ONE **ASEAN**
ONE **RESPONSE**

Jakarta, 6 September 2022

To: INTERESTED BIDDERS

**Our Reference: Tender №:** AHA-T/2022/September/T-005

**SUBJECT: INVITATION TO TENDER FOR EVENT MANAGEMENT SERVICE OF ASEAN STANDARDS AND CERTIFICATION FOR EXPERTS IN DISASTER MANAGEMENT (ASCEND) CERTIFICATION TRIAL SIMULATION AND EVALUATION WORKSHOP**

Dear Sir / Madam,

Following the above-mentioned invitation to tender, please find enclosed the following documents, which constitute the tender dossier.

Any request for clarification from bidders must be received by the AHA Centre in writing by **14 September 2022** at 15.00 Jakarta Local Time at the latest and The AHA Centre will reply to the bidder's questions by 15 September 2022 at 17.00 Jakarta Local Time, at the latest

Costs incurred by the bidder in preparing and submitting the tender proposals will not be reimbursed.

We look forward to receiving your tender at the address specified in the Instructions to Bidders before **19 September 2022 at 23.00 Jakarta Local Time (at the latest)**, as stated on the AHA Centre's Website

Yours sincerely,

Procurement

ONE **ASEAN**
ONE **RESPONSE**

**Call For Tender**

# EVENT MANAGEMENT SERVICE OF ASEAN STANDARDS AND CERTIFICATION FOR EXPERTS IN DISASTER MANAGEMENT (ASCEND) CERTIFICATION TRIAL SIMULATION AND EVALUATION WORKSHOP

**Publication Reference:**
**AHA-T/2022/September/T-005**

**6 September 2022**

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# INSTRUCTIONS TO BIDDERS

In submitting a tender, the bidder accepts in full and without restriction the special and general conditions governing this tender as the sole basis of this tendering procedure. The bidder accepts the AHA Centre General Terms and Conditions of Purchase by default, or will include its own Sales conditions in its offer. If the bidder wishes to point out restrictions to the AHA Centre Terms and Conditions, such reservations should be clearly explained in a letter included in the offer.

Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender.

## 1. Preamble

The AHA Centre is an intergovernmental organisation, established on 17 November 2011 by the ten ASEAN Member States with the aim to facilitate cooperation and coordination of disaster management amongst the ASEAN Member States. The ASEAN Standards and Certification for Experts in Disaster Management (ASCEND) project seeks to create a regionally recognised certification scheme for professions in disaster management to ensure and promote higher standards and quality in the management of disasters in the region. ASCEND can also be beneficial in identifying competent disaster management professionals in the region with a strong capacity to manage disasters to reduce the loss of life, respond effectively, recover more quickly, and decrease disaster risks throughout the ASEAN region wherever possible.

Through funding from the Republic of Korea, the AHA Centre will implement the ASCEND project for three years in collaboration with the Korean National Fire Agency (KNFA). The project will be critical for the development of ASCEND since the AHA Centre will focus on the pilot application of the ASCEND Framework in identified ASEAN countries with objectives as follows:

A. To enhance the capacity of the ASEAN countries in the implementation of ASCEND.
B. To establish regionally recognised competency standards and assessment process covering five professions in disaster management.
C. To improve the capacity of the AHA Centre to serve as the ASCEND secretariat.
D. To promote understanding of the ASCEND Framework among the ASEAN Member States (AMS) and other sectors in ASEAN in preparation towards the inclusion of ASCEND into the ASEAN Mutually Recognised Agreement (MRA).

Moving forward with the ASCEND project implementation, the AHA Centre plans to conduct the ASCEND Certification Trial Simulation and Evaluation Workshop on November 2022.

## 2. Purpose of the call for tenders

The Purpose of this Call for Tender is to sign a contract for the **Event Management Service for ASCEND Certification Trial Simulation and Evaluation Workshop**.

The Call for tenders aims at selecting supplier with the capacity to provide the best value for money for equipment & tools as defined in Appendix 1 – Technical Specifications.

A detailed description of the goods and services required by the AHA Centre is contained in

the technical specifications (see Appendix 1 – Technical Specifications).

## 3. Call for Tenders schedule

| ACTIVITIES | DATE | TIME* |
|---|---|---|
| Tender Announcement | 6 September 2022 | 17.00 |
| Pre-Bid Meeting/Technical Meeting | 12 September 2022 | 13:30 |
| Deadline for request for any clarifications from the Bidders | 14 September 2022 | 15.00 |
| Deadline for AHA Centre to respond to the clarifications | 15 September 2022 | 17.00 |
| Deadline for submission of tenders (receiving date, not sending date) | 23 September 2022 | 23.00 |
| Tender opening session | 26 September 2022 | 09.00 |
| Evaluation of the Tenders (Shortlisting) | 26-27 September 2022 | 17.00 |
| Due Diligence | 27-28 September 2022 | 17.00 |
| Final Evaluation Meeting | 29 September 2022 | 10.00 |
| Preparation and finalisation of Tender Report by the AHA Centre | 30 September 2022 | 17.00 |
| Approval by the AHA Centre Senior Management Team of the Tender Report | 3-4 October 2022 | 17.00 |
| Notification of award to the successful bidder(s) | 5 October 2022 | 17.00 |
| Notification of award to the unsuccessful bidder(s) | 6-8 October 2022 | 17.00 |
| Preparation of Contract | 5-7 October 2022 | 17.00 |
| Contract Signing | 10-14 October 2022 | 17.00 |

* All times are the local time of Jakarta - Indonesia

Please note all dates are provisional dates and the AHA Centre reserves the right to modify this schedule.

## 4. Questions and Clarifications

If the AHA Centre, either on its own initiative or in response to a request from a prospective bidder, provides additional information on the tender dossier, such information will be communicated simultaneously in writing to all the bidders.

Bidders may submit questions in writing to the following address, by email, on the date indicated in Call for Tenders Schedule (Item 3), specifying the publication reference and the Tender title:

Contact Name: Procurement
E-mail : procurement@ahacentre.org

Any prospective bidder seeking to arrange individual meetings with the AHA Centre during the tender period will not be entertained and may be excluded from the tender exercise.

## 5. Pre-Bid/Technical meeting

A pre-bid meeting will be conducted on 12 September 2022 at 13:30 – 16:30 Jakarta local time through Zoom Video Conference.

The link is:
https://us06web.zoom.us/j/84064336751?pwd=RjR6QlNiVzV3K01MTGIxekltU3VsUT09

Meeting ID: 840 6433 6751
Passcode: 765006

Please send your Expression of Interest (EOI) informing your company name and meeting participants to procurement@ahacentre.org before 9 September 2022 COB.
Visits by individual prospective bidders, other than this meeting, cannot be permitted during the tender period.

## 6. Eligibility

Participation in tendering is open on equal terms to any natural and legal persons or company. However, to comply with some of the AHA Centre's donor's rules, participants must clearly indicate their company's nationality and origin of the proposed goods.

## 7. Instructions to submit an Offer

The AHA Centre reserves the right to negotiate, accept or reject any or all proposals and quotations at its sole discretion and to pursue or act further on any responses it considers advantageous. The AHA Centre does not bind itself to accept the lowest price offer. All proposals will be irrevocable after the Call for Tenders closing date.

### 7.1 Response Format

The tenders should be sent:

> By email with email subject: **Event Management Service for ASCEND Certification Trial Simulation and Evaluation Workshop.** Offers should be sent to procurement@ahacentre.org. The email time stamp will serve as reference for the date of submission of the tender.
>
> The tender documents must be protected by a password and the password must not be provided to the AHA Centre until the date and time of Bid Opening as indicated in Article 3: Call for Tenders Schedule. Bid submitted without protected password or submission of password before the indicated date will be disqualified.

Offers must be received by the AHA Centre no later than **23 September 2022 at 23.00** Jakarta Local time.

Late proposals will not be accepted and will be returned to the Proponent or discarded. Also, all proposals will be irrevocable after the Call for Tenders closing date/deadline for submission of tender.

### 7.2 Content of Tenders

The bidder must provide sufficient information in the proposal to demonstrate compliance with the requirements set out in each section of this request for proposal. The proposal shall

include, as a minimum:

1) "Technical Offer" (Appendix 2) completed in detail with the products/services that the participant offers in answer to the AHA Centre needs.

2) "Supplier Questionnaire" duly completed (Appendix 3). This questionnaire should be completed with all required information such as:

    a. Proof of Company Registration in the place of operation (Indonesia and/or other countries)
    b. Local Government permit to locate and operate in the current location of office or factory
    c. Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the bidder
    d. Statement of Satisfactory Performance (written comments or contracted documents and size of the contracts) from the top 3 (three) clients in terms of Contract Value during the past 3 (three) Years (July 2019 – August 2022)
    e. A detailed delivery schedule (timeline) for the proposed goods.
    f. Bank Statement one year back.

3) "Detailed Pricing Matrix" (Appendix 4) with detailed price offer and explanatory notes if necessary. Note that all cost proposals should be in **US Dollar**.

4) "The Declaration of compliance and commitment to respect the AHA Centre Good Business Regulations" (Appendix 5) filled and signed by the duly authorized person.

**Failure to provide all of the above and in the formats stipulated may result in disqualification of the Bidder's proposal.**

## 8. Period of validity

Suppliers shall be bound by their tenders for a period of 60 (sixty) days minimum from the deadline for submission of tenders. However, the prices and conditions defined in the contract signed with the selected supplier will be valid for four (4) months after the contract is signed.

## 9. Currency of tenders

Tenders must be presented in USD currency, VAT and all other taxes, shipping and transport, customs, duties, etc., included.

## 10. Language of offers and procedure

The offers, all correspondence and documents related to the tender exchanged by the bidder and the AHA Centre must be written in English.

## 11. Alteration or withdrawal of tenders

Bidders may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders referred to in Article 3. No tender may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the tender procedure.

## 12. Costs of preparing tenders

All costs incurred by the bidder in preparing and submitting the tender are not reimbursable. All such costs will be borne by the bidder.

## 13. Opening, evaluation of tenders and selection criteria

The opening and examination of tenders are for the purpose of checking whether the tenders are complete and whether the tenders are generally in order.

Tenders will be evaluated on the criteria listed below:

- Ability to meet the technical specifications and requirements under this Call for Tenders
- Compliance with the AHA Centre terms and conditions
- Demonstrable ability to perform all functions related to the scope within the time specified
- Bidders' references
- Bidders' product and service offering
- Total price/cost submission (value for money)
- Bidders' ability to provide pro-active logistics solutions
- Value added services

In the interests of transparency and equal treatment and without being able to modify their tenders, bidders may be required, at the sole written request of the Tender Committee to provide clarifications within 48 hours. Any such request for clarification must not seek the correction of formal errors or of major restrictions affecting performance of the contract or distorting competition.

Any attempt by a bidder to influence the Tender Committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence the Tender Committee in its decision concerning the award of the contract will result in the immediate rejection of her/his tender. No liability can be accepted for late delivery of tenders. Late tenders will be rejected and will not be evaluated.

## 14. Notification award and contract signature

The successful bidder will be informed in writing that its tender has been accepted (notification of award). The AHA Centre will send the signed contract documents in soft copies to the successful bidder.

Within two (2) working days following the reception, the successful tenderer will sign, date and send back the contract. The successful bidder will have to provide the number and exact references of the bank account prior to the contract signing.

If the successful bidder fails to sign and send back the contract within two (2) working days, the AHA Centre can consider (after reasonable notification) the award as null and void.

The unsuccessful bidder(s) will be informed in writing.

## 15. Ownership of tenders

The AHA Centre retains ownership of all tenders received under this tender procedure. Consequently, bidders have no right to have their tenders returned to them.

## 16. Contract

The contract that will be concluded between the successful bidder and the AHA Centre shall be in accordance with the AHA Centre standard Contract Agreement.

The contract will contain the following elements:

- Terms and requirements as defined in the present Tender dossier
- The selected Supplier's offer

## 17. Cancellation of the tender procedure

In the event that a tender procedure is cancelled, bidders will be notified by the AHA Centre without specifying the reason for the concentration.

If the tender procedure is cancelled before the date of the Opening of the Bids as stated in Article 3. Call for Tenders Schedule, the protected submission emails will be returned, unopened, to the bidders.

Cancellation may occur where:

1. The tender procedure has been unsuccessful, namely where no qualitatively or financially worthwhile tender has been received or there has been no response at all;
2. The economic or technical parameters of the project have been fundamentally altered;
3. Exceptional circumstances or *force majeure* render normal performance of the project impossible;
4. All technically compliant tenders exceed the financial resources available;
5. There have been irregularities in the procedure, in particular where these have prevented fair competition.

**Under no circumstances will the AHA Centre be liable for damages, whatever their nature (in particular damages for loss of profits) or relation with the cancellation of a tender, even if the AHA Centre has been warned of the possibility of damages.**

**The publication of a procurement notice does not commit the AHA Centre to implement the announced programme or project.**

## 18. Offer submission

Bidders can submit an offer for the required items or for all items. Offers must clearly show what item are included. Offers must be submitted for the total quantity of each item. Offers will be evaluated by item per item.

## 19. Packaging requirements

The supplier is responsible for using a packaging that is suitable for the items and the shipping method. The packaging should protect the purchased items from any damage during shipment, handling and storage until the items reach the final destination. The packaging should also conform to the specifications by the AHA Centre that will be conveyed to the selected bidder.

Invoicing of, or a deposit on, packaging, paletting, and related service shall not be accepted by the AHA Centre, unless provided for in the order placed by the AHA Centre.
Centre.

## 20. Marking

Parcels must be duly labelled, and numbered, in conformity with the delivery bill.

## 21. Delivery conditions

| | |
|---|---|
| Location of Delivery | 1. Sentul, Bogor (TBC) |

The AHA Centre shall bear no responsibility over losses or damages of the procured products incurred during the performance period and before acceptance of said products.

It is the supplier's responsibility to insure the products if necessary.

### 21.1 Documentation

For every consignment, the supplier shall always provide upon delivery:

a. Delivery Note and / or Packing List
b. Commercial Invoice

Delivery slips shall necessarily bear the Contract Reference and/or Purchase order number, batch numbers, serial numbers if any, the full designation, and quantities of the delivery.

The Supplier commits to inform the AHA Centre of any constraint or specific regulation linked to the goods or service supply or to the country of importation.

## 22. Quality of the product

### 22.1 Quality Guarantee

The supplier bears the responsibility to verify and certify that the goods they supply are in keeping with the conditions applicable to them.

The supplier commits to provide the AHA Centre with goods that will not be subject to manufacturing defect, that have not been exposed to contamination, nor to anything causing premature wear. Products supplied by the supplier are covered by a three (3) years warranty.

The supplier shall put in place and communicate to the AHA Centre their internal quality control system if the AHA Centre deems it necessary to guarantee the quality of the supplier's products.

The Supplier will inform the AHA Centre about all quality certifications, labels (NF, ISO, CE, etc.) and internal quality processes that may apply to its goods or services and will supply all official documents upon the AHA Centre upon request.

The AHA Centre reserves the right to verify or use the services of a third party of its choice to verify the implementation by the supplier of the quality control procedures laid down in the supplier's quality control system.

### 22.1 Delivery inspection and acceptance of the delivery

The AHA Centre representative or an independent or reliable inspection agency or company will carry out the delivery inspection of the product.
The inspection of items delivered will take place at the time of the delivery and at the designated delivery location as specified in this Call for Tender.

The objective of the delivery inspection will be to assess the compliance with the terms of contract of particularly:

- The documentation provided by the supplier
- The quantity delivered
- The quality of the product delivered

The AHA Centre representative will indicate any remarks about non-conformity of the products based on the technical specifications and other agreed quality or standard. These remarks will be the ground for possible payment deductions.

If the delivery inspection concludes that the delivery complies with the requirements of the contract, the AHA Centre will accept the products.

## 23. Nonconformity of delivery

### 23.1 Quality and condition

Should the quality or the condition of the products not satisfy the AHA Centre's requirements at the moment of the preliminary inspection or delivery inspection, The AHA Centre reserves the right to demand the delivery of products which conforms to the order. They will need to be replaced by the Supplier at his/her own expenses. The replacement will be executed as soon as possible, at latest within fifteen (15) calendar days from the discovery of the non-compliance. The replaced products will again be subject to the rules laid down in this contract, including the three (3) years guarantee.

If the supplier is not able to replace the defective goods within the agreed timeframe, the AHA Centre reserves the right to ask for the immediate reimbursement of the payment or down payments if any, and to simply cancel the order, totally or partially if the defective goods were a partial delivery agreed upon by the parties.

The supplier will have to remove from the non-accepted products any specific markings or labels bearing the AHA Centre logo.

### 23.2 Quantity

The AHA Centre reserves the right to refuse any delivery in excess of the current contract and to ship it back at the supplier's expense.

In case the AHA Centre decides to accept the items in excess of agreed quantity, a notation of the acceptance shall be provided in the delivery note at the time of delivery.

On the other hand, should the quantity delivered by less than in the contract, the missing quantity will be delivered as soon as possible, at the latest fifteen (15) days after its discovery, at the expenses of the supplier. Said products delivered will be subject to the rules laid down in this contract.

### 23.3 Late Delivery

The supplier has to give notice to the AHA Centre about any potential delay, as soon as he/she is aware of it, in order to anticipate and minimize the consequences.

If no agreement can be found, and even if the supplier has informed the AHA Centre beforehand, if the delay is solely the supplier's responsibility, penalties below will apply.

In the event where the Supplier is late in delivering the products, a penalty of 0.5 per cent of the total order amount of the products to be delivered shall apply per calendar-week of delay. Any fractional part of a week is to be considered a full week. These penalties do not apply in case of *force majeure*, or if the delay is the responsibility of the AHA Centre.

If delivery does not take place one month after the set delivery deadline, the contract will be deemed void.

If delivery does not take place one month after the notification by the AHA Centre of non-compliant or missing products, the AHA Centre reserves the right to simply cancel the order and delivery of remaining quantities.

## 24. Invoicing & Payment

### 24.1 Invoicing

Payments will be processed after acceptance of the products by the AHA Centre representative and upon receipt of original invoices issued by the supplier.

In order to claim payments, the supplier must provide the AHA Centre with the following documents for each lot supplied:

1. Delivery Notes (if any) signed by the AHA Centre
2. Two original invoices

### 24.2 Payment

All payments will be exclusively made by bank wire transfer on behalf of the Supplier, on his/her bank account number to be specified.

The currency of payment is USD.

### 24.3 Payment Schedule

Payment schedule for the land-cost:

10% Upon the signed contract and submission of the approved quotation.
40% On the first day of the activity (est. 2nd/3rd week of November 2022)
50% Upon the submission of the final financial report with the actual cost and proof of payment to the respected vendors.

All airfare tickets will be paid based on the actual cost upon the submission of the airfare invoice (separated from the land-cost).

## 25. Ethics

The AHA Centre pays very careful attention to working with companies that commit to respect basic Ethics Rules. The bidders have to read and understand the Good Business Regulations as defined by the AHA Centre and introduced in the Appendix 5 of this tender dossier. The bidders will have to fill and sign in the Appendix 5: *Declaration of compliance & commitment to respect the AHA Centre Good Business Regulations.*

# Appendices

Appendix 1: Technical Specification

Appendix 2: Technical Offer based on Technical Specifications

Appendix 3: Supplier Questionnaire

Appendix 4: Detailed Pricing Matrix

Appendix 5: The AHA Centre's Good Business Regulations

## Appendix 1 :
## Scope of Works

### 1. Preparatory Work

a. Book and reserve flight tickets for all participants. The training will be attended by approximately 80-90 participants comprised of simulation players (assessors, subject matter experts, and candidates), observers, facilitators, and organisers from the following organisations:
   - 10 ASEAN Member States (AMS)
   - ASEAN Secretariat (ASEC)
   - ASEAN-ROK Development Cooperation Programme Management Team (AKPMT)
   - Korean National Fire Agency (KNFA)
   - Indonesian Professional Certification Authority (BNSP)
   - AADMER Partnership Group (APG)
   - Red Cross/Crescent National Societies and IFRC
   - Resilience Development Initiative (RDI)
   - AHA Centre
   - Other stakeholders

b. Suggest, reserve venue, and coordinate the required room settings for the simulation and workshop as per the plan;

c. Provide the administrative support for venue procurement according to the AHA Centre regulation;

d. Provide and arrange all of the local transportation needs during the visit, including but not limited to each participant's airport transfer (Airport-Hotel-Airport).

e. Procure and support the logistical needs of the event, such as:
   - Support the preparation of the meeting venue in coordination with the ASCEND PMT.
   - Reserve and prepare lunches, coffee breaks and snacks at the appointed meeting venue according to schedule.
   - Reserve a venue for welcoming dinner as necessary.
   - Reserve and book accommodation for participants and committee according to the approved budget as necessary.
   - Provide rental equipment such as printer, laptop, screen projector, sound system, etc.
   - Provide printing materials such as ID card, lanyard, backdrop, banner, organiser, etc as necessary and in coordination with the ASCEND PMT.
   - Support the arrangement of participant’s mobilisation from hotel to trial simulation venue in Sentul for approximately 30 persons, vice versa.
   - Provide internet connection at the venue with download speed is at least 100 Mbps, and a good upload speed is at least 10 Mbps.
   - Facilitate the hybrid (online-onsite) meeting logistics such as video and live stream service during trial simulation.

f. Coordinate and provide the logistics requirements in a timely manner, in coordination with the ASCEND PMT;
g. Other tasks as guided by the ASCEND PMT agreed upon by both parties.

