

## CALL FOR QUOTATIONS

**PUBLIC PROCUREMENT**

Reference **VVOB-RW-2023-02**

Object :Call for quotations for Printing & Delivery Service for VVOB Rwanda Office

**PROCEDURE**

Publication

### **1. CONTRACTING AUTHORITY AND CONTACT**

#### ***About VVOB***

VVOB – *education for development* is an international non-profit organisation with 40 years of experience in quality education. Through capacity development, VVOB provides support to ministries of education in Africa, Asia, and South America to improve (initial) professional development of teachers and school leaders in early childhood, primary, general secondary, and technical and vocational education.

VVOB works towards improving the quality of education in partner countries. Quality education ensures equal opportunities. It is key to achieving the Sustainable Development Goals and a more equitable world for all. We provide technical assistance to reinforce the capacities of the Departments of Education, universities, and provincial education departments. We align our work with the local education policy and developing education expertise based on strong partnerships. VVOB is operational in ten countries, including Rwanda.

This Call for Proposals is issued by VVOB – *education for development*, duly represented by Mr. David Okello, Operations Manager in Rwanda.

The Call shall be followed up by Winnie Umutesi, Operations Officer in Rwanda.

Address: KG 565 St, Kacyiru, Kigali, Rwanda Telephone: +250 785 702 442

For submission of quotations for this call kindly send them to: [procurement.RW@vovob.org](mailto:procurement.RW@vovob.org) and copy David Okello, [david.okello@vovob.org](mailto:david.okello@vovob.org) and Winnie Umutesi, [winnie.umutesi@vovob.org](mailto:winnie.umutesi@vovob.org).

Any questions can be sent by mail to the contact person, by mentioning the reference of the call for quotations in the subject of the mail. Spoken communication is only permitted to communicate other messages than those referring to the documents of the call or to the quotation, on the condition that sufficient proof is kept of the verbal communication (e.g. a written note, recording, transcript, summary, etc.).

## **2. SUBJECT-MATTER OF THE PROCUREMENT**

This procurement is not divided into lots and is not subdivided in fixed and conditional parts. The contract is not reserved to specific economic operators such as sheltered workplaces, people with disabilities, disadvantaged people and protected professions.

The contract is described in the following annexes :

- Annex A : Cover Letter
- Annex B : technical specifications
- Annex C : Declaration on honor

The contract will involve the provision of printing services, layout, design of programme and communication materials.

## **3. IMPLICIT DECLARATION OF HONOUR, COMPLIANCE AND OF BIDDERS**

In accordance with Article 39 of the Royal Decree, the fact of submitting an offer constitutes an implicit declaration on honour that the bidder is not in one of the situations of exclusion referred to in Articles 67 to 69 of the Law (Belgian Law of 17 June 2016 on public contracts (Official Gazette of 14 July 2016) and the Royal Decree of 18 April 2017 on public contracts in the conventional sectors (Belgian Official Gazette of 9 March 2017).

### **a. Compulsory grounds for exclusion**

The contracting authority shall, at any stage of the procedure, exclude the bidder from participation in the award procedure if it is established that the bidder has been convicted through a final judgment on the merits for one of the following offences:

- i. participation in a criminal organisation,
- ii. corruption
- iii. fraud
- iv. terrorist activities, offences connected with terrorist activities or inciting, aiding or attempting to commit such an offence
- v. money laundering or terrorist financing,
- vi. child labour and other forms of trafficking in human beings
- vii. employment of illegally staying third-country nationals.

Evidence to be submitted by the bidder : declaration on honor in ANNEX C.

### **b. Exclusion ground relating to tax and social security debts**

At any stage of the award procedure, the contracting authority shall exclude the participation of a bidder who does not fulfil his obligations relating to the payment of taxes or social security contributions.

Evidence to be submitted by the bidder : Official registration certificate in Rwanda(RDB), VAT registration certificate, Taxes Clearance certificate (RRA and RSSB).

### **c. Compliance with VVOB's Codes of Conduct**

Compliance with VVOB's Codes of Conduct is extremely important to the contracting authority. Any bidder found to be in default on this point will be automatically excluded from the procedure.

The bidder will conduct itself at all times in accordance with (i) VVOB's General Code of Conduct, (ii) VVOB's Child protection policy and (iii) VVOB's Youth protection policy (hereinafter the Codes of Conduct). The Codes of Conduct form part of VVOB's Integrity Policy, which can be consulted at [www.vvob.org](http://www.vvob.org).

The bidder will further ensure that all personnel and (sub)contractors involved in the execution of this contract, as well as all affiliated companies, comply with the Codes of Conduct.

In case of credible accusations that the bidder or one of its staff members, branches or (sub)contractors has violated the Codes of Conduct, VVOB may terminate the contract with immediate effect and without compensation through written notification.

VVOB may decide to suspend the agreement temporarily in anticipation of the investigation into an alleged breach of the Codes of Conduct by means of a written notification sent to the bidder.

Evidence to be submitted by the bidder : declaration on honour in ANNEX C

#### **d. Compliance with Sanctions Laws**

The bidder represents and warrants by submitting an offer that neither it nor any personnel, affiliates or (sub)contractors:

- is the subject or the target of any sanctions as laid down in (1) the UN Security Council consolidated list, (2) the Special Economic Measures Act (SEMA – Canada), (3) the EU restrictive Measures, (4) the Treasury's Office of Foreign Assets Control (OFAC) List, (5) the HM Treasury's Office for Financial Sanctions Implementation Consolidated list, or (6) the List of Subjects of Sanctions of the State Secretariat for Economic Affairs (SECO – Switzerland) (hereafter the "Sanctions")
- is the target of Sanctions pursuant to the country or territory where it is located, organized or resident.
- will directly or indirectly use the proceeds of the envisaged contract, or lend, contribute or otherwise make available such proceeds to any person or entity in violation of any Sanctions laws.
- has knowingly engaged in or are knowingly engaged in any dealings or transactions with any person that at the time of the dealing or transaction is or was the subject or the target of Sanctions or with any sanctioned country.

Evidence to be submitted by the tenderer : **declaration on honour in ANNEX C** By submitting their offer, the bidder and the head of organization of the bidder give their express consent to a vetting of the person or legal entity and head of the organization and any other individual named in the proposal by VVOB by subjecting them to a sanctions list screening using cloud-based software.

#### **4. QUALITATIVE SELECTION CRITERIA**

The selection criteria (qualitative selection) are the following:

- Experience of the bidder:

The bidder should have a minimum of 5 years of experiences of rendering similar printing services not limited only to international organisations.

Evidence to be submitted: 5 references letters from different organisations, not limited only to international organisations.

- Turnover declaration:

The bidder must submit the declaration for turnover for the past 5 years.



Evidence to be submitted by the tenderer are :

1. Minimum of turnover 800,000,000Rwf per year.
2. Audited financial statements for the past 3 years.

- Certificates from recognised institutions:

Evidence to be submitted by the bidder: Official registration certificate in Rwanda (RDB), VAT registration certificate, Tax Clearance certificate (RRA and RSSB).

Bidders who do not meet these selection criteria will be rejected and their offer will not be admitted to the technical and financial evaluation.

## **5. SUBMISSION AND CONTENT OF THE QUOTATION**

The signed quotations must be submitted in English by e-mail to [procurement.RW@vvo.org](mailto:procurement.RW@vvo.org) , copying David Okello, [david.okello@vvo.org](mailto:david.okello@vvo.org) and Winnie Umutesi, [winnie.umutesi@vvo.org](mailto:winnie.umutesi@vvo.org) on or before 27 February 2023, 08:00 AM UTC+02:00, and mention in subject: 'quotation ref VVOB-RW-2023-02'

Quotations submitted late (after this deadline) will be retained but will not be counted towards the award of the contract. In the case of submission of a BAFO (best and final offer), the same provisions apply. See below "Negotiations".

The bidder may submit only one quotation for this contract.

The estimated date for the awarding of the contract is 06/03/ 2023.

The quotation must consist of the following documents and information:

### **a. Administrative section of the quotation, including at least**

- bidder identity: business name, legal form, nationality, address, telephone number, e-mail address, contact person, registration certificate, Tax Identification Number, Social Security Number.
- proof regarding compulsory grounds for exclusion (see requested documents in point 3.a)
- proof of compliance with the tenderer's obligations regarding the payment of taxes and social security contributions (see requested documents in point 3.b)
- declaration on honour concerning compliance with VVOB's Codes of Conduct (see point 3.c)
- proof regarding the three qualitative selection criteria (see point 4)
- proof that the signatory is authorised to sign for the company
- account number with denomination on which the payments must be made, stating the name and address of the bank and the BIC/SWIFT code
- bidder' profile

### **b. Technical section of the quotation**

Technical offer with the description of the proposed services

It must also include:

- Design and layout: description of design and layout services
- Printing and binding: description of printing services, including paper/material types as well as binding types.
- Timeline and approach: Describe the approach of delivering services and indicate timeline for design/layout and printing (including feedback rounds) for each material.

