

Date: 07/03/2024

ITT ref. no.: 2024/001

### INVITATION TO TENDER

Save the Children in Albania is looking to have a **framework agreement** with one or more supplier to provide **PASSENGER TRANSPORT SERVICE for 2024** in accordance with the conditions detailed in list attached here and invites all qualified & interested companies to provide their offers based on below tender specifications:

We include the following information for your review:

- Part 1: List of most common goods requested.
- Part 2: Tender Response Format
- Part 3: Conditions of Tendering
- Part 4: Terms and Conditions of Purchase (which will be signed by the successful Bidder)
- Part 5: Save the Children's Child Safeguarding Policy
- Part 6: Save the Children's Anti-Bribery and Corruption Policy
- Part 7: The IAPG Code of Conduct

Your tender response must be received in the following format:

- Full completion of the "Tender Response" document in order that your tender may be regarded as compliant. Those tenders returned not completed may be treated as void.
- One hard copy of the bid to be submitted on headed paper, signed, and stamped. The technical and financial offer should be in separate envelopes.
- All Bids documents (technical & economical) to be submitted in one sealed envelope, addressed at the below address. The envelope should indicate the ITT reference number but have no other details relating to the bid.

**Save the Children, Albania National Office**  
**Rruga Mihal Popi, Ndertesa 7 (Vila Lami), Ish Pallatet Maji**  
**Kodi Postar 1021. Kutia Postare 8185**  
**Tirane- Albania**

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Your return tender must be received at the address below not later than **28 March 2024, 16:00** ("the Closing Date"). Failure to meet the Closing Date may result in the tender being void. Returned bids must remain open for consideration for a period of not less than 60 days from the Closing Date. Save the Children is under no obligation to award the contract or to award it to the lowest bidder.

Should you require further information or clarification on the tender requirements, please contact [info.albania@savethechildren.org](mailto:info.albania@savethechildren.org)

We look forward to receiving a tender from you and thank you for your interest in our account.

*Support Services*

**Save the Children in Albania**  
**National Office**  
Rr. Mihal Popi, Ndertesa 7, ish Pallatet I Maji,  
Vila "Lami"; P.O. Box 8185, Albania  
E-mail: [info.albania@savethechildren.org](mailto:info.albania@savethechildren.org)

Registered in Albania  
Telephone: +355 4 2261840/  
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Web Page: [albania.savethechildren.net](http://albania.savethechildren.net)

## Part 1

### List of most common goods requested.

#### Passengers Transport Service 2024

1- For transportation service with a distance less than 350 km from Tirana (return travel):

Nr.	Description of Goods / Services	Unit	Quantity	Unit cost in EUR
1	Vehicles up to 8 seats	Km	1	
2	Vehicles up to 20 seats	Km	1	
3	Vehicles up to 50 seats	Km	1	
4	Overnight stay	Night	1	

2- For transportation service with a distance more than 350 km from Tirana (return travel):

Nr.	Description of Goods / Services	Unit	Quantity	Unit cost in EUR
1	Vehicles up to 8 seats	Km	1	
2	Vehicles up to 20 seats	Km	1	
3	Vehicles up to 50 seats	Km	1	
4	Overnight stay	Night	1	

- The price per kilometres will be calculated by the total amount of kilometres made within one day.
- Each service starting point will be Tirana.
- All the prices shall be in Euro.

3- For service available within Tirana (Including Airport)

- 8 seating capacity vehicles. \_\_\_\_\_ EUR / Day.
- 20 seating capacity vehicles \_\_\_\_\_ EUR / Day.
- 50 seating capacity vehicles \_\_\_\_\_ EUR / Day.

- Name and year of birth of Legal Administrator
- A copy of the Legal administrator's ID card
- A copy of the Legal Registration Number (NIPT)
- Vehicle ownership certificate
- Vehicles technical control report
- Vehicles insurance (TPL)
- Vehicles photo (interior & exterior)
- Vehicle registration certificate
- Drivers ID card and driver licence

## PART 2

### TENDER RESPONSE FORM

**Please provide information against each requirement.**

Additional rows can be inserted for all questions as necessary.

#### Section 1 - Bidder's general business details

##### 1. General information

Organisation Name:		
Contact Name:		
Phone:		Fax:
Email:		Parent company (if applicable):
Principle Address:	Registered Address:	Payment Address:
Registration number:		Tax number:
Year of registration:		Annual Turnover:

##### 2. Please provide details of the type of your organisation (manufacturer, distributor, etc):

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##### 3. Please provide details of the primary products/services of your organisation:

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##### 4. Please list your employees who would be involved with Save the Children. One employee should be the key point of contact for Save the Children:

Name	Job title	Role for Save the Children account	Direct telephone number	Email address

5. Please detail what your insurance cover provides and what the maximum value is:

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6. Please provide details of at least 2 client references which Save the Children may contact (preferably NGOs):

Client Organisation	Contact	Phone no.	E-mail address	Details of contract

## Section 2: Bidder capacity

1. Detail the product you are intending to supply with any variations / notes to the specification if your product differs.

Product	Indicate which products you are bidding for	As per the specification?	Please list any variations / notes to specification
<i>Include in the list of products as per Part 1</i>	Yes / No	Yes / No	

2. Please detail the location and average volumes of product stocks you currently hold (both at production facilities and at additional warehousing facilities). *[useful for framework contracts]*

Product	Stock location(s)	Quantity
<i>n/a</i>		

3. For the following order volumes please confirm your capacity to supply and lead times:  
*[\*\*can be adapted to ask about specific order volumes for a fixed volume contract, or example order volumes for a framework agreement]*

Product	Example order volume / Specific order volume **	Capacity to produce (Y/N)	Lead time to goods readiness / Delivery date **
n/a			

4. What quality standards does your organisation adhere to e.g. ISO (if applicable)?

5. What warranties and guarantees can you offer as part of this contract (if applicable)?

n/a

6. How quickly can you guarantee a response time to quotation requests?

7. What are your standard working hours and what afterhours services do you provide in the event of an emergency?

8. Detail any benefits or additional services your organisation can offer Save the Children as part of the contract:

### **Section 3: Pricing proposal**

- Please indicate here the prices you are offering to Save the Children as part of this contract, including the currency. Please refer to specification for details of what must be included.

Product	Unit	Currency	Ex Works Price per piece	Location(s) of ex-works price
<i>[insert name of product]</i>				

- Can you fix these prices for the duration of the contract?

Yes ☐ No ☐

If not, please provide details of how long they will remain fixed?

- If prices cannot be fixed for the duration of the contract, please specify factors that would affect the price and indicate how changes in these factors would affect the price of the stated products:

### **Section 4: Confirmation of Bidder's compliance**

We, the Bidder, hereby confirm compliance with:

- The required specification for the products
- The Conditions of Tendering
- Save the Children's Terms and Conditions of Purchase
- Save the Children's Child Safeguarding policy
- Save the Children's Anti-Bribery and Corruption policy
- The IAPG Code of Conduct

The following documents and items are included in our bid:

- Section 1: Bidder's general business details
- Section 2: Bidder capacity
- Section 3: Pricing proposal

We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein.

Acceptance by the Bidder:

.....

Signature

.....

Name

.....

Job Title

.....

Company

.....

Date

## PART 3

### CONDITIONS OF TENDERING

#### 1. ESSENTIAL CRITERIA

In order to qualify as a bidder, you must be able to answer 'Yes' against all of the Essential Criteria. After passing the essential criteria you will be scored against Capability and Commercial criteria.

- A) Do you have a legitimate business/official address OR are you registered for trading or tax purposes with the authorities: Yes/ No
- B) Do you agree to comply with our standard policies and procedures as stated in RFQ document: Yes/No
- C) Do you confirm that you are not any prohibited parties or on Government blacklists: Yes/ No
- D) Please provide a copy of the Legal administrator's ID card
- E) Please provide a copy of the Legal Registration Number (NIPT)

#### **CAPABILITY CRITERIA (50%)**

The following criteria are considered very important in the evaluation of this tender.

- **Quality /Service (20 %)**
  - Minium of 3 years' experience in relevant field. **(10%)**
  - Previous experience with international INGO. (Copy of contract shall be provided) **(10%)**
- **Capacity (30 %)**
  - Bidders' capacity to supply Save the Children, particularly in terms of quality. This will be evaluated by the documents required in Part 1 of this Invitation to Tender. **(20%)**
  - Capacity to supply Save the Children in case of high volumes of passengers transport service. **(10%)**
- **Sustainability criteria (10%)**
  - The bidder is able to provide vehicles with low emissions (e.g. CO2). **(10%)**
- **Financial offer (40%)**  
Cost factor-pricing **(40 %)**

## 2. Definitions

In addition to the terms defined in the Cover Letter, in these Conditions, the following definitions apply:

- (a) **Award Criteria** - the award criteria set out in the Invitation to Tender.
- (b) **Bidder** - a person or organisation who bids for the tender.
- (c) **Conditions** - the conditions set out in this 'Conditions of Tendering' document.
- (d) **Cover Letter** - the cover letter attached to the Tender Information Pack.
- (e) **Goods and/or Services** - everything purchased by SCA under the contract.
- (f) **Invitation to Tender** - the Tender Information, these Conditions, SCA's Terms and Conditions of Purchase, SCA's Child Safeguarding Policy, SCA's Anti Bribery and Corruption Policy and the IAPG Code of Conduct.
- (g) **SCA** - Save the Children (Albania National Office), an NGO registered in Albania (NIPT number J92308003D) whose registered office is at Rruga Mihal Popi, Ndertesa 7 (Vila Lami), Ish Pallatet 1 Maji, Kodi Postar 1021, Tirane-Albania.
- (h) **Specification** - any specification for the Goods and/or Services, including any related plans and drawings, supplied by SCA to the Supplier, or specifically produced by the Supplier for SCA, in connection with the tender.
- (i) **Supplier** - the party which provides Goods and/or Services to SCA.

## 3. The Contract

The contract awarded shall be for the supply of goods and/or services, subject to SCA's Terms and Conditions of Purchase (attached to these Conditions). SCA reserves the right to undertake a formal review of the contract after twelve (12) months.

## 4. Late tenders

Tenders received after the Closing Date will not be considered, unless there are in SCA's sole discretion exceptional circumstances which have caused the delay.

## 5. Correspondence

All communications from Bidders to SCA relating to the tender must be in writing and addressed to the person identified in the Cover Letter. Any request for information should be received at least 5 days before the Closing Date, as defined in the Invitation to Tender. Responses to questions submitted by any Bidder will be circulated by SCA to all Bidders to ensure fairness in the process.

## 6. Acceptance of tenders

SCA may, unless the Bidder expressly stipulates to the contrary in the tender, accept whatever part of a tender that SCA so wishes. SCA is under no obligation to accept the lowest or any tender.

## 7. Alternative offer

If the Bidder wishes to propose modifications to the tender (which may provide a better way to achieve SCA's Specification) these may, at SCA's discretion, be considered as an Alternative Offer.

The Bidder must make any Alternative Offer in a separate letter to accompany the Tender. SCA is under no obligation to accept Alternative Offers.

#### **8. Prices**

Tendered prices must be shown as both inclusive of and exclusive of any Value Added Tax chargeable or any similar tax (if applicable).

#### **9. No reimbursement of tender expenses**

Expenses incurred in the preparation and dispatch of the tender will not be reimbursed.

#### **10. Non-Disclosure and Confidentiality**

Bidders must treat the Invitation to Tender, contract and all associated documentation (including the Specification) and any other information relating to SCA's employees, servants, officers, partners or its business or affairs (the "**Confidential Information**") as confidential. All Bidders shall:

- recognise the confidential nature of the Confidential Information;
- respect the confidence placed in the Bidder by SCA by maintaining the secrecy of the Confidential Information;
- not employ any part of the Confidential Information without SCA's prior written consent, for any purpose except that of tendering for business from SCA;
- not disclose the Confidential Information to third parties without SCA's prior written consent;
- not employ their knowledge of the Confidential Information in any way that would be detrimental or harmful to SCA;
- use all reasonable efforts to prevent the disclosure of the Confidential Information to third parties;
- notify SCA immediately of any possible breach of the provisions of this Condition 9 and acknowledge that damages may not be an adequate remedy for such a breach.

#### **11. Award Procedure**

SCA's Tender Review Committee will review the Bidders and their tenders to determine, in accordance with the Award Criteria, whether they will award the contract to any one of them.

#### **12. Information and Record Keeping**

SCA shall consider any reasonable request from any unsuccessful Bidder for feedback on its tender and, where it is appropriate and proportionate to do so, provide the unsuccessful Bidder with reasons why its tender was rejected. Where applicable, this information shall be provided within 30 business days from (but not including) the date on which SCA receives the request.

#### **13. Anti-Bribery and Corruption**

All Bidders are required to comply fully with SCA's Anti-Bribery and Corruption Policy (attached to these Conditions).

#### **14. Child Protection**

All Bidders are required to comply fully with SCA's Child Safeguarding Policy (attached to these Conditions).

### **15. Exclusion Criteria**

Any Bidder is required to confirm in writing that:

- Neither it nor any related company to which it regularly subcontracts is insolvent or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- Neither it nor a company to which it regularly subcontracts has been convicted of fraud, corruption, involvement in a criminal organisation, any money laundering offence, any offence concerning professional conduct, breaches of applicable labour law or labour tax legislation or any other illegal activity by a judgment in any court of law whether national or international;
- Neither it nor a company to which it regularly subcontracts has failed to comply with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the relevant country in which it the Bidder operates.

Any Bidder will automatically be excluded from the tender process if it is found that they are guilty of misrepresentation in supplying the required information within their tender bid or fail to supply the required information.

### **16. Conflict of Interest / Non Collusion**

Any Bidder is required to confirm in writing:

- That it is not aware of any connection between it or any of its directors or senior managers and the directors and staff of SCA which may affect the outcome of the selection process. If there are such connections the Bidder is required to disclose them.
- Whether or not there are any existing contacts between SCA, and any other Save the Children entity, and it and if there are any arrangements which have been put in place over the last twenty-four (24) months.
- That it has not communicated to anyone other than SCA the amount or approximate amount of the tender.
- That it has not and will not offer pay or give any sum of money commission, gift, inducement or other financial benefit directly or indirectly to any person for doing or omitting to do any act in relation to the tender process.

### **17. Assignment and novation**

All Bidders are required to confirm that they will if required be willing to enter into a contract on similar terms with either SCA or any other Save the Children entity if so required.

## **PART 4**

### **TERMS AND CONDITIONS OF PURCHASE**

#### **1 Definitions and Interpretation**

These terms and conditions ("Conditions") provide the basis of the contract between the supplier ("Supplier") and Save the Children International (the "Customer"), in relation to the purchase order ("Order") (the Order and the Conditions are together referred to as the "Contract"). All references in these terms and conditions to defined terms - Goods, Services, Prices and Delivery - refer to the relevant provisions of the Order.

#### **2 Quality and Defects**

2.1 The Goods and the Services shall, as appropriate:

- a) correspond with their description in the Order and any applicable specification;
- b) comply with all applicable statutory and regulatory requirements;
- c) be of the highest quality and fit for any purposes held out by the Supplier or made known to the Supplier by the Customer;
- d) be free from defects in design, material, workmanship and installation; and
- e) be performed with the best care, skill and diligence in accordance with best practice in the Supplier's industry, profession or trade.

2.2 The Customer (including its representatives or agents) reserves the right at any time to audit the Supplier's records, inspect work being undertaken in relation to the supply of the Goods and Services and, in the case of Goods, to test them.

#### **3 Ethical Standards**

3.1 The Supplier shall observe the highest ethical standards during the performance of its obligations under this Contract including international labour standards promoted by the International Labour Organisation specifically in the areas of child labour and forced labour.

3.2 The Supplier, its suppliers and sub-contractors shall comply with all environmental statutory and regulatory requirements and shall not in any way be involved in (a) the manufacture or sale of arms or have any business relations with armed groups or governments for any war related purpose; or (b) terrorism, including checking its staff, suppliers and sub-contractors against sanctions lists.

3.3 The Supplier shall comply with the following Customer Policies, which are available upon request: Child Safeguarding; and Anti-Bribery and Corruption.

#### **4 Delivery / Performance**

4.1 The Goods shall be delivered to, and the Services shall be performed at the address and on the date or within the period stated in the Order, and in either case during the Customer's usual business hours, except where otherwise agreed in the Order. Time shall be of the essence in respect of this Condition 4.1.

4.2 Where the date of delivery of the Goods or of performance of Services is to be specified after issue of the Order, the Supplier shall give the Customer reasonable written notice of the specified date.

4.3 Delivery of the goods shall take place and title in the Goods will pass on the completion of the physical transfer of the goods from the Supplier or its agents to the Customer or its agents at the address specified in the Order.

4.4 Risk of damage to or loss of the Goods shall pass to the Customer in accordance with the relevant provisions of Incoterms rules as in force at the date the Contract is made or, where Incoterms do not apply, risk in the Goods shall pass to the Customer on completion of delivery.

4.5 The Customer shall not be deemed to have accepted any Goods or Services until the Customer has had reasonable time to inspect them following delivery and/or performance by the Supplier.

4.6 The Customer shall be entitled to reject any Goods delivered or Services supplied which are not in accordance with the Contract. If any Goods or Services are so rejected, at the Customer's option, the Supplier shall forthwith re-supply substitute Goods or Services which conform with the Contract. Alternatively, the Customer may cancel the Contract and return any rejected Goods to the Supplier at the Supplier's risk and expense.

## **5 Indemnity**

The Supplier shall indemnify the Customer in full against all liability, loss, damages, costs and expenses (including legal expenses) awarded against or incurred or paid by the Customer as a result of or in connection with any act or omission of the Supplier or its employees, agents or sub-contractors in performing its obligations under this Contract, and any claims made against the Customer by third parties (including claims for death, personal injury or damage to property) arising out of, or in connection with, the supply of the Goods or Services.

## **6 Price and Payment**

Payment in arrears will be made as set out in the Order and the Customer shall be entitled to off-set against the price set out in the Order all sums owed to the Customer by the Supplier.

## **7 Termination**

7.1 The Customer may terminate the Contract in whole or in part at any time and for any reason whatsoever by giving the Supplier at least one month's written notice.

7.2 The Customer may terminate the Contract with immediate effect by giving written notice to the Supplier and claim any losses (including all associated costs, liabilities and expenses including legal costs) back from the Supplier at any time if the Supplier:

- a) becomes insolvent, goes into liquidation, makes any voluntary arrangement with its creditors, or becomes subject to an administration order; or
- b) is in material breach of its obligations under the Contract or is in breach of its obligations and fails to remedy such breach within 14 days of written request from the Customer.

7.3 In the event of termination, all existing purchase orders must be completed.

## **8 Supplier's Warranties**

8.1 The Supplier warrants to the Customer that:

- a) it has all necessary internal authorisations and all authorisations from all relevant third parties to enable it to supply the Goods and the Services without infringing any applicable law, regulation, code or practice or any third party's rights;
- b) it will not and will procure that none of its employees will accept any commission, gift, inducement or other financial benefit from any supplier or potential supplier of the Customer; and
- c) the Services will be performed by appropriately qualified and trained personnel, with the best care, skill and diligence and to such high standard of quality as it is reasonable for the Customer to expect in all the circumstances.

## **9 Force majeure**

9.1 Neither party shall be liable for any failure or delay in performing its obligations under the Contract to the extent that such failure or delay is caused by an event that is beyond that party's reasonable control (a "Force Majeure Event") provided that the Supplier shall use best endeavours to cure such Force Majeure Event and resume performance under the Contract.

9.2 If any events or circumstances prevent the Supplier from carrying out its obligations under the Contract for a continuous period of more than 14 days, the Customer may terminate the Contract immediately by giving written notice to the Supplier.

## **10 General**

10.1 The Supplier shall not use the Customer's name, branding or logo other than in accordance with the Customer's written instructions or authorisation.

10.2 The Supplier may not assign, transfer, charge, subcontract, novate or deal in any other manner with any or all of its rights or obligations under the Contract without the Customer's prior written consent.

10.3 Any notice under or in connection with the Contract shall be given in writing to the address specified in the Order or to such other address as shall be notified from time to time. For the purposes of this Condition, "writing" shall include e-mails and faxes.

10.4 If any court or competent authority finds that any provision of the Contract (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of the Contract shall not be affected.

10.5 Any variation to the Contract, including the introduction of any additional terms and conditions, shall only be binding when agreed in writing and signed by both parties.

10.6 The Contract shall be governed by and construed in accordance with Albanian law.

10.7 A person who is not a party to the Contract shall not have any rights under or in connection with it.

## PART 5

### SAVE THE CHILDREN'S CHILD SAFEGUARDING POLICY

#### Our values and principles

Child abuse is when anyone under 18 years of age is being harmed or isn't being looked after properly. The abuse can be physical, sexual, emotional or neglect. The abuse and exploitation of children happens in all countries and societies across the world. Child abuse is never acceptable.

It is expected that all who work with Save the Children are committed to safeguard children whom they are in contact with.

#### What we do

Save the Children is committed to safeguard children through the following means:

**Awareness:** Ensuring that all staff and those who work with Save the Children are aware of the problem of child abuse and the risks to children.

**Prevention:** Ensuring, through awareness and good practice, that staff and those who work with Save the Children minimise the risks to children.

**Reporting:** Ensuring that you are clear on what steps to take where concerns arise regarding the safety of children.

**Responding:** Ensuring that action is taken to support and protect children where concerns arise regarding possible abuse.

To help you clarify our safeguarding approach, we list here examples of the behaviour by a representative of Save the Children which are prohibited. These include but are not limited to:

1. Hitting or otherwise physically assaulting or physically abusing children.
2. Engaging in sexual activity or having 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 defence.
3. Developing relationships with children which could in any way be deemed exploitative or abusive.
4. Acting in ways that may be abusive in any way or may place a child at risk of abuse.
5. Using language, making suggestions or offering advice which is inappropriate, offensive or abusive.
6. Behaving physically in a manner which is inappropriate or sexually provocative.

7. Sleeping in the same bed or same room as a child, or having a child/children with whom one is working to stay overnight at a home unsupervised.
8. Doing things for children of a personal nature that they can do themselves.
9. Condoning, or participating in, behaviour of children which is illegal, unsafe or abusive.
10. Acting in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse.
11. Discriminating against, showing unfair differential treatment or favour to particular children to the exclusion of others.
12. Spending excessive time alone with children away from others.
13. Placing oneself in a position where one is made vulnerable to allegations of misconduct.

In order that the above standards of reporting and responding are met, **this is what is expected of you:**

If you are worried that a child or young person is being abused or neglected, (such as in points 1, 2, 3, 4, 6, 8, 9 and 10 above for example) or you are concerned about the inappropriate behaviour of an employee, or someone working with Save the Children, towards a child or young person, then you are obliged to:

- act quickly and get help
- support and respect the child
- where possible, ensure that the child is safe
- contact your Save the Children manager with your concerns immediately (or their senior manager if necessary)
- keep any information confidential to you and the manager.

If you want to know more about the Child Safeguarding Policy, then please contact your Save the Children manager.

## PART 6

### SAVE THE CHILDREN'S ANTI-BRIBERY AND CORRUPTION POLICY

#### Our values and principles

Save the Children does not allow any partner, supplier, sub-contractor, agent or any individual engaged by Save the Children to behave in a corrupt manner while carrying out Save the Children's work.

#### What we do

Save the Children is committed to preventing acts of bribery and corruption through the following means:

**Awareness:** Ensuring that all staff and those who work with Save the Children are aware of the problem of bribery and corruption.

**Prevention:** Ensuring, through awareness and good practice, that staff and those who work with Save the Children minimise the risks of bribery and corruption.

**Reporting:** Ensuring that all staff and those who work with Save the Children are clear on what steps to take where concerns arise regarding allegations of bribery and corruption.

**Responding:** Ensuring that action is taken to support and protect assets and identifying cases of bribery and corruption.

To help you identify cases of bribery and corruption, behaviour which amounts to corruption includes but is not limited to:

- a) Paying or Offering a Bribe – where a person improperly offers, gives or promises any form of material benefit or other advantage, whether in cash or in kind, to another in order to influence their conduct in any way.
- b) Receiving or Requesting a Bribe – where a person 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 the individual's conduct in any way.
- c) Receiving or Paying a so-called 'Grease' or 'Facilitation' payment – where a person 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.
- d) Nepotism or Patronage – where a person improperly uses their employment to favour or materially benefit friends, relatives or other associates in some way. For example, through the awarding of contracts or other material advantages.

- e) Embezzlement - where a person improperly uses funds, property, resources or other assets that belong to an organisation or individual.
- f) Receiving a so-called 'Kickback' Payment – where a person improperly receives a share of funds, a commission, material benefit or other advantage from a supplier as a result of their involvement in a corrupt bid or tender process.
- g) Collusion – where a person improperly colludes with others to circumvent, undermine or otherwise ignore rules, policies or guidance.
- h) Abuse of a Position of Trust – where a person improperly uses their position within their organisation to materially benefit themselves or any other party.

In order that the above standards of reporting and responding are met, **this is what is expected of you:**

You have a duty to protect the assets of Save the Children from any form of corruption. Furthermore, you must immediately report any suspicion of bribery or corruption to the Save the Children senior management team or Country Director and not to anyone else. Failure to report will be treated as serious and may result in termination of any agreement with Save the Children.

You are obliged to: -

- act quickly and get help
- encourage your own staff to report on bribery and corruption
- contact the Save the Children senior management team or Country Director with your concerns immediately (or their senior manager if necessary)
- keep any information confidential to you and the manager.

Attempted corruption is as serious as the actual acts and will be treated in the same way under this policy.

If you want to know more about the Anti-Bribery and Corruption Policy, then please contact your Save the Children representative.

## PART 7

### CODE OF CONDUCT FOR AGENCIES AND SUPPLIERS

Suppliers and manufacturers to Non-Governmental Organisations (NGO's) should be aware of the Code of Conduct.

This information is to advise you, our suppliers, of the Corporate Social Responsibility (CSR) element in our supplier relationships.

- Goods and services purchased are produced and developed under conditions that do not involve the abuse or exploitation of any persons.
- Goods produced and delivered by organisations subscribe to no exploitation of children
- Goods produced and manufactured have the least impact on the environment

#### Code of Conduct for Suppliers:

Goods and services are produced and delivered under conditions where:

- Employment is freely chosen
- The rights of staff to freedom of association and collective bargaining are respected.
- Living wages are paid
- There is no exploitation of children
- Working conditions are safe and hygienic
- Working hours are not excessive
- No discrimination is practised
- Regular employment is provided
- No harsh or inhumane treatment of staff is allowed.

#### Environmental Standards:

Suppliers should as a minimum comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas to be considered are:

- Waste Management
- Packaging and Paper
- Conservation
- Energy Use

- Sustainability

**Business Behaviour:**

SC will seek alternative sources where the conduct of suppliers demonstrably violates anyone's basic human rights, and there is no willingness to address the situation within a reasonable timeframe.

SC will seek alternative sources where companies in the supply chain are involved in the manufacture of arms or the sale of arms to governments which systematically violate the human rights of their citizens.

**Qualifications to the statement**

Where speed of deployment is essential in saving lives, SC will purchase necessary goods and services from the most appropriate available source.