

Request For Proposals (RFP)

Logistical support services for a high-profile international meeting in Chisinau

Publication Date: 11/10/2024

1.0 Summary Data

- 1.1 Client (Prime Funder):** Internews Europe, hereinafter “Internews”
- 1.2 Client Project Name:** Media Literacy Advancement and Support to Moldovan Media
- 1.3 Announcement Type:** Initial
- 1.4 RFP Number:** 2024-02
- 1.5 Proposal Submission Deadline:** 11 November 2024, 18:00 local Chisinau time

2.0 Program Overview

2.1 Project Goal:

The goal of Internews’ activities in Moldova is to promote the development of an independent, professional media that gives citizens access to various perspectives, and to create a media sector that is more resilient to political and financial pressures. Between December 01, 2022, and November 30, 2025, Internews is implementing the “Media Literacy Advancement and Support to Moldovan Media” project funded by the Swedish International Development Cooperation Agency (SIDA). The project aims to contribute towards the growth of a diverse, independent, and financially viable media landscape in Moldova and to empower Moldovan youth to navigate their complex information environment. In addition to this, the project supports the Audiovisual Council from the Republic of Moldova (AVC) to improve its organisational capacity and better align its work with internationally recognized institutions.

2.2 Scope of Work:

Internews is seeking a vendor to provide logistical support services to the Audiovisual Council from the Republic of Moldova for organizing a high-profile international meeting in Chisinau, Republic of Moldova. The event is scheduled for May 15-16, 2025, and about 200 participants are expected to join it. The logistics support provider shall perform, but not be limited to, the following tasks:

- Coordinate travel logistics, including picking up participants from and to the airport, throughout the days of 14 and 16/17 May 2025;
- Monitor travel schedules and make adjustments to ensure punctuality;
- Arrange the facilities for the Official Opening Ceremony on 14 May with high-level attendance from the Moldovan side, including liaising with the state security service;
- Arrange the conference facilities for a 1.5-day event, including the group meals and coffee breaks, and necessary equipment;
- Develop an overall event branding, and prepare the branded materials as required;
- Manage the participants’ registration at the venue;
- Ensure professional photo and video shooting during the event;
- Ensure event coordination and management at the site;
- Ensure health and safety measures during the event to safeguard the well-being of participants.

The provider is requested to provide the following services:

Line item no.	Description of services	Unit	Specifications
1	Pick up/drop off airport	360 persons	The logistics company will ensure the transportation of the participants from the airport to their hotels and, vice versa, from the hotels to the airport, throughout the days of 14 and 16/17 May 2025. The means of transportation should be agreed upon with AVC.
2	Bus for local transfers	3 evenings	Bus transportation arrangements will be needed for participants to attend the evening and afternoon events as part of the meeting agenda (May 15 – transportation for 150 participants, May 16 – transportation for around 100 participants, May 17 – transportation for around 80 participants).
3	Supplies for the participants	200 sets of supplies	The set of supplies will consist of a pen, a notebook, a folder, and a textile sack with Moldovan elements on it (Pomul Vieții or a carpet element).
4	Customized design for supplies	200 sets	Design and logo print of badges, name tags, folders, agendas, sacks, and pens.
5	Event hall rent	1.5 days	To ensure the rental of a hall for the event (for 1.5 days, May 15-16, 2025) that: <ul style="list-style-type: none"> - is located in the heart of the city, - has a good security system, - offers one big hall for up to 200 people, - is equipped for presentations with big screens to ensure optimal visibility for participants across the audience, - has set up for panel discussions, with tables for speakers, chairs, - offers high-speed Wi-Fi to ensure access to the Internet, - has available alternative electricity and heating options (generators, etc.) to ensure access to the electricity, if needed, - has good ventilation and lighting. The venue should be agreed upon with AVC.

