
Appendices

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**Appendix 1 :
Scope of Works**

Table below explains objectives, tasks and outputs of this assignment:

No.	Deliverables	Terms of Payment	Timeline
1	Submission of the the Inception Report for the Review of the TOR of SG-AHAC	10% upon received and approved by the ASEAN Secretariat and AHA Centre	03.2024
2	Submission of consolidated findings and recommendations to revise the TOR of the SG-AHAC and its Operational Procedures	30% upon received and approved by the ASEAN Secretariat and AHA Centre	04.2024
3	Submission of 2 nd revised Draft TOR of the SG-AHAC and its Operational Procedures and; 2 nd Consultative Meeting	40% upon received and approved by the ASEAN Secretariat and AHA Centre	06.2024
4	Submission of the final draft TOR of the Operational Procedures incorporating all inputs from ASEAN Sectoral Bodies and ASEAN Centres including the AHA Centre,	20% upon received and approved by the ASEAN Secretariat and AHA Centre	07.2024

The due dates for all deliverables will be finalised by the Consulting Agency with the AHA Centre prior to the submission of the inception report.

Appendix 2 :
Technical Offer Based On Technical Specification

The AHA Centre Requirements (Minimum)	Consultant's Offer
a. Possess post-graduate degrees related to any of the disciplines on disaster management, emergency and crises management, public health, emergency medicine, public policy, international relations, humanitarian studies, international humanitarian law, or other relevant disciplines;	
b. Acquired a minimum ten (10) years of relevant professional experience in the field such as: humanitarian assistance and emergency response, natural disasters, public health, emergency management, sustainable development and public policy. Working experience in the ASEAN context would be an advantage;	
c. Experience with policy recommendations and full awareness of political sensitivities;	
d. Familiarity with ASEAN and its regional frameworks, mechanisms, and operational procedures in humanitarian assistance and disaster/emergency response, public health emergencies and other crises, including but not limited to the ASEAN Agreement on Disaster Management and Emergency Response (AADMER), Standard Operating Procedure for Standby Arrangement and Coordination of Joint Disaster Relief and Emergency Response Operation (SASOP), ASEAN Strategic Framework for Public Health Emergencies, Framework for ASEAN Public Health Emergency Coordination System (APHECS) ASEAN Plus Three Emergency Rice Reserves (APTERR), ASEAN Declaration on ONE ASEAN, ONE RESPONSE: ASEAN Responding to Disasters as One in The Region and Outside the Region, among others.	
e. Experience in supporting and coordinating qualitative data collection methods, such as surveys, and facilitating roles for focus groups discussion, and consultative workshops with stakeholders is required;	

The AHA Centre Requirements (Minimum)	Consultant's Offer
f. Experience in leading or facilitating reviews and/or updating of organisational and operational systems, plans and procedures for disaster or emergency management using an all hazards approach at regional and international levels;	
g. Excellent command of English, both written and spoken, with strong report drafting and presentation skills;	
h. Experience in writing and drafting high-level ASEAN documents is an advantage.	

Please provide additional sheets as necessary to include photos and proposed technical specifications (brochures) if any

**Appendix 3:
Consultant Questionnaire**

Publication Reference: AHA-T/2024/February/T-0010

Company Name:	
Company Address:	
Contact Name:	
Contact Position / Title:	
Contact Details (Phone / Email):	

Company Information:

1	Is your company registered in Indonesia? Please provide a copy of Registration.	
1a	If not, where is your company registered?	
2	When was it registered?	
3	Is your company part of an international company?	
4	Do you have other offices / plants in the country? Where?	
5	How many employees work for your company in-country?	

Financial Information:

6	What is your yearly income in USD over the last 2 years?	
6a	Last Year (2022):	
6b	Previous Year (2021):	
7	Can you provide audited Financial accounts upon request?	

Customer References:

8	Have you worked in the past with the AHA Centre (detail year and activity)? <i>If yes, please provide details below</i>																	
8a	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 40%;">Title Of Contract</th> <th style="width: 20%;">Year</th> <th style="width: 40%;">Amount (USD)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Title Of Contract	Year	Amount (USD)														
Title Of Contract	Year	Amount (USD)																
9	Please provide names and contacts of 3 customers to whom you have recently provided the same kind of products/services with a similar value of contract	1. 2. 3.																
9a	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 25%;">Customer (company) Name</th> <th style="width: 25%;">Contact Name</th> <th style="width: 25%;">Address</th> <th style="width: 25%;">Contact No & Email</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Customer (company) Name	Contact Name	Address	Contact No & Email													
Customer (company) Name	Contact Name	Address	Contact No & Email															

Technical Capacity:		
10	What is your core activity?	
11	What other products / services do you offer?	
12	Are you the manufacturer of the products presented in the offer?	
12a	If yes: where is the manufacturing site located?	
12b	If no, are you an official reseller of these products? Please provide a copy of Dealer Registration.	
13	Do you currently have stocks?	
13a	If yes, where are they located	
Delivery Capacity:		
14	Can you hold dedicated stocks for your customers?	
15	Can you manage delivery to the Warehouse delivery locations?	
16	What is your average lead time for delivery to the designated locations after receipt of the AHA Centre Purchase Order/Contract?	
17	Do you have your own trucks / drivers for delivery?	
17a	If not, how will you deliver the items to the designated delivery location?	
17b	If you have a designated transport company, please provide the name and address and contact number	
Financial Conditions:		
18	What is the validity of your offer? (minimum 60 days)	
19	If you get awarded the contract, will you offer fixed prices for 4 months?	
20	Do you have an official receipt or invoice?	

**Appendix 4:
Detailed Pricing Matrix**

Consultant Name:

Address:

Telephone:

Fax:

Website:

Contact Person:

Telephone/Mobile Phone:

Email:

ITEM (Specification as detailed on	Qty (Percentage)	UoM	UNIT PRICE (USD)	TOTAL PRICE (USD)	DELIVERY TIME (days)*
Submission of the the Inception Report for the Review of the TOR of SG-AHAC	10%				
Submission of consolidated findings and recommendations to revise the TOR of the SG-AHAC and its Operational Procedures	20%				
Submission of 2 nd revised Draft TOR of the SG-AHAC and its Operational Procedures and; 2 nd Consultative Meeting	40%				
Submission of the final draft TOR of the Operational Procedures incorporating all inputs from ASEAN Sectoral Bodies and ASEAN Centres including the AHA Centre,	30%				
TAX (USD) <i>(Including VAT, Withholding Tax, and Any Other Taxes, If Any)</i>					
GRAND TOTAL (USD)					

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of this tender.

*[Name and Signature of the Consultant's
Authorized Person]*

[Designation]

[Date]

Appendix 5:

The AHA Centre's Goods Business Regulations

These Good Business Regulations are the ground for a professional working relationship between the AHA Centre and the Tenderer.

They are general regulations valid unless other particular conditions are mentioned in the contract. In case of conflicting terms within documents, the conditions of the contract or tender dossier will prevail on these Good Business Regulations.

I. Principles of the procurement procedures

The AHA Centre has transparent procedures to award markets. Essential principles are

- *Transparency* in the procurement process
- *Proportionality* between the procedures followed for awarding contracts and the value of the markets
- *Equal treatment* of potential Consultants

Usual criteria for selecting a consultant are:

- Authorisation to perform the market
- Financial and economic capacities
- Technical expertise
- Professional capacities

Usual criteria to award markets are:

- Automatic award (the cheapest offer complying with all requirements)
- Best value for money (price/quality ratio)

II. Misbehaviour, ineligibility and exclusion

The AHA Centre considers the following misbehaviour as a valid ground for a systematic exclusion of an awarding market procedure and the termination of all working relationships and contracts:

- **Fraud** defined as any intentional act or omission relating to:
 - The use or presentation of false, incorrect or incomplete statements or documents, which has as its effect the misappropriation or wrongful retention of the AHA Centre or institutional donors' funds
 - Non-disclosure of information, with the same effect
 - The misapplication of such funds for purposes other than those for which they were originally granted
- **Active corruption:** to deliberately promise or give an advantage to an official for him/her to act or refrain from acting in accordance with his/her duty in a way which damages or is likely to damage the AHA Centre or institutional donors' financial interests
- **Collusion:** the co-ordination of firm competitive behaviour, with the likely result that prices rise, output is restricted and the profits of the colluding companies are higher than they would otherwise be. Collusive behaviour does not always rely on the existence of explicit agreements between firms, but can also be tacit.
- **Coercive practice:** harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the

execution of a contract.

- **Bribery:** to offer the AHA Centre employees monetary or in-kind gifts in order to gain additional markets or to continue a contract
- **Involvement in a criminal organisation** or any other **illegal activity** established by a judgement, by the US Government, the European Union, the United Nations or any other donor funding the AHA Centre.
- **Immoral Human Resources practices:** exploitation of child labour and the non-respect of basic social rights and working conditions of employees or sub-Consultants

The AHA Centre will exclude from a procurement procedure any candidate or tenderer falling into one of the following cases:

- To be **bankrupt** or to be wound up, to have affairs administered by the courts, to have entered into an arrangement with creditors, to have suspended business activities, to be 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
- To have been **convicted of an offence** concerning professional conduct by a judgement that has the force of *res judicata*
- To have been **guilty of grave professional misconduct** proven by any means that the AHA Centre can justify
- To have not fulfilled 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 they are established or with those of the country where the AHA Centre mission is operating or those of the country where the contract is to be performed
- They have 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 Communities' financial interests
- To have been declared to be in **serious breach of contract** for failure to comply with their contractual obligations in another previous procurement procedure

The AHA Centre will not award contracts to candidates or tenderers who, during the procurement procedure:

- Are subject to a conflict of interest
- Are guilty of misrepresentation in supplying the information required by the AHA Centre as a condition of participation in the contract procedure or fail to supply this information

III. Administrative and financial sanctions

In the event a consultant, candidate or tenderer is engaged in corrupt, fraudulent, collusive or coercive practices, the AHA Centre will impose:

- **Administrative sanctions:**

Administrative sanctions are the official notification of the misconduct to the relevant civil or commercial authorities and the immediate termination of all existing working relationships.

- **Financial sanctions:**

The AHA Centre will request the reimbursement of the cost linked directly and directly to the conduct of a new tendering process or market award. If any, the tender or performance guarantee will be kept by the AHA Centre.

IV. Information of and access for the Donors

The AHA Centre will inform immediately the institutional donors and will provide all the relevant information in the event a consultant, candidate or tenderer is engaged in corrupt, fraudulent, collusive or coercive practices.

Furthermore, the Consultants agree to guarantee a right of access to their financial and accounting documents to the representatives of the AHA Centre's institutional donors for the purposes of checks and audits.

V. Documents to be a consultant

Hereafter is the minimal documentation a consultant working with the AHA Centre will have to provide:

- Personnel national id document of the consultant/company representative
- Status and registration of the company
- Mission order or power of attorney authorising the representative to contact

Important note: Additional documentation may be required for a particular market.

In addition, the Consultant must have the capacity to issue invoices, receipts and waybills (or delivery notes), to provide a tax clearance certificate and certify documents with an official stamp.

VI. Anti-Corruption Policy

If you believe that the action of anyone (or a group of people) working or volunteering for the AHA Centre programs is responsible for violating the above rules, you should file a report through the Whistle-blower Email Hotline.

In order to enable the treatment, reports should give as precise information as possible; your name and contact are optional but encouraged. All reports are treated confidentially to the extent permissible by law.

Note: "***Declaration of compliance & commitment to respect the AHA Centre Good Business Regulations***" on the next page.

Declaration of compliance & commitment to respect The AHA Centre Good Business Regulations

TO BE FILLED OUT BY THE BIDDER

I, undersigned*representative name*..... representative of ...*company name*..... certified that I have read and understood these regulations. On behalf of the company, I act for, I accept the terms of the AHA Centre Good Business Regulations and I commit to achieve the best performances in the event*company name*..... is awarded a market.

By signing, I certify that*company name*..... has not provided, and will take all reasonable steps to ensure that it does not and will not knowingly provide material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in fraud, active corruption, collusion, coercive practice, bribery, involvement in a criminal organisation or illegal activity, or immoral Human Resources practices, such as the use of Child labour or overriding basic social rights and work conditions or the standards defined by the International Labour Organisation (ILO), particularly in terms of non-discrimination, freedom of association, payment of the legal national minimum wage, no forced labour, and the respect of working and hygiene conditions .

Last, I hereby certify that *company name* is not involved in any pending lawsuit, claim or action in the Company's name, or on behalf of any other person or entity, against the Company, regarding fraud, corruption, bribery or any illegal activity, and has not been convicted guilty of such practices at any time.

All the Consultant's responsibilities mention in this document extend to any Consultant affiliates and subsidiaries.

Name:

Date:

Position:

Stamp:

Signature: