



National Rural Support Programme

National Rural Support Programme

Head Office: 7th Floor, UBL-Building, Jinnah Avenue, Islamabad. Ph: 2822319-2822324
PSU: IRM Complex, 7, Sunrise Avenue, Park Road, Chak Shahzad, Near COMSATS University,

Islamabad. Ph: 8746170-3

Tender No. PHCIP-Livestock Insurance/RQ-1839

Date: September 6, 2024

Tender Documents
For
Hiring of Insurance Services for Livestock Assets
under
Punjab Human Capital Investment Project (PHCIP)

Bidder's Signature and Stamp

NEWSPAPER ADVERTISEMENT

NRSP National Rural Support Programme	TENDER NOTICE	
<p>National Rural Support Programme (NRSP) invites sealed bids for the Insurance of livestock assets from the registered Insurance companies, the detail of livestock assets to be covered are given below:-</p>		
Lot. No	Description	Approx. Qty
1	Insurance Cover for Livestock Assets	32,000 Beneficiaries
<p>Details and Terms & conditions are available in the tender documents that can be downloaded free of cost from NRSP web site https://nrsp.org.pk/tenders/. Last date for submission of sealed bids is September 20, 2024 till 3:00 pm to the undersigned office at Islamabad. NRSP reserve the right to accept or reject any/all bids without any reason thereof or funding constraints.</p>		
<p>In-charge Procurement, National Rural Support Programme, IRM Complex, #7 Sunrise Avenue, Park Road, Chakshahzad, Near COMSATS University, Islamabad, Ph: 051-8746170-3, procurement@nrsp.org.pk</p>		

Published on Sept 06, 2024 in Daily The Nawa-e-Waqat (Lahore/Multan) &

Daily The News (Rwp-Isd/Karachi Editions).

Bidder's Signature and Stamp

Bid Details		
1.	Date of availability of tender documents (RFP) on NRSP website	September 6, 2024
2.	Pre bid meeting	September 10, 2024 at 11:00am at National Rural Support Programme, #7 Sunrise avenue, Near COMSATS University, Park Road, Chak Shahzad, Islamabad, Tel:+92(51) 8746170-173 and via zoom link (link provided in tender documents)
3.	Last date for sending queries/question or clarifications	September 11, 2024 COB
4.	Last date for reply of queries/question or clarifications by NRSP and pre bid meeting	September 14, 2024 COB
5.	Last date, time and address for receipt of Tender Documents/bids (in hard copies)	September 20, 2024 by 3:00 p.m.(PST) National Rural Support Programme, #7 Sunrise avenue, Near COMSATS University, Park Road, Chak Shahzad, Islamabad, Tel:+92(51) 8746170-173
6.	Date and Time of Opening of Technical Tenders/Bids	September 20, 2024 by 3:30 p.m.(PST)
7.	Place of opening	National Rural Support Programme, #7 Sunrise avenue, Near COMSATS University, Park Road, Chak Shahzad, Islamabad, Tel:+92(51) 8746170-173
8.	Address for communication and correspondence	As above
9.	Contact for Queries/ Communications	Interested companies are requested to send their queries on the following email: procurement@nrsp.org.pk . The email query should clearly mention the following details, so that in case of any clarification, the same maybe issued to them: <ul style="list-style-type: none"> • Name of Company, Contact person, Mailing address, Telephone No. Email address, Mobile No. etc

Note: Tenders/Bids will be opened in presence of the companies' representative who choose to attend the events.

Bidder's Signature and Stamp

1. Introduction

Established in 1991, NRSP is the largest Rural Support Programme in the country in terms of outreach, staff and development activities. It is a not for profit organization registered under Section 42 of Companies Ordinance 1984.

NRSP's mandate is to alleviate poverty by harnessing people's potential and undertake development activities in Pakistan. It has a presence in 56 Districts in all the four Provinces including Azad Jammu and Kashmir through Regional Offices and Field Offices. NRSP is currently working with more than half a million poor households organized into a network of more than 115,076 Community Organizations. With sustained incremental growth, it is emerging as Pakistan's leading engine for poverty reduction and rural development.

2. Background

Punjab Human Capital Investment Project (PHCIP) is a World Bank-funded initiative focused on enhancing human capital through integrated interventions across health, education, and economic inclusion sectors. The Economic Inclusion (EI) component is designed to improve access to essential services, leading to increased investment in human capital and better livelihood opportunities. By incentivizing behavioral changes and providing pathways to improved jobs, the program aims to boost labor force participation and income, particularly among disadvantaged women and youth.

Now in its third phase, the project has expanded activities to selected tehsils within the South Punjab districts of Rajanpur, Dera Ghazi Khan, and Lodhran. The overarching goal is to distribute a minimum of 79,500 productive assets to eligible beneficiaries, with 50,031 assets already distributed. Approximately 75% of these assets have been livestock, now being offered through various packages. While the ceiling price for livestock packages is capped at PKR 150,000, the exact costs will be determined by fluctuating market conditions.

Livestock Specifications										
Sr. No.	Package	Type of Animal	Units	Recommended Weight (kg)	Threshold for Deduction	Minimum Allowed	Deduction/ KG	Teeth	Age in Month	Cost (PKR)
1	Package 1 (Sr1&4)	Cow	1	205-210	< 205	190	524	Dhundi/ Chougi	24-30	110,000
2	Package 2 (Sr2&4)	Bufflow	1	215-220	<215	200	500	Dhundi/ Chougi	24-30	110,000
3	Package 3	Independent Goat/Sheep(s)	5	25-27.9	NA	25	NA	Dhundi	12-18	28,000
4	Goat/Sheep included in Option 1&2		1	28-30.9	NA	27	NA	Dhundi	12-18	30,000

The table above outlines three livestock packages that the Punjab Human Capital Investment Project (PHCIP) plans to distribute. These packages consist of various combinations of large and small ruminants or multiple small ruminants. The estimated average cost of each livestock package per beneficiary is approximately Rs. 140,000.

Phase III of PHCIP involves the distribution of 39,966 productive assets, of which 11,665 have already been allocated, out of which 10,959 have been livestock in nature. The remaining 28,301 assets are slated for distribution within the current financial year. An important enhancement in this phase is the provision of insurance coverage for the livestock assets distributed to beneficiaries.

Bidder's Signature and Stamp

Since June 2021, the death rate of livestock assets has been remarkably low, with only 396 livestock (0.79%) lost out of the 50,031 assets distributed. This success is attributed to PHCIP's stringent risk mitigation strategies. The project's dedicated field staff ensures continuous oversight and supervision throughout the process. Livestock distribution is regulated and conducted in the presence of the project's veterinary experts, in collaboration with district livestock departments to ensure timely vaccinations, inspections, and random follow-up checkups. Additionally, continuous mentoring, along with trainings in labor market readiness and business management, equips beneficiaries with knowledge on disease prevention, hygiene, and proper livestock handling. Before distribution, the field staff assesses each livestock asset for health, weight, and age. On the day of distribution, beneficiaries are given the opportunity to select their livestock, with their consent thoroughly ensured. The third-party evaluation firm, EY, also conducts random inspections to verify beneficiary satisfaction and animal health. Despite the low loss rate, the project acknowledges that even a small setback can have significant consequences for the poorest of the poor.

Therefore, PHCIP plans to extend insurance coverage to an estimated 27,795 livestock beneficiaries of which 10,959 have already been distributed, whereas the remaining 16,836 are planned to be distributed under the Phase III contract for EI with the IP.

Please note that these figures are indicative and may vary based on the demand and supply of livestock at the field level. Additionally, if any future savings are realized, the same insurance coverage will be extended to additional livestock assets distributed.

3. Risks to be covered for Livestock

The livestock insurance coverage under PHCIP will protect against a range of risks, including death or loss of cattle due to accidents, snake bites, fire, lightning strikes, floods, burglary, disaster of any kind (natural and manmade) and any diseases. These diseases may include lumpy skin disease, gastrointestinal issues, paralysis, pregnancy complications, rinderpest, black quarter, hemorrhagic septicemia, anthrax, and foot-and-mouth disease, among others.

4. Submission of Proposals

- 4.1 All the Bids shall be furnished on Single Stage two Envelope Procedure.
- 4.2 One Technical bid complete in all respects along with separate 'Financial Bid' with complete details should be submitted in separate sealed envelopes, clearly marked as "Technical Bid" and "Financial Bid" for Hiring of Insurance Services for Livestock Assets – Tender No. PHCIP-Livestock Insurance/RQ-1839. Both technical and financial bids further to be packed in one outer envelope containing the name of tender Hiring of Insurance Services for Livestock Assets – Tender No. PHCIP-Livestock Insurance/RQ-1839. and name of submitting firm.
- 4.3 Prices should be inclusive of all applicable taxes, services charges if any etc.
- 4.4 Prices quoted will be firm for the entire period of Contract. All prices to be quoted in Pak Rupees, and must clearly state all applicable taxes/services which must be included in quoted price.
- 4.5 Bid Security of Rs.2 million in the shape of Call deposit/Pay Order/Demand Draft/cashier cheque in the name of NRSP.
- 4.6 The bidders should take care in submitting the bid and ensure that enclosed papers will be properly numbered and submitted in a file in proper manner.

Bidder's Signature and Stamp

- 4.7 The bids to this tender must be submitted latest by September 20, 2024 at 3:00 pm. Electronic proposals will not be entertained. Any proposals delivered after the due date and time will be considered non-responsive and disqualified from further consideration. The Bids should be addressed to:

Procurement Department
National Rural Support Programme
IRM Complex,7 Sunrise Avenue, Near COMSATS University,
Park Road, Chak Shahzad, Islamabad.
Tel: +92 51 8746170-3

- 4.8 The offer will remain valid for a period of 90 days from the closing date of the Bid. Any offer falling short of the validity period is liable for rejection.
- 4.9 No offer can be withdrawn by the vendor subsequent to the closing date and time for submission of offers.
- 4.10 Full disclosure of policy.
- 4.11 NRSP will form the contract/agreement with successful bidder on approved rate for the period of one year and may extend the agreement with mutual consultation of both parties.

5. Eligibility/Evaluation Criteria

The main criteria for applying to the tender is as follows.

Sr.	Category	Parameters	Score	Evaluation Scheme
1.	A: Vendor's profile	i. Experience with development sector/NGO/INGO	5	01 mark for each year, maximum 5
		ii. Registered with Companies Ordinance & Licensed as Insurance Company by SECP	5	If available, then full Marks
		iii. Similar level projects undertaken in last three years	10	One project 5 marks and if more than one projects 10 marks
Sub-Total			20	-
2.	B: Technical Evaluation	i. Number of Corporate Clients (Active Clients)	10	5-10 Client=05, 11-20 client=08, 21 and above full marks
		ii. Rating of Company as per PACRA/VIS	15	AAA (full Marks), AA+, AA (13,11,9 Marks), A+,A+, A (7, 5, 3 Marks), BBB++ (1 mark) and below BBB++(0 Mark)
		iii. Risk coverage as mentioned in the section 3.	15	Unconditional Coverage of all risks listed in section 3 will get full marks. A deduction of 1 mark for each exclusion or conditional coverage
Sub-Total			40	-
3.	C: Financial Evaluation	Obtained/Bid Price	40	Financial score will be calculated using formula (Financial offer/Lowest financial offer x 40)
Total Score			100	-

Bidder's Signature and Stamp

6. Deliverables

Insurance cover against mentioned risks in section 3 for livestock assets.

7. Bid Security & Performance Guarantee

All bidders shall furnish Bid Security Deposit of Rs.2 million in the form of Call deposit/Pay Order/Demand Draft/cashier cheque in favor of NRSP. Cheque will not be accepted in any case. After selection of successful bidder, NRSP will return/release the bid security to the unsuccessful bidders. NRSP NTN is 0656952-8 which you may need to prepare the bid security.

NRSP will forfeit the bid security in following cases.

- If bidders withdraw its bid during opening time of tender.
- If successful bidder withdraws its bid prior to the contract/agreement or refuse to sign the contract/agreement.

Successful bidder(s) require to submit performance security of Rs.5 million (Refundable at the end of contract or expiry of policy/risk whichever comes later) in favor of NRSP in the shape of Pay Order or bank guarantee.

8. Specific Terms & Conditions

- 8.1 NRSP reserves the right to increase or decrease the quantity, if required or right to reject any or all Bids/Offer without assigning any reason or cancel the process at anytime
- 8.2 NRSP reserves the right to increase/decrease the quantity of items/scope of the work. Bidder has no right to challenge the decision in Court.
- 8.3 An effort by a bidder to influence NRSP, directly or indirectly THROUGH UNFAIR MEANS may result in the black listing for any future tender of NRSP.
- 8.4 List of livestock assets to be insured/covered would be provided on a fortnightly/monthly basis.
- 8.5 A Contract/agreement will be signed with the successful bidder(s) for timely provision of appropriate services and method of payment. Failure to meet the conditions of the agreement will result in cancellation of the agreement at the risk and cost of the bidder.
- 8.6 Payment against bill on monthly/ quarterly basis shall be made subject to availability of funds, if delayed due to any reason; neither extra interest/mark up shall be paid nor shall service be discontinued.
- 8.7 Tender publication does not constitute any commitment on part of NRSP unless a written agreement is signed by both parties.
- 8.8 NRSP reserves the right to cancel/reject any or all offers without assigning any reason.
- 8.9 Exact quantities may vary slightly from estimated numbers where applicable.
- 8.10 NRSP will also inspect the Service delivery (settlement of claims and duration of settlement of 2 years along with proof),
- 8.11 The given livestock specifications are notional/indicative, and therefore changes in the specifications such as weight/age/breed etc. may be expected based on fluctuating market conditions, quality concerns or demand/supply capacity issues with the approval of the Project Directorate (PHCIP/PSPA¹).

¹ Punjab Human Capital Investment Project (PHCIP)/Punjab Social Protection Authority (PSPA)

Bidder's Signature and Stamp

9. General Terms & Conditions

- 9.1 The NRSP does not bind itself to accept the lowest or any Bid and reserves the right to reject any or all Bids at any point of time prior to the issuance of Service order without assigning any reasons whatsoever.
- 9.2 NRSP has the right to split the order in one, two or more Insurance Companies.
- 9.3 Good track-record and references from previous clients including documentary evidence in shape of agreements/contract with other national/international organizations for last five years for similar nature of work.
- 9.4 NRSP reserves the right to initiate re-tendering without providing any reason whatsoever. NRSP shall not incur any liability on account of such rejection.
- 9.5 NRSP reserves the right to modify any terms, conditions, quantity or specifications for submission of offer and to obtain revised Bids from the bidders due to such changes, if any.
- 9.6 Supplier code of conduct is attached for required compliance as Annex C.
- 9.7 Canvassing of any kind will be a disqualification and the NRSP may decide to cancel the bidder from its empanelment.

10. Submission of Bid and required Documents

Technical Bid

- 10.1 Covering letter.
- 10.2 Details of experience with development sector/NGO/INGO (pls attach documentary evidence)
- 10.3 Registration document with SECP of Insurance company (copy to be attached)
- 10.4 Details of similar level projects undertaken in last three years. (Copies of contracts to be provided).
- 10.5 List of active corporate clients
- 10.6 PACRA/VIS rating of insurance company (attach copy)
- 10.7 Details of risk to be covered.
- 10.8 Details of any deductible from each and every claim
- 10.9 The bidder will provide the affidavit for not having blacklisted from any organization.
- 10.10 Bidders must mention the turnover along with proof i.e. Audit reports/Income tax Return for the last two financial years
- 10.11 Signed & Stamped bidding documents
- 10.12 Company Profile with details of experience with development sector/NGO/INGO, Company valid Registration Certificate, details of similar projects (pls attach copies of contracts as documentary evidence), No. of corporate clients, current PACRA/VIS Rating etc.
- 10.13 Declaration of eligibility as per Annex B.
The offer should be completed in all aspects and incomplete bid (s) will be rejected.

Financial Bid

- 10.14 Covering letter
- 10.15 Financial proposal/ bid should be in detail and complying with terms and conditions as pre format provided as Annex-A.
- 10.16 Bid Security as per clause 7.
- 10.17 Any other document which can be helpful in the technical and financial evaluation.
- 10.18 Once the bid is submitted in sealed cover by the bidder, the NRSP will not accept any addition / alterations / deletions of the Bid. However, the NRSP reserves the right to seek clarification or

Bidder's Signature and Stamp

call for supporting documents from any of the bidders, for which the concerned bidder will submit the documentary evidence(s) as required by the NRSP.

- 10.19 Any Bid, submitted with incorrect / false information will be rejected. Further, if any bidder is found to have submitted incorrect / false information at any time, he may be debarred from participation in the future tendering processes.
- 10.20 NRSP will scrutinize the offers to determine whether it is completed or errors made in the offer and the documents have been properly signed. Offers with incorrect information or not supported by documentary evidence, would be rejected. However, the NRSP, at its sole discretion, may waive any minor non-conformity or any minor irregularity in an offer. NRSP reserves the right for such waivers and this shall be binding on all bidders.
- 10.21 Deviation from specifications / evaluation stipulated may make the offer liable for rejection.
- 10.22 For proper scrutiny, evaluation and comparison of offers, NRSP may, at its discretion, ask some or all bidders providers for clarification of their offer. The request for such clarifications and the response will necessarily be in writing.

11. Penalty (liquidated damages) for delayed in service delivery

In case the delivery of services is delayed beyond the stipulated date of delivery, 'Liquidated damage for late delivery @ 0.5% of the of the total amount for each day of delay would be imposed, subject to maximum of 10% if the delay is for 10 days (The liquidated damages will be deducted from the Bid Security) if delivery of services remain delayed more than 10 days then NRSP reserves the right terminate the agreement.

12. Bid Currency & Language

All prices shall be expressed in Pakistani Rupees only and the language is English.

13. Cost of Bidding

The bidder shall bear all the costs associated with the preparation and submission of bid.

14. Bidding Document

- 14.1 The bidder is expected to examine all instructions, forms, Terms and Conditions in the Bidding Document.
- 14.2 Bidder should not add, omit, or change any item, term or condition in the original paper.
- 14.3 If the bidder has any additional terms & conditions this shall be stipulated in a separate letter accompanying the bid.
- 14.4 Bidder are requires to attached this bidding documents duly signed and stamped of company with bid/proposal.

15. Deadline for Submission of Bids

- 15.1 Bids must be received by NRSP at the address specified in the Bid Document not later than the specified date and time as mentioned in the Bid Document. In the event of the specified date of submission of bids being declared a holiday for NRSP, the bids will be received up to the appointed time on next working day.
- 15.2 NRSP may, at its discretion, extend this deadline for submission of bids by amending the bid documents.

16. Confidentiality Statement

All data and information received from NRSP for the purpose of this assignment is to be treated confidentially and is to be used ONLY in connection with the execution of this assignment. All intellectual property rights arising from the execution of this assignment are assigned to NRSP. The contents of written

Bidder's Signature and Stamp

materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of NRSP. NRSP may then disclose the draft, final report and/or any related information to any person and for any purpose they may deem appropriate.

17. Rejection of the Bid

The Bid is liable to be **rejected** if:

- The document doesn't bear signature of the authorized person.
- It is received **through E-mail**, whatsapp etc.
- If the bid is submitted without the bid security deposit.
- It is received after **expiry** of the due date and time stipulated for Bid submission.
- **Incomplete Bids, including non-submission or non-furnishing of requisite documents / Conditional Bids / Bids** not conforming to the terms and conditions stipulated in this tender document are liable for rejection by the NRSP.

18. Modifications and Withdrawal of Bids

- 18.1 No bid will be modified after the deadline for submission of bids. Bids once submitted will be treated, as final and no further correspondence will be entertained on this.
- 18.2 No bidder shall be allowed to withdraw the bid, if the bidder happens to be a successful bidder.

19. Bid Opening and Evaluation

- 19.1 The NRSP will open the bids, in the presence of Bidders and their representative(s) if any, authorized by the bidder to attend, at the time, date mentioned in Bid document and at the address mentioned at bidding details.
- 19.2 The bidder's representatives who are present shall sign the sheet evidencing their attendance. In the event of the specified date of bid opening being declared a holiday for NRSP, the bids shall be opened at the appointed time and place on next working days.
- 19.3 Bidders satisfying the technical requirements as determined by the NRSP and accepting the Terms and Conditions of this document shall be short-listed.
- 19.4 Decision of the NRSP in this regard shall be final and binding for the bidders.
- 19.5 The agreement will be awarded only to the successful responsive bidder.
- 19.6 NRSP reserves the right to negotiate with first, second, third bidder etc. if offer is above the available budget or successful bidder is not able to provide the services or.

20. Pre Bid Meeting.

A per bid meeting is schedule on Sept 10, 2024 at 11:00 am NRSP Head Office, IRM Complex, 7, Sunrise Avenue, Park Road, Chak Shehzad, Near COMSATS University, Islamabad to explain the scope of services and answer the queries of the bidders. For joining the meeting on zoom use below link.

<https://us02web.zoom.us/j/82864014018?pwd=iWAV6ULebC7zZQFSIve627ySYLras7.1>

Meeting ID: 828 6401 4018

Passcode: 772394

Bidder's Signature and Stamp

21. NRSP's Right to Accept or Reject Any proposal Or All proposals

NRSP reserves the right to accept or reject any proposal and annul the bidding process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the ground for NRSP's action.

22. Governing Laws and Disputes

All disputes or differences whatsoever arising between the parties out of or in relation to the meaning and operation or effect of these Tender Documents or breach thereof shall be settled amicably. If however the parties are not able to solve them amicably, the same shall be settled by arbitration in accordance with the applicable Pakistani Laws, and the award made in pursuance thereof shall be binding on the parties. The Arbitrator/Arbitrators shall give a reasoned award.

23. Authorized Signatory

The bidder should indicate the **authorized officials from their organization** who can discuss, correspond, sign agreements / contracts, raise invoice and accept payments and also to correspond. The bidders should **furnish proof of signature of the authorized personnel** for above purposes as required by the NRSP.

24. Appeals

Bidders believing that they have been harmed by an error or irregularity during the award process may file a complaint to NRSP at complaints@nrsp.org.pk.

Signature of company representative: _____

Name of representative: _____

Stamp of Company representative: _____

Format for Financial Proposal

Lot No.	Description of Services	Sum Insured for each Beneficiary	No. of Beneficiaries	Insurance Premium in terms of % of sum Insured
1	Insurance Cover for Livestock Assets	Rs.140,000	32,000 ²	

Validity: 90 days from the date of opening.

Taxes/Services: The offered rates are inclusive all applicable taxes and services (Federal or Provincial)

Any other details or terms & conditions:-

Authorized Signature: _____

Stamp: _____

Date: _____

² Please note that these figures are indicative and may vary based on the demand and supply of livestock at the field level. Additionally, if any future savings are realized, the same insurance coverage will be extended to additional livestock assets distributed.

Bidder's Signature and Stamp

UNDERTAKING/DECLARATION OF ELIGIBILITY

(to be submitted on Stamp paper of Rs.100/- at least)

In the response to your Tender No PHCIP-Livestock Insurance/RQ-1839, I/We, the undersigned, hereby declare that:

- Our proposal is valid for a period of 90 days from the last date for the submission.
- We agree to adhere to all of the terms and conditions as given in the tender documents of the NRSP and other documents as provided in the tender documents.
- We are registered with NTN, GST and provisional sales tax department(s).
- We confirm that we are not engaged in any corrupt, fraudulent, collusive or coercive practices and acknowledge that if evidence contrary to this exists, NRSP reserves the right to reject our proposal or terminate the contract with immediate effect.
- We are not bankrupt or being wound up, are having our affairs administered by the courts, have not the subject of proceedings concerning those matters, or are in any analogous arising from the a procedure provided for in national legislation or regulations.
- We have not been convicted of an offence concerning professional conduct by any judgment.
- We have not been guilty of grave professional misconduct proven by any means which the NRSP can justify.
- We have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with legal provision the country in which we are established or with those of the country where the contract is to be performed.
- We have not been the subject of the judgment for any fraud, corruption, involvement in criminal/terrorist organization or any other illegal activity detrimental to Pakistani Law.
- I/We as sole proprietorship, authorized dealers, Association of Persons (AOP), partnership firms, private or public limited companies or other do not have any kind of relationship with the NRSP Staff; and if later my this statement is not found in conformity with reality i.e. relationship is found, I would stand liable to NRSP as per the rules mentioned in the tender documents.
- Are not guilty of serious misinterpretation in supplying information.
- Are not in situations of conflict of interest (with prior relationship to project or family or business relationship to parties in NRSP).
- Have no relation, direct or indirect, with any terrorist or banned organizations.
- Are not blacklisted by any Local/International organization, PPAR, SPPRA, Government/semi Government department, NGO or any other company/organization.
- Have no relation, direct or indirect, with proscribed individual/entities/political expose person(s).
- Are not on any list of sanctioned parties issued by the Pakistan Government, DIFD, USAID, UN agencies, UNSCR, NACTA, European Union and others.
- Have not been reported for/under litigation for child abuse.

Full official Name: _____

Signature: _____

Name of Company: _____

Company Stamp: _____

Date and Location: _____

Code of Conduct and Ethics

(Non-Employee, consultants, vendors and third parties)

Upholding ethical standards protects the integrity, fairness, and transparency of the procurement process.

As a consultant/Vendor professional objective is to assist NRSP to add value to their enterprise, whether that enterprise takes the form of a business, a not-for-profit organization or any element of government.

As a consultant/vendor requires adherence to this Code of Conduct and Ethics as a condition of relation. All consultants/vendors have pledged to abide by the NRSP's Code of Conduct and Ethics and their voluntary adherence to the Code signifies the self-discipline of the profession.

All individuals (non-employees) contracted or functionally related to NRSP, including executing entities and third-party vendors:-

1. Will serve NRSP with integrity, competence, objectivity, independence and professionalism.
2. Will only accept assignments that they are competent to perform; and will only assign staff or engage colleagues with knowledge and expertise relevant to the assignment.
3. Before accepting any assignment will establish with NRSP realistic expectations of the objectives, scope, expected benefits, work plan and fee structure of the assignment.
4. Will treat all confidential NRSP information appropriately; will take reasonable steps to prevent access to confidential information by unauthorized people and will not take advantage of proprietary or privileged information, for use by them or others, without the NRSP's permission.
5. Will avoid conflicts of interest, or the appearance of such, and will disclose to NRSP immediately any circumstances or interests that they believe may influence their work, judgment or objectivity.
6. Will not contact NRSP during the any pre-solicitation or evaluation phase in which participated, unless NRSP contact for any information.
7. Will offer to withdraw from assignment when they believe their objectivity or integrity may be impaired.
8. Will inform NRSP immediately if there is any change in contact person, email, address, directors, release of any of his/her employee or any such information which could be necessary for NRSP record.
9. Will represent the profession with integrity and professionalism in their relations with NRSP, colleagues and the general public.
10. Will report to appropriate authorities within or external to NRSP organization any occurrences of malfeasance, dangerous behavior or illegal activities discovered during the course of an assignment.
11. Will not offer commissions, gift, bribe, remuneration, or other benefits from himself or from a third party in connection with any assignment to NRSP, and will disclose in advance any financial interests.
12. Will promote adherence to the Code of Conduct and Ethics by all other staff working on their behalf.
13. Strive to treat all persons of NRSP with respect and courtesy in accordance with applicable international and national conventions and standards of behavior;
14. Never intentionally commit any act or omission that could result in physical, sexual or psychological harm to the beneficiaries we serve, or to their fellow workers;
15. Not condone or intentionally participate in corrupt activities or illegal activities. While respecting and adhering to these broader frameworks of behavior,
16. Shall not harass, discriminate, or retaliate against any other consultant/vendor or any member of society.
17. Shall make themselves available and fully participate in all administrative inquiries with completely honesty.
18. No NRSP employees shall solicit anything of value from a citizen or business for services that the NRSP is expected to provide.
19. Shall not remove NRSP property from its assigned place for personal use. Defacing or destroying NRSP property is vandalism and shall be dealt strictly.
20. Will not permit considerations of race, gender, nationality, religion, politics, sexual orientation or social status to influence professional behavior or advice.
21. Will be respectful of those whose wellbeing may be contingent. Will diligently apply objective judgment to all consulting assignments, based on the best information available. Will conduct independent research and analysis where possible, and will consult with colleagues and others who can help inform the judgment.
22. Will not use any services, goods, materials, technology and/or equipment provided by or paid for by NRSP for illegal, inappropriate, or otherwise disruptive activities, or in support of such activities.
23. Shall not place or display non-official notices in NRSP premises without prior written approval from the appropriate authority.
24. Shall not possess unauthorized weapons, illegal drugs, or alcohol on NRSP premises.
25. Shall strictly follow the NRSP's workplace policies while on any NRSP premises.

This Code of conduct is not exhaustive and may not anticipate every situation which may morally, ethically, professionally, legally compromise the employees or NRSP interests. In this regard NRSP expects to use sound judgment. However, compliance with this Code is a mandatory obligation owed by all consultants, third party vendors etc. Breach of this Code or any requirements mentioned in these Rules will result in disciplinary action and may lead up to cancellation of work order/registration including legal action or other appropriate disciplinary actions.

Anti-Money Laundering and Anti-Terrorism Financing Policy

Policy

"It is the policy of the NRSP to prohibit and actively prevent money laundering and any activity that facilitates money laundering or the funding of terrorism or criminal activities" by complying with all applicable requirements under the **Anti-Money Laundering Act 2010** (Act No. VII of 2010 - an Act to provide for prevention of money laundering) and **Anti-Terrorism (Second Amendment) Act, 2014** and its implementation regulations. Recently under the national action plan and SECP regulations money laundering has been identified as a major cause for corruption and criminal activities. Therefore, NRSP is very sensitive to ensuring that our platform is not used for any such purposes.

Bidder's Signature and Stamp