To whom it may concern

Invitation to Bid
ITB No: ITB/MNL/20/0001
PRF-MNL-20-0006

Greetings,

Malteser international is a non-governmental organization and the worldwide humanitarian relief service of the Order of Malta and legally a division of Malteser Hilfsdienst e.V. It provides aid in all parts of the world without distinction of religion, race or political persuasion. Christina values and the humanitarian principals of impartiality and independence are the foundation of its work. Malteser International establishes and promotes primary health care services and seek to reduce vulnerability and poverty.

In the Philippines, MI has been working in close cooperation with the Philippines Association of the Order of Malta since 2009 providing emergency relief for people affected by natural disasters, rebuilding water, sanitation and hygiene facilities, and strengthening disaster risk reduction capacities in the province of Northern Samar and Benguet. With our program office in manila we support the implementation of all activities.

Malteser International invites the submission of sealed bids/ e-mails from interested suppliers for the following items for the Global project Covid-19 in Asian and Latin American countries affected by the Corona pandemic Project:

<table>
<thead>
<tr>
<th>PARTICULARS</th>
<th>DESCRIPTION</th>
<th>UNIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPE Kits</td>
<td>Bunny Suit with head and shoe cover, medical mask, face shield, gloves and N95 respirator</td>
<td>Please refer to the Specification of Bids for more details</td>
</tr>
<tr>
<td>Disinfectant Kits</td>
<td>Mop, pale, rugs, liquid disinfectant, garbage bag, powder soap, alcohol</td>
<td>Please refer to the Specification of Bids for more details</td>
</tr>
<tr>
<td>Plastic cover</td>
<td>CPC-85 1.25x50m plastic cover</td>
<td>Please refer to the Specification of Bids for more details</td>
</tr>
</tbody>
</table>
## 6-wheeler / 14-footer truck

| Tracking service for transport of items from Manila to Catarman, Northern Samar | Please refer to the Specification of Bids for more details |

Bids for the above and relevant attachments should be submitted at the Malteser International Office, 1120 R. Hidalgo St. Quiapo, Manila in a sealed envelope. Alternatively, bids can be submitted via E-Mail to mb.procurement-philippines@malteser-international.org.

**Deadline of submission of bids is on 13 September 2020.** Please note that Malteser International Office is open on Monday to Friday at 8am to 5pm ONLY.

An Opening of bids will be held on **14 September 2020 @ 2pm**.

A tender committee will manage the event and after the opening of all envelopes/emails received within the deadline, the committee will evaluate their content behind closed doors. Bidders do not need to be physically present at the tender ceremony due to the Covid-19 regulations on gatherings.

**If the bidder does not receive written confirmation, the offer has then not been considered as successful.**

Daniel Joseph Duldulao  
Operations and Liaison Officer

Attachments:

- Specification of Bids
- Annex 1: Mandatory Principles of Humanitarian Aid Procurement
- Questionnaire for Tender
- Whistleblowing Policy
## Specification of Bids

<table>
<thead>
<tr>
<th>PARTICULARS</th>
<th>DESCRIPTION</th>
<th>UNIT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PPE Kits</strong> (5 sets per center)</td>
<td><strong>1 PPE kit consist of the following:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A. 15 Bunny suits with head and shoe cover</td>
<td>26 Kits</td>
</tr>
<tr>
<td></td>
<td>B. 45 boxes of vinyl/latex surgical gloves (100pcs/50pairs each box)</td>
<td>(Should be already sorted when delivered)</td>
</tr>
<tr>
<td></td>
<td>C. 45 boxes surgical mask (50pcs / box)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>D. 30 face shields</td>
<td></td>
</tr>
<tr>
<td></td>
<td>E. 80 N95 Respirator (no valve)</td>
<td></td>
</tr>
<tr>
<td><strong>Plastic cover</strong></td>
<td>CPC-85 1.25x50m plastic cover</td>
<td>52 rolls</td>
</tr>
<tr>
<td><strong>Disinfectant Kits</strong></td>
<td><strong>1 Disinfectant set consist of the following:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A. 5 bucket/pale</td>
<td>26 set</td>
</tr>
<tr>
<td></td>
<td>B. 10 mops</td>
<td>(Should be already sorted when delivered)</td>
</tr>
<tr>
<td></td>
<td>C. 45 rolls garbage bag L or bigger size</td>
<td></td>
</tr>
<tr>
<td></td>
<td>D. 50 rugs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>E. 180 sachets of 70grams powdered soap</td>
<td></td>
</tr>
<tr>
<td></td>
<td>F. 15 pcs disinfecting liquid @ 2 gallon each (Zonrox/Chlorox)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>G. 30 pcs 70% alcohol @ 1 gallon</td>
<td></td>
</tr>
<tr>
<td><strong>Trucking Service</strong></td>
<td>14-footer / 6-wheeler truck – Transport of items from 1120 R. Hidalgo St. Quiapo, Manila to Catarman, Northern Samar (depending on volume of items stated above, please quote for both 14-footer and a 6-wheeler)</td>
<td>1 truck</td>
</tr>
</tbody>
</table>
Offer presentation

- The offer shall be delivered in a sealed envelope to:
  Malteser International 1120 Hidalgo Street, Quiapo, Manila
  (Office is open from Monday to Friday at 8am to 5pm ONLY)

- Offers can also be submitted via Email with attachments to:
  mb.procurement-philippines@malteser-international.org

- The deadline for the submission of offers is: 2020/13/09 at 17:00 (hour)

- The offer shall be written in English

- The offers, whether on a sealed envelope or submitted via email, should be signed by the bidder and contain following information:
  - 1st: Administrative information
    - Business registration certificate (Business Permit)
    - SEC Registration, DTI, company profile
    - Letter of interest in joining the bidding process (any language)
    - Acknowledgement of the mandatory principles (see annex 1)
    - Filled up Questionnaire for Tender
    - Proof of previous experiences with other INGOs (pictures/documents)
  - 2nd: Technical and financial specifications
    - TIN registration, BIR

- The envelope must state the following information:
  - Reference to the tender procedure (ITB-MNL-20-0001)
  - Address to whom the offer is being submitted
  - The words “Not to be opened before opening ceremony” written in English

- Email must contain the following information:
  - Subject: ITB-MNL-20-0001 “DO NOT OPEN BEFORE OPENING CEREMONY”
  - All email that is sent to another Malteser email other than the one mentioned above will be automatically DISQUALIFIED.

General conditions

- The offer shall be typed written and signed by the legal representative of the supplier using the company’s own letterhead and must contain the following:
  - Company Letterhead with Complete Details of company (address, contact number, email) and signed by your Company Representative
  - Terms of Payment
  - Delivery and Freight Charges
  - Price Validity
The prices of the offer shall be expressed in Philippine Peso (P). **The prices must be on unit price basis as well as by totals.**

The offer should include transport and handling charges up to Malteser International Office.

**The prices will be considered fixed. No additional change of whatsoever nature and type will be accepted by Malteser International.**

**Terms of Delivery:** The delivery of the commodities should be completed by approximately 3 days after clearing payment, should the supplier consider this delivery time inadequate, he must clearly state it in the offer suggesting a different deadline for the delivery.

All deliveries which will not meet the deadline, a sanction should be applicable in terms of 1% per day of delivery delay, but not exceeding 30% of the total amount of the invoice.

**Delivery Sites:** Goods should be delivered directly to **MALTESER INTERNATIONAL 1120 R. HIDALGO STREET, QUIAPO, MANILA**

The supplier shall not charge Malteser International any damages/accident during the delivery.

Damaged goods should be replaced immediately at the expense of the supplier.

The supplier must deliver the items according to the terms and condition as mentioned above. Malteser International reserves the right to sue for damages.

**Opening bids procedures**

The ceremony of opening the bids will be held on **2020/14/09 at 14:00 in Malteser International Office Manila.** A tender committee will manage the event and after the opening of all envelopes received within the deadline, the committee will evaluate their content behind closed doors. If the bidder does not receive written confirmation, the offer has then not been considered as successful.

**Offers’ evaluation**

**Any bidder not complying with the tender procedures will be automatically disqualified.**

Malteser International will evaluate the offers based on the following criteria:

- based ratio quality/price
- delivery time
- compliance with international quality standards
- compliance with mandatory principles
- previous experience with INGOs
- capability of the bidder, financial standing, experience and performance of the vendor and its local representative

On behalf of Malteser International,

Daniel Joseph Dululao
Operations and Liaison Officer
Annex 1

Mandatory Principles of Humanitarian Aid Procurement

1. Principle of ethical procurement
   ➢ Avoidance of child labour,
   ➢ Respect of basic social rights and working conditions based on international labour standards,
   ➢ Inclusion of environmental aspects,
   ➢ Avoidance of any connection with a party to a conflict,
   ➢ Avoidance of involvement in the supply or transport of illicit arms and land mines and unethical exploitation of natural resources.

2. Principle of Sound Financial Management
   ➢ Sound financial management means that the partner ensures that it has taken all steps to secure the **best price quality ratio** available in the quantity and within the timeframe required.
   ➢ While, sometimes rapid delivery was more important than high quality, a **minimum quality level** needs to be maintained to guarantee that the assistance given is appropriate to the circumstances.
   ➢ A thorough drafting of the Terms of Reference or Technical specifications is essential for the respect of this principle.

3. Principles of equal treatment, non-discrimination and untied aid
   ➢ Treatment of all interested parties in the same situation in the same way
   ➢ No discrimination or unjustified differentiation between legal or natural persons, regardless of the origin or the nationality.

4. Principle of Transparency and Right of access
   ➢ Right of access: the donor has full access to premises and documents referring to procurement procedures, documents, evaluations, award recommendations and contract (regardless of whether these belong to Malteser International or to the partner or contractor),
Malteser International is obliged to immediately inform the donor if it becomes aware of any corrupt, fraudulent or coercive practice, the breach of the principles or a situation that is likely to constitute a conflict of interest.

5. Principle of Proportionality

➢ The principle of Proportionality requires that procedures followed for awarding a contract must be proportionate to the value of the contracts; this generally means more demanding procedures for higher value contracts.

6. Principle of avoiding conflicts of interest

➢ Measures have to be taken to prevent any conflict of interest (impartial and objective implementation is compromised for reasons involving on economic interest, political or national affinity, or family or emotional ties).

7. Principle of supporting the local economy

➢ Whenever it is possible local human or material resources have to be used. Before it has to be ensured that this will not distort the local market, increase prices or unduly burden the local natural resources or the environment.

8. Principle of due diligence

➢ Timely delivery and satisfactory quality of the received supplies, works or services have to be followed up and in case this is not fulfilled appropriate measures have to be taken to mitigate negative consequences for the beneficiaries.

_____________________

Name and Signature / Date
# Questionnaire for Tender

All requested information will be treated confidentially.

<table>
<thead>
<tr>
<th>Company name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Address</strong></td>
<td>Street + house number</td>
</tr>
<tr>
<td><strong>Owner(s)</strong></td>
<td>Name</td>
</tr>
<tr>
<td><strong>Tax and registration no.</strong></td>
<td>Tax number</td>
</tr>
<tr>
<td><strong>Legal form of Company</strong></td>
<td>Ltd., Inc.,..</td>
</tr>
<tr>
<td><strong>Contact person</strong></td>
<td>Name</td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
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</tr>
</tbody>
</table>

**Which goods or services does the company offer?**

| Have you already worked with NGOs? | Yes ☒ | No ☐ |

**Annual Turnover for the last 12 months**

**Number of employees**

**Average delivery time of goods offered**

**Standard terms of payment**

**Do you offer support services for the goods provided?**

**Do you give a guarantee for your goods/services?**

| How do you ensure the quality of the products/services offered? | ☐ Sample inspection | ☐ Quality agreements |
| | ☐ Product know-how | ☐ Supplier visits |
| | ☐ Reference check | ☐ Work trials |

**Do you offer a standard price list for your goods/services?**

**Are there ties between you and any employee of Malteser International?**

| Yes ☐ | No ☒ | Attached to file ☐ |

| Yes ☐ | No ☒ | If yes, whom and in which relationship: |  |
If applicable (otherwise please leave blank):

| Do you have a license to sell pharmaceuticals? | Yes ☐ | No ☐ | Not required ☐ |
| License issued by: | |

How do you ensure the quality of pharmaceutical products?

Comments:

| Status of the medical supplier | Certificate for Good Distribution Practices (GDP): Certificate database Yes ☐ No ☐ |
| Humanitarian Procurement Center (HPC) | Yes ☐ No ☐ |
| Listed in the database of “Quality Medicines for all” (QUAMED): QUAMED database Yes ☐ No ☐ |

How are medical products stored? How is a cold chain ensured?

Comments:

WE DECLARE, that

- the information given above is correct
- our products and/or services are produced without the labor of children below age 15.
- we fulfil, have fulfilled, and will fulfill our obligations regarding the payment of any applicable taxes, duties, charges, and social contributions etc. related to the products or services provided.
- we have received the document “Humanitarian Procurement Principles”, and we - and any applicable subcontracted parties - will respect the principles of humanitarian aid procurement.
- there are no international sanctions against the owner/s and or company in place.
- we have received a copy of Malteser International Whistle Blowing Guidelines.

WE FURTHER DECLARE

our interest to be included into MI database for supplies and services.

________________________  _____________________________
Date   Signature
Whistleblowing Guideline

1. Purpose and scope

Malteser International has a high reputation among beneficiaries, partners, authorities, and donors for its professional work and integrity. In common with all organizations, however Malteser International faces the risk of activities going wrong, or of unknowingly harboring malpractice. Malteser International is committed to preventing such malpractice, especially in the forms of fraud, corruption and the abuse of power.

Malteser International encourages its staff, partners, beneficiaries, and other stakeholders to report non-compliance with Malteser International's Code of Conduct, and especially any perceived instances of malpractice. This Whistleblowing Guideline has been issued to provide guidance on how to do so.

This policy covers all part or full time staff working for Malteser International, as well as all volunteers, advisors, or consultants: who for the purpose of this document are all referred to as “staff”. It also covers partners, business partners such as suppliers, service providers etc., other stakeholders like donors, local authorities or beneficiaries, as well as the general public.

2. Definition

“Malpractice” for the purposes of this policy may include but is not limited to: fraud, corruption, criminal offenses, non-disclosure of a conflict of interest, or the abuse of power – including sexual exploitation.

3. Procedure for raising a concern

For Malteser International staff: If you believe that the actions of any staff member, or person(s) having to do with Malteser International could constitute malpractice, you should raise your concerns with your line manager. If you do not feel comfortable speaking to your line manager for any legitimate reason or because you fear negative personal consequences for yourself such as reprisal, victimization, or dismissal, you may contact the line manager's direct superior.

For partners, business partners, beneficiaries and all other stakeholders: You should raise your concerns with Malteser International's local country or program coordinator.

In exceptional circumstances where it would be inappropriate to approach either the Malteser International manager or their supervisor, you may raise the matter directly with the appointed Ombudsperson. Complaints to the Ombudsperson may be raised via email in English, German, French or Spanish.

Please always include full details of the issue raised along with your concern, and any available supporting evidence. Please also state whether you wish your identity to be kept confidential. When
addressing a complaint to the Ombudsperson, please give a brief reason why Malteser International managers cannot deal with the issue.

Malteser International does not encourage anonymous reporting and is only able to process complaints that include the contact details of the complainant.

For other complaints referring to issues that do not constitute malpractice in the above sense, the Malteser International grievance procedures should be followed.

You can find the name of the current Malteser International Ombudsperson and their contact details on Malteser International's website and at the end of this document.

4. Handling of disclosures

All disclosures will be taken seriously, and processed using the following procedure:

1. In case a disclosure is made to a manager (in most cases the program or country coordinator), and the issue raised falls into his or her area of responsibility, the manager has the duty to acknowledge receipt of the complaint, assess or investigate the matter, provide necessary protection to the person raising the concern, and take appropriate action to end the alleged malpractice. If the manager considers the issue to be outside their area of responsibility, they are required to pass the issue to the country manager or team leader in headquarters or, where appropriate, to the Ombudsperson to deal with.

2. If you have any personal interest in the matter you have raised, you must disclose this at the outset.

3. Any disclosure made under this policy will be acknowledged in writing to confirm that Malteser International will investigate the matter, and will reply to your concerns in due course.

4. The Ombudsperson will deal with and investigate any reported concerns independently, objectively, and confidentially.

5. Assessment, clarification or investigation of the issue raised should begin within two weeks of the disclosure being made. The duration and scope of the assessment or investigation will depend on its subject matter. In most instances, there will be an initial assessment to determine whether there are grounds for a more detailed investigation, or whether the disclosure is, for example, based on erroneous information.

6. Any investigative activity will be carried out without regard to a person’s relationship with Malteser International, their position, or length of service.

7. You may be asked to provide further information during the course of the initial assessment of your disclosure, or during the investigation.

8. When an investigation is launched through the Ombudsperson, they will also be responsible for reviewing the investigation report.

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2 Acknowledgement has to be given by the person to whom the concern is raised. For concerns raised towards Malteser International managers or coordinators this should take the form of a written confirmation to the person raising the concern with a copy to the corresponding country officer in headquarters.
9. Following investigation, appropriate action will be taken – this could involve initiating a disciplinary process, or informing external authorities if a crime has been committed.

10. If it is found that there is insufficient evidence of malpractice, or the actions of the individual(s) are not serious enough to warrant disciplinary action, it may be more appropriate for Malteser International to take an alternative approach to dealing with the matter.

11. You will receive written notification\(^3\) of the outcome of the assessment or investigation.

5. Protection for whistleblowers

Whistleblowers will be provided protection against retaliation for their disclosure regardless at which level (managers, coordinators, or Ombudsperson) it is made. No member of staff who raises genuinely held concerns in good faith using this procedure will be dismissed or subject to any detriment (e.g. unwarranted disciplinary action or victimization) as a result of their action, even if their concerns turn out to be unfounded.

If whistleblowers believe that they are being placed at a disadvantage within the workplace as a result their use of this procedure, they should inform their line manager or, if this is not appropriate, the line manager’s superior or the HR department immediately. Staff who victimize or retaliate against those who have raised concerns under this policy will be subject to disciplinary action.

This assurance is not extended to any individual who maliciously raises a matter they know to be untrue or who is involved in any way in the malpractice.

All efforts will be made to keep the identity of the whistleblower confidential. Due to the nature of the information given or because of a need for formal investigation, e.g. in criminal cases which must be passed to the authorities, the identity of the whistleblower may become known. In these circumstances, the implications for confidentiality will be discussed with the whistleblower ahead of any action being taken. In order not to jeopardize a potential investigation, the whistleblower is asked to keep confidential the fact that he or she has raised a concern, along with the identity of those concerned.

6. False disclosure

Malteser International will treat all disclosures of malpractice seriously, and protect staff who raise concerns in good faith. However, appropriate action will be taken in accordance with disciplinary procedures against staff who are found to have made a disclosure that they know to be untrue.

This Whistleblowing Guideline has been issued by the Secretary General of Malteser International.

Cologne, April 11\(^{th}\), 2016

Ingo Radtke
Secretary General

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\(^3\) The written notification to the person raising the concern must be given by the Malteser International managers or coordinators who received and handled the case.
Annex

Contact details of the current Malteser International Ombudsperson

Information on the person acting as Malteser International Ombudsperson can be found on our website: https://www.malteser-international.org/en/about-us/how-we-work/transparency.html

The following person has been appointed as Malteser International Ombudsperson:

Mr. Sebastian Freiherr von Bechtolsheim, Attorney at Law

For any correspondence, please use the email address below:

sbe@sbepartner.de