**2. During Visit**

a. Support and coordinate with the ASCEND PMT in overseeing the flow and management of the activities, including coordination with the venue and other relevant suppliers;
b. Provide all necessary transportation and logistical supports according to schedule;
c. Other tasks as guided by the ASCEND PMT and agreed upon by both parties.

**3. Post Event**

a. Consolidate and submit all bills and appropriate documentation to the AHA Centre;
b. Settle all the payments with the respective vendors;
c. Provide assistance with any other post-event-related administration matters as agreed upon with the AHA Centre.

## Appendix 2 :
## Technical Offer Based On Technical Specification

| The AHA Centre Requirements (Minimum) | Supplier's Offer |
|---|---|
| At least 5 years of experience in event management and support, including delivery of high-profile international conferences for ASEAN, UN agencies, governments and/or other non-profit or development organisations, or related work of a similar nature. | |
| Based in Indonesia and able to speak Bahasa Indonesia and English as necessary. | |
| Sufficient command of English . | |
| Meeting venue in Bogor/Sentul Indonesia, including accomodation, 2x coffee breaks, 1x lunch per day and airport transport from the airport to the hotel. | |
| Official welcome dinner venue | |
| Hybrid (online-onsite) meeting logistics such as video and live stream service during trial simulation | |
| Internet connection at the venue with download speed is at least 100 Mbps, and a good upload speed is at least 10 Mbps. | |
| Flight ticket booking and reserved service for all participants from 10 ASEAN Member States and the Republic of Korea. | |
| Secretariat support:<br>- Equipment rental<br>- Printing materials<br>- Local transpport | |

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

## Appendix 3:
## Supplier Questionnaire

**Publication Reference: AHA-T/2022/July/T-004**

| | |
|---|---|
| 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 (2021): | |
| **6b** | Previous Year (2020): | |
| **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)? *If yes, please provide details below* | |
| **8a** | | |

| 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 similar value of contract | **1.**<br>**2.**<br>**3.** |
| **9a** | | |

| 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 for 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

Supplier Name:
Address:

Telephone:
Fax:
Website:
Contact Person:
Telephone/Mobile Phone:
Email:

| ITEM (Specification as detailed on Appendix 1 | Qty | UoM | UNIT PRICE (IDR) | TOTAL PRICE (IDR) | DELIVERY TIME (days)* |
|---|---|---|---|---|---|
| Meeting venue in Bogor/Sentul Indonesia, including:<br>1. Accomodation for 80-85 participants (6 nights stay and breakfast),<br>2. Meeting package (2x coffee breaks, 1x lunch per day)<br>3. Airport transport from the airport to the hotel vice versa. | | | | | |
| Hybrid (online-onsite) meeting logistics such as video and live stream service during trial simulation, including a documentation service such as photgrapher and videographer. | | | | | |
| Official welcome dinner venue. (1x) | | | | | |
| Secretariat support:<br>- Equipment rental<br>- Printing materials<br>- Local transport<br>- Fast internet connection | | | | | |
| **TAX (USD)** *(Including VAT 11% And Any Other Taxes, If Any)* | | | | | |
| **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 Supplier'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 Suppliers

Usual criteria to select a Supplier are:

- Authorization 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. Misbehavior, ineligibility and exclusion

**The AHA Centre considers the following misbehavior as a valid ground for a systematic exclusion of an awarding market procedure and for the termination of all working relationship 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 behavior, 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 organization** 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-Suppliers

**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 enter 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 organization 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

### lii. Administrative and financial sanctions

In the event a Supplier, 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 supplier, candidate or tenderer is engaged in corrupt, fraudulent, collusive or coercive practices.

Furthermore, the Suppliers 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 Supplier

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

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

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

In addition, the Supplier 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 organization 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 Supplier's responsibilities mentions in this document extend to any Supplier affiliates and subsidiaries.

Name: Date:

Position: Stamp:

Signature: