eivei,

cÖwZôvZv cÖavb wbe©vnx

GmGAviwcwf

274/4 (3q Zjv), `w¶b gwbcyi (60 dyU †ivW),

wgicyi, XvKv - 1216, evsjv‡`k |

welq: mieivnKvix wn‡m‡e ZvwjKvfzw³i Av‡e`b|

Rbve,

Avwg/Avgiv wb¤œ¯^vÿiKvix ZvwjKvfzw³i Av‡e`‡bi ewY©Z kZ©vejx, `wjjvw` gvwbqv jBqv AÎ Av‡e`bcÎ `vwLj Kwijvg| Av‡e`bc‡Îi mv‡\_ Avgiv/Avgv‡`i `vwLjK…Z WKy‡g›Um ˆea wn‡m‡e A½xKvi Kwi‡ZwQ|

AviI ‡NvlYv Kiv hvB‡Z‡Q ‡h, Avwg/Avgiv ivóª we‡ivax ‡Kvb Kv‡Ri Rb¨ †`‡ki ‡Kvb AvBb `¦viv A‡hvM¨ †NvwlZ nB bvB Ges Avwg/Avgvi cªwZôv‡bi bvg Anti-terrorist ZvwjKvq AšÍf©z³ †bB|

|  |  |
| --- | --- |
| Av‡e`‡bi K¨vUvMwi |  |
| mve K¨vUvMwi |  |
| *c…ôv bs 5 I 6 Abzmv‡i* |
| Av‡e`b Rgv †`qvi ¯’vb | [ ] XvKv [ ] PKwiqv [ ] K·Õm evRvi [ ] DwLqv, K·Õm evRvi[ ] g‡nkLvjx, K·Õm evRvi |

Avwg/Avgiv GB ZvwjKvfzw³i Rb¨ GK/GKvwaK Av‡e`bcÎ `vwLj KwiqvwQ| AviI AeMZ AvwQ ‡h, Avcbvi KZ©©„K †bvwUwd‡Kkb Ae G¨IqvW© cvBevi ci AvMvgx Pzw³bvgvq h\_vixwZ ¯^vÿi cª`vb mv‡c‡ÿ Kv‡Ri Rb¨ mieivnKvix wn‡m‡e Pzw³e× nBe|

ZvwiL:

¯^vÿi:

gvwj‡Ki bvg:

cªwZôv‡bi bvg:

wVKvbv:

mxj :

| **Serial No** | **Particulars/ Requisition** | **Information** |
| --- | --- | --- |
| 1 | Organization owner/proprietor name |  |
| 2 | Physical Address |  |
| 3 | Valid E-mail Address |  |
| 4 | Valid Mobile Number(owner/proprietor) |  |
| 5 | Organization start date |  |
| 6 | **Name, address, designation, and contact number of the officer appointed on behalf of the organization/owner for emergency contact** |
| Name |  |
| Address |  |
| Designation |  |
| Contact Number |  |
| Email address |  |
| Emergency contact number (if any) |  |
| 7 | Organization type (√) mark the Applicable) | [ ] Sole proprietor [ ] Partnership [ ] Limited Company |
| 8 | Number of national ID cards related to the respective institution head/owner: |  |
| 9 | Valid Trade license number (mandatory) |  |
| 10 | Valid BIN Number (mandatory) |  |
| 11 | Valid TIN Number (mandatory) |  |
| 12 | **Bank Account Details** |
| Bank Name |  |
| Account Name |  |
| Bank Account Number |  |
| Bank Routing Number |  |
| Bank Solvency Certificate (one-year statement) | [ ] Attached [ ] Not Attached |
| 13 | Tax return submission: Yes/No (if yes, it must be attached the latest copy of return submission token)  | [ ] Attached[ ] Not Attached |
| 14 | The Current number of regular employees of the organization |  |
| 15 | Experience Certificate | [ ] Attached[ ] Not Attached |

**16. Other information to be provided:**

|  |  |  |
| --- | --- | --- |
| Sl No. | Criteria | Answer |
| A | Organization Profile (Yes/No) | [ ] Attached[ ] Not Attached |
| B | The actual type of Business  |  |
| C | Client/Customer Reference (Company who have the experience to work with NGO, Development partners)  | **i.**Name: Designation:Organization name:Contact number: |
| **ii.**Name: Designation:Organization name:Contact number: |
| **iii.**Name: Designation:Organization name:Contact number: |
| D | Relative Declaration **(Details whether any of your relatives work with SARPV)** | [ ] Yes | If yes, kindly specify name, designation and staff ID |
| [ ] No |
| E | Relevant Experience (Please attach documents in support to your experience (i.e, work order, work completion certificate etc.) | i.ii.iii.iv.v.vi.vii.viii.ix.x.xi.xii.xiii.xiv.xv. |
| F | Others (Any) |  |

Note: Please provide all sorts of documents about the mentioned information.

