

TENDER DOCUMENT

For Procurement Of

**Machinery, Furniture & Laptop and Computer
For
DRESSMANN Project**

Name of the Procuring Entity: **Social and Economic Enhancement Program-SEEP
House No-5, Road No-10, Section-II
Mirpur, Dhaka-1216, Bangladesh**
Contact Person: **Member Secretary, Procurement Committee,
DRESSMANN project**
Contact Number: **01726-909649,01716-301635.**
Email: seepdressmann@gmail.com

Tender Ref. No. /SEEP/DRESSMANN/2018/OT/001

Issued on: February 06, 2018

**THIS DOCUMENT HAS TO BE SUBMITTED ALONG WITH OTHER RELEVANT DOCUMENTS.
PLEASE SIGN & STAMP ON EACH PAGE TO ACCEPT OUR TERMS & CONDITIONS.**

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Advertisement for Tender



SEEP



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Invitation for Tender

Tender for Supply of Machinery & Furniture

Ref. No. SEEP/DRESSMANN/2018/OT/001

Date : February 06, 2018

Background	:	DRESSMANN project is being implementing by the NGOs namely, SEEP, SCR is going to procure training materials forming a Procurement Committee led by SEEP.	
Name	:	Social and Economic Enhancement Programme-SEEP	
Procurement item	:	Machinery, Laptop and Computer & Furniture	
Package information:	:	The package consist of the following lots:	
Lot No.		Lot description	Delivery place
Lot 1	:	Machinery (as per tender document)-02 Times delivery	Savar, Gazipur & Narayangonj.
Lot 2	:	Furniture (as per tender document)	
Lot 3	:	Laptop and Computer(as per tender document)	
Procurement Method	:	Open Tendering Method (National)	
Tender document price, Selling date, Time & Place	:	A complete set of tender document may be obtained from 06.02.2018 to 12.02.2018, between 10:00 am to 4:00 pm on working day at Procurement Committee, DRESSMANN project, Social and Economic Enhancement Program-SEEP, House No-5, Road No-10, Section-II, Mirpur, Dhaka-1216, Bangladesh on payment of Tk. 1000/- (Taka one thousand) only (Non-refundable) in the form of pay order/ bank draft in favor of ' SEEP-DRESSMAN ' issued by a scheduled bank in Bangladesh.	
Pre-Tender Meeting Time & Place	:	08.02.2018 at 11:00 am at Social and Economic Enhancement Programme-SEEP, House No-5, Road No-10, Block-C, Mirpur-11, Dhaka-1216.	
Tender Security	:	The bidders have to submit 1% earnest money for each lot in the form of Pay order/ Demand draft/ Bank guaranty in favor of, Social and Economic Enhancement Programme-SEEP along with the bid during submission.	
Tender Document Dropping Date, Time & Place	:	Sealed tender should be dropped into the tender dropping box kept at Social and Economic Enhancement Programme-SEEP, House No.5, Road No. 10, Block-C, Mirpur-11, Dhaka-1216 on or before 12.02.2018 within 2.00 pm.	
Tender Opening Date, Time and Place	:	The tender shall be opened on 12.02.2018 at 2.30 pm in presence of Tenderer (s) representative (if any) at Social and Economic Enhancement Programme-SEEP, House No-5, Road No-10, Block-C, Mirpur-11, Dhaka-1216.	
Contact number	:	01726-909649, 01712-665164 seepdressmann@gmail.com	

N. B. a) Due to Hartal, Pre –Tender meeting or receiving or opening of tender documents is disturbed then next Hartal free working day will be applicable for the same respectively. b) If the Tenderer(s) submits any false/incorrect or fake certificate the tender security may be forfeited. c) SEEP management reserves the right to accept or reject part/whole of any or all the applications without assigning any reason whatsoever.

II. Tender Data Sheet (TDS)

The following specific data shall be followed by the bidders of the procurement for 3 Lots

A. GENERAL

Procuring Entity	Social and Economic Enhancement Programme-SEEP.
Brief Description of the Goods	Lot 01: Machinery (As per Specification mentioned in the schedule of requirement) - 03 Times delivery
	Lot 02: Furniture (As per Specification mentioned in the schedule of requirement)
	Lot 03: Laptop and Computer (As per Specification mentioned in the schedule of requirement)
Delivery lead time	18 February 2018
Delivery Place	Narayangonj, Gazipur, Dhamrai and Savar, Dhaka.
Eligibility	<p>The Bidders shall possess the following qualification :</p> <ol style="list-style-type: none"> a) The tenderer shall have a minimum 3 (Three) years of overall experiences in the supply of goods and related services. b) The minimum selling capacity is/are 3 (Three) times of Tender value over the last three year. c) Manufacturer is preferred otherwise a manufacturers' authorization letter/dealership certificate is pre-requisite (where applicable). d) The tenderer shall have the availability of minimum liquid assets or working capital or credit facility 02 (two) times of the quoted price. e) Bidder shall provide the best value of money f) Bidder should maintain the delivery lead time g) Bidder must meet the technical specification of the goods.
Documents Required	<ol style="list-style-type: none"> a) Company profile b) Copy of Up to date Trade license. c) Tax identification Number and Up-to-date VAT and Tax Certificate d) Work experience with Development/reputed organizations. A contract/work order copy is to be attached with the tender.
Language	The language of all correspondence and documents related to the Tender shall be in English .

B. THE TENDER DOCUMENTS AVAILABLE

Communication	Social and Economic Enhancement Programme-SEEP, House No-5, Road No-10, Block-C, Mirpur-11, Dhaka-1216. Email: seepdressmann@gmail.com
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Tender document Collection date & time	A complete set of tender the document may be obtained from 06.02.2018 to 12.02.2018, between 10:00 am to 4:00 pm on a working day at Social and Economic Enhancement Programme-SEEP, House No-5, Road No-10,Block-C,Mirpur-11,Dhaka-1216 on payment of Tk. 1,000 (Taka One Thousand) only (Non-refundable) in the form of pay order/ bank draft in favor of Social and Economic Enhancement Programme-SEEP issued by a scheduled bank in Bangladesh. Free Download for information only at : http://118.179.221.10/PSM/
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C. PRE-TENDER MEETING

Pre-Tender Meeting	08.02. 2018 at 11:00 am at Social and Economic Enhancement Programme-SEEP, House No-5, Road No-10,Block-C, Mirpur-11,Dhaka-1216,
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D. SUBMISSION OF TENDER

Tender submission instruction	Interested bidders must submit their tenders in response to IFT in envelopes and mentioned clearly the name of the bid (i.e. Lot-01, Lot-02 and lot-03) on top of each envelope.
Date & Time of Tender Submission	Sealed tender should be dropped into the tender drop-in box kept at Social and Economic Enhancement Programme-SEEP, House No-5, Road No-10,Block-C,Mirpur-11,Dhaka-1216 on or before 12.02.2018 within 2.00 pm.
Modification	No Tender shall be modified subsequent to the deadline for submission of Tender.
Tender Dropping Address	Member Secretary, Procurement Committee, Social and Economic Enhancement Programme-SEEP, House No-5, Road No-10,Block-C,Mirpur-11,Dhaka-1216.

E. TENDER OPENING

Opening Time & Date	The tender shall be opened on 12.02.2018 at 2.30 pm in presence of Tenderer(s) representative (if any) at Procurement Committee, DRESSMANN project, Social and Economic Enhancement Programme-SEEP, House No-5, Road No-10, Block-C,Mirpur-11,Dhaka-1216.
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F. TENDER EVALUATION

The Tender Evaluation shall be carried out based on the following criteria:

Tender Evaluation	1. Evaluation Team will review the technical tender based on the eligibility requirements.
	2. Final Evaluation shall be carried out based on both technical and financial evaluations.

G. OTHERS

Procurement Committee reserves the rights to accept or reject any /all tenders or part thereof without assigning any reason whatsoever.

Schedule of Requirement

LOT-1:

MACHINERY

A. NFPE Centre

Sl	Description	Specifications	Unit	Unit Price	Amount (Tk)
1	1- Nidle Lock Stich Sewing Machine (Manual)	BRAND: Jack-9100BS Complete set including table, stand & standard accessories. Assembled in China.	12		
2	1-Needle lockstitch sewing machine (Computerized)	BRAND: Jack A4-H Heavy duty, Complete set including table, stand & standard accessories. Assembled in China.	3		
3	1-Needle lockstitch sewing machine (Computerized)	BRAND: Jack A4-C Light duty, Complete set including table, stand & standard accessories. Assembled in China.	3		
4	Double needle lockstich machine (Manual)	BRAND: Jack 584203-500 Heavy duty, Complete set including table, stand & standard accessories. Assembled in China.	3		
5	Double needle lockstich machine (Manual)	BRAND: Jack 584203-003 Light duty,Complete set including table, stand & standard accessories. Assembled in China.	3		
6	Double Needle chainstitch machine (Manual)	BRAND: jack, 8558WD-K-H Medium duty weight materials, Complete set including table, stand & standard accessories. Assembled in China.	3		
7	Over lock machine- 4 thread	BRAND:Jack JK768B Manual type,built in machine head, Complete set including table, stand & standard accessories. Assembled in China.	6		
8	Over lock machine- 5 thread	BRAND:Jack JK 768DIManual type,built in machine head, Complete set including table, stand & standard accessories. Assembled in China.	6		
9	Button hole machine (lock stitch, Computerized)	BRAND:Jack T1790 Built in machine head, Complete set including table, stand & standard accessories. Assembled in China.	6		
10	Flat Lock Machine (Cylinder bed)	BRAND: Jack chiina Complete set including table, stand & standard accessories. Assembled in China.	6		
11	Flat Lock Machine (Flat bed)	BRAND: jack China Complete set including table, stand & standard accessories. Assembled in China.	3		

12	Barteck/ Button attach machine	Brand:JACK-TE 1900-BHK/BSK Heavy duty, Complete set including table, stand & standard accessories. Assembled in China.	3		
13	Zigzag machine	Model: Jack JK 20U63 Up to 3-step, Complete set including table, stand & standard accessories. Assembled in China.	3		
14	Cutting Machine	BRAND: Jack china Japan Made,Complete set with standard accessories.	3		
15	Stream Iron	Made in Korea (standard brand)	1		
16	Iron table(Vacuum)	Size: 1300 x 800 mm,built in motor,China Made	3		
Total					

IN WORD (TAKA):

LOT-2:**Furniture**

Sl	Description	Specifications	Unit	Unit Price	Amount (Tk)
1	File Cabinet	Steel	1		
2	White Board	Melamine board	6		
3	Display Board	Melamine board	5		
4	Armless Chair	Steel	6		
5	Side busket (Plastic)	RFL	120		
6	Stool Plastic	RFL	240		
7	Celling Fan	National, 56"	42		
8	Cutting Table	Woden	6		
9	Revolving Chair	Fiber	1		
10	Visitor chair	Steel	16		
11	Steel Almirah	steel	13		
12	Class room Table	Wooden	12		
13	Table(Office)	Melamine board	1		
14	Fire Extinguasher(ABC&E)	China	6		
15	Fire Extinguasher(CO2)	China	6		
16	Computer Table	Melamine board	7		
Total					

IN WORD (TAKA):

LOT-3:**Laptop and Computer**

Sl	Description	Specifications	Unit	Unit Price	Amount (Tk)
1	Tablet	Samsung	30		
2	Modem	Standard	5		
3	Laptop	HP, Core i5	2		
4	Computer	DEL, Core i3	6		
5	Printer	HP	1		
Total					

IV. Terms & Conditions

Member Secretary, Procurement Committee,
DRESSMANN Project
Social and Economic Enhancement Programme-SEEP,
House No-5, Road No-10,Block-C,
Mirpur-11,Dhaka-1216.
Email: seepdressmann@gmail.com

February 06, 2018

Subject: Terms and Conditions for Procurement of Machinery, Furniture & Laptop and Computer.

Tender is hereby invited from bonafide Suppliers/Manufacturers/Authorized Distributors/to purchase the “Machinery, Furniture & Laptop” for DRESSMANN Projec funded by DRESSMANN as per attached Schedule of Requirement. The interested Tenderer should submit their Tender duly filled up the schedule of requirement as per terms and conditions mentioned below.

Terms and Conditions:

1.	Company profile, Valid Trade License of the Organization, TIN Certificate, VAT Registration Certificate and Experience Certificate of supplied to different Organizations is to be submitted with the tender. The most responsive bidders have to show the Original of the above.
2.	Tender to be submitted as per specifications. No correction, rubbing, over writing is acceptable and Tender to be submitted duly filled up, properly signed and sealed on each page. Special Note: The successful bidder shall have to deliver goods at their own arrangement to the destination.
3.	The Name, Specification, Size etc. mentioned in the Schedule of Requirement should be as per our requirement.
4.	The assurance of the Contract will depend not only on the lowest price but also the quality of goods and other criteria which will determine the responsiveness of a Bid. SEEP will issue the purchase order based on the respective schedule of requirement. Besides this the Procurement Committee, DRESSMANN Project reserves the right to give Contract partially or wholly to the most responsive Bidder on the basis of evaluation.
5.	The goods have to be supplied to the below mentioned address: Dhaka & Chittagong. Supplier will deliver the goods at supplier’s own cost. Invoice/bill, Delivery Challan, Shipping Documents is to be submitted to SEEP at Dhaka and Chittagong after satisfactory delivery of goods. Acknowledgement receipt of delivery challan and required documents payment will be made each organization (above Mentioned) through Account Payee Cheque /EFT in favor of supplier within maximum three (3) weeks.
6.	Necessary IT & VAT will be deducted from invoice at the time of payment as per applicable Govt. rule. Supplier has to provide the VAT registration number with Mushak -11 Ka.
7.	The bid will be received and opened on the following working day at the above mentioned time.

8.	Goods should be delivered as per specifications mentioned and within the specified date to the delivery place. No items will be accepted if found contrary to quality and non-conformity with specifications.
9.	The bidders have to submit 1% earnest money for each lot in the form of Pay order/ Demand draft/ Bank guaranty in favor of ' Social and Economic Enhancement Programme - SEEP ' along with the bid during submission.
10.	The winning bidder have to submit 5% performance guaranty (in addition to 1% earnest money) in the form of Pay order/ Demand draft/ Bank guaranty in favor of ' Social and Economic Enhancement Programme – SEEP ' as per getting notification of award
11.	Both (1% earnest money + 5% performance security) will be returned after successfully completion of delivery.
12.	Unsuccessful bidders will get 1% earnest money returned after 02 weeks of bid closing date.
13.	The Bid validity is to be 120 days from the date of submitting the Bid.
14.	Liquidated Damages: The amount of Liquidated Damages is 0.1% of the contract value of the undelivered Goods or any part thereof delivered after expiry of the Delivery and Completion Schedule or extended Delivery and Completion Schedule, as applicable, per day of delay.
15.	Procurement Committee, SEEP reserves the right to accept or reject partially or wholly of any submitted bid without showing any reason whatsoever.

Thanking you

Member Secretary,
Procurement Committee,
SEEP-DRESSMANN Project

CHECK LIST

Bidder name	Company profile	Updated Trade License	VAT Reg. No	Updated TIN	INGO/ Reputed Firm experience	3 years overall experience	3 times selling capacity of tender value	2 times liquid asset/working capital/ credit facility	Lead time	Remarks
	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	

Annexure I: –Child Safeguarding Policy

Save the Children International – Child Safeguarding Policy

Child Safeguarding Policy

This document outlines the policies and procedures established to ensure that Save the Children International is recognised as a child safe organisation. The application of this policy is the means by which Save the Children International ensures that it is in compliance with the Child Safeguarding Protocol of Save the Children International as well as the UN Secretary General’s Bulletin on Special Measures for Protection from Sexual Exploitation and Sexual Abuse 2003.

Awareness and Prevention:

2.1. DISSEMINATION AND AWARENESS RISING

- a. The Child Safeguarding Policy, Code of Conduct, and Local Procedures must be made widely available to all staff, other representatives, and staff of partner agencies.
- b. Distribution must be supported by so as to ensure that the Child Safeguarding Policy and Code of Conduct are understood; this will include the use of translation into local languages, induction, training, posters, popular /card versions, pictorial images and child friendly material.

2.2. RECRUITMENT AND SELECTION

- a. Recruitment and selection of staff and others must reflect Save the Children’s commitment to safeguard children by ensuring warnings; checks and procedures are in place to screen out anyone who may be unsuitable to work with children.¹
- b. Successful candidates should be made aware of the fundamental and binding nature of this policy, procedures and codes of conduct and that the fact that they are apply equally to personal and professional life.

2.3. BUILDING CHILD SAFEGUARDING INTO MANAGEMENT SYSTEMS AND PROCESSES

- a. The Child Safeguarding Policy must be incorporated into all systems, standard operating procedures and processes that have any bearing on the safeguarding of children so that an environment is established where the rights of children are respected and where child abuse and sexual exploitation of children is not tolerated.
 - b. The Child Safeguarding Policy should be reflected in all human resource and management arrangements that define or determine how staff and other representatives carry out their work, including job descriptions, Standard Operating Procedures, terms of reference, contract of employment, codes of conduct, performance management systems and disciplinary procedures. Failure to adhere to child safeguarding aspects of any such arrangements should be recognized as a serious disciplinary breach.
 - c. Children and their caregivers must be made aware of the systems that exist to raise a concern or a complaint. As key stakeholders they must be aware of the Child Safeguarding Policy and
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Code of Conduct and of what they can expect in terms of the behaviour of staff, other representatives and partners towards them. Child friendly materials should be used to communicate these messages.

- d. Where the Save the Children International is responsible for providing activities or services for children they will at all times supervise and safeguard them to the best of our abilities. The quality of those services and activities must reflect the principles and procedures of the Child Safeguarding Policy.

2.4. RISK ASSESSMENT AND RISK MANAGEMENT

- a. All activities within Save the Children International must be assessed to make sure that any child safeguarding risks are identified and adequate controls developed. These aspects should be included in the Monitoring and Evaluation frameworks for such activities.
- b. All activities, involving contact with children through use of information technologies, must be assessed to make sure that any child safeguarding risks are identified and adequate controls developed. These aspects should be included in the monitoring and evaluation frameworks for such activities.
- c. Engagement with children and their caregivers for the purposes of marketing, media/communications, consultation, participation and advocacy should be with informed consent, and should not exploit the child or caregivers, nor increase their vulnerability, or place them at risk. Adequate controls should be developed for such activities and practice guidelines identified and followed.

2.5. LEARNING AND DEVELOPMENT

- a. Staff, representatives and staff of partner agencies should be supported to develop child safeguarding skills, knowledge and experience appropriate to their role in the organisation. Staff who have a responsibility to respond to children disclosing sexual exploitation and abuse, must receive specific training in receiving and responding to disclosure.
- b. Understanding of the Child Safeguarding Policy (including Code of Conduct and Local Procedures) must be included in induction and mandatory/core training for staff and other representatives. Sensitivity to and understanding of local circumstances and culture should be incorporated in learning and training without condoning acts that are harmful to children.

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2.6. PARTNERS

- a. All agreements between Save the Children International and partner organizations must include agreement on a Child Safeguarding Policy.
- b. Partner agencies must adopt this Child Safeguarding Policy or have developed their own policy of a similar standard and approach. Agreements with partners must clearly outline agreed procedures for reporting and investigating concerns involving breaches of the policy. Breaches within partner agencies must be reported to Save the Children.

- c. Save the Children International should have clear plans for developing the capacity of partner organizations in this field to develop standards based policies and procedures through utilizing the resources developed across the Save the Children movement.³

2.7. INFORMATION AND COMMUNICATION TECHNOLOGIES

Guidance is in place which governs the appropriate use of information and communication technologies such as the internet, websites, social networking sites, digital photography to ensure that children are not put at risk. This guidance should cover both the use of these technologies by our staff and representatives as well as children who utilise the technologies on our behalf or in response to a request by our organization.

2.8. BEHAVIOUR TOWARDS CHILDREN

Staff, partners and other representatives must never:

- a. Hit or otherwise physically assault or physically abuse children
- b. Engage in sexual activity or have a sexual relationship with anyone under the age of 18 years regardless of the age of majority/consent or custom locally. Mistaken belief in the age of a child is not a defense.
- c. Develop relationships with children which could in any way be deemed exploitative or abusive
- d. Act in ways that may be abusive in any way or may place a child at risk of abuse.
- e. Use language, make suggestions or offer advice which is inappropriate, offensive or abusive
- f. Behave physically in a manner which is inappropriate or sexually provocative
- g. Have a child/children with whom they are working to stay overnight at their home unsupervised unless exceptional circumstances apply and previous permission has been obtained from their Supervisor
- h. Sleep in the same bed as a child with whom they are working
- i. Sleep in the same room as a child with whom they are working unless exceptional circumstances apply and previous permission has been obtained from a their Supervisor
- j. Do things for children of a personal nature that they can do themselves
- k. Condone, or participate in, behaviour of children which is illegal, unsafe or abusive
- l. Act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse
- m. Discriminate against, show unfair differential treatment or favour to particular children to the exclusion of others.
- n. Spend excessive time alone with children away from others
- o. Place themselves in a position where they are made vulnerable to allegations of misconduct

This is not an exhaustive or exclusive list. Staff, partners and other representatives should at all times avoid actions or behaviour which may allow behaviour to be misrepresented, constitute poor practice or potentially abusive behaviour.

It is important for all staff, partners and other representatives in contact with children to:

- a. Be aware of situations which may present risks and manage these
- b. Plan and organise the work and the workplace so as to minimise risks
- c. As far as possible, be visible in working with children
- d. Ensure that a culture of openness exists to enable any issues or concerns to be raised and discussed

- e. Ensure that a sense of accountability exists between staff so that poor practice or potentially abusive behaviour does not go unchallenged
- f. Talk to children about their contact with staff or others and encourage them to raise any concerns
- g. Empower children - discuss with them their rights, what is acceptable and unacceptable, and what they can do if there is a problem.
- h. Maintain high personal and professional standards
- i. Respect the rights of children and treat them fairly, honestly and with dignity and respect
- j. Encourage participatory practice with children which develops their own safeguarding capacity

Reporting and Responding

2.9. CENTRALISED SYSTEM

Save the Children International will establish a centralised system in order that concerns identified and responded to locally will be reported, recorded and analysed centrally. In addition where necessary these cases will be investigated and managed centrally. These records should be reported to senior managers and trustees on a regular basis

2.10. LOCAL REPORTING PROCEDURE

- a. An employee who becomes aware of a situation that may be a violation of the above or may involve other misconduct has the responsibility to report the matter. In most cases an employee should report the situation to his/her immediate supervisor. An employee who does not wish to address such a concern to his/her supervisor should report the matter to the next level supervisor. The Agency strongly encourages this reporting procedure as the most efficient and effective at addressing most issues, but if the employee does not feel it is appropriate to the situation he/she should then report to Sector Director or to HR or to CD.
- b. Reports should be factual rather than speculative or conclusory, and should contain as much specific information as possible. This will allow SC to make a proper assessment of the nature and extent of the allegations and to determine the need for any preliminary investigative procedure.
- c. The Agency has implemented the policies and procedures in this Handbook, including the reporting procedure outlined here, in order to further SC's commitment to the highest possible standards of ethical, moral and legal business conduct. This procedure is not to be used for filing personal grievances or vendettas and such use may result in discipline.

2.11 Confidentiality and Anonymity

Reports will be kept confidential to the extent possible under the circumstances. If the person making a report specifically requests, Save the Children will not disclose his/her identity to the extent that non-disclosure does not hinder SC in carrying out a competent and effective investigation. While Save the Children will accept and appropriately act upon anonymous reports of possible violations of policy or other misconduct, Save the Children strongly encourages employees to identify themselves when making reports in order to support the Agency's ability to conduct investigations.

2.12. Investigation

- a. If the Agency receives a credible report of conduct in violation of the above policy or other misconduct, the report will be investigated promptly and, if appropriate, corrective action will be taken. Persons receiving such reports are charged with exercising appropriate judgment in determining which matters may be reviewed under their authority and which must be referred to a higher level of management.
- b. Consultation with supervisors is encouraged and the exercise of judgment should err on the side of upward reporting, especially if the report concerns a matter that is likely to involve more than one Agency office or department; receive media or other public attention; create a substantial exposure to liability; or present a significant threat to the safety of staff, beneficiaries or the public. All Save the Children employees are expected to cooperate fully with such an investigation.

2.13. No Retaliation

Save the Children will not tolerate retaliation against, or harassment of, persons using these reporting procedures in good faith. Retaliation or harassment may subject an employee to discipline up to and including discharge.

2.14. Others:

Save the children will have Local Procedures that include agreed management guidance on when and how to report concerns to national authorities such as the Police or National/Local Ministries /Authorities (for instance where an alleged offence has been committed). In addition it would include details of the local child safeguarding infrastructure, local issues of abuse of particular concern and locally available child safeguarding resources. These procedures should be drawn up following the completion of a mapping exercise, guidance for which is provided.

2.15. DUTY OF ALL STAFF AND OTHER REPRESENTATIVES TO REPORT CONCERNS

- a. All Save the Children staff, other representatives and staff of partner agencies must report all concerns including both specific reports and unconfirmed concerns regarding child abuse or sexual exploitation where the alleged perpetrator is a member of staff, other representative or staff of a partner agency.
- b. The first priority of any staff member to whom child protection concerns are reported must be the immediate safety and welfare of the child.
- c. The Local Procedures should also include procedures to enable staff to report and respond to serious⁴ allegations of abuse and sexual exploitation where the alleged perpetrators lie outside the organisation, its representatives or partners.
- d. Child Safeguarding concerns should be reported within 24 hours, unless it is impossible or impracticable to do so or other exceptional circumstances exist.
- e. The procedures must be easily accessible, known to and understood by all staff, representatives and staff of partner agencies.

2.16. ROLES AND RESPONSIBILITIES FOR THE IMPLEMENTATION OF THE CHILD SAFEGUARDING POLICY

- a. “Child Safeguarding Focal Points” i.e. designated staff members to receive Child Safeguarding concerns/complaints should be appointed at appropriate geographical/operational unit levels by the Country Director⁵
- b. Staff nominated to key positions must have their roles & responsibilities for child safeguarding clearly identified. This must include roles and responsibilities of staff in raising child safeguarding concerns/complaints, child safeguarding focal points⁶ for receiving child safeguarding concerns/complaints and managers for responding to and managing these issues. Such positions should receive appropriate guidance training and support.
- c. All staff, representatives and staff of partner agencies must be aware of the contact details of the focal point for receiving child safeguarding concerns/complaints.
- d. The standard reporting form should be used for reporting concerns (Appendix I). Action must be instigated by the persons identified in line with the Local Procedures.

Annexure II; Fraud, Bribery and Corruption Policy

Fraud, Bribery and Corruption Policy

Section I

I.1 POLICY STATEMENT

Save the Children International (SCI) has a “**zero tolerance**” policy towards fraud, bribery and corrupt practices (see definitions below).

All SCI employees, partners and vendors have a duty to protect the assets of SCI and to comply with relevant laws (including the UK Bribery Act 2010).

Section 2

2.1 principles

2.1.1 SCI’s policy on Fraud, Bribery and Corruption is guided by the principles of:

- Integrity – SCI will act in a principled and honest fashion.
- Legitimacy – SCI will abide by all applicable laws relating to fraud, bribery and corruption.
- Timeliness – SCI staff will report suspicions of fraud, bribery or corruption in a timely manner.
- Fairness – SCI will investigate allegations of fraud, bribery or corruption in an even-handed way.

2.1.2 SCI maintains systems and procedures to ensure that the risks of fraud, bribery and corrupt practices are minimised and that any incidents are detected, investigated, reported and dealt with effectively where they do occur.

2.1.3 Where fraud, bribery or corrupt practices are detected, SCI will investigate and take appropriate action against staff, consultants, volunteers, partners, vendors and any other implicated party.

2.1.4 SCI staff, consultants, contractors, secondees, interns and volunteers **must immediately report** any suspicion of fraud, bribery or corrupt practices to the Country Director (if at country office), to the Regional Director (if at regional office) or to a member of the senior leadership team (if at the centre).

If they do not feel able to report directly to their Country Director, staff can report to their line manager or to scifraud@savethechildren.org.

For further details about how to report, please see the **Fraud, Bribery and Corruption Procedure [link]**.

2.1.5 Failure to report fraud, bribery or corruption will be treated as a serious issue and may result in disciplinary measures being taken.

- 2.1.6** Attempted fraud, bribery or corruption will be treated with the same seriousness as actual fraud, bribery or corruption under this policy.
- 2.1.8** **Partners and suppliers** must report to SCI and take action against fraud, bribery or corruption occurring in their organisation and **must immediately report** to their contact at SCI (or the relevant SCI Country Director) any suspicion of fraud, bribery or corruption within SCI.

Section 3

3.1 definitions

Word/Term	Definition
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<p>“Bribery” or “corrupt practices” or “corruption”</p>	<p>Offering, giving, receiving or soliciting a financial or other advantage in connection with the performance of a position of trust or a function that is expected to be performed impartially or in good faith.</p> <p>Behaviour which amounts to bribery and corrupt practices includes but is not limited to:</p> <ul style="list-style-type: none"> • <u>Paying or offering a bribe</u> – where an individual improperly offers, gives or promises any form of material benefit or other advantage, whether in cash or in kind, to another person in order to influence their conduct in any way. • <u>Receiving or requesting a bribe</u> – where an individual improperly requests, agrees to receive or accepts any form of material benefit or other advantage, whether in cash or in kind, which influences or is designed to influence his or her conduct in any way. • <u>Receiving a so-called ‘graft’ or ‘facilitation’ payment</u> – where an individual improperly receives something of value from another party for performing a service or other action that they were required by their employment to do anyway. For example: where a member of staff at a partner refuses to issue the required travel authorisations without a personal payment also being made. • <u>Nepotism or patronage</u> – where an individual improperly uses their employment to favour or materially benefit friends, relatives or other associates in some way. For example, through the awarding of contracts, jobs or other material advantages. • <u>Embezzlement</u> - where an individual improperly uses funds, property, resources or other assets that belong to SCI or a connected organisation or individual. For example, a member of staff using building contractors who have been employed to work on a SCI project to work on their own personal property. • <u>Receiving a so-called ‘kick-back’ payment</u> – where an individual improperly receives a share of funds or a commission from a supplier as a result of their involvement in a corrupt bid or tender process. • <u>Collusion</u> – where an individual improperly colludes with others to circumvent, undermine or otherwise ignore SCI’s rules, policies or guidance. For example, where an individual tries to fix the level of a tender in order to bring it below a certain threshold which has been set by SCI. • <u>Abuse of a position of trust</u> – where an individual improperly uses their position within SCI or a connected organisation to materially benefit themselves or any other party. For example, an individual intentionally accessing confidential material they are not entitled to or passing confidential information (such as the contents of a tender bid) to a third party.
<p>“Fraud”</p>	<p>An act of deception intended for personal gain or to cause loss to another party (even if no such gain or loss is in fact caused). Behaviour which amounts to fraud includes but is not limited to:</p> <ul style="list-style-type: none"> • False invoicing – where an individual knowingly creates or uses invoices that are false in any way. • Expenses fraud - where an individual dishonestly uses the expenses system to pay

	<p>money or other benefits that the recipient is not entitled to.</p> <ul style="list-style-type: none"> • Procurement fraud - where an individual engages in any dishonest behaviour relating to procurement or tendering process, e.g. falsely created bids or quotes. • Supply chain fraud - where an individual misdirects or steals goods, forges stock records, or creates fictitious companies through which to channel payments. • Payroll fraud - where an individual dishonestly manipulates the payroll system to make unauthorised payments to him or herself or another. For example, by creating 'ghost' employees or dishonestly increasing one's own salary. • Tax or duty evasion – where an individual knowingly avoids payment of a tax or other duty that he or she is aware should be paid. • False accounting - where an individual deliberately enters false or misleading information into any form of accounting or financial record. • Forgery - where an individual dishonestly creates or alters a document so that the information contained in it is incorrect or in any way misleading. • Bank or cheque fraud - where an individual dishonestly manipulates any banking system or record (such as a cheque, bank statement or electronic transfer). • Brand fraud - where an individual dishonestly uses Save the Children's name, branding or documentation for unauthorised or illegitimate ends. • Conflict of interest - where an individual knowingly has an undisclosed business interest in an entity involved in a commercial relationship with Save the Children. • Theft – where an individual dishonestly takes or appropriates any item of property that belongs to another.
"Individual"	In the definitions above this may include but is not limited to an employee, consultant, contractor, intern, secondee or volunteer of SCI, it's implementing partners and suppliers.

3.2 SUPPORTING/RELATED DOCUMENTATION

Links to Supporting Documentation	
1.	Fraud, Bribery and Corruption Procedure

Annexure III; Prohibited Transactions and Money Laundering

Policy Title:	Prohibited Transactions and Money Laundering
Version:	1.0
Approved Date:	27/01/2014
Approved by:	Caroline Stockmann
Author:	Michael Walkington
Review Date:	27/01/2015

Section

I.1 POLICY STATEMENT

Save the Children International (“SCI”) will ensure that:

- It is not connected with any terrorist activity;
- It does not engage in any financial transaction or other dealing that supports a prohibited party (i.e. and organisation or person proscribed or designated on a government list); and
- None of its funds or property is used for purposes of terrorism, each of which is a “prohibited transaction.”

SCI will report to the relevant authorities any suspicion that a prohibited transaction has occurred.

SCI will not be used as a vehicle for (i) money laundering, (ii) acquiring any money that represents criminal property, (iii) arranging any transaction to launder criminal property or (iv) concealing the nature, location, source, ownership or control of any criminal property.

Section 2

2.1 PRINCIPLES

has a legal obligation to comply with all laws and donor requirements that (i) prohibit transactions with, or support for, **prohibited parties**; (ii) prohibit funds or property being used for the purposes of terrorism; and (iii) prohibit any transactions which would amount to dealing with criminal property. Failure to comply with these obligations could, at worst, result in Save the Children being shut down. SCI must also ensure that partners comply with these requirements so that funds and property that are transferred to partners are not used for the purposes of terrorism.

Policy and the **Procedure on Prohibited Transactions and Money Laundering** [link] help to ensure that:

- SCI fulfils its legal obligations as outlined above.
- SCI does not commit a criminal offence.
- SCI's ability to deliver programs for children is not prejudiced.
- SCI does not breach donor requirements or jeopardise donor funding.
- SCI does not compromise its reputation or that of the wider NGO sector.

2.2 Procedures

maintains systems and procedures to ensure that their staffs are aware of the risks of prohibited transactions and money laundering and that those risks are minimised as far as possible. Where a risk of dealing with prohibited parties, financing of terrorism or money laundering is identified, SCI will take appropriate action to ensure a swift and effective response.

2.3 Reporting

All SCI staff, consultants and volunteers **must immediately report** any suspicion that SCI or a partner is involved in prohibited transactions or financing of terrorism to their line manager or Country Director. For further guidance on money-laundering and details about how to report, please see the **Prohibited Transactions and Money-Laundering Procedure [Link]**.

In relation to **money-laundering**, staff must immediately **report** any suspicious incoming payments or other transactions. If a staff member considers a payment or other transaction to be suspicious, he or she must not process it until the relevant Country Director (or **Regional Director** or **Chief Financial Officer** as appropriate) has confirmed that he or she may do so.

NB: A **criminal offence** may be committed by a staff member who has reason to suspect that money received represents the proceeds of crime but fails to report. For further details about how to report, please see the **Prohibited Transactions and Money-Laundering Procedure [Link]**.

2.4 Prohibited Transactions – Vetting

Country offices, regional offices and the centre must not employ, fund, contract or otherwise engage with individuals or groups (SCI staff, partners and their key staff and vendors and their key staff) until the **Legal & Compliance Counsel** has confirmed that such individuals or groups have undergone the required compliance checks, and that the results are satisfactory. For more details about the vetting requirements and process, please see the **Prohibited Transactions and Money-Laundering Procedure [Link]**.

Section

3.1 definitions

Word/Term	Definition
“Applicable Legislation”	All laws (including, specifically, the laws of the United Kingdom, the European Union, the United Nations and the United States as well as any other applicable legal or regulatory requirements) and related donor requirements that prohibit transactions with, or support for, prohibited parties.
“Prohibited Parties”	Individuals or entities that are proscribed or designated on an official government, EU or UN list because such person or entity is involved directly or indirectly in terrorist activities or activity on behalf of a sanctioned country.

3.2 SUPPORTING/RELATED DOCUMENTATION

Links to Supporting Documentation	
I.	Prohibited Transactions & Anti-Money Laundering Procedure

Annexure-IV:

Certification Regarding Terrorism:

We the hereby certifies that it has not provided and will not provide material support or resources to any individual or organization that it knows, has reason to know, is an individual or organization that advocates, plans, sponsors, engages in, or has engaged in an act of terrorism.

Signed

On behalf of the tenderer