

Invitation to Tender	
ITT Ref:	Muslim Aid Association - ITT-2023 Delivery and Installation of Greenhouses
Office	Muslim Aid Association, Bosnia & Herzegovina
Deadline for Submission	31/10/2023
Proposed tender opening date	02/11/2023

Dear Bidders,

The non-governmental organization „Muslim Aid Association“ intends to enter into a framework agreement for next 24 months and invite you to submit your tender to provide delivery and installation of a 100m² greenhouse with associated irrigation system, seedlings/seeds, water-soluble mineral fertilizers (FWS's) and related equipment in accordance with the conditions detailed in the attached documents.

We include the following information for your review:

Part 1: Tender Information

Part 2: Terms of the Procurement

Part 3: Annexes

Part 4: Supplier Response Format

We invite hereby all interested and suitable suppliers to submit their offers to the Muslim Aid Association containing the following required backup documentation demonstrating proof of their suitability.

1. Invitation to Tender Document and Bidder Response form
2. Completed Muslim Aid Supplier Registration form - can be downloaded from a website or requested from the Muslim Aid Association.

All bids must be submitted in sealed envelopes by mail or by post to:

Muslim Aid Association, Koševo 10, 71000 Sarajevo, Bosnia and Herzegovina

Please write on the envelope: ***"Tender offer for the procurement, delivery, and installation of greenhouses"***.

Your return tender must be received at the address below no later than **31-Oct-2023 at 15:00 PM** ("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. Muslim Aid Association is under no obligation to award the contract to the lowest bidder.

Should you require further information or clarification on the tender requirements, please contact in writing officebih@muslimaid.com or call +387 33 263 335.

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

Yours Sincerely,

Muslim Aid Association Procurement

Part 1: Tender Information

1. Supplier Response Format

To ensure suppliers provide all the required information for the Muslim Aid Association to be able to effectively evaluate supplier responses against the Evaluation Criteria, A Supplier Response Format has been developed. Suppliers must complete the Supplier Response Format and provide various pieces of information as part of their submission.

Further information on the Supplier Response Format can be found in Part 4 of this Tender Pack.

2. Anti-Terrorist and Sanction Checks (ATSC)

Prior to a supplier supplying any goods/services to the Muslim Aid Association, they must first be vetted. This involves checking suppliers and key personnel against Global Watch Lists, Enhanced Due Diligence Lists, and Politically Exposed Persons Lists. If a supplier returns no adverse findings during the vetting process, they will be cleared to work with the Muslim Aid Association.

The vetting of Suppliers will be completed after the award decision has been made. If any information provided by the supplier throughout the tender process is proved to be incorrect during the vetting process (or at any other point), the Muslim Aid Association may reverse their award decision.

3. SUPPLIER INSTRUCTIONS

TIMESCALES

The below table indicates the key dates for this tender process. The issuing of this Invitation to Tender and Tender Pack represents the start of the tender process.

Activity timetable

Activity	Date
Issue Tender Notice and Invitation to Tender	03-Oct-2023
Return of tenders (Closing Date)	31-Oct-2023
Procurement Committee Meetings	02-Nov-2023
Comparative bid Analysis	02-Nov-2023
Letters to successful/unsuccessful supplier(s)	06-Nov-2023

Submission Instructions

Tenders must be delivered in the following way:

1. Please submit in a sealed envelope marked **Muslim Aid Association - ITT-2023 Delivery and Installation of Greenhouses** with the words '*not be opened before the deadline of 31 October 2023 local time by the tender committee*' with your financial and technical offers inside in two separate envelopes marked as Financial Offer and Technical Offer to the Private Tender Box Muslim Aid Association, Koševo 10, 71000 Sarajevo, Bosnia and Herzegovina
2. Envelopes may be sent through postal or courier services or delivered by hand; and will be accepted during normal working hours 08:00-16:00 hrs. Please note that the Muslim Aid Association office will not be open during weekends or public holidays.
3. Proof of sending is not proof of reception. Late delivery will result in your bid being rejected. Envelopes found open at the tender opening would be rejected. All information provided must be perfectly legible.

Overview of Requirements

Project Overview:

Muslim Aid Association in 2024 is planning to implement large sustainable livelihood projects: "Economic empowerment of socially and materially vulnerable persons and young persons through greenhouse vegetable production". The project's main aim is food security and improving the living conditions of marginalized families in ten to twelve municipalities throughout Bosnia and Herzegovina.

The project will provide basic resources i.e., start-up equipment (greenhouse of 100m² with accessories: irrigation system, water-soluble mineral fertilizers, mulch film, seeds and/or seedlings) and skills to socially vulnerable people and young people living in rural areas, in order to be able to improve the quality of their own lives. Also, through this project, all beneficiaries will be trained by experts to produce vegetables using modern trends in agricultural production. Obtaining start-up equipment along with the acquired knowledge will be the driver of their socio-economic empowerment. In addition, the project will contribute to the development of rural areas as well as the reduction of poverty through the production of healthy food.

In 2024, it is planned to select 200-240 direct beneficiaries/families, whereby each family will receive the start-up package to enable them to successfully engage in greenhouse vegetable production. The main project activities will be executed in the Spring and Autumn of 2024 in cooperation with the main partner/donor LDS Church and 10-12 local government municipalities.

Going forward we would like to enter into a framework agreement to serve our needs.

Item	Description
Country	<i>Bosnia & Herzegovina</i>
Description of goods or services	<i>Muslim Aid Association has the following requirements Delivery and Installation of Greenhouses with Accessories (Spec below)</i>
Duration	<i>Two (2) years Framework Agreement with approximately 500,000 Euro spent annually.</i>
Agreement Type	<i>Muslim Aid Association wishes to enter into an agreement with the preferred supplier which outlines the key details from which we anticipate purchasing in the future. Such an agreement is known as a 'Framework Agreement or FWA'. Muslim Aid Association makes no commitment under this agreement until we issue subsequent purchase orders outlining specific products/services or volumes.</i>

The service being offered must be in line with the following requirements:

The goods delivered must have the following technical specifications and certifications:

1. Greenhouse must be certified to ISO 9001 (Quality management standards).
2. A Greenhouse with a total area of 100 m², width of 6.30 meters, length of 16.00 meters, height of 3.20 meters made of galvanized pipes of arc type Ø42, wall thickness 2mm.
3. The Greenhouse should have side openings for greenhouse ventilation on both sides at a height of min. 0.7 meters, doors measuring 1.20 - 1.50 meters (width) x 2.0 meters (height), and ventilation windows above doors measuring 1.20 - 1.50 x 1.0 meters on either side of the greenhouse,
4. the bow span is 1.60 meters;
5. the parapet covers and the front sides of the greenhouse are covered with a 200-micron film containing five stabilizers/additives;
6. Irrigation system including PEHD pipe (Ø32 mm), hose strips drop by drop (eight greenhouse lengths), sockets with valves (8 pieces), water barrel of 500 liters (1 piece); other raw material including black MULCH soil covering film (4 greenhouse lengths), galvanized wire Ø32 mm (8 greenhouse lengths), handheld seedlings transplanter (1 piece), seedling's rope (1 kg piece)
7. Water-soluble mineral fertilizers (FWSs) – (6 kg per greenhouse), comprising three different types of FWSs with varying NPK content, each at 2 kg
8. Certified vegetable seedlings in quantities per greenhouse:
 - a. For spring/summer season:
 - i. tomatoes (120 seedlings), peppers (120 seedlings), cucumbers (60 seedlings), eggplants (20 seedlings)
 - b. For autumn/winter season:
 - i. lettuce (500 seedlings), spinach (0.2 kg of seeds), spring onions (2kg of seeds).
9. Certificates on the quality of seedlings:
 - a. Records and certificates of health and purity of seedlings and seeds

- b. Decision on Registration in the Register of Vegetable Seedling Producers
- c. Decision on Registration in the Phytoregister

10. Additional certificates:

- a. Decision on Registration in the Register of Distributors and Importers of Mineral Fertilizers
- b. ISO 14001 Environmental Management System
- c. ISO 45001 Occupational Health and Safety Management System

Account Management Team

1. The selected supplier will appoint a dedicated Account Management Team who will be the main point of contact for the Muslim Aid Association and who will be fully briefed on the framework agreement.
2. The Muslim Aid Association will provide the supplier with a briefing pack at the implementation stage of the agreement and ensure the supplier has enough information to enable them to deliver the requirements.

Contract Management Meetings

1. The supplier-dedicated account manager will meet with the Muslim Aid Association monthly with any additional meetings held as and when required.
2. The Muslim Aid Association will regularly review the contract performance and provide any feedback to the supplier.
3. Where the Supplier's performance is unsatisfactory, specific performance improvement criteria will be agreed and the improvement in service monitored.

Evaluation Process

Muslim Aid Association will consider the supplier's proposal based on attaining the best value for money, having regard to the pre-defined evaluation criteria.

The evaluation will happen as a two-stage process

1. Stage 1: Mandatory Compliance and Essentials Criteria
2. Stage 2: Capability and Commercial Criteria Review

Stage 1: Mandatory Compliance and Essential Criteria

All proposals will be reviewed for completeness and compliance. Subject to the terms of this ITT, any proposals that do not meet the Essential Criteria, either through failure to meet, or omission, in any material respect, will be disqualified. Proposals deemed to meet the Essential Criteria will proceed on to Phase 2 evaluation.

Phase #	Evaluation Process Stage	The basic requirements with which proposals must comply with
<p><i>The first phase of evaluation of the responses will determine whether the tender has been submitted in line with the administrative instructions and meets the essential criteria. Only those tenders meeting the essential criteria will go forward to the second phase of the evaluation.</i></p>		
1	Administrative instructions	<ol style="list-style-type: none"> 1. Closing Date: 4. Proposals must have met the deadline stated in SUPPLIER INSTRUCTIONS to Tenderers, or such revised deadline as may be notified to Tenderers by the Muslim Aid Association. Tenderers must note that the Muslim Aid Association is prohibited from accepting any proposals after that deadline. 2. Submission Method: Proposals must be delivered in the method specified in SUPPLIER INSTRUCTIONS of this document. Muslim Aid Association will not accept responsibility for tenders delivered by any other method. Responses delivered in any other method may be rejected. 3. Format and Structure of the Proposals: Proposals must conform to the Response Format laid out in Part 4 of these Instructions to Tenderers or such revised format and structure as may be notified to Tenderers by the Muslim Aid Association. <u>Failure to comply with the prescribed format and structure may result in your response being rejected at this stage.</u> 4. Confirmation of the validity of your proposal: The Tenderers must confirm that the period of validity of their proposal is not less than 90 (sixty) days.

2	Essential Criteria	<ol style="list-style-type: none"> 1. Supplier confirms it has a legitimate business/official address or is registered for trading or tax purposes with the relevant authorities 2. Supplier agrees to adhere to Muslim Aid Global Safeguarding Policy, Muslim Aid Anti-Money and Anti-Terrorist Financial Policy, Muslim Aid Anti-Bribery, and Corruption Policy, and Muslim Aid Anti-fraud policy 3. Supplier is not on any government blacklisting, Muslim Aid Association suspended list or prohibited parties 4. Supplier is not linked directly or indirectly to terrorism-related activity. Supplier does not sell goods or services that have a dual purpose that could be used in terrorism-related activity 5. Supplier accepts Muslim Aid Conditions of Tendering and Terms and Conditions of Purchase 6. The supplier should be able to deliver and install the greenhouses in 15 calendar days after signing the contract with beneficiaries for each municipality 7. Supplier will provide warranty for 7 years on construction and 4 years on foil after installation and delivery of greenhouse
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Suppliers Must Meet These Essential Criteria in Order to Be Considered For This ITT.

Stage 2: Capability and Commercial Criteria Review

Technical Capability Criteria - Award Criteria (70%)

At this stage, each supplier response to the Bidder Response Document along with the responses to the requirements will be reviewed by the Procurement Committee and scored against the evaluation criteria outlined in the table below.

No	Criteria	Sub-Criteria	Weighting (maximum points)
1.	Quality	<ol style="list-style-type: none"> 1. Technical Capability 2. Resources 	<u>35%</u>
2.	Service	<ol style="list-style-type: none"> 1. Geographical Coverage 2. Flexibility and Responsiveness 3. Capacity 4. Issue Resolution 5. Post Delivery Services 6. Innovation and added value 	<u>35%</u>
6.	Commercial	Commercial Competitiveness of the Pricing Proposal	<u>30%</u>
Total number of points			100%

The weighting of the scoring for the proposal will be as follows:

Commercial Criteria Proposal - Award Criteria (30%)

All prices must be in BAM and a comprehensive and clear breakdown of prices must be shown as part of the financial offer – any fees, taxes, additional charges, etc. must be shown separately.

Prices offered will be evaluated on a full cost basis (including all fees and taxes). During the analysis of offers, we will convert all bids to BAM at the Muslim Aid standard exchange rate for the month.

Marks for cost will be awarded on the inverse proportion principle (shown below):

$$\text{Score}_{\text{supplier}} = 30^1 \times (\text{price}_{\text{min}} / \text{price}_{\text{supplier}})$$

Scores for the Financial Offer will be calculated by comprising maximum available marks (30%) by inverse proportion: Offered by Tenderer price divided by the minimum price offered in this Tender.

Tender Evaluation

Muslim Aid Association will convene a procurement committee which may include members of the Finance, Procurement, Programme as well as 3rd Party technical input where required.

During the evaluation period, clarifications may be sought by e-mail from Tenderers. Clarifications may include testimonials from customers in support of aspects of a tender, whether such aspects are contained in the original submission or in subsequent responses to requests for clarification. Deadlines will be imposed for the receipt of such clarifications and failure to meet these deadlines may result in the disqualification of the Tender or loss of points. Responses to requests for clarification shall not materially change any of the elements of the proposals submitted. Unsolicited communications from Tenderers will not be entertained during the evaluation period.

Part 2: Terms of the Procurement

Procurement Process

1. This competition is being conducted under the Muslim Aid Association's Open International Tender Procedure.
2. The Contracting Authority for this procurement is the Muslim Aid Association
3. This procurement is funded by LDS Church and local municipalities and the tender and any contracts or agreements that may arise from it are bound by the regulations of those donors.

Clarifications and Query Handling

1. The Muslim Aid Association has taken care to be as clear as possible in the language and terms it has used in compiling this ITT. Where any ambiguity or confusion arises, from the meaning or interpretation of any word or term used in this document or any other document, relating to this tender, the meaning and interpretation attributed to that word or term by the Muslim Aid Association will be final. The Muslim Aid Association will not accept responsibility for any misunderstanding of this document or any others relating to this tender.
2. Requests for additional information or clarifications can be made up by the deadline noted in section 2 above, and no later. Any queries about this ITT should be addressed in writing to Muslim Aid Association via email on officebih@muslimaid.com and answers shall be collated and all suppliers will get copy of responses into their respective email addresses provided.

Conditions of Tender Submission

1. Tenders must be completed in English.
2. Tenders must respond to all requirements set out in this ITT and complete their offer in the Response Format.
3. Failure to submit tenders in the required format will, in almost all circumstances, result in the rejection of the tender. Failure to resubmit a correctly formatted tender within three (three) working days of such a request will result in disqualification.
4. Tenderers must disclose all relevant information to ensure that all tenders are fairly and legally evaluated. Additionally, tenderers must provide details of any implications they know or believe their response will have on the successful operation of the contract or on the normal day-to-day operations with the Muslim Aid Association. Any attempt to withhold any information that the tenderer knows to be relevant or to mislead the Muslim Aid Association and/or its evaluation team in any way will result in the disqualification of the tender.
5. Tenderers must detail all costs identified in this ITT. Additionally, tenderers must detail any other costs whatsoever that could be incurred by the Muslim Aid Association in the usage of services and/or the availing of options that may not be explicitly identified/requested in this ITT. Tenderers' attention is drawn to the fact that, in the event of a Framework Agreement being awarded to them, the attempted imposition of undeclared costs will be considered a condition for default.