17. Total Number of Documents added: -

I certify that I have provided the application information voluntarily, intuitively, healthy brain, and by no means induced by others.

Signature:

Name:

Designation:

Stamp

Category of Vendor Enlistment (according to Trade license, Customer Reference
and experience certificate- (√ mark or color the name of category and sub-category):

|  |  |  |
| --- | --- | --- |
| SLNO | Name of Category | Sub Category Description |
| 1 | Accommodation | a) 4-star or above | b) 3-star or equivalent | c) Average/ others |
| 2 | Venue  | 1. Capacity up to 30
2. Capacity 31–50-person
3. Capacity- 51 to 100 persons
 |
| 3 | Food supply | 1. Hotel/ restaurant – Set menu/ food packages (Processed/cooked)
2. Perishable food items
3. Non perishable food items
 |
| 4 | Printing andDesigning | 1. Offset/General Printing
2. Digital Printing
3. Design Illustration (promotional items)
 |
| 5 | Furniture & Fixture  | a) Office Furniture | b) Household Furniture | c) Hospital Furniture |
| 6 | General Supplies  | 1. Office Supplies & Stationery
2. Promotional items (Mug/Souvenir/T-shirt/ Umbrella, Cap, Rain coat, vest, desk organizer etc.)
3. Clothing/Uniform
 | 1. Crockeries & plastic items
2. Hardware & Sanitary
3. Other Supplies
 |
| 7 | Repair &Maintenance | 1. Vehicle Maintenance & Workshop
2. Office Maintenance
3. Non-motorized vehicle maintenance
 | 1. Tire Tube, Vehicle Battery & other accessories
2. Others Equipment & Furniture Repair (Generator, Electrical, Plumbing & AC)
 |
| 8 | Civil Works &Construction | 1. Civil and Construction Works (Building)
2. Renovation
3. Civil Works Maintenance
4. Water & Sanitation
 | 1. Playing Materials
2. Construction Supply `Materials
3. Electrical Supply & Accessories
 |
| 9 | Services  | 1. Consultancy Firm /Audit firm/Intellectual Service
2. Survey/Evaluation
3. Clearing and Forwarding Service
4. Courier Service
5. Photocopy/Binding
6. Transportation, Logistics & Rent a Car
 | 1. Insurance [General & Life Insurance]
2. Inspection /Testing
3. Pest Control
4. Supplying Human Resources (Cleaning, Contractual, Training Provider)
5. Installation
6. Other Services
 |
| 10 | Labor Supplies | Loading, offloading, day labor, casual labor, etc.  |
| 11 | Media Buying  | 1. Media (Airing, Creative agency, TVC, Animation,Video Documentary, Editing & Recording)
2. Advertising
3. Event Management
4. Audio Program
 |
| 12 | ICT Hardware &Equipment | 1. Computer/Laptop
2. Projector & Accessories
3. ICT Accessories
4. Still/Video Camera
5. Photocopier
 | 1. Printer
2. Toner/Cartage
3. Communication equipment (Mobile/TAB)
4. Scanner
 |
| 13 | ICT Software  | 1. Packaged Software /Licensed Software
2. Software Development
3. Maintenance & Repair
 |
| 14 | ICT Services  | 1. ICT Content & Curriculum Development
2. Network System Installation & Service
3. Data & Voice Service
4. Repairing services (Photocopier, printer, Laptop etc)
 |
| 15 | Machineries and Equipment  | 1. Electric & Electronics Appliances
2. Office equipment
3. Workshop machineries for Prosthesis & Orthosis department
4. Gym equipment
5. Swing machine and other accessories
 |
| 16 | Power EquipmentSupplies | 1. Generator
2. Backup Power Support
3. Solar Power supply
 |
| 17 | Training/EducationMaterials | 1. Play & Learning Materials
2. Teaching Training Materials
3. Education supplementary Materials
4. Publisher/ Publication/Story Books
 |
| 18 | Motorized & Non-Motorized VehicleSupply | 1. Vehicle (2-wheeler)
2. Vehicle (4-wheeler)
 | 1. Vehicle (3-wheeler)
2. Water Transport (Boat)
 |
| 19 | Medical Supplies  | 1. Medical Consumables
2. Lab instruments & equipment
3. Medicine
 | 1. Health Products
2. Surgical Items
 |
| 20 | Agricultural Items | 1. Seeds
2. Fertilizers
3. Agricultural equipment and accessories
 |
| 21 | Livestock  | 1. Cow, goat, chicken, duck, live fish etc.
 | 1. Animal food
 |
| 22 | Civil Works Services  | 1. Consultancy Firm for Civil Works
2. Layout and design development
3. Architecture & Design (BOQ and Estimation)
4. Project Management
 |
| 23 | Emergency andRelief Goods | 1. Food Package (Cooking)
2. Food Package (Baby)
3. Food Package (Dry)
 | 1. Kitchen Kits
2. Hygiene Kits
3. Shelter Kits
4. Wash Kits
5. Winter Kits
6. Child Protection Supplies / Children Kits
 |
| 24 | Safety and Securityitems & Services | 1. Safety Security Equipment’s/ Materials
2. Safety & Security Services (Security Guard)
 |
| 25 | Govt. Contractor | 1. 1st class contractor
 | 1. Non-govt contractor
 |

