AUDIT

Inspection: CRADA reserve the right to check adherence to these principles and to conduct compliance audits at any time with short notice. Our suppliers shall supply the necessary information and grant access to representatives who seek to verify compliance with the requirements of this code. They shall agree to improve and correct any deficiency discovered.

Access to information: The supplier shall keep proper records to prove compliance with this code of conduct. Our suppliers shall provide access to complete, original, and accurate files to our representative.

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

Company Name:

Stamp

Authorized Representative Name:

Authorized Representative Signature:

Date: