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| **Centre for Disability in Development (CDD)**  |
| **Call For Interest** |
|  REF.:CDD/CFI-Vendor Enlistment-2023-01 |
| **To Make Vendor Enlistment for Next Two Years**  |
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**PURCHASER IDENTIFICATION**

Centre for Disability in Development (CDD)

A-18/6, Genda, Savar, Dhaka-1340, Bangladesh

Phone: 01713021695

### **Contact details:** procurement.cddbd@gmail.com

**Person in charge of the contract:**

Logistics Department

Head Office

Website: www.cdd.org.bd

The Centre for Disability in Development (CDD) is a not for profit organisation established in 1996 to develop a more inclusive society for persons with a disability. It is estimated that 16 million people in Bangladesh are living with a disability, receiving little or no assistance and excluded from mainstream life. CDD’s mission is to address this by simultaneously educating the community in how to be more inclusive whilst also enabling persons with a disability to participate in society by providing them with essential supports. In this way persons with disabilities can be given the same rights, freedoms, dignity and quality of life as everyone else. CDD works in partnership with a network of over 350 organisations both nationally and internationally. CDD, has 15 site offices at Chottogram, Ramu, Ukhiya, Teknaf, Monohordi, Narsingdi, Fultola-Khulna, Debhata-Shatkhira, Rawmari\_Kurigram, Pirgaca-Rangpur, Sharankhola-Bagerhat Char Vodrasan-Faridpur and Jamalpur.

# ENLISTMENT DESCRIPTION

REF.: CDD/CFI-Vendor Enlistment-2023-01

The objective of this call for interest is to establish enlistment process with multifarious suppliers or service providers for the next two years to receive quality service and or goods/products on time as per CDD’s regular requirements for following materials/services/works:

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| --- | --- | --- | --- |
| Please mark (✓) under which code you want to be enlisted | Ref Code | Category | Sub-category |
|
|  | 01. | Accommodation Venue & Food | 1. Accommodation
2. Food and Beverage
3. Venue
 |
|  | 02.  | IT Equipment | 1. Laptop/ Desktop
2. Printer/ Copier
3. Networking Devises/ Switch/ Router
 |
|  | 03.  | Printing & Designing  | 1. Offset/ General
2. Digital Printing
3. Design Illustration
4. Book & Report Binding
 |
|  | 04.  | Office & Household  | 1. Furniture & Fixture
2. Household Materials
 |
|  | 05.  | General Supplies | 1. Office Supplies & Stationery
2. Grocery Items
3. Promotional Item (Mug/T-shirt/umbrella/Bagpack)
4. Surch & rescue material
 |
|  | 06. | Vehicle Repair & Maintenance | 1. Vehicle Maintenance & Workshop
2. Tire Tube, Vehicle Battery & other accessories
3. Other Equipment (Generator, Electrical, Plumbing, AC & Lift)
4. Fuel & Lubricant
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|  | 08. | Services | 1. Insurance (General & Life insurance)
2. Rent a Car
3. Ticket Agency
 |
|  | 10  |  Assistive Devise  | 1. Assistive device
2. Hearing aids
3. Raw Materials of Assistive device
4. Others assistive training Materials.
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CDD mostly targeted for well reputed service providers/consultancy firms/ consultants/ contractor/ procurement providers/suppliers or any authorised business entity who are legally compliant to work nationally in Bangladesh.

**Economic conditions of The Enlistment Process:**

Enlisted suppliers/service providers shall be eligible to business with CDD to serve the best service as per CDD requirements (need basis) and considering its procurement procedures. CDD shall confirm about the enlistment to only the eligible bidders after completion the assessment. Enlistment eligibility shall be valid for next two years and may be operational on or before 1 July, 2023 as targeted.

**Contract execution addresses:**

**CDD Head Office along with it’s all other Project offices in Bangladesh.**

# GENERAL CONDITIONS

This Vendor Enlistment process and its result may be the first stage of a multi-stage procurement process. CDD can use the qualified and registered vendor/supplier list for its work in the future through established processes. However, CDD will not be bound to use the same list when other options are available for its work.

**General Instructions**

1. No fee is payable by the applicant to CDD at any stage of the enlistment process.

Av‡e`bc‡Îi Rb¨ †Kvb wd cÖ‡hvR¨ bq|

1. Any applicant who is submitting their application in one base may share their interest to do business with other bases or any CDD location in Bangladesh as well based on their capacity.

Av‡e`bKvix †h‡Kvb wbw`©ó GjvKvi Rb¨ ev mgMÖ evsjv‡`‡ki Rb¨ Av‡e`b Ki‡Z cvi‡e|

1. The applicant can apply for 1 or 2 categories (not more than 2) of goods/services; however, they shall make sure before applying for a particular type of subcategory of goods/services, that they possess the required experience and qualification competency for that type of goods/services.

Av‡e`bKvix 1wU A\_ev 2wU wel‡q Av‡e`b Ki‡Z cvi‡eb Z‡e `yB Gi AwaK Av‡e`b Ki‡Z cvi‡eb bv|

1. The applicant shall indicate the reference code/s of category of items (E.g., Ref: 1, 2, 9) for which they seek enlistment so that CDD can assign the Vendor Code according to the Category Codes.

Av‡e`bKvix wel‡qi bv¤^vimn (1,2,3,9) Av‡e`bc‡Î D‡jøL Ki‡eb|

1. The applicant shall clearly complete the questioner form with correct/relevant information/data in appropriate fields/places.

Av‡e`bKvix mwVKfv‡e Av‡e`bcÎ c~iY c~e©K Rgv cÖ`vb Ki‡eb|

1. The applicant shall submit copies of Purchase orders/Contracts/Experience certificates in support of their total and particular experience.

Av‡e`bKvix Zvi AwfÁZv cÖgv‡bi Rb¨ µq Av‡`k/ Pzw³cÎ mshy³ Ki‡eb|

1. Trade License, VAT Certificates, TIN Certificates, Income tax clearance, Partnership deed where required and any other relevant license issued by appropriate authority should be submitted.

Av‡e`bKvix †UªW jvB‡mÝ, f¨vU mvwU©wd‡KU, wUb mvwU©wd‡KU, U¨v· wK¬qv‡iÝ A\_ev Ab¨ cÖ‡qvRbxq KvMRcÎ mshy³ Ki‡eb|

1. Supplier must ensure mushok 6.3 against any product delivery (if Applicable) other than that the payment will not be disbursed. CDD shall follow Bangladesh Government Applicable rules and deduct all taxes accordingly.
2. Representatives of CDD may, at its own discretion, visit the premises and other installation of the suppliers/vendors at any time during the enlistment process.

wmwWwWi cÖwZwbwa cÖ‡qvRb Abymv‡i Av‡e`bKvixi cÖwZôvb cwi`k©b Ki‡Z cvi‡e|

1. Costs of preparing bids/application process: None of the costs incurred by applicant’s in preparing and submitting their bids shall be reimbursable. All these costs shall be borne solely by the applicant.

Av‡e`bc‡Îi Rb¨ †Kvb cÖKvi LiP wmwWwW KZ©„cÿ enb Kwi‡e bv|

1. CDD shall only inform the applicants who successfully passed the supplier/vendor enlistment process through evaluation.

wmwWwW ïaygvÎ P~ovšÍ ZvwjKvfz³ mieivnKvix‡`i AewnZ Ki‡e|

1. After enlistment process based on vendor’s performance CDD may continue doing business with the same enlisted vendors after two years or discontinue doing business with vendors.
2. CDD can use the enlisted vendors of respective subcategories for invitation to tender/request for quotations for limited tendering methods as well as for gathering data/information about new products/developments/innovative ideas and other technical information about the goods/services, for which they got enlisted.

wmwWwW KZ©„cÿ PvB‡j ZvwjKvfzw³i mieivnKvix‡`i †UÛvi cÖwµqvi Rb¨ Ges bZzb †Kvb welq ev c‡b¨i e¨cv‡i AewnZ Ki‡Z Ges n‡Z cvi‡e|

1. Any applicants attempting to influence the evaluation committee in the process of examining, clarifying, evaluating and comparing bids with a view to obtaining information on the progress of the process or influencing CDD in its decision regarding the award of the contract shall have their application immediately rejected. No excuses shall be accepted for late submissions. applications arriving after the deadline shall be rejected without evaluation.

hw` †Kvb Av‡e`bKvix A\_ev cÖwZôvb D³ cÖwµqvq n¯Í‡ÿc K‡i wmwWwW KZ©„cÿ Zvi Av‡e`bcÎ ev AšÍf©yw³KiY evwZj e‡j †Nvlbv Ki‡Z cvi‡e|

1. Applicant for enlistment process should share the declaration if they know anyone who is working in CDD in advance to ensure the process transparent. If any information discloses later after completing the enlistment process, the application may get disqualified based on CDD management decision.

Av‡e`bKvix ev cÖwZôv‡bi cwiwPZ ev AvZ¥xq wmwWwW‡Z Kg©iZ \_v‡K Z‡e Av‡e`bKvix Aek¨B Zv c~‡e© AewnZ Ki‡e|

1. Repeated failures of the vendor to participate in bids or respond to CDD product queries can lead to removal of the vendor in question from the enlistment.

evi evi hw` †Kvb mieivnKvix `ic‡Î AskMÖnY bv K‡i A\_ev c‡Y¨i ¸bMZ gvb AÿzY¨ bv ivL‡Z cv‡i A\_ev wbw`©ó mg‡qi g‡a¨ †Wwjfvix Ki‡Z e¨\_© nq Z‡e wmwWwW ZvwjKvfz³ †\_‡K evwZj Ki‡Z cvi‡e|

1. In case of the vendor need any clarification required in respect of “filling of application form”, applicants may send e-mail to procurement.cddbd@gmail.com or contact Registry of CDD Head office or its site offices mentioned the Application Submission addresses.

GB cÖwKqv m¤ú‡K© hw` †Kvb wRÁvmv \_v‡K Av‡e`bKvix ev cÖwZôvb Avgv‡`i‡K B‡gB‡jig gva¨‡g Rvbv‡Z cv‡i procurement.cddbd@gmail.com

# APPLICATION SCHEDULE

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| Publication date (প্রকাশনার তারিখ): | **15/06/2023** |
| Targeted Deadline for receipt of clarification requests (প্রয়োজনীয় ব্যাখ্যার অনুরোধ প্রাপ্তির জন্য নির্ধারিত সময়সীমা): | **03/07/2023** |
| Targeted Deadline for submit of applications (আবেদনপত্র জমা দেওয়ার জন্য নির্ধারিত সময়সীমা): | **05/07/2023** |
| Targeted Deadline for awarding of enlistment (তালিকাভুক্তির PzWvšÍ ZvwjKv cÖKv‡ki সময়সীমা): | **25/07/2023** |

# ELIGIBILITY AND OBLIGATIONS

All natural or legal persons of whatever nationality are eligible to apply. However, certain criteria will be grounds for excluding applications.

Exclusion criteria:

Applicants’ shall be excluded from the selection and award procedure in the following conditions:

* If they are bankrupt or their affairs are being wound up; their affairs are being administered by the courts; they have entered into an arrangement with creditors; they have suspended business activities; they are the subject of proceedings concerning these matters or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
* If they have been convicted of an offence concerning professional misconduct by a judgement which has the force of res judicata;
* If they have been found guilty of gross professional misconduct proven by any means which the contracting authorities can justify;
* If they have not fulfilled their obligations relating to the payment of social security contributions or 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 in which the contract is to be executed;
* If they have been the subject of a judgement which has force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities’ financial interests;
* If, following another procurement procedure or grant award procedure financed by the community budget, they have been found to be in serious breach of contract for failure to comply with their contractual obligations.

**In addition, contracts shall not be awarded to applicants who, during the procurement procedure:**

* are in a position of conflict of interest;
* are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the award procedure, or fail to supply this information.

# PARTICIPATION PROCEDURE

**The call for interest kit is made up of the following documents:**

* The Enlistment Notice File (this file)
* Questionnaire form ([Annex](file:///D%3A%5COld%20Laptop%5CBACKUP%20TO%20SERVER%5CCONTRACT%5C2021%5CCall%20For%20Interest%5C2.%20Questionnaire%20Form%20against%20CFT%20REF-B51-DHAK-LOG-2021-01.docx) A) – Applicant to fill
* Supplier Declaration Form ([[Annex](file:///D%3A%5COld%20Laptop%5CBACKUP%20TO%20SERVER%5CCONTRACT%5C2021%5CInternational%20Agency%5CTender%20Ad%5C2.%20Questionnaire%20Form%20against%20CFT%20REF-B51-DHAK-LOG-2021-01.docx) B)](file:///D%3A%5COld%20Laptop%5CBACKUP%20TO%20SERVER%5CCONTRACT%5C2021%5CCall%20For%20Interest%5C4.%20HI_General_Purchasing_Conditions_september_2020.pdf)

**Agree with our safeguarding policies include:**

* Children Adults at Risk Safeguarding Policy 2020
* Anti Harassment and Bullying Policy 2020
* Anti Fraud Policy - Bangla

**Submission of applications (আবেদনপত্র জমা)**

Companies interested in applying shall submit their file **in a sealed envelope mentioning on the envelope: the reference code/s of category of items (E.g., Ref: 1, 2, 9, etc.), location where the supplier is interested** (E.g.: Dhaka, Chottogram, Ramu, Ukhiya, Teknaf, Monohordi, Narsingdi, Fultola-Khulna, Debhata-Shatkhira, Rawmari\_Kurigram, Pirgaca-Rangpur, Sharankhola-Bagerhat Char Vodrasan-Faridpur and Jamalpur. all Bangladesh) and the Supplier Name.) (আবেদন করতে আগ্রহী কোম্পানি তাদের ফাইল একটি সিলমোহর করা খামে কোন কোন ক্যাটেগরিতে আগ্রহী তার রেফারেন্স কোডগুলি (যেমনঃ রেফঃ ১,২,৯, ইত্যাদি), যে অবস্থানে সরবরাহকারী আগ্রহী এবং সরবরাহকারীর নাম সহ খামের উপর লিখে জমা দিতে হবে)

**Application Submission:**

* Send a digital file in the form of an email. sent to the dedicated email address procurement.cddbd@gmail.com with subject heading “Application for Vendor Enlistment Process with REF: CDD/CFI-Vendor Enlistment-2023-01
* \*If the file is too big to fit into 1 email (limit 20MB per email), please include numbering also in the subject.

**OR**

Applicant can submit their enlistment application to CDD Head officer or other mentioned offices, where application Submission Box is available.

1. **CDD Head Office:** A-18/6, Genda, Savar, Dhaka-1340, Bangladesh.
2. **Chottogram Office:** Flat No. 9-A (9th Floor), ‘Hyperian Shafi-Shams’, 114 Chanmari Road, Lalkhan Bazar, Chittagong
3. **HI-GFFO Office, Ramu:** SS Mansion, Holding No. 724, Merungloa (Beside Fish Market), Ward No. 07, Chowmuhoni, Ramu, Cox’s Bazar.
4. **CBMG Office, Ukhia:** Gorubazar Road, Infront of Bongomata Fazilatunnesa Govt, Mohila College, Ukhia, Cox’s Bazar
5. **HI-UNHCR Office, Ukhia:** Sayed Alam Villa, Infront of Ukhia Girl’s School, Ukhia, Cox’s Bazar
6. **HI-BPRM Office, Ukhia:** House- 417, Kaium Building, Gorubazar Road, Infront of Bongomata Fazilatunnesa Govt Mohila College, Ukhia, Cox’s Bazar
7. **HI-BPRM Office, Teknaf:** Akhter Tower, Opposite of Polly Biddyut Office, Near Badsha Vat Ghor, KK Para, Teknaf, Cox’s Bazar.
8. **Narsingdi Office:** Ward No. 01, West Bashail, Opposite of Roads & Highway, Department, Bashail, Narsingdi
9. **Monohordi Office : Near the monohordi Govt. Collage, Monohordi, Narsingdi.**
10. **Sharankhola Office:** Rayhan Monjil, Holding No. 0506, Ward No. 05, C&B Road, Rayenda Bazar, Sharankhola, Bagerhat.
11. **Char Vodrasan Office :** House of Anower Molla, Baliadangi, Char Vodrasan, Faridpur
12. **Fultola office :** Jara Kuthir, Tajpur Sikirhat Road, Fultola, Khulna
13. **Rawmari Office :** Holding-CHB-001, Village-Collage Para, Rawmari, Kurigram.
14. **Devata Office :** Shaikh Villa, Shokhipur More, Devata, Satkhira.
15. **Pirgaca Office :** Boro Panisha, Bottola, Pirgaca, Rangpur.

The envelope and email shall include all document listed in the application document.

For clarification should be aimed at correcting any initial errors or omissions affecting the performance of the contract or undermining fair competition.

## REQUESTS FOR CLARIFICATION

If CDD, on its own initiative or in response to a request from an applicant, adds to or clarifies information in the Notice for enlistment, this information shall be sent in writing and shared with all other applicants at the same time. For clarification, applicant can communicate via given email id or do written communication to the given CDD offices including all site offices.

# SELECTION CRITERIA OF APPLICATIONS

Bids shall be selected based on the information contained in the submitted documents form and attached documents. Applicants’ may include any additional documents they deem relevant.

**The main critaria of Supplier selection will be:**

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| 1st screening process (Result : Complaint/Non-compliant) |
| * Signed all Enlistment documents along with Statement that Supplier will adhere to CDD’s terms and conditions. (সরবরাহকারী CDD এর শর্তাবলী মেনে চলবেন এমন বিবৃতি সহ সমস্ত তালিকাভুক্তি নথিতে স্বাক্ষর করবেন।)
* A photocopy of the National ID card of the Owner/Proprietor/CEO/Managing Director with address, Phone and email contact. (ঠিকানা, ফোন এবং ইমেল যোগাযোগ সহ মালিক/স্বত্বাধিকারী/সিইও/ব্যবস্থাপনা পরিচালকের জাতীয় পরিচয়পত্রের একটি ফটোকপি)
* VAT & Updated TIN Certificate ; (কোম্পানির বর্তমান অবস্থা : ভ্যাট এবং টিআইএন রেজিস্ট্রেশন সার্টিফিকেট)
* Trading License/Business permit; (ট্রেডিং লাইসেন্স/ব্যবসায়িক অনুমতি)
* Company profile (কোম্পানির প্রোফাইল);
* Copies of delivery certificate/contract/purchase orders in support of their total experience and particular experience of supplying of the products to any procurement entity as specified in Table with category. (ডেলিভারি সার্টিফিকেট/চুক্তি/ক্রয় আদেশের অনুলিপি তাদের মোট অভিজ্ঞতার সমর্থনে এবং যেকোন প্রকিউরমেন্ট পণ্য সরবরাহের বিশেষ অভিজ্ঞতার সমর্থনে 2ক্যাটাগরি সহ সারণীতে উল্লেখ করা হয়েছে)
* Completed Supplier Questionnaire Form with necessary attachments (প্রয়োজনীয় সংযুক্তি সহ সরবরাহকারী দ্বারা প্রশ্নাবলী পূরণকৃত ফর্ম);
* Profile of the Organizations including organizational structures, management capacity (small proprietorship businesses can skip) (সাংগঠনিক কাঠামো, ব্যবস্থাপনা কমিটি সহ সংস্থাগুলির প্রোফাইল (ছোট মালিকানা ব্যবসাwqiv এড়িয়ে যেতে পারে).
* Bank Statements or Bank Certificate in support of Liquidate Assets (লিকুইডেট সম্পদের সমর্থনে ব্যাঙ্ক স্টেটমেন্ট বা ব্যাঙ্ক সার্টিফিকেট)
* Brief statements on quality control mechanism and quality service delivery mechanism (small proprietorship businesses can skip). (গুণমান নিয়ন্ত্রণ ব্যবস্থা এবং মানসম্পন্ন পরিষেবা সরবরাহ ব্যবস্থার সংক্ষিপ্ত বিবৃতি (ছোট মালিকানা ব্যবসাwqiv এড়িয়ে যেতে পারে)
* Any other supporting documents that is relevant to their types of business. (তাদের ব্যবসার প্রকারের সাথে প্রাসঙ্গিক অন্য কোনো সহায়ক নথি)
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| Final screening process (Result : Awarded/Rejected) |
| * Physical verification process (if required)
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# CANCELLATION OF A CALL FOR INTERESTS’ PROCEDURE

**CDD will reserve the right to:**

1. Reject any invitee’s response that does not include all the information requested or is not in this application format;
2. Reject any invitee’s response that in its opinion is unacceptable after scrutiny/assessment;
3. Disregard any content in an invitee’s response that is illegible and will be under no obligation whatsoever to seek clarification from the invitee;
4. Disqualify an incomplete invitee’s response or evaluate it solely on the information contained within it;
5. Alter the structure and/or the timing of the Vendor Enlistment process;
6. Vary or extend any time or date specified in this invitation for all invitees
7. Contact and verify of the information/documents with the other legal entities/contractual partners/purchasers that are referred to in the Vendor Registration Format/CV or as references if not matched.
8. CDD can be extended submission time or add new vendor the first quarter of year or enlistment.
9. If any category or sub-category applied supplier quantity will be less than 3 or not full fill CDD’s expectation, CDD management can be add new supplier or purchase through market survey or spot quotation process.

# AWARDING OF ENLISTMENT PROCESS

By virtue of this document, CDD holds ownership of all applications received as part of this enlistment procedure. Consequently, applications shall not be returned to applicants.

Date: Place:

Name: Function:

Signature and company stamp preceded by the words “Read and approve.

**Annex : A (Application Evaluation Questionnaire)**

Centre for Disability (CDD) appreciates the suppliers’ efforts in responding to these questions. It helps CDD to identify potential suppliers and facilitate/speed up the supplier selection process. Please note that the completion of this questionnaire does not equate to any contractual link between CDD. CDD may, but is not obligated to send restricted tender announcements and / or request for quotations to companies who completed this questionnaire.

|  |  |
| --- | --- |
| Company name (cÖwZôv‡bi bvg): |  |
| Type of company (Proprietor, Partnership, Limited, Public) (cÖwZôv‡bi aib): |  |
| Year and place of creation ((cÖwZôvi mgq Ges ¯’vb): |  |
| Trade Licence Number (‡UªW jvB‡mÝ b¤^i): |  |
| VAT registration number (f¨vU †iwR : b¤^i): |  |
| Address (wVKvbv): |  |
| Administrative address (cÖkvmwbK wVKvbv):(if different) |  |
| Proprietor/ Managing Director Name ( gvwj‡Ki bvg): |  |
| Phone number (‡gvevBj b¤^i): |  |
| Email (B‡gBj): |  |
| Sales/contact person-1 Name and position (‡hvMv‡hvMKvix e¨w³i bvg I c`ex-1): |  |
| Contact mobile number (‡hvMv‡hvMKvix e¨w³i-1 Gi ‡gvevBj b¤^i) : |  |
| Email: (B‡gBj): |  |
| Sales/contact person-2Name and position (‡hvMv‡hvMKvix e¨w³i bvg I c`ex-2): |  |
| Contact mobile number (‡hvMv‡hvMKvix e¨w³i-2 Gi ‡gvevBj b¤^i) : |  |
| Email:(B‡gBj): |  |
| Date of submission (Rgv †`qvi ZvwiL): |  |

**Supplier Registration Name (mievinKvixi cÖwZôv‡bi bvg) :: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Represented by (cÖwZwbwai bvg): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Place (¯’vb): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date (ZvwiL): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature (¯^vÿi): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Annex : B (Supplier Declaration form)**

**TO BE COMPLETED BY THE SUPPLIER**

I, the undersigned, Name of owner representing certify having read and understood the rules hereto.

On behalf of the company Name for which I act, accept the terms of CDD Best Business Practices and undertake to achieve the best performance should the contract be attributed to

I the undersigned, 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 organisation 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 Labour Organisation (ILO), in particular regarding child labour, discrimination, freedom of association, respect of the minimum wage, slave labour 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.

Name:

Position:

Date:

Signature & Stamp: