

Ref.: 2018-24-038.05 - Instructions to apply for participation

The German Red Cross (GRC) is inviting to apply for participation in a tender for the provision of 414 family tents according to IFRC (International Federation of Red Cross and Red Crescent Societies)-standard. The tenderers are requested to read carefully and ensure compliance with all instructions herein. Non-compliance with instructions in this document may disqualify the bidders from the tender participation.

1. Procurement Procedure

The procurement is handled via a restricted procedure. It is conducted with call for competition.

2. Deadline of submission and time plan:

- 1) Deadline of submission for applications is 17th November 2018, 12:00 CET.
- 2) Tender documents will be sent out to successful applicants on 19th November 2018.

3. Costs and ownership of application

- 1) Costs incurred by the tenderers in preparing and submitting the application are not reimbursable.
- 2) The GRC retains ownership of all applications received under this quote request. Consequently, tenderers have no right to have their documents returned to them.

4. Content of application

All applications submitted must comply with the requirements in the tender dossier and comprise:

- Tenderers self-declaration (Annex: "Declaration of Conformity")

The signee of the attached "Declaration of Conformity" (Ref. Annex) assures that

- 1) no reasons for exclusion as mentioned per EU guideline 2014/24/EU, Art. 57, Paragraph 1 exists.
 - 2) the tenderer fulfils GRC's claim on good governance, environmental and social responsibility.
 - 3) the tenderer agrees on participation in checks and audits as described.
- Credentials of at least three successfully completed deliveries of more than 5 multipurpose tents to Red Cross/Red Crescent societies or other comparable organizations. At least one of above mentioned orders must have been delivered to a destination within Europe to prove the experience with European customs procedures. Please state a contact person at the contracting authority for each credential.
 - Overview over existing means to ensure both scientific investigation of materials and field testing of products. Include information that tests are being partially conducted by independent entities.
 - Information about existing quality management system.
 - Information about means to protect the environment and retain social working standards.

5. Submission of application and further communication

- 1) Your application must be submitted in a sealed envelope. Please state on the envelope:

*Ausschreibungsunterlagen – Bitte nicht öffnen!
Ref. 2018-24-038.05*

Address: *Deutsches Rotes Kreuz – Generalsekretariat
Team Ehrenamt & Krisenmanagement
Sachgebiet Beschaffung & Logistik
z.H. Fr. Janine Mildt
Carstennstr. 58
D-12205 Berlin, Germany*

- 2) Tenderers must raise questions in written 4 days prior to deadline for submission of application latest, otherwise the extension of the deadline is not feasible anymore.
- 3) GRC reserves the right to continue the further communication after submission of application via a combination of media (e.g. post, e-mail, phone). Tender documents will be send out digitally, hence please include a reliable contact e-mail address.

6. Evaluation & Decision about participation

- 1) The decision over the participation in the tender will be based on:
 - Declaration of Conformity signed (fulfilled / not fulfilled)
 - Credentials complete (fulfilled / not fulfilled)
 - Proof of testing complete (fulfilled / not fulfilled)
 - Quality Management system established (fulfilled / not fulfilled)
 - Means of environmental protection established (fulfilled / not fulfilled)
 - Means for retaining social working standards established (fulfilled / not fulfilled)

Not fulfilled criterions lead to exclusion.

The applicants who fulfilled all criterions are being invited to the tender.

- 2) The GRC may – but is not obliged to - ask each tenderer individually for clarification of its application.

Declaration of conformity

- according to procurement procedures for humanitarian actions -

The candidate

name/company

address

represented by

representative's name

address

assures that **none** of the following points apply:

- a) The candidate or company are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are 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.
- b) The candidate has been convicted of an offence related to his professional conduct by a judgement which has the force of *res judicata*.
- c) The candidate has been guilty of grave professional misconduct proven by any means which the contracting authority can justify.
- d) The candidate has failed to fulfil obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which he is established, with those of the country of the contracting organisation or those of the country where the contract is to be carried out.
- e) The candidate has been the subject of a judgement that has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the German Red Cross or European Union's financial interests.
- f) The candidate has been declared to be in serious breach of contract for failure to comply with his contractual obligations pursuant to another procurement procedure or grant award procedure financed by the German Red Cross or European Union's budget.

The Contractor shall respect environmental legislation applicable in the country where the services have to be rendered and internationally agreed core labour standards, e.g. the ILO core labour standards, conventions on freedom of association and collective bargaining, elimination of forced and compulsory labour, elimination of discrimination in respect of employment and occupation, and the abolition of child labour.

The candidate also guarantees access to the relevant financial and accounting files and documents as well as other project related information and company registration data for the purpose of financial checks and audits or due diligence testing conducted by

- the European Commission,
- the European Anti-Fraud Office (OLAF),
- the European Court of Auditors and
- by chartered accountants / consultants / auditors commissioned by the German Red Cross or the relevant donor.

Furthermore he confirms to work together with above mentioned parties when contacted directly. The refusal to share requested data and documents may lead to disqualification from tender processes and cancellation of closed contracts.

place, date

signature