6	Technical equipment for the event	1.5 days	The event hall must be equipped for presentations with the following: <ul style="list-style-type: none"> - 1 projector and screen(s) to ensure good visualizations for participants from different parts of the audience, - 1 LED screen 6x4 m, - Microphones for speakers and participants.
7	Provision of meals (buffet style) during the event	3 coffee-breaks and 2 lunches	To provide meals for 200 participants as follows: <ul style="list-style-type: none"> - 2 coffee-breaks on 15th of May 2025, - 1 coffee-break on 16th of May 2025, - 1 lunch on 15th of May 2025, - 1 lunch on 16th of May 2025. Coffee-breaks should be served with 30% sweet and 70% non-sweet items in proportion and should include natural coffee, milk, tea, pastries, and seasonable fruits. The assortments of pastries should be different for each coffee during the 1 day. The final menu should be agreed upon with AVC. The lunch menu should be diverse and contain salad, vegetables, meat, fish, rice, potato, drinks, desserts, and bread. The lunch menu should be different for each day. The final menu should be agreed upon with AVC. Please provide the suggested menu for the event.
8	Water on tables during the event	450 bottles	Provide water in bottles of 0.5 ml: 50% carbonated/50% still water (450 pcs for 1.5 days).
9	Visual/banners, photo wall for the event	3 pcs	Develop design, print, and set up: <ul style="list-style-type: none"> - 1 photo wall with the title of the event, - 2 banners with the logos of the organizers/partners.
10	Rent of space for the opening ceremony	1	The opening ceremony is planned for May 15, 2025. The venue should offer a formal and solemn environment, suitable for high-profile or official events. It should be easily accessible, located in the central area of Chisinau with good transportation links and parking slots. The space must be able to accommodate 200 participants,

			allowing for flexibility in event size. The open ceremony will happen in the same space where the fourchette dinner will take place. The venue should be agreed upon with AVC.
11	Photo/video services	2 days	Ensure Photo/video services for the evening of the 14th, the entire day of the 15th, and the first part of the 16th of May 2025.
12	Equipment for the opening ceremony and Chamber music	1	Ensure the following equipment and services for the official opening planned for the evening of May 15 for about two hours: <ul style="list-style-type: none"> - Sound equipment, - stage, microphones, - lights, performers, - LED screen, - Chamber music.
13	Provision of on-site assistance	1 company	To ensure the logistics company's representative for May 14-17, 2025.

The event is organized for and under the supervision of the AVC.

3.0 Procurement Information

3.1 Estimated Amount of Procurement

Under this RFP, Internews estimates the eventual procurement amount up to EUR 63,780, with all taxes included.

3.2 Anticipated Contract Type

Under this RFP, Internews anticipates awarding a fixed-price contract, in the form of a purchase order. No advance payments will be provided under this type of contract. The contract will be concluded in EUR and the payment will be made in this currency too. Internews will not compensate any foreign currency exchange losses.

3.3 Evaluation Criteria

Proposals will be reviewed and evaluated by a technical committee on a range of selection criteria. Each proposal will receive a score, with a maximum potential score of 100 points. Proposals will be evaluated according to the following criteria:

1. Technical capacity weighted: 40%
 - Relevance of proposal to the scope of work outlined in 2.2 Section
 - Completeness of proposed services
2. Qualifications and experience weighted: 20%
 - Experience in the delivery of similar services
 - Feedback from referees
3. Proposed cost of services weighted: 40%
 - Competitiveness of proposed fee rates

- Demonstratable Value for Money

Contracts shall be made to the respondent whose proposal is responsive to the RFP and is most advantageous to the project, all factors considered.

3.4 Eligibility:

In order to be considered for an award, Vendors must:

- be currently legally operating in the Republic of Moldova;
- meet or exceed the Requirements/Technical Specifications outlined in Section 2.2.

4.0 Proposal Information

4.1 Proposal Content Requirements:

Proposal(s) must meet the following requirements:

1. Include a signature page which bears the signature, title, and full contact information of the authorized representative of the respondent, including email address and phone number.
2. State the respondent's qualifications and experience for providing the services and goods (if any) as described in this RFP. Include three references and contact information for whom the respondent provided similar services in Chisinau.
3. Include copies of the respondent's registration documents to confirm that is duly registered and complies with the necessary legal requirements to supply goods/services under this RFP. If applicable, a copy of the required licenses must be provided to Internews.
4. Include a completed Proposal Template, Attachment 2 hereto.

4.2 Proposal Submission Requirements:

Proposals must be submitted by email at IN-Chisinau@INTERNEWS.ORG.

Individual messages may not exceed 5 MB. The subject line must include the words "Response to RFP #2024-02". The documents constituting the application must be included as attachments. The email must list and describe the documents to be included as parts of the application. If more than one message is required to transmit the application, each message must be identified as part of a multi-part submission. (e.g. "message 1 of 3").

Any portion of the application containing confidential or proprietary information should be clearly marked within the application itself either by highlighting or italics. The email must describe specifically how these sections are identified.

5.0 Additional Considerations:**5.1 Payment**

Payment for work performed or services provided to Internews Network can be expected within 30 days after receipt of invoice with 10% held until proof of completed delivery of goods or final completion of services, including any applicable reporting.

5.2 Termination

In order to accommodate the transitory nature of Internews' grant funding, all contracts must include a provision providing for early termination. Proposals must offer pricing and terms consistent with this requirement.

5.3 Vetting Requirements

Selected respondents will not receive contracts unless they have been vetted for eligibility, as required by Internews and Prime Funder.

5.4 Other Contractual Provisions. Provisions that will be included in the contract will include, but not be limited to, the provisions in Attachment 1, Contractual Provisions.**6.0 Award Notification and Responses:**

The respondent is responsible for ensuring and confirming that the emails comprising the proposal are received by the Internews representatives indicated in the Summary above.

All proposals submitted will be acknowledged by Internews within two (2) working days.

Successful respondent(s) will be notified of selection within forty (40) working days following the deadline for submission of proposals.

The successful respondent(s) must confirm the proposal and acceptance of the selection within five (5) working days of selection notification or the selection will be withdrawn due to non-responsive respondent and offered to the next most qualified respondent.

Once the selection is finalized, unsuccessful respondents will be notified that an award has been made.

NOTICE OF SELECTION OF THE APPLICATION IS NOT TO BE CONSTRUED AS A CONTRACT OR PURCHASE ORDER.

Once the selection is confirmed, and if appropriate, a final contract will be negotiated and signed with the successful respondent, subject to successful vetting of eligibility.

7.0 Code of Conduct for Suppliers

By submitting a proposal in response to this RFP, the respondent certifies that they will comply with Internews' Code of Conduct.

ETHICAL STANDARDS

Internews strives to purchase and source goods, services and works which are produced and delivered under conditions that do not involve the abuse or exploitation of any persons.

Internews works in partnership with suppliers to ensure that:

- Employment is freely chosen
- Freedom of association and the right to collective bargaining are respected
- Working conditions are safe and hygienic
- No exploitation of children
- Living wages are paid
- Working hours are not excessive
- No discrimination is practiced
- Regular employment is provided
- No harsh or inhumane treatment is allowed

Internews will not enter into any procurement relationship with companies that have:

- Significant Involvement in the arms trade
- Unacceptable levels of Third World debt
- Infringement of pharmaceutical marketing practices with essential drugs policies
- Tobacco marketing in the Third World
- Significant involvement in the alcohol industry
- Significant involvement in gambling
- Significant involvement in pornography
- Involvement in terrorism

ENVIRONMENTAL IMPACT

Internews strives to purchase and source goods, services and work, which have the least negative impact on the environment. Internews makes procurement decisions and look to work in partnership with suppliers to ensure that:

- Sustainability is maximized and purchasing decisions are based on whole life principles
- Waste is minimized and items recycled whenever this is practicable. Effective controls of waste in respect of ground, air and water pollution are adopted. In the case of hazardous materials emergency response plans are in place.
- Undue and unnecessary use of materials is avoided and recycled materials used whenever possible.
- Processes and activities are monitored and modified as necessary to ensure the conservation of scarce resources, including water, flora and fauna and productive land in certain situations.
- All production and delivery processes, including the use of heating, ventilation, lighting, IT systems and transportation, are based on the need to maximize efficient energy use and to minimize harmful emissions.

Internews expects suppliers to comply with all statutory and other legal requirements relating to the environmental impacts of their business. Internews encourages its suppliers to be accredited to the relevant ISO standards. If Internews works in partnership with a supplier in good faith but subsequently discovers unacceptable practices either at the supplier or within the supplier's supply chain we will engage with the supplier constructively to address identified weaknesses.

CONFLICTS OF INTEREST

By submitting a proposal in response to this RFP, the respondent certifies all actual or potential conflicts of interest are resolved prior to the submission of the proposal. In the event that any actual or potential conflict of interest comes to our attention following the submission of this proposal, the respondent will immediately notify Internews. Conflicts of interest are not limited to the respondent organization. They include all involved entities, such as subcontractors, advisers, or partner organizations associated with the contract.

The respondent will remain subject to an ongoing obligation to notify Internews of any material changes to their financial or other circumstances. This includes, but is not limited to, changes to the identity of respondent company or its sub-contractors, or the ownership or financial or other circumstances thereof and solvency of respondent company. Internews will be notified of any material change as soon as it becomes apparent.

Failure to notify Internews or to comply with any of these provisions may lead to immediate disqualification or termination of contract.

8.0 Inquiries:

All questions regarding this RFP should be directed via email to IN-Chisinau@INTERNEWS.ORG.

9.0 Attachments:

- 1. Contractual Provisions
- 2. Proposal Template

Attachment 1 – Contract Provisions

SERVICES CONTRACT

This Contract is made effective on [date] by and between:

INTERNEWS EUROPE
Second Floor, 13-14 Angel Gate,
London, EC1V 2PT, United Kingdom
Tel+ 44 207 566 3300
Email: ieu-gc@internews.org

referred below as **INTERNEWS**

and

name [redacted]
Address [redacted]
telephone [redacted]
E-mail: [redacted]
VAT/Tax registration number: [redacted]

Referred below as **Contractor**

The contracting party shall be referred to as "**INTERNEWS**", and the providing party referred to as "**Contractor.**"

The two parties agree as follows:

1. SCOPE

The Contractor must deliver in accordance with the following annexes, all of which make integral part of this Contract:

- **Annex 1:** [Scope of work/Description of goods]. The Contractor is responsible for completing this scope of work and declares that they have the require expertise to deliver the services to the high quality.
- **Annex 2:** Terms and conditions of Agreement signed between Internews and its Donor for project [project number and title], donor reference [donor contract reference].
- **Annex 3:** Internews’ Business Ethics and Code of Conduct.

2. PERIOD OF SERVICES

Start date: [xxxxx]- End date: [xxxxx]

3. PRICES & PAYMENTS SCHEDULE

The total maximum price of this contract is [amount and currency]. The price is inclusive of all costs and taxes. **INTERNEWS** will not accept any additional charges.

Payments will be made in accordance with the following schedule, subject to Internews’ acceptance of Contractor’s deliverables and Clause 4 below:

#	Deliverable/Milestone	Completion Date (if applicable)	Payment Amount
1			
2			
3			
4	[add/remove rows as needed]		
		Total	

Payments will be made to **Contractor**’s bank account according to the above schedule and upon receipt of **invoices**. Invoices must include this Purchase Order number [PO NUMBER]. Invoices submitted later than 30 days after the end of the contract period may be rejected.

Contractor’s deliverables must be approved by [NAME – Internews’ ROLE (email)].

4. PENALTIES

If **Contractor** seriously fails to meet their contractual obligations, they may receive financial penalties representing up to 10% of the total contract price agreed in Clause 3. In case **Contractor** fails to provide the deliverables on schedule and to the required quality, the **Contractor** may be charged 0.5% of the total contract price for every day of delay. Total amount of penalties will be deducted from **Contractor**’s next invoice. **Contractor** must repay INTERNEWS any due penalties within ten working days.

5. RELATIONSHIP OF PARTIES AND IDEMNITY

It is understood that this contract does not create any employer/employee relationship. In this respect, the Contractor shall be solely responsible for the manner in which the work is conducted.

The Contractor shall indemnify, defend and hold harmless Internews and its directors, officers, employees, invitees, beneficiaries, representatives, contractors, agents, volunteers, and affiliates (collectively, the "Indemnified Parties") from and against all liability for injury to and/or damages to any employees, invitees, contractors, agents, volunteers, affiliates, representatives, persons, firms, corporations, partnerships, and/or parties whomsoever, and/or property (including without limitation, any premises leased by Internews) ("Loss") arising out of or resulting from work conducted on behalf of Internews, unless such Loss results from the gross negligence, willful misconduct, or fraudulent action of Internews. The provisions of this Clause and the Contractor's obligations hereunder shall survive any expiration, termination, or rescission of this Contract.

6. CONFIDENTIALITY

Contractor agrees that performance of this contract includes access to confidential information, policies, documents, archives, files, records, technical know-how which are solely the property of INTERNEWS and as such, are to be protected from removal, distribution, and publication whether intentional or unintentional. In the event **Contractor** staffs attend meetings or are involved in discussions with donors, partners, and other project associates, **Contractor** agrees and understands that any and all information exchanged at such meetings or discussions, is protected from publication and/or distribution in any form.

The Contractor consents for Internews to store data received in relation to this Contract in line with Internews' privacy policy: <https://internews.org/internews-privacy-policy>.

7. INTELLECTUAL PROPERTY RIGHTS

The copyright and all other intellectual and proprietary rights in any material (including but not limited to reports, data, designs whether or not electronically stored) produced by the **Contractor**, pursuant to this Contract ("the Material") will be the property of INTERNEWS. The **Contractor** warrants that they have all necessary rights in and to any licensed software, third party intellectual property rights, their intellectual property rights and any other materials made available by them to INTERNEWS under the Contract.

8. BUSINESS ETHICS AND CODE OF CONDUCT

The **Contractor** will adhere to Internews's Ethics Policies and Procedures in Annex 3, including policies for the prevention of fraud and corruption, prevention of conflict of interest, non-discrimination and anti-harassment, prevention of abuse, sexual exploitation and human trafficking, and the disclosure, protection, and investigation (whistleblower) policy. The Contractor and its directors, staff, and sub-contractors must report any irregularities to Internews' dedicated email address: reports@lighthouse-services.com.

The **Contractor** certifies that it does not advocate, plan, sponsor or engage in terrorist activity, that it has not engaged in terrorist activity, and that the **Contractor** will not provide material support or resources to any individual or entity they know, or have reason to know, is acting as an agent for any individual or entity that advocates, plans, sponsors, engages in, or has engaged in, terrorist activity, or that has been so designated by the UK government. The **Contractor** further certifies that it will immediately notify Internews of any change to the validity

of this certification. The **Contractor** understands that Internews Europe will not work with any individual or entity who does not sign, or who wrongfully signs, this certification.

The **Contractor** commits to providing a safe and trusted environment which safeguards anyone with whom it has a contact, including beneficiaries, staff, volunteers, and partners. It agrees to set an organizational culture that prioritises safeguarding, so that it is safe for those affected to come forward, and to report incidents and concerns with the assurance they will be handled sensitively and properly. The **Contractor** agrees to implement adequate safeguarding policies, procedures, and measures to protect beneficiaries, staff, volunteers, and partners.

9. TERMINATION

Internews may terminate this Contract at any time by giving the Contractor not less than one week (7 days) written notice.

Either party may terminate this Contract with immediate effect where:

- (a) the other Party is in material breach of any of its obligations under this Contract and the breach is not capable of remedy or where the breach is capable of remedy, it fails to remedy the breach within 30 days of being required in writing to do so; or
- (b) either party goes into liquidation, is declared bankrupt or has a bankruptcy order made against them, makes a voluntary arrangement with its creditors, or has a receiver or administrator appointed over some or all its assets, or any similar procedure in any jurisdiction provided it is admitted under the applicable laws.

Internews may terminate this Contract immediately if in its reasonable opinion, the Contractor commits any fraud or malicious act or do anything which, in the opinion of Internews, is likely to bring Internews into disrepute. This includes any violation by the Contractor of Internews' Code of Conduct.

In the cases foreseen Clause 11, if the Contractor or Internews believes that this contract can no longer be executed effectively or appropriately, one shall duly consult the other. Failing agreement on a solution, the Contractor or Internews may terminate this contract by serving two months written notice, without being required to pay indemnity.

This Contract may be terminated by mutual agreement, in which case the parties would negotiate in good faith the terms and conditions of termination.

On termination of this Contract, the Contractor undertakes to immediately return any Internews property in their possession or control. The Contractor also (unless otherwise specified by Internews) undertake to irretrievably delete any information relating to this Contract stored on any magnetic or optical disk or memory which is in your possession or under your control outside the premises of Internews. The Contractor must return any advanced funds for which deliverables have not been accepted by Internews.

In the event of early termination of this Contract, payment shall be made in proportion to the amount of services satisfactorily delivered.

10. SURVIVING PROVISIONS

Those provisions of this Contract that are intended by their nature to survive its expiration or earlier termination shall continue to apply.

11. FORCE MAJEURE

Neither party shall be held in breach of its contractual obligations if it is prevented from fulfilling them by circumstances of force majeure. The term force majeure, covers any unforeseeable events, not within the control of either party to this contract and which by the exercise of due diligence neither party is able to overcome such as acts of God, strikes, lock-outs or other industrial disturbances, acts of the public enemy, wars whether declared or not, blockades, insurrection, riots, epidemics, landslides, earthquakes, storms, lightning, floods, washouts, civil disturbances, explosion.

12. ENTIRE AGREEMENT- APPLICABLE LAW

This Contract supersedes any and all agreements, either oral or in writing, between the parties. This Contract shall be governed by and construed in accordance with the laws of England and Wales and any dispute between the parties resulting from the interpretation or application of this Contract which cannot be settled amicably shall be brought before the Courts of England and Wales.

By both signing this Contract, the two parties agree on the above-mentioned terms and conditions or services.

INTERNEWS EUROPE

Contractor

Name xxxxxxxxx

Name xxxxxxxxx

TITLE

TITLE

Date:

Date:

[End of Attachment 1]

Attachment 2 – Proposal Template

I. Vendor contact information

RFP No.:		RFP #2024-02
RFP Title:		Logistical support services for a high-profile international meeting in Chisinau
Submission Date:		Insert here
Vendor contact information	Entity name (as per registration certificate)	Insert here
	Email	Insert here
	Phone	Insert here
	Address (legal registration address)	Insert here
	Web-page	
	Contact person authorized to negotiate for Vendor	Insert Name, title, and contact information

II. Offer

In response to your invitation to tender, we offer to provide service as requested in the RFP. The total price is **EUR XXX** (taxes and discounts included). This tender is valid for a period of contract.

We consent for Internews to store our data in line with Internews’ privacy policy: <https://internews.org/internews-privacy-policy>.

III. List of submitted documentation

Enclosed are the following documents:

- **Insert here**
- **Insert here**

IV. Qualification and Experience

Please state below your qualifications and experience for providing the services as described in the RFP.

V. References

Please include below three references and contact information for whom your company/organisation provided similar services in the Republic of Moldova.

Name of the vendor	Dates of Performance	Contact Person (name, title, place of work, email, and mobile number)

VI. Response to Scope of Work

Refer to the specifications included in section 2.2.

#	Description/Specification of Services	Cost per item	Quantity	Total Price
1				
2				
3				
4	[add/remove rows as needed]			
			Total EUR	

Please note that the proposal should be submitted in EUR. Any taxes and discounts should be acknowledged and listed as a separate item. The contract will be concluded in EUR and the payment for services rendered to Internews will be made in EUR currency. Internews will not compensate for any foreign currency exchange losses. State here also your payment terms, if any.

VII. Declarations

If awarded the contract, we will comply with Internews’ Code of Conduct for Suppliers:

ETHICAL STANDARDS

We strive to purchase and source goods, services and works which are produced and delivered under conditions that do not involve the abuse or exploitation of any persons.

We look to work in partnership with suppliers to ensure that:

- Employment is freely chosen
- Freedom of association and the right to collective bargaining are respected
- Working conditions are safe and hygienic
- No exploitation of children
- Living wages are paid
- Working hours are not excessive

- No discrimination is practised
- Regular employment is provided
- No harsh or inhumane treatment is allowed

Specifically, we will not enter into any procurement relationship with companies that have:

- Significant Involvement in the arms trade
- Unacceptable levels of Third World debt
- Infringement of pharmaceutical marketing practices with essential drugs policies
- Tobacco marketing in the Third World
- Significant involvement in the alcohol industry
- Significant involvement in gambling
- Significant involvement in pornography
- Involvement in terrorism

ENVIRONMENTAL IMPACT

We strive to purchase and source goods, services and work, which have the least negative impact on the environment.

We make procurement decisions and look to work in partnership with suppliers to ensure that:

- Sustainability is maximised and purchasing decisions are based on whole life principles
- Waste is minimised and items recycled whenever this is practicable. Effective controls of waste in respect of ground, air and water pollution are adopted. In the case of hazardous materials emergency response plans are in place.
- Undue and unnecessary use of materials is avoided and recycled materials used whenever possible.
- Processes and activities are monitored and modified as necessary to ensure the conservation of scarce resources, including water, flora and fauna and productive land in certain situations.
- All production and delivery processes, including the use of heating, ventilation, lighting, IT systems and transportation, are based on the need to maximise efficient energy use and to minimize harmful emissions.

We expect our suppliers to comply with all statutory and other legal requirements relating to the environmental impacts of their business. We encourage our suppliers to be accredited to the relevant ISO standards.

In the event that we work in partnership with a supplier in good faith but subsequently discover unacceptable practices either at the supplier or within the supplier's supply chain we will engage with the supplier constructively to address identified weaknesses.

We also declare that:

All actual or potential conflicts of interest are resolved **prior** to the submission of our bid. In the event that any actual or potential conflict of interest comes to our attention following the

submission of this Bid, we will immediately notify Internews. Conflicts of interest are not limited to the Bidder organisation. They include all involved entities, such as sub-contractors, advisers, or partner organisations associated with the contract.

We will remain subject to an ongoing obligation to notify Internews of any material changes in our financial or other circumstances. This includes, but is not limited to, changes to the identity of our company or our sub-contractors, or the ownership or financial or other circumstances thereof and solvency of our company. Internews will be notified of any material change as soon as it becomes apparent.

Failure to notify Internews or to comply with any of these provisions may lead to immediate disqualification or termination of contract.

Name and Position/Job Title: [.....]

Duly authorised to sign this tender on behalf of:
[.....]

Place and date: [.....]

Stamp of the firm/company: [.....]

[End of Attachment 2]