## ANNEX SUP 7: Framework Contract (SUPPLY)

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| This note is for the Contracting Authority on how to complete this Request for Proposal: *Where you see:* **(Note:….)** *this is just a guidance for you and you shall delete these notes from the document.*  *Where you see <…> please enter information.*  *Options are marked* (Option:…) *Where this appears* [insert ] *it is the supplier who shall insert information* *\*\*\*\**DELETE this Page prior to submitting the Request for Proposal*\*\*\*\** |

**Framework Contract (SUPPLY)**

**FRAMEWORK CONTRACT TITLE: <title>**

**Contract no.: <number>**

<name and address>

("the Contracting Authority"),

of the one part,

and

<name and address of supplier>

(“the Contractor”)

of the other part,

have agreed as stipulated in the attached document.

The Framework Contract hereinafter called the “Contract” is done in English in <three> originals, <two> originals being for the Contracting Authority and one original being for the Contractor.

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| --- | --- | --- | --- |
| **For the Contractor** | | **For the Contracting Authority** | |
| Name: |  | Name: |  |
| Title: |  | Title: |  |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |

**Special Conditions**

1. **Scope of Supply (Option: and Related Services)**

The subject of the Contract is the supply, (Options: (delivery), (installation), (commissioning), (training), (after-sales service)) of the supplies described in the Price and Technical Data Form in Annex 1. **(Note: adjust article as required)**

The Contractor acknowledges that:

1. The Contracting Authority is not obligated to place any minimum number of purchase orders with the Contractor pursuant to this Contract.
2. The Contracting Authority shall not be liable for any cost in the event that no purchase order is placed under this Contract; and
3. This Contract is non exclusive and the Contracting Authority is entitled to procure the same or similar supplies from other Contractors, as it sees fit.

**(Option: Manuals)**

The Contractor shall provide with the supplies a maintenance manual, (option: and an instruction manual) in <language>, in <no.> copies. **(Note: delete this option if not required)**

**(Option: Spare Parts)**

<Specify the requirements with reference to the tender documents and the suppliers’ tender>

The supplies which form the subject of <item no.> must be accompanied by the spare parts described in Price and Technical Data Form in Annex 1. The Contractor certifies the availability of such spare parts for a period of minimum <five> years from the date of delivery. **(Note: delete option if not required)**

**(Option: Installation and Commissioning)**

<Specify the requirements and place of the installation and commissioning with reference to the tender documents and supplier’s tender>. **(Note: delete this option if not required)**

**(Option: Training)**

<Specify the requirements and place of the training with reference to the tender documents

and the supplier’s tender>. **(Note: delete this option if not required)**

###### Commencement Date

(Option 1):

The Contract shall commence on <date>.

(Option 2):

The Contract shall commence after signature of this contract by both parties (Option: and on the date the Contractor provides to the Contracting Authority the Performance Guarantee). **(Note: select an option or insert own text adjusted to the specific contract)**

1. **Expiry Date**

The Contract expires <date, month, year>. However the Contract shall remain in force and effect until the end of the warranty liability period as defined in article 4 in the General Terms and Conditions for Supply Contracts.

1. **Terms and Termination**

The contract is valid for a period of <12> months, and commences on the commencement date and expires at midnight on the expiry date, unless earlier termination in accordance with the General Terms and Conditions of this contract.

The Contracting Authority shall be entitled to renegotiate the Contract for a further period of <12> months on similar terms and conditions, by giving the Contractor written notice of its intention to renegotiate the Contract not less than 30 days prior to the expiry date, provided however that is the event of a breach of the contract, the Contracting Authority may terminate the contract as per General Terms and Conditions article 8 and 11.

1. **Confirmation of Purchase Order**

The Contract shall be implemented through purchase orders, which will be placed by the Contracting Authority according to the terms and conditions in the Contract.

The Contractor shall acknowledge receipt of a purchase order by signing and returning the Purchase Order within <5> working days of its receipt.

1. **Delivery**

The supplies shall be delivered to <Incoterm, place, country of delivery> in accordance with this Contract and with the quantities and other instructions specified in the Purchase Order. All risk of loss or damage to the supplies shall remain with the Contractor until physical delivery takes place in accordance with the Contract.

Delivery shall not exceed <10> days from the date of receipt of a purchase order by the Contractor, and the Contractor acknowledges that lead time for delivery is defined as the time from receipt of a purchase order and the manufacturing period until supplies are available for dispatch from the point of origin.

The (option: installation/commissioning/training) shall commence as specified in the Purchase Order. **(Note: delete option if not required)**

(Option:) For <Incoterm> orders, the Contractor shall, in good time to meet the delivery date, obtain forwarding instructions from the Contracting Authorities appointed forwarding agent, which will be named in the Purchase Order.

To ensure that the forwarder without undue delay can arrange dispatch of the consignment, the Contractor is required to notify the forwarder of readiness of supplies. The notifications shall be sent at least <3> working days before the confirmed date of readiness of supplies. Any impediment to delivery must be advised in writing to the Contracting Authority and the forwarder as soon as possible. **(Note: delete if not required)**

**(Option: Pre-shipment inspection)**

The supplies will be subject to a pre-shipment inspection by SGS or other inspection agency. **(Note: delete option if not required)**

1. **Partial Shipment**

Partial shipment is (Option: allowed/not allowed). **(Note: adjust as required)**

1. **Packing Instructions**

The supplies shall be contained or packed in a manner adequate to protect the supplies while in transit to the Consignee. The Contractor shall be responsible for any damage or loss, which has resulted from faulty or inadequate packing. The Contractor warrants that the cost of packing is included in the cost offered for the items.

Extra freight costs to final destination due to excess weight/volume compared to the weight/volume stated in the contract shall be borne by the Contractor.

**Marking**

Each box/case/crate/carton shall be marked in weatherproof material, as follows:

Consignee: <name and address of consignee>

Contract number: <number>

Consecutive numbers i.e. box no 1 of x, 2 of x, 3 of x……

All marking must be reflected in the packing list to be completed at time of shipment.

1. **(Option: Dangerous Goods)**

The handling and transport of dangerous goods is subject to rules and regulations based on international transport contracts (ADR, RID, IMDG Code, IATA DGR, ICAO, IMCO Code) in order to prevent injury to persons, damage to cargoes and living resources. Hence, should any products comprised in the Contract be classified as dangerous goods, it is the Contractor’s responsibility to ensure that the goods are packed and labelled correctly, transported safely and accompanied by the necessary transport certificates during shipment. **(Note: delete if not required)**

1. **(Option: Shipping documents required)**

The following documents shall be submitted to the forwarding agent:

1. Invoice (one original + two copies)
2. Packing list (one original + two copies)
3. (Option: Any other document/certificate required for import/export of supplies)

**(Note: adjust and specify documents as required. If no forwarding agent, delete article)**

1. **Insurance**

It is the responsibility of the Contractor to issue a transport insurance covering transport to point of delivery <as per Incoterm>. **(Note: delete if not required)**

1. **Price**

The Contracting Authority shall pay the Contractor for each purchase order issued and supplies delivered in accordance with the terms of this Contract, a sum which shall be based on the supplies ordered by the Contracting Authority and delivered by the Contractor, at the price specified in this Contract.

The Contractor guarantees that the price specified in this Contract is the maximum price that shall remain firm and shall not be increased during the entire period of this Contract, provided however that, in the event that the Contractor is able to offer the Contracting Authority a discounted price on placement of bulk contracts, the unit price shall be reduced for specific contracts.

By signing this Contract, we certify that the Contracting Authority, for transactions resulting from this Contract is not being charged more than other clients for similar supplies and similar bulk orders and within similar circumstances.

**(Note: Describe specific national VAT and/or any sales tax documentation requirement, if any, and delete this note).**

**VAT and/or any sales tax applicable to the purchase of supplies shall be indicated separately in the Quotation Submission Form.**

1. **Payment:**

Payment shall be made in <currency>, by bank transfer to the following account:

Account Number:

Name of Bank:

Address of Bank:

Account name:

Swift Code:

100% payment will be made by the Contracting Authority within 30 days after delivery of supplies and upon receipt of the following documents:

1. Invoice (one original + two copies)
2. Proof of delivery (Options: Signed - Waybill / Delivery Note / Goods Received Note / Packing list) (one original + two copies)

(Options:)

1. Air Way Bill in (one original and three copies) or Bill of Lading in (three originals and three copies)
2. Warranty Certificate (one original)
3. Preshipment Inspection Certificate (one original)
4. Any other document/certificate required for import/export of supplies
5. Prepayment guarantee

**(Note: adjust as required)**

Unless otherwise authorized by the Contracting Authority a separate invoice must be submitted in respect of each purchase order issued pursuant to this Contract and the Contractor shall ensure that all invoices:

1. are submitted in <language>
2. refer to the contract number
3. provide clear and specific details of the supplies that have been provided pursuant to a specified purchase order number
4. clearly state the deliveries that they cover
5. **Warranty**

The Contractor will meet without limitation the warranty obligations as stated in the General Terms and Conditions for Supply Contracts.

1. **Order of precedence of contract documents**

The Contract is made up of the following documents in order of precedence:

1. This Contract
2. Price and Technical Data Form (Annex 1)
3. The General Terms and Conditions for Supply Contracts
4. The Code of Conduct for Contractors (Annex 3)
5. (Option: Performance Guarantee) **(Note: delete if not required)**

The various documents making up the Contract shall be deemed to be mutually explanatory; in case of ambiguity or divergence they should be read in the order in which they appear above.

#### (Option: Performance Guarantee)

The Contractor shall, together with the return of the signed Contract, furnish the Contracting Authority with a guarantee for the full and proper execution of the Contract. The entry into force of the Contract shall be subject to the provision of the Performance Guarantee by the Contractor.

The amount of the Guarantee shall be of 10% of the total contract amount, i.e. of <amount> and shall be denominated in the currency in which the contract is payable, i.e. <currency>.

The Performance Guarantee shall be held against payment to the Contracting Authority for any loss resulting from the Contractor's failure to perform his contractual obligations fully and properly.

The Performance Guarantee shall be issued in the form of a first demand guarantee by an internationally recognised bank or other financial institution, and shall be in accordance with the text in the attached. The Performance Guarantee may also be issued in the form of a banker’s draft, a certified cheque, a bond provided by an insurance company or an irrevocable letter of credit, as long as it creates under the applicable law the same irrevocable, at-first-demand obligations for the guarantor as expressed in the wording in the attached text document.

The Contracting Authority shall demand payment from the Guarantee of all sums for which the guarantor is liable under the Guarantee due to the Contractor's default under the Contract, in accordance with the terms of the Guarantee and up to the value thereof. The guarantor shall, without delay, pay those sums upon demand from the Contracting Authority and may not raise any objection for any reason whatsoever. Before making any claim under the Performance Guarantee, the Contracting Authority shall notify the Contractor stating the nature of the default in respect of which the claim is to be made.

The Guarantee shall continue to remain valid until the Contract has been fully and properly performed including the warranty period.

The Contracting Authority shall, upon request, return the Performance Guarantee to the Contractor after expiration of the warranty period specified in article 4 of the General Terms and Conditions for Supply Contracts. **(Note: delete article if not required)**

1. **Language**

The language of the Contract, the Purchase Order and of all written communications between the Contractor and the Contracting Authority shall be English.

1. **Notices**

Any written communication relating to this Contract between the Contracting Authority and the Contractor must state the Contract title and Contract number, and must be sent by post, fax, email or by hand to the addresses identified in this Contract.

1. **General Terms and Conditions**

The Contracting Authorities’ General Terms and Conditions attached shall apply to this Contract and all purchase orders subsequently issued pursuant to this Contract. In the case of any inconsistencies, the following order of precedence shall prevail:

1. the Purchase Order
2. the Contract

**Annex 1: Price and Technical data form**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item no.:** | **Parameter** | **Characteristics** | **Currency** | **VAT** | **Unit price incl. VAT** |
| **1** | **Description:** | <name/description of product> |  |  |  |
|  |  |  |  |  |
| **Specifications:** | <specific technical capabilities> |  |  |  |
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| **(Option: Accessories)** | <write specific requirements> |  |  |  |
| **(Option: Spare parts)** | <write specific requirements> |  |  |  |
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| **2** | **Description:** | <name/description of product> |  |  |  |
|  |  |  |  |  |
| **Specifications:** | <specific technical capabilities> |  |  |  |
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| **(Accessories)** | <specific requirement> |  |  |  |
| **(Spare parts)** | <specific requirement> |  |  |  |
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| **3** |  |  |  |  |  |

**(Note: adjust and delete options as required. Make a table for each item and insert the relevant requirement. The above are samples of information, thus please adjust the format and requirements to the specific product)**

In these general terms and conditions the terms:

1. “Purchase Order “and “Contract” are used interchangeably and cover also “purchase contract” and/or “supply contract” or any other contract, whichever its denomination, to which these general terms and conditions are made applicable,
2. “Seller” and “Contractor” are used interchangeably and shall also cover the term “Supplier” used in any contract as defined above.
3. “Buyer” and “Contracting Authority” are used interchangeably.
4. “Goods” and “supplies” are used interchangeably, to designate the supplies object of the Contract as defined above.
5. The Contracting Authority’s “partners” are the organisations to which the Contracting Authority is associated or linked.

**1. Delivery terms**

Notwithstanding any Incoterm 2010 used in a purchase order or similar document, it is the responsibility of the Seller to obtain any export license or other governmental authorisation for export.

**2. PAYMENT**

2.1 Payment will be as indicated in the purchase order. Unless otherwise stated in the purchase order, payment terms will be 30 days from receipt of goods and relevant documentation. Payments will only be made by cheque or bank transfer to the Suppliers company bank account.

2.2 Payment made by the Contracting Authority does not imply any acceptance of Goods or related services. Unless otherwise stated in the purchase order, prices are fixed.

**3. INSPECTION AND ACCEPTANCE OF THE GOODS**

3.1. All Goods shall be subject to inspection and testing by the Contracting Authority or its designated representatives, to the extent practicable, at all times and places, including the period of manufacture and, in any event, prior to formal acceptance by the Contracting Authority.

3.2. Neither the carrying out of any inspections of the Goods nor any failure to undertake any such inspections shall release the Seller of any of its warranties or the performance of any obligations under the Contract.

3.3. The Goods shall be taken over by the Contracting Authority when they have been delivered to final destination in accordance with the Contract, have satisfactorily passed the required tests, or have been successfully installed and commissioned as the case may be, and a certificate of acceptance has been issued.

3.4. Under no circumstances shall the Contracting Authority be required, or deemed to, accept any Goods that do not conform to the specifications or requirements of the Contract. The Contracting Authority may condition acceptance of the Goods to the successful completion of acceptance tests. In no case shall the Contracting Authority be obligated to accept any Goods unless and until the Contracting Authority has had a reasonable opportunity to (i) inspect the Goods following their delivery at final destination, (ii) proceed with and complete satisfactory tests, or (iii) be satisfied of installation and commissioning of the equipment, as the case may be, and whichever is the latest. Payment by the Contracting Authority does not imply acceptance of the Goods.

3.5. If the Contracting Authority fails to issue an acceptance certificate within a period of 45 days from actual delivery of the Goods at final destination, successful completion of the tests, successful installation and commissioning, whichever is the latest, the Contracting Authority shall be deemed to have issued the acceptance certificate on the last day of that 45-day period. The issue of the acceptance certificate shall not release the Seller of any of its warranties under the Contract, including those of article 4.

3.6. Notwithstanding any other rights of, or remedies available to, the Contracting Authority under the Contract, in case any of the Goods are defective or otherwise do not conform to the Contract, the Contracting Authority may, at its sole option, reject or refuse to accept the Goods, and the Seller shall promptly proceed in accordance with article 4.3.

**4. WARRANTY OBLIGATIONS**

4.1. Without limitation of any other warranties stated in or arising under the Contract, or resulting from statutory rights under applicable product liability law, the Seller warrants and represents that:

1. the Goods, including all packaging and packing thereof, conform to the specifications of the Contract, are fit for the purposes for which such Goods are ordinarily used and for the purposes expressly made known to the Seller, and shall be of even quality, free from faults and defects in design, material, manufacture and workmanship under normal use in the conditions prevailing in the country of final destination;
2. that the Goods are securely contained, packaged and marked, taking into consideration the mode(s) of shipment in a manner so as to protect the Goods during delivery to their ultimate destination;
3. if the Seller is not the original manufacturer of the Goods, the Seller shall provide the Contracting Authority with the benefit of all manufacturers’ warranties in addition to the present warranties;
4. the Goods are of the quality, quantity and description required by the Contract;
5. the Goods are new and unused; and
6. the Goods are free from any right of claim by any third-party and unencumbered by any title or other rights, including any liens or security interests and claims of infringement of any intellectual property rights, including, but not limited to, patents, trademarks, copyright and trade secrets.

4.2. Unless provided otherwise in the Contract, all warranties shall remain fully valid for a period of one year after acceptance of the Goods by the Contracting Authority.

4.3. During any period in which the Seller’s warranties are effective, upon notice by the Contracting Authority that the Goods do not conform to the requirements of the Contract, the Seller shall promptly and at its own expense correct such non-conformities or, in case of its inability to do so, replace the defective Goods with goods of the same or better quality or fully reimburse the Contracting Authority for the purchase price paid for the defective goods including freight costs to the final destination. The Seller shall pay all costs relating to the repair or return of the Goods as well as the costs relating to the delivery to final site of any replacement goods to the Contracting Authority. If having been notified by any means, the Seller fails to remedy the defect within 30 days, the Contracting Authority may proceed to take such remedial action as may be necessary, at the seller’s risk and expense and without prejudice to any other rights which the Contracting Authority may have against the Seller under the Contract.

4.4. The Seller shall indemnify and hold harmless the Contracting Authority from and against any and all suits, actions or administrative proceedings, claims and demands from third-parties, losses, damages, costs, and expenses of any nature, including legal fees and expenses, which the Contracting Authority may suffer as a result of any infringement by the Seller of the warranties specified in article 4.1.

**5. AFTER SALES SERVICE**

The Seller shall be able to handle requests from the Contracting Authority for technical assistance, maintenance, service and repairs of the Goods supplied.

**6. Liquidated damages for delay**

Subject to force majeure, if the Seller fails to deliver any of the Goods or to perform any of the services within the time period specified in the Contract, the Contracting Authority may, without prejudice to any other rights and remedies, deduct from the total price stipulated in the Contract an amount of 2.5% of the price of such goods for each commenced week of delay.

However, the ceiling of these penalties is 10% of the total Contract price.

**7. Force Majeure**

Neither Party shall be considered to be in default nor in breach of its obligations under the Contract if the performance of such obligations is prevented by any event of force majeure arising after the date the Contract becomes effective.

For the purposes of this Article, the term "force majeure" means strikes, lock-outs or other industrial disturbances, acts of the public enemy, wars whether declared or not, blockades, insurrection, riots, epidemics, landslides, earthquakes, volcanic activity, storms, lightning, unseasonal floods, washouts, civil disturbances, explosions and any other similar unforeseeable events which are beyond the Parties' control and cannot be overcome by due diligence.

If either Party considers that any circumstances of force majeure have occurred which may affect performance of its obligations, it shall promptly notify the other Party and the Contracting Authority, giving details of the nature, the probable duration and the likely effect of the circumstances. Unless otherwise directed by the Contracting Authority in writing, the Seller shall continue to perform its obligations under the Contract as far as is reasonably practicable, and shall employ every reasonable alternative means to perform any obligations that the event of force majeure does not prevent it from performing. The Seller shall not employ such alternative means unless directed to do so by the Contracting Authority.

**8. Termination For Convenience**

The Contracting Authority may, for its own convenience and without charge, cancel all or any part of the Contract. If the Contracting Authority terminate this Contract in whole or in part upon written notice to the Seller, the Contracting Authority shall be responsible for the actual costs incurred by the Seller as a direct result of such termination which are not recoverable by either (i) the sale of the goods affected to other parties within a reasonable time, or (ii) the exercise by the Seller, in a commercially reasonable manner, of other mitigation measures. Any claim by the Seller for such actual costs shall be deemed waived by the Seller unless submitted in writing to the Contracting Authority within thirty (30) calendar days after the Contracting Authority notified the Seller of the termination.

**9. VARIATIONS**

The Contracting Authority may at any time by written instruction vary the quantities of the Goods by 25 percent above or below the original Contract price. The Contracting Authority may also order variations including additions, omissions, substitutions, changes in quality, form, character, and kind of the Goods, related services to be provided by the Seller, as well as method of shipment, packing, place of delivery and sequence and timing of delivery. No order for a variation may result in the invalidation of the Contract, but if any such variation causes an increase or decrease in the price of or the time required for performance under this Contract, and except where a variation is necessitated by a default of the Seller, an equitable adjustment shall be made in the Contract price, or delivery schedule, or both, and the Contract shall be amended by way of an addendum. The unit prices used in the Seller’s tender or quotation shall be applicable to the quantities procured under the variation.

**10. Applicable Law and disputes**

The Contract is governed by, and shall be construed in accordance with the laws of the country of establishment of the Contracting Authority.

Any dispute or breach of contract arising under this Contract shall be solved amicably if at all possible. If not possible and unless provided otherwise in the Contract, it shall be submitted to, and settled by, the competent court in the country of establishment of the Contracting Authority, in accordance with the national law of that country.

**11. REMEDIES FOR DEFAULT**

11.1. The Seller shall be considered in default under the Contract if:

* he fails to deliver any or all of the Goods within the period specified in the Contract;
* he fails to perform any other obligations under the Contract;
* his declarations in respect if  his eligibility (article 15) and/or in respect of article 13 (Child labour and forced labour) and article 14 (Mines), appear to have been untrue, or cease to be true;
* he engages in the practices described in article 16 (corrupt practices).

11.2. Upon occurrence of an event of Seller’s default, and without prejudice to any other rights or remedies of the Contracting Authority under the Contract, the Contracting Authority shall be entitled to one or several of the following remedies:

* liquidated damages for delay under article 7;
* any of the remedies specified in article 4.3;
* refuse to accept all or part of the Goods;
* general damages;
* termination of the Contract.

11.3. Upon termination of the Contract by the Contracting Authority under this article, the Seller shall follow the Contracting Authority’s instructions for immediate steps to bring to a close in a prompt and orderly manner the performance of any obligations under the Contract, in such a way as to reduce expenses to a minimum. The Contracting Authority shall have no other liability than paying the Seller the goods which have already been accepted in accordance with article 3, and shall be entitled to deduct from any such sums:

- any liquidated or general damages due by the Seller;

- and/or any sums due by the Seller under article 4.3;

- and/or any excess cost occasioned by a replacement procurement

from other sources.

The Contracting Authority shall also be entitled to call any pre-financing or performance guarantee provided by the Seller under the Contract.

**12. Officials**

The Seller warrants that no official of the Contracting Authority and/or its partner has received or will be offered by the Seller any direct or indirect benefit arising from this Contract.

**13. Child labour and forced labour**

The Seller warrants that it and its affiliates comply with the UN *Convention on the Rights of the Child* - UNGA Doc A/RES/44/25 (12 December 1989) with Annex – and that it or its affiliates has not made or will not make use of forced or compulsory labour as described in the *Forced labour Convention* and in *the Abolition of Forced Labour Convention 105* of the International Labour Organization. Furthermore the Seller warrants that it, and its affiliates, respect and uphold basic social rights and working conditions for their employees.

**14. Mines**

The Seller warrants that it and its affiliates are NOT engaged in any development, sale or manufacture of anti-personnel mines and/or cluster bombs or components utilized in the manufacture of anti-personnel mines and/or cluster bombs.

**15. Ineligibility**

By signing the purchase order, the Seller certifies that he is NOT in one of the situations listed below:

1. He is bankrupt or being wound up, is having his affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
2. He has been convicted of an offence concerning his professional conduct by a judgement that has the force of res judicata;
3. He has been guilty of grave professional misconduct proven by any means that the Contracting Authority can justify;
4. He has 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 he is established or with those of the country of the Contracting Authority or those of the country where the Contract is to be performed;
5. He has been the subject of a judgement that has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity;
6. Following another procurement procedure carried out by the Contracting Authority or one of their partners, he has been declared to be in serious breach of contract for failure to comply with his contractual obligations.

**16. Corrupt practices**

The Seller and his personnel shall refrain from performing, condoning or tolerating any corrupt, fraudulent, collusive or coercive practices, whether such practices are in relation with the performance of the Contract or not. “Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value as an inducement or reward for doing or forbearing to do any act in relation to the Contract or any other contract with the Contracting Authority, or for showing favour or disfavour to any person in relation to the Contract or any other contract with the Contracting Authority.

The payments to the Contractor under the Contract shall constitute the only income or benefit the Seller may derive in connection with the Contract and neither he nor his personnel shall accept any commission, discount, allowance, indirect payment or other consideration in connection with, or in relation to, or in discharge of, his obligations under the Contract.

Transactions are undertaken with due consideration to the arm's length principle (ALP) in that the parties to transactions are independent and on an equal footing.

The execution of the Contract shall not give rise to unusual commercial expenses. Unusual commercial expenses are commissions not mentioned in the Contract or not stemming from a properly concluded contract referring to the Contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a recipient who is not clearly identified or commission paid to a company which has the appearance of being a front company.

**17. Discretion and confidentiality**

The Seller shall treat all documents and information received in connection with the contract as private and confidential, and shall not, save in so far as may be necessary for the purposes of the performance thereof, publish or disclose any particulars of the contract or the project without the prior consent in writing of the Contracting Authority. It shall, in particular, refrain from making any public statements concerning the project or the delivery without the prior approval of the Contracting Authority.

**18. CHECKS AND AUDITS**

The Seller shall permit the Contracting Authority or its representative to inspect, at any time, records including financial and accounting documents and to make copies thereof and shall permit the Contracting Authority or any person authorized by it, including its Back Donors, at any time, to have access to its financial accounting documents and to audit such records and accounts both during and after the implementation of the Contract. In particular, the Contracting Authority may carry out whatever documentary or on-the-spot checks it deems necessary to find evidence in case of suspected unusual commercial expenses.

**19. LIABILITY**

Under no circumstances or for no reason whatsoever will the Back Donor entertain any request for indemnity or payment directly submitted by the Contracting Authorities Contractors.

**20. ELECTRONIC SCREENING**

NCA may be required to verify the identity of its suppliers/contractors and to check that its suppliers/contractors have not been involved in illegal activities. NCA reserves the right to use electronic screening tools for this purpose.



**Code of conduct for contractors Ethical principles and standards**

**By this Code of Conduct**, the Contracting Authority applies ethics to procurement. We expect our contractors to act socially and environmentally responsible and actively work for the implementation of the standards and principles in this Code of Conduct. The Code of Conduct is applicable for all our contractors who supply goods, services and works to our operations and projects.

This Code of Conduct and its related principles and standards are based on UN and ILO conventions.

**General Conditions**

The Code of Conduct defines the ethical requirements and standards for our contractors, whom we expect to sign and respect the Code of Conduct, and work actively towards the implementation hereof. By signing the Code of Conduct contractors agree to place ethics central to their business activities.

The provision of the ethical standards constitutes minimum rather than maximum standards. International and national laws shall be complied with, and where the provisions of law and the Contracting Authority’s standards address the same subject, the highest standard shall apply.

It is the responsibility of the contractor to assure that their contractors and subcontractors comply with the ethical requirements and standards set forth in this Code of Conduct.

The Contracting Authority acknowledges that implementing ethical standards and ensuring ethical behaviour in our supply chain is a continuous process and a long-term commitment for which we also have a responsibility. To achieve high ethical standards for procurement we are willing to engage in dialogue and collaboration with our contractors. In addition, we expect our contractors to be open and willing to engage in dialogue with us to implement ethical standards for their businesses.

At the request of the Contracting Authority the contractor must be able to document how they, or any potential subcontractors, work to comply with the Code of Conduct. This may be done through follow-up meetings and/or monitoring of conditions in the supply chain. Should the Contracting Authority request an assessment of subcontractors’ compliance with the Code of conduct, the contractor is required to provide the name and details of subcontractors.

Unwillingness to co-operate or serious violations of the Code of Conduct will lead to termination of contracts.

**Human Rights and Labour Rights**

Contractors must at all times protect and promote human- and labour rights and work actively to address issues of concern. As a minimum they are obliged to comply with the following ethical standards:

* *Respect for Human Rights* (UN Universal Declaration of Human Rights)

The basic principles of the Universal Human Rights are that all human beings are born free and equal in dignity and in rights, and everyone has the right to life, liberty, and security of the person. Contractors must not flaunt their responsibility to uphold and promote the Human Rights toward employees and the community in which they operate.

* *Non exploitation of Child Labour* (UN Child Convention on the Rights of the Child, and ILO Conventions Nos. 138, 182, 79)

Contractors must not engage in the exploitation of child labour and contractors must take the necessary steps to prevent the employment of child labour. A child is defined as a person under the age of 18 and children shall not be engaged in labour that compromise their health, safety, mental and social development, and schooling. Children under the age of 15 (in developing countries 14) may not be engaged in regular work, but children above the age of 13 (in developing countries 12) can be engaged in light work if it does not interfere with compulsory schooling and is not harmful to their health and development.

* *Employment is freely chosen* (ILO Convention Nos. 29 & 105)

Contractors must not make use of forced, bonded or involuntary prison labour and must respect workers freedom to leave their employer.

* *Freedom of association and the right to collective bargaining* (ILO Convention Nos. 87, 98, 135 & 154)

Contractors must recognise workers right to join or form trade unions and bargain collectively and should adopt an open attitude towards the activities of trade unions (even if this is restricted under national law).

* *Living wages are paid* (ILO convention 131)

As a minimum, national minimum wage standards or ILO wage standards must be met by contractors. Additionally, a living wage must be provided. A living wage is contextual, but must always meet basic needs such as food, shelter, clothing, health care and schooling and provide a discretionary income - which is not always the case with a formal minimum wage.

Deductions from wages as a disciplinary measure shall not be permitted.

* *No discrimination in employment* (ILO Convention Nos. 100 & 111 and the UN Convention on Discrimination against Women)

Contractors must not practice discrimination in hiring, salaries, job termination, retiring, and access to training or promotion - based on ethnic background, religion, age, caste, gender, sexual orientation, political affiliation, disability, marital status, or HIV/AIDS status.

* *No harsh or inhumane treatment of employees (UN covenant on Civil and Political Rights, Art. 7)*

The use of physical abuse or punishment, sexual or other harassment and verbal abuse, the threat of sexual and physical abuse, and other forms of intimidation may never be practiced by contractors.

* *Working conditions are safe and hygienic* (ILO Convention C155)

Contractors must take adequate steps to provide safe and hygienic working environments. Additionally, workers safety must be a priority and adequate steps must be taken to prevent accidents and injury to health associated with or occurring in the course of work.

Hazardous chemicals and other substances shall be carefully managed.

Workers shall receive regular and documented health and safety training, and such training shall be repeated for new or reassigned workers.

Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.

Accommodation, where provided, shall be clean, safe and adequately ventilated.

* *Working hours are not excessive* (ILO Conventions Nos. 1 & 14)

Contractors must ensure that working hours comply with national law and international standards. A working week of 7 days should not exceed 48 hours and employees must have one day off per week. Overtime shall be compensated, limited and voluntary.

* *Regular employment is provided* (ILO Conventions Nos. 95, 158, 175, 177 & 181)

All Work performed must be based on a recognised employment relationship established through international conventions and national law. Contractors must protect vulnerable group’s regular employment under these laws and conventions and must provide workers with a written contract. All workers are entitled to a contract of employment in a language they understand.

* *Condition outside the workplace*

*Property rights and traditional use of resources*

In case of conflicts with local societies about the use of land or

other natural resources, the parties, must through negotiations

secure respect for individual and collective rights to areas and

resources based on custom/practice. This also applies to cases

where the rights are not formalised.

* *Marginalized groups*

The production and sourcing of raw materials for production

must not contribute to harm the livelihood of marginalized

groups, e.g., by occupying large land areas or other natural

resources the groups in question are dependent on.

**International Humanitarian Law**

Contractors linked to armed conflicts or operating in armed conflict settings shall respect civilian’s rights under International Humanitarian Law and not be engaged in activities which directly or indirectly initiate, sustain, and/or exacerbate armed conflicts and violations of International Humanitarian Law. Contractors are expected to take a ‘do no harm’ approach to people affected by armed conflict.

Additionally, Contractors shall not be engaged in any other illegal activity.

**Involvement in Weapon Activities**

The Contracting Authority advocates for the Ottawa Convention against landmines and the Convention on Cluster Munitions against cluster bombs. Contractors shall not engage in any development, sale, or manufacturing of anti-personnel mines, cluster bombs or components, or any other weapon which feed into violations of International Humanitarian Law or is covered by the Geneva Conventions and Protocols.

**Protection of the Environment**

The Contracting Authority wishes to minimise the environmental damages applied to nature via our procurement activities and we expect our suppliers and contractors to act in an environmentally responsible manner. This involves respecting applicable national and international environmental legislation. Measures shall be taken to continuously minimize greenhouse gas emissions and local pollution, the use of harmful chemicals, pesticides, and to ensure sustainable resource extraction and management of water, oceans, forest and land, and the conversation of biodiversity.

**Anti-Corruption**

Corruption is by the Contracting Authority defined as the misuse of entrusted power for private gain and it includes bribery, fraud, embezzlement, and extortion. The Contracting Authority holds a great responsibility to avoid corruption and ensure high standards of integrity, accountability, fairness, and professional conduct in our business relations. Contractors are expected to have the same approach by undertaking good and fair business ethics and practices, take action to prevent and fight corruption, and abide by international conventions as well as international and national laws. To fight corruption and promote transparency, contractors who are confronted with corrupt practices are advised to file a complaint in the NCA Complaint Mechanism.

A contractor’s involvement in any form of corrupt practice during any stage of a selection process, in relation to the performance of a contract or in any other business context is unacceptable and will lead to the rejection of bids or termination of contracts.

**Sexual Harassment, Exploitation and Abuse**

Contractors, their staff, sub-contractors, and any other personnel engaged by the contractor, must not:

1. Sexually harass, exploit, or sexually abuse any individual.
2. Engage in any sexual activity with a child or children regardless of the age of majority or age of consent locally. A child is defined as being below 18 years of age. Mistaken belief in the age of a child is not a defence.
3. Act in ways that may place a child at risk of abuse, including not giving due consideration to assessing and reducing potential risks to children as a result of implementing activities. Behaviours and actions that are prohibited include, but are not limited to, using inappropriate language or behaviour when dealing with a child or children, bullying, and harassing a child verbally or physically, physical punishment, exposing a child to pornography including on-line grooming and trafficking. Whenever possible avoid being alone with a child.
4. Consume, purchase, sell, possess, and distribute any forms of child pornography.
5. Exchange money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. This includes the buying of or profiting from sexual services as well as exchange of assistance that is due to right holders for sexual favours.
6. Exploit the vulnerability of any target group in the context of development, humanitarian, and advocacy work, especially women and children, or allow any person/s to be put into compromising situations. Never abuse a position to withhold development or humanitarian assistance or give preferential treatment; in order to solicit sexual favours, gifts, payments of any kind, or advantage.
7. Engage in sexual relationships with members of crisis-affected populations given their increased vulnerability and since such relationships are based on inherently unequal power dynamics and undermine the credibility and integrity of aid work.

**Animal Welfare**

Animal welfare shall be respected. Measures should be taken to minimize any negative impact on the welfare of livestock and working animals. National and international animal welfare legislation and regulations shall be respected.

**Photography**

To protect the dignity and maintain confidentiality, Contractor’s personnel are to refrain from taking photos or videos of beneficiaries or members of the host population. If the contractors wish to take images of the installations/works they are undertaking, this is permitted, but it is the Contractors responsibility to ensure that no beneficiaries or members of the host population are visible in the images.

**Complaints**

Contractors, sub-contractors, their staff, and other individuals are encouraged to report any breaches or suspected breaches of this Code of Conduct to [complaint@nca.no](mailto:complaint@nca.no). See <https://www.kirkensnodhjelp.no/en/about-nca/accountability/complaints/>