**c. Financial section of the quotation, consisting of**

The completed and signed price offer in RWF presented as follows:

Material/service	Number of pages	Printing requirements	Finishing	Unit price (excl. VAT)	Total Price (Exc.VAT)	VAT	Total price (incl. VAT)
<b>Printing &amp; binding services</b>							
Training manual	1-100	- black & white	Perfect binding				
	101-200	- Paper: A4, bond 80g					
	200 and above	- Cover: 250g glossy coloured					
Training manual	1-100	- Full colour					
	101-200	- Paper: A4, bond 80g					
	200 and above	- Cover: 250g glossy coloured					
Training manual	1-100	- black & white					
	101-200	- Paper: A4, glossy 150g					
	200 and above	- Cover: 250g glossy coloured					
Training manual	1-100	- Full colour					
	101-200	- Paper: A4, glossy 150g					
	200 and above	- Cover: 250g glossy coloured					
Brochure	Two-sided trifold	- Full colour - A4, glossy 150g					
Poster	One side	Full colour Size: A1 Matte, 150g					
		Coloured Size: A2 Matte, 150g					
		Coloured Size: A1 Material: vinyl flat					
		Coloured Size: A2 Material: vinyl flat					
		Coloured Size: A1 Material: foam board					
		Coloured Size: A1 Material: MDF board					
		Coloured Size: A1 Material: MDF board					
Backdrop banner with a stand		Size: 6x3m Material: Matte vinyl banner					
Pull up banner		80x200cm Material: vinyl flat					
<b>Layout and design services (according to VVOB specifications)</b>							
<b>Type of material</b>	<b>Number pages</b>	<b>Size</b>					
programme materials (training manuals, reports)	1-100	A4					
	101-200						
	200 and above						
Magazines, concept notes, branded notebooks	1-32	A4					

Brochures, one-pagers, fliers, leaflets, posters, banners (pull up banner, backdrop banner...)		Sizes vary				
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**Other communication materials**

Item	Size				
Business card	8.5x5.5cm				
Staff ID + branded lanyard + holder	8.5x5.5cm				
Branded water bottle	Max. 1 litre				
Branded T-shirt/shirt	Sizes vary				
<b>TOTAL</b>					

- VVOB does not allow the submission of free variants
- Recourse to subcontractors :

The use of subcontracting is allowed and the bidder indicates in his quotation the part of the contract he may intend to subcontract and the subcontractors proposed.

The proposal of price reductions is not allowed.

## **6. VALIDITY OF THE QUOTATIONS**

Submitted quotations shall be valid for 90 calendar days from the final date for submission of offers. The same deadline shall apply to the BAFO from the final date of submission.

## **7. GENERAL CONDITIONS OF SALE**

By participating in this procurement, the bidder waives its general conditions that conflict with the administrative and technical conditions of VVOB for this contract . Any contract condition will result in a substantial irregularity in the tender.

## **8. NEGOTIATIONS**

VVOB reserves the right to negotiate on the conditions of the quotations or not (improvement of the proposed conditions: price or other).

In case of negotiations, VVOB will conclude the negotiations by proposing to submit a BAFO (best and final offer). No changes/adjustments/regularisations whatsoever can be made to the BAFO submitted.

The award criteria and the minimum requirements certainly do not qualify for negotiations.

VVOB may or may not conduct negotiations in stages, whereby the number of offers to be negotiated is limited by applying the award criteria.

## **9. AWARD PROCEDURE AND APPLICABLE LEGISLATION**

This public contract is a negotiated procedure without publication in accordance with Belgian public procurement law.

Documents, to the exclusion of all others, applicable to the agreement

The applicable legislation and in particular those concerning public procurement:

- Law of 17 June 2016 on Public Procurement
- Royal Decree of 18 April 2017 on public procurement procedures
- Royal Decree of 14 January 2013 on execution of public contracts
- Law of 17/06/2013 on motivation, information and legal protection

The documents referred to above are available on the internet at [www.publicprocurement.be](http://www.publicprocurement.be).

This agreement is also subject to:

- The specifications in this call and in its appendices, and any notes, standards or documents referred to. The tenderer is deemed to have taken note of this and to have taken it into account when preparing his bid.
- All laws and regulations concerning requested products and materials (e.g., CE conformity etc.)
- The General Data Protection Regulation: Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with



regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC.

Also apply:

- The additions, amendments and replacements to the aforementioned laws, and other documents on the date of their entry into force with due observance of any transitional provisions"

## **10. NOTIFICATION OF THE CONTRACT**

The contract is concluded by sending a notification letter by e-mail, possibly preceded by an information message. The call for quotations with any annexes and the quotation of the bidder with the annexes and order form or notification letter together constitute the contract.

## **11. PLACE OF DELIVERY AND DURATION OF THE CONTRACT**

For each event VVOB will be informing the service provider in advance by mail one week in advance with the necessary information to print, design/layout programme and/or communication materials, which the service provider must confirm within 2 days.

Place of Delivery: The place of delivery will be in Kigali, Rwanda.

Duration of the contract: The contract will start at the earliest by the date of notification (estimated on 1<sup>st</sup> April 2023) for a duration of two years with possibility of extension depending on the performance of the vendor .

End date of the contract: The contract ends on the last day of the duration of the contract (including extensions, if any). After this date, no performance can be carried out with reference to this contract.

Early termination of the contract: The contract may be terminated at any time by registered letter, subject to a notice period. The termination of the contract under these conditions does not give either party the right to compensation:

- By the Contractor: period of notice of 90 calendar days,
- By VVOB : period of notice of 30 calendar days.

## **12. SITE VISIT AND INFORMATION SESSION**

Site visit :

- Without object: there will be a site visit provided that the company has met the selection criteria.

Information session :

- Without object: an information session will be provided both ways.

## **13. CONFORMITY OF THE QUOTATION**

In order to be compliant,

- the quotation must be signed,
- the quotation must contain all the information and documents requested in this call for quotations,
- the quotation must propose services that conform to what is expected and described by VVOB,



- the provider must meet the minimal selection criteria referred to in points 3 and 4 of this call

If any information or documents provided by the bidder appear to be incomplete or incorrect, or if certain documents are missing, VVOB may request the bidder in question to submit, supplement, clarify or explain the information or documents concerned within an appropriate time period. This option in no way obliges VVOB to give bidders this opportunity.

Quotations that do not conform will be rejected and will not be admitted to the technical and financial evaluations.

If the bidder does not use the documents (forms, pricelist, etc if any) attached to this call for quotations, he shall bear full responsibility for ensuring that the documents used correspond exactly to those provided for.

#### **14. AWARDING CRITERIA**

VVOB will award the contract to the provider who has submitted the most economically advantageous offer as determined on the basis of the following awarding criteria:

- **PRICE CRITERION (weight 40/100 points)**

Evaluated on the basis of the proportionality rule whereby the cheapest offer receives 40 points.

- **TECHNICAL CRITERIA**

- o **Technical criteria with allocation of points (weight 60/100 points)**

- o **Location of the service provider: within Kigali City (weight 5 points)**

1. Within Kigali city = 5 points
2. Outside Kigali city = will be accepted as long as the transport will be provided by the vendor

- o **Description of design, layout and printing equipment and software (weight 20 points).** Points will be awarded and motivated on a scale from 0 (type of equipment and software used for layout and printing outdated)

1. (very good: up to date equipment and software). 20 Points
2. Sufficient (only meet the requirement in Annex B - technical specification) = 0 points.

- o **Timeline and approach (weight 20 points):** Indicate the timeline of printing and delivery (including packaging and delivery methods), and timeline/approach for design and layout services (feedback rounds, sample approval...).

1. Excellent (meet the requirement in Annex B – technical specification and propose an innovative way and apply up to date technology to perform the layout/design and printing with less involvement from VVOB; propose reasonable delivery period) = 20 points
2. Good (meet the requirement in Annex B – technical specification and propose a simple and effective way to perform the layout/design and printing with not much involvement from VVOB) = 10 points
3. Sufficient (only meet the requirement in Annex B - technical specification) = 0 points
4. Not sufficient (does not meet the requirements in Annex B) = rejected

- o **Bidder experience: Quality of design/layout and printing. VVOB staff reviews layout and printed materials (Weight 15 points)**

The bidders who meet administrative requirements will be asked to submit both printed material samples and electronically (see 5c) to be reviewed by VVOB selection committee.

Points will be awarded and motivated on a scale from 0 (quality of design/layout and printed materials insufficient) to 15 (very good: visually attractive materials and high quality printing).

Offers who obtain zero points will be rejected.

Only proposals that have at least 42 points (or 70%) on the technical part, are considered for the evaluation of the financial feasibility.

## **15. PRICING AND PRICE COMPONENTS**

### **PRICING**

The detailed pricelist to complete in section 5.c.

The prices are mentioned in Rwandan Francs. The total amount of the offer is expressed in numbers and in full characters.

### **ELEMENTS CONCLUDED IN THE PRICE:**

The proposed price is all-inclusive and includes all administrative, transport, delivery, customs clearance and all other possible costs related to the delivery and execution of the contract. Price are provided without VAT and VAT included.

The bidder establishes the amount of his quotation according to his own calculations and estimates, taking into account the content and scope of the contract.

The unit prices of each item of the pricelist, if any, shall be determined by respecting the relative value of these items with respect to the total amount of the tender. All general and financial costs, as well as the proceeds, are divided proportionally between the various items according to their importance.

The contract does not allow refundable costs.

Prices are fixed for the duration of the contract.

### **VERIFICATION OF THE PRICE**

The bidder shall provide all indications permitting the comparison of prices or costs as requested by the contracting authority. The correction of errors is carried out by VVOB.

## **16. TERMS OF PAYMENT**

The payment will be made within 30 calendar days from the moment the proper Rwanda Revenue Authority generated invoice with full supporting documents is in the possession of VVOB and the correct execution of the contract is checked and confirmed by VVOB.

## **17. POSSIBILITY OF NOT AWARDING OR CONCLUDING THE CONTRACT**

The conclusion of the procedure does not imply an obligation to award or conclude the contract. The contracting authority may refrain from awarding or concluding the contract, or may reopen the procedure in another way, if necessary.



## **18. BIDDERS RESPONSIBILITIES DURING THE EXECUTION OF THE CONTRACT**

The bidder undertakes to perform the services with the highest standards of professional and ethical competence and integrity. The bidder shall promptly replace any employees assigned that the VVOB considers unsatisfactory.

VVOB will develop content for programme and communication materials and work closely with the bidder's graphic designers for the design and layout. The bidder's designers shall always communicate the progress of the design and layout, difficulties to meet the needs and always develop a spirit of collaboration and communication with VVOB.

The bidder shall not start printing any programme and communication material without written approval by Contracting Authority. A printed sample must be reviewed and approved by the Contracting Authority. The bidder shall reprint any final printed material (s) which VVOB considers unsatisfactory, compared with the approved sample.

The bidder will be responsible for any appropriate insurance for the equipment.

The bidder shall not assign the contract or subcontract any portion of it without VVOB's prior written consent.

## **19. DELAY PENALTIES**

The imposition of delay penalties for failure to comply with the execution period is done in accordance with Article 154 of the Belgian Royal Decree of 14 January 2013.

## **20. BAIL**

No bail is required for this contract.

## **21. DISPUTES**

Any dispute regarding the validity, interpretation or performance of this Contract shall fall within the exclusive jurisdiction of the courts of Rwanda. The Parties undertake to use their best endeavours to reach on an amicable settlement before going to court.

## **22. CONFIDENTIALITY CLAUSE (PERSONAL DATA)**

The bidder should be aware that the contracting authority attaches importance to the protection of personal data for the processing for which it assumes the role of data controller in accordance with Article 4, paragraph 7 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data (hereinafter "GDPR").

The bidder undertakes to comply strictly with the obligations provided for by the GDPR and Belgian law on the protection of personal data, regarding the processing of data entrusted to it by the Contracting Authority or collected by the bidder on behalf of and at the request of the Contracting Authority.

If the bidder reasonably considers that other agreements should be concluded in order to comply with the applicable legislation, the bidder will proactively inform the contracting authority. In any case, the bidder must cooperate in good faith with the contracting authority in order to comply with the applicable legal provisions at all times.



For all questions regarding the protection of personal data, the bidder may contact the Contracting Authority's Data Protection Officer or his designate.

For more information about the confidentiality policy within VVOB VZW, the way to exercise one of the rights provided by the GDPR or to report a personal data leak, the bidder can visit the website of the Contracting Authority ([www.VVOB.org](http://www.VVOB.org)).

At any time during or after the termination of the contract, the bidder shall not reproduce, print or distribute any of the Contracting Authority's materials to a third party (ies) without written authorisation from the Contracting Authority.

### 23. ANNEXES

- Annex A: Cover Letter
- Annex B: Technical specifications
- Annex C: Declaration on honour

Done on 16<sup>th</sup> February 2023, Kigali Rwanda

Lieve Leroy

David Okello



Interim Country Programmes Manager

Operations Manager

## ANNEX A COVER LETTER

*The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:*

To: VVOB  
PROCUREMENT TEAM  
Kigali, Rwanda

Reference: **RFQ VVOB-RW-2023-02**

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached herewith.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm----- as well as the firm's principal officers, and all services offered in response to this RFQ----- are eligible to participate in this procurement under the terms of this solicitation and under VVOB regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- All information in our proposal and all supporting documentation is authentic and accurate.

We hereby certify that the enclosed certifications, and other statements are accurate, current, and complete.

Authorized Signature:

Name and Title of Signatory:

Date:

Company Name:

Company Address:

Company Registration:

Taxpayer ID Number:

## ANNEX B

### Technical specifications

#### Specifications

The table below contains the list of services that may be ordered under the call for quotations. Tenderers are requested to state whether they will offer the requested services or propose a similar option as per the information contained below:

SN	Description		Column A
	Category	Specifications	Offered Specifications
1	Printing	Description of printing equipment.	
2	Design and layout	Software for graphic design/layout	
3	Approach and timeline	Describe the approach of delivering services and indicate timeline for design/layout and printing (including feedback rounds) for each material	



## ANNEX C

### Declaration on honour concerning the grounds for exclusion.

Reference of the procurement:

I, the undersigned *[insert name of the person signing this form]*:

declares it its own name *(if the economic operator is a natural person or in the case of a declaration by a director or a person with powers of representation, decision-making or control over the economic operator)*

or

declares as representative of *(if the economic operator is a legal person)*

full legal name *(for legal persons only)*

Full legal form *(for legal persons only)*:

full official address:

company registration number:

that the company or organisation that he (or she) represents / he (or she):

- a) has not been the subject of a final judgment on the merits for one of the following offences:
  - i. participation in a criminal organisation
  - ii. corruption
  - iii. fraud
  - iv. terrorist activities, offences connected with terrorist activities or inciting, aiding or attempting to commit such an offence
  - v. money laundering or terrorist financing
  - vi. child labour and other forms of trafficking in human beings
  - vii. employment of illegally staying third-country nationals
- b) is not bankrupt or in receivership, has not ceased or suspended trading, is not subject to a court settlement or other arrangement with creditors and is not involved in any similar proceedings under national laws and regulations;
- c) has not been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- d) has fulfilled all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established and any country in which it has operations, in the country of the contracting authority and in the country where the contract is to be performed;
- e) that (s)he will conduct (her)(him)self at all times in compliance with VVOB's Codes of Conduct referred to in the call for quotations. The bidder will further ensure that all personnel and (sub)contractors involved in the execution of this contract, as well as all affiliated companies, comply with the Codes of Conduct.
- f) that neither it nor any personnel, affiliates or (sub)contractors:

- is the subject or the target of any sanctions as laid down in (1) the UN Security Council consolidated list, (2) the Special Economic Measures Act (SEMA – Canada), (3) the EU restrictive Measures, (4) the Treasury's Office of Foreign Assets Control (OFAC) List, (5) the HM Treasury's Office for Financial Sanctions Implementation Consolidated list, or (6) the List of Subjects of Sanctions of the State Secretariat for Economic Affairs (SECO – Switzerland) (hereafter the "Sanctions")
  - is the target of Sanctions pursuant to the country or territory where it is located, organized or resident.
  - will directly or indirectly use the proceeds of the envisaged contract, or lend, contribute or otherwise make available such proceeds to any person or entity in violation of any Sanctions laws.
  - has knowingly engaged in or are knowingly engaged in any dealings or transactions with any person that at the time of the dealing or transaction is or was the subject or the target of Sanctions or with any sanctioned country.
- g) that (s)he complies with the United Nations regulations referred to in the call for quotations.
- h) that, should the contract be awarded, he (she) will provide on request proof for one or more of the above mentioned situations.

Full Name, Date and Signature