**ANNEX 3**

**ANRD Supplier Code of Conduct**

The Albanian Network for Rural Development (ANRD) is committed to ensuring the transparency, impartiality and accountability of its procurement practices and maintaining high standards of integrity and honesty.

This document defines our expectation of suppliers, and their supplier network, on the provision of products and services to ANRD. Suppliers are advised to familiarize themselves with the Code of Conduct together with their sub-contractors to ensure the best cooperation with ANRD.

**ANRD expects its suppliers to:**

# *Improve quality:*

1. Actively strive to demonstrate and improve results and reduce costs across long-term contracts and/or purchase orders.
2. To set fair and appropriate prices that reflect requirements and risks.
3. Continually seek improvement in reducing waste and increasing efficiency in their organization and supply network.
4. Earn honest but not exaggerated numbers.

# *Behave with professionalism and integrity:*

1. Be honest and realistic about their capacities and abilities when making an offer.
2. ANRD expects its suppliers to encourage and work with their suppliers and sub-contractors to ensure that they also strive to meet the criteria of the Code of Conduct and are prepared to demonstrate this when asked.
3. To cooperate in order to build professional business relations, including with ANRD staff.

# *They are responsible:*

1. Apply prices that justify payments through results, as well as reflect a more balanced division of performance risk.
2. To take responsibility for their service and role, including being honest when things don't go right, so that lessons can be learned.

# *They support ANRD.*

* 1. Emphasis should be placed on building local capacities, looking for ways to develop local markets and institutions, as well as avoiding the use of exclusive restrictive agreements.
  2. To disseminate and transfer innovations and knowledge on good practices to maximize the overall development impact.
  3. To understand the challenging environment in which we work, as well as to take measures to manage uncertainty and change in a way that protects the investment.

# *Apply International Labour Conventions:*

1. ANRD expects its suppliers, as well as their sub-contractors, to comply with International Labour Conventions.
2. To prohibit any form of forced and non-voluntary work.
3. ANRD expects its suppliers not to employ: (!) children under the age of 14, or even those over that age, must be permitted under Albanian legislation, and (!!) persons under the age of 18 whose health, safety, or morals are endangered by the nature and circumstances of the work they must perform.
4. ANRD does not tolerate any form of discrimination based on race, colour, religion, gender, ethnicity, age, or physical disabilities during the employment process.
5. State legislation regarding wages, working hours, freedom of association and the right to organize and bargain collectively must be respected.
6. ANRD expects its suppliers to support and respect the protection of human rights.
7. ANRD expects its suppliers to ensure that their workplaces are safe and healthy.

# *They have strong environmental policies:*

1. ANRD expects its suppliers to have effective environmental policies that are in line with existing rules and legislation for environmental protection.
2. Suppliers should undertake initiatives that promote greater environmental responsibility and encourage the use of pro-environmental technologies.
3. Where possible, suppliers should use a licensed quality management system.
4. ***Anti-Corruption and Bribery***
   1. ANRD expects its suppliers to adhere to the highest standards of moral and ethical behaviour against the phenomena of extortion, fraud, and bribery.
   2. To disclose any case where a conflict of interest (may) appears.
   3. Apply zero tolerance to corruption and fraud through high quality management.

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| --- | --- |
| **Name** |  |
| **Signature and stamp** |  |
| **Date** |  |

**ANNEX I**

**1. TENDERER’S STATEMENT**

**As part of the tender, each entity must submit a signed statement form, using the following format.**

I, the undersigned, hereby declare that I have examined and accept without reserve or restriction the entire contents of the tender dossier for the tender procedure.

1. I offer to provide the services requested in the tender dossier in accordance with Terms of reference and other conditions and requirements stated in the tender dossier without reserve or restriction.
2. I present this tender based on the following documents, submitted attached to this form, in response to your requirements stated in “Instructions to Tenderers” and “Terms of Reference”, which comprise my technical offer, and financial offer,
3. I am making this tender in my own right. I confirm, as service-providing entity to be jointly and severally bound in respect of the obligations under the contract.
4. I have the technical, financial, and professional capacity referring to this call of tender for performing according to the Terms of Reference and other conditions set for this tender by the Contractor Authority.
5. I understand that if I fail to comply with the framework contract obligations the award may be considered null and void.
6. I agree to abide accordingly to the Terms of Reference, instructions to tenderers requirements and conditions.
7. I fully agree to abide to the stipulations settled in the Ethic Clauses/Corruptive practises and I have no conflict of interests or any equivalent relation which may distort competition with other tenderers or other parties in the tender procedure at the time of the submission of this tender. Furthermore, I have not been involved in the preparation of the project which is the subject of this tender procedure.
8. I will inform the contracting authority immediately if there is any change in the above circumstances at any stage during the implementation of the tasks. I also fully recognise and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other potential contracts.
9. I note that the contracting authority is not bound to proceed with this invitation to tender and that it reserves the right to award only part of the contract. It will incur no liability towards us should it do so.
10. I declare that I am not in a situation of unavailability, and I am able and willing to work for the whole period scheduled to implement the tasks set out in the Terms of Reference. if this tender is successful.
11. I acknowledge that I have no contractual relations with the Contracting Authority and in case of dispute concerning my contract with the Contractor, I shall address myself to the latter and/or to the competent jurisdictions.

|  |  |
| --- | --- |
| **Name** |  |
| **Signature and stamp** |  |
| **Date** |  |