6. Any conflicts of interest (including any family relations to Muslim Aid Association staff) involving a tenderer must be fully disclosed to the Muslim Aid Association, particularly, where there is a conflict of interest in relation to any recommendations or proposals put forward by the tenderer.
7. The Muslim Aid Association will not be liable in respect of any costs incurred by respondents in the preparation and submission of tenders or any associated work effort.
8. The Muslim Aid Association will conduct this tender, including the evaluation of responses and final awards in accordance with the details set out in the Evaluation process. At least three designated staff of the Muslim Aid Association will open tenders.
9. The Muslim Aid Association is not bound to accept the lowest or any tender submitted.
10. Muslim Aid Association reserves the right to split the award of this contract between different suppliers in any combination it deems appropriate, at its sole discretion.
11. The Supplier shall seek written approval from the Muslim Aid Association before entering into any sub-contracts for fulfilling this contract. Full details of the proposed subcontracting company and the nature of their services shall be included in the written request for approval. Written requests for approval must be submitted to the Muslim Aid Association detailed in Part 1.
12. The Muslim Aid Association reserves the right to refuse any subcontractor that is proposed by the Supplier.
13. The Muslim Aid Association reserves the right to negotiate with the Supplier who has submitted the lowest Bid that fully meets the business requirements, for the purpose of seeking revisions of such Bid to enhance its technical aspects and/or to reduce the price.
14. Information supplied by respondents will be treated as contractually binding. However, the Muslim Aid Association reserves the right to seek clarification or verification of any such information.
15. The Muslim Aid Association reserves the right to terminate this competition at any stage.
16. Unsuccessful tenderers will be notified.
17. Muslim Aid Association standard payment terms are by bank transfer within 30 days after satisfactory implementation and receipt of documents in order. Satisfactory implementation is decided solely by the Muslim Aid Association.
18. This document is not construed in any way as an offer to contract.
19. The Muslim Aid Association and all contracted suppliers must act in all its procurement and other activities in full compliance with donor and regularity requirements. Any contract(s) that arise from this ITT may be financed by multiple donors and those donors and/or their agents have rights of access to the Muslim Aid Association and/or any of its suppliers or contractors for audit purposes. These donors may also have additional regulations that it is not practical to list here. Submission of an offer under this ITT assumes the Service Provider's acceptance of these conditions.
20. Terrorism and Sanctions: The Muslim Aid Association does not engage in transactions with any terrorist group, individual, or entity involved with or associated with terrorism, individuals, or entities that have active exclusion orders and/or sanctions against them. Muslim Aid Association shall, therefore, not knowingly procure goods or services from companies/organizations that are associated in any way with terrorism and/or are the subject of any relevant international exclusion orders and/or sanctions. If you submit an offer based on this request, it shall constitute a guarantee that neither your company/organisation nor any affiliate or a subsidiary controlled by your company is associated with any known terrorist group or is/are the subject of any relevant international exclusion order and/or sanctions. A contract clause confirming this may be included in an eventual framework agreement and subsequent purchase order based on this request.

Quality Control

Muslim Aid Association may contract 3rd party companies/organizations etc., to carry out random quality inspections of work carried out by the contracted supplier. Muslim Aid Association will bear such cost.

In cases of supplier's quality default in addition to Liquidated Damages section 21 of Muslim Aid Purchase terms and conditions the costs of the quality inspections and loading surveyor will be charged to the supplier.

Sub-contracting: Note section II in Muslim Aid Standard Purchase Terms and Conditions. Muslim Aid Association may choose to visit suppliers, including sub-contractors (if any) as part of the evaluation process.

Part 3: Annexes

- Muslim Aid Global Safeguarding Policy
- Muslim Aid Anti-Money and Anti-Terrorist Financial Policy
- Muslim Aid Anti-Bribery and Corruption Policy
- Muslim Aid Anti-Fraud Policy
- Muslim Aid Purchase Terms and Conditions

Muslim Aid Association - ITT-2023 Delivery and Installation of Greenhouses

Part 4: Supplier Response Format

A- Essential Criteria

In order to qualify as a supplier, 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.

Core Policies and Tender Terms and Conditions			
1	Supplier complies with Muslim Aid mandatory policies (listed below). Supplier is required to ensure that staff and any sub-contractors comply with Muslim Aid mandatory policies during the contract term: 1. Muslim Aid Global Safeguarding Policy 2. Muslim Aid Anti-Money and Anti-Terrorist Financial Policy 3. Muslim Aid Anti-Bribery and Corruption Policy 4. Muslim Aid Anti-Fraud Policy	Yes / No	Remarks
Business Eligibility			
1	Supplier is a registered legitimate business or registered for trading and tax as appropriate and provides copies of relevant certificates	Yes / No	Comments
2	Supplier accepts Muslim Aid Association Purchase Terms and Conditions Annex 3 of the ITT and accepts that all work will be completed under the pre-agreed FWA template that is attached to the tender pack.	Yes / No	Comments
3	Supplier ensures it is not involved directly or indirectly in terrorism or the financing of terrorism or has any business relations with armed groups or governments for any war-related purpose.	Yes / No	Comments

	The supplier can deliver and install the greenhouse in 15 calendar days after signing the contract with beneficiaries for each municipality	Yes/No	Comments
	The supplier will provide a warranty for 7 years on construction and 4 years on foil after installation and delivery of the greenhouse	Yes/No	Comments
4	Supplier is not a prohibited party or on government blacklist or sanction list	Yes / No	Comments

Section 1 – Suppliers 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:	
Legal status (Sole Proprietor /Partnership/Company) :		
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 the Muslim Aid Association. One employee should be the key point of contact for the Muslim Aid Association:

Name	Job title	Role	Direct telephone number	Email address

5. Please detail what your insurance cover provides and what the maximum value is (if any) :

Capability Criteria

All questions listed should be adapted, as appropriate in line with the Capability Criteria stated in the Invitation to Tender or RFQ

Criteria	Bidder Response	
	Quality	
	Yes or No	Please details
The supplier confirms that it can meet the tender requirements (Technical Specifications) set out in the invitation.		
The supplier confirms they meet service criteria and sub-criteria set out in the award criteria of this tender document.		Please provide details
	Yes or No	Comments
The supplier confirms that they can provide a detailed description of how they would fulfil our requirements regarding your account management, issue resolution, and your escalation structure as a part of service criteria in sub criteria.		

<p>The supplier confirms that they can deliver and cover the locations and addresses specified by beneficiaries for greenhouse selection.</p>	Yes or No	Please Provide details
<p>The supplier confirms that they can demonstrate a detailed approach to how they will deliver the post-delivery aspects of the services, including beneficiaries' complaints. Please detail how you would provide post-delivery services to the Muslim Aid Association.</p> <p>Supplier to confirm that to Provide two client references with contact details not older than one year</p> <p>Supplier to confirm that to Provide Tax clearance certificates for the last 2 years and bank statement turnover for the last 2 years.</p>	Yes or No	Provide details
<p>Ensure 2 contract or work order copies are provided which can indicate working in a similar/relevant area with NGO/INGOs/UN within the last 3 years.</p>	Yes or No	Please provide details

The supplier should provide a full breakdown of the cost and pricing (unit cost, discount, taxes, and total price for 240 greenhouses) and will provide written confirmation that they will accept purchase order terms and conditions.	Yes or No	Comments

Section 2- Supplier Capacity

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

Product	Indicate which products you are bidding for	As per the specification ?	Please list any variations/notes to the specification
<i>[insert name of product]</i>	Yes / No	Yes / No	

2. Number of years of relevant experience to provide similar goods or services?

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

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

5. Detail any benefits or additional services your organisation can offer Muslim Aid Association as part of the contract:

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6. Details of Geographic coverage in Country / outside

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7. Please provide details of at least 2 client references which Muslim Aid Association may contact (preferably NGOs):

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

Section 3 - Commercial Proposal (Pricing)

1. Please indicate here the prices including taxes you are offering to the Muslim Aid Association as part of this contract, including the currency. Please refer to the specification for details of what must be included. Please provide full breakdown of your cost and pricing (unit cost, discount, taxes and total price for 240 greenhouses).

2. 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?

3. 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 service:

Section 4: Confirmation of Suppliers compliance

We, the supplier, hereby confirm compliance with:

- The required specification for the products
- The Conditions of Tendering
- Muslim Aid Purchase Terms and Conditions
- Muslim Aid Global Safeguarding Policy
- Muslim Aid Anti-Money and Anti-Terrorist Financial Policy
- Muslim Aid Anti-Bribery and Corruption Policy
- Muslim Aid Anti-fraud policy

The following documents and items are included in our bid:

- Section 1: Supplier general business details
- Section 2: Supplier capacity
- Section 3: Supplier commercial proposal (pricing)

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

Acceptance by the Supplier:

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Signature

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Name

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Job Title

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Company

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Date