**Details Address for Documents submitted:**

1. Hard copy sends to tender box following address and contact details:
2. SARPV Head Office - Dhaka

 274/4 (3rd floor), South Monipur (60 feet road)

 Mirpur, Dhaka-1216

 Contact person: Md. Shawkat Hossain

Designation: Support officer

Mob: 01727-290093

1. SARPV Regional Office (Chattogram)

 SARPV Complex

 Bhora Muhuri, Chringa, Chakaria

 Cox’s Bazar

 Contact person: Nazma Akter

Designation: Logistic officer, PRC

Mob: 01824-935436

1. SARPV Program Office (Cox’s Bazar)

Rubber Dam road, Link road

Opposite of Marine city complex

 Cox’s Bazar

 Contact person: Prodip Chandra Sutradhar

           Designation: Assistant Logistics & Procurement officer

          Mob: 01810-036620

1. SARPV Project office – Ukhiya, Cox’s Bazar

 SARPV Disability Center

 Jadimora, Ukhiya, Cox’sBazar

 Contact person: Masum Khan

Designation: Assistant Logistics officer

Mob: 01685-195693

1. SARPV Project Office,

Chotomoheshkhali, Gorakghata,

Moheshkhali, Cox’s Bazar

Contact person: Nazrul Islam

Designation: Storekeeper

Mob: 01849-909148

**Vendor Enlistment Marking Criteria**

**a) Preliminary Examination/ Eligibility Criteria:** Firstly, SARPV assesses the applied application of Primary examination/checks Eligibility Criteria based on

* Submit the application
* Submit the Updated Legal Documents (Copy of the Updated Trade License, TIN
* Certificate and VAT Registration Certificate and Certificate of Incorporation for Limited company Only)
* Relevant work experience documents for the applied category
* Those who are primarily Eligible and comply with the above criteria then they will go for the next evaluation steps (Technical Evaluation).

**b) Technical Evaluation:** The preliminary shortlisted vendors will be technically evaluated as per the following criteria and weight and then shortlisted for physical verification. Technical evaluation score is based on the following criteria & weight:

|  |  |  |
| --- | --- | --- |
| Sl No. | Criteria  | Weight (%) |
| 1 | Year of Establishment | 10% |
| 2 | Client List & Customer Reference (Company who have experience to work with NGO, Development partners carries higher weight) | 10% |
| 3 | Organization Profile | 10% |
| 3.1 | Type of Business | 10% |
| 3.2 | No of Employee | 10% |
| 4 | Relevant Experience | 10% |
| 5 | Capacity / Strength | 15% |
| 6 | Physical Verification / Performance Evaluation Score | 25% |
| Total | 100% |

Those who are technically qualified, are recommended for Physical Verification based on the score from the technical evaluation.

**c) Physical Verification/Performance Marks:** Physical verification is conducted for the shortlisted vendors based on the technical evaluation. Physical verification is mandatory for newly shortlisted vendor, those are already enlisted and verification has been done in last enlistment period, is not required for further physical verification, in that case their performance evaluation score weight is considered as a physical verification mark.

**d)** Combined Evaluation and shortlisting: Final Shortlisting is prepare based on the following two score:

* Score from Technical Evaluation
* Score from Physical Verification or Performance Evaluation

**ÒAv‡e`bc‡Îi wbqgvejx I kZv©ejxÓ**

1| Av‡e`b cÎ evQvB cÖwµqvq DËxY© nIqvi ci **GmGAviwcwf** Gi mv‡\_ Rzb 2025 ZvwiL ch©šÍ `xN©‡gqv`x mieivnKvix wn‡m‡e Pzw³eÜ n‡Z n‡e|

2| **GmGAviwcwf** GKB K¨vUvMwi‡Z GK/ GKvwaK mieivnKvixi mv‡\_ Pzw³cÎ m¤úv`b Ki‡e|

3|Av‡e`bc‡Îi weÁwß Abyhvqx ‡bvwUk, AwZwi³ kZv©ejx BZ¨vw`i †Kv\_v&I fzj cwijwÿZ nB‡j wb¤œ-¯^vÿiKvix KZ…©K ms‡kvab P~ovšÍ ewjqv we‡ewPZ nB‡e, G e¨vcv‡i Av‡e`bKvixi ‡Kvb AvcwË MÖnY‡hvM¨ nB‡e bv|

4| Av‡e`bcÎ nv‡Z/WvK‡hv‡M/Kzwihvi mvwf©‡mi gva¨‡g wbav©wiZ ZvwiL I mg‡qi c‚‡e©© wbav©wiZ ev‡· †dwj‡Z/‡cŠQvB‡Z nB‡e| Av‡e`bcÎ Lvg mxjMvjv Kwi‡Z nB‡e Ges Lv‡gi Dci Kv‡Ri Av‡e`bKvixi bvg I Kv‡Ri K¨vUvMwii bvg ¯úó fv‡e wjwL‡Z nB‡e|

5| Ave‡`bcÎ M„nxZ nB‡j Av‡e`bKvix‡K B‡gB‡j/†gvevB‡j/wjwLZ Rvbv‡bv n‡e| Gi Rb¨ Av‡e`bKvix‡K †Kvbiƒc †hvMv‡hvM Kivi cÖ‡qvRb n‡e bv|

6| Pzw³cÎ m¤úv`‡bi ci **GmGAviwcwf** Gi `vZv ms¯’vi wm×všÍ ‡gvZv‡eK Pzw³c‡Îi evB‡i I A‡bK kZ© cÖ‡hvR¨ n‡Z cv‡i, †mB †ÿ‡Î Pzw³K…Z mieivn Kvixi †Kvb AvcwË ev `vex MÖnY‡hvM¨ nB‡e bv|

7| mieivnKvixi ZvwjKvf~w³i weÁwß I kZv©ejx BZ¨vw`i †Kv\_vI fyj cwijwÿZ nB‡j wb¤œ¯^vÿiKvix KZ…©K ms‡kvab P~ovšÍ ewjqv we‡ewPZ nB‡e, G e¨vcv‡i wVKv`v‡ii †Kvb AvcwË MÖnY‡hvM¨ nB‡e bv|

8| Av‡e`bKvixi Av‡e`bc‡Îi `wjj mg~‡n cÖwZwU cvZvq Ges we‡kl kZv©ejx I wbqvgvejxi Dci mKj cÖ‡qvRbxq ¯’v‡b jvB‡mÝ Gi ¯^vÿi Abyhvqx ¯^vÿi `vb Kwi‡Z nB‡e| ¯^vÿi f~qv cÖgvwYZ nB‡j Av‡e`bcÎ evwZj ewjqv Mj¨ nB‡e|

9| AcÖZ¨vwkZ †Kvb Kvi‡Y Pzw³ mgq wej¤^ nB‡j †m †ÿ‡Î Av‡e`bKvixi †Kvb `vex MÖnY‡hvM¨ nB‡e bv|

10| Av‡e`bcÎ MÖn‡Yi mgq mswkøó e¨w³ ev cÖwZôv‡bi bevqbK…Z jvB‡m‡Ýi Kwc cÖ`k©b Kwiqv Av‡e`bcÎ Kwi‡Z nB‡e| jvB‡mÝ d‡UvKwc Av‡e`bc‡Îi m‡½ `vwLj Kwi‡Z nB‡e bZzev Av‡e`bcