**TENDER RESPONSE**

**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: |
| Phone: |
| Email: |
| Principle Address: |
| Other branches (If applicable): |

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

1. Please provide details of at least 2 client references which Northern Frontier Youth League may contact (preferably NGOs):

|  |  |  |  |
| --- | --- | --- | --- |
| **Client Organisation** | **Contac Phone no.** | **E-mail address** | **Details of contract** |
|  |  |  |  |
|  |  |  |  |

**Section 2: Bidder capacity**

Please indicate your Service capacity.

|  |  |
| --- | --- |
| **Types of Goods / Services** | **QTY** |
|  |  |
|  |  |
|  |  |
|  |  |

1. What is your validity of the offer period?
2. What warranties and guarantees can you offer as part of this contract?
3. What is your payment term?
4. What is your delivery lead time
5. Detail any benefits or additional services your organisation can offer Northern Frontier Youth League (NoFYL) as part of the contract:

**Section 3: Pricing proposal**

Please fill the financial proposal template - **Annex A: Price Offer Template -** provided which is mandatory.

**Section 4: Confirmation of Bidder’s compliance**

We, the bidder, hereby confirm compliance with:

* The required specification for the products
* The Conditions of Tendering
* Northern Frontier Youth League’s Terms and Conditions of Purchase
* Northern Frontier Youth League’s Anti-Bribery and Corruption policy

The following documents and items are included in our bid:

* Annex A: Price Offer Template
* Section 1: Bidder’s general business details
* Section 2: Bidder capacity
* Section 3: Pricing proposal

We confirm that Northern Frontier Youth League 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 4: NoFYL’S ANTI-BRIBERY AND CORRUPTION POLICY**

**Our values and principles.**

Northern Frontier Youth League does not allow any partner, supplier, sub-contractor, agent, or any individual engaged by Northern Frontier Youth League to behave in a corrupt manner while carrying out NoFYL’s work.

**What we do.**

Northern Frontier Youth League is committed to preventing acts of bribery and corruption through the following means:

**Awareness:** Ensuring that all staff and those who work with Northern Frontier Youth League are aware of the problem of bribery and corruption.

**Prevention:** Ensuring, through awareness and good practice, that staff and those who work with Northern Frontier Youth League minimise the risks of bribery and corruption.

**Reporting:** Ensuring that all staff and those who work with Northern Frontier Youth League 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:

* 1. 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.
  2. 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.
  3. 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.
  4. 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.
  5. Embezzlement - where a person improperly uses funds, property, resources or other assets that belong to an organisation or individual.
  6. 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 because of their involvement in a corrupt bid or tender process.
  7. Collusion – where a person improperly colludes with others to circumvent, undermine or otherwise ignore rules, policies or guidance.
  8. 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 Northern Frontier Youth League from any form of corruption. Furthermore, you must immediately report any suspicion of bribery or corruption to the Northern Frontier Youth League senior management team and not to anyone else. Failure to report will be treated as serious and may result in termination of any agreement with NoFYL.

You are obliged to: -

* act quickly and get help
* encourage your own staff to report on bribery and corruption
* contact the Northern Frontier Youth League senior management team 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 Northern Frontier Youth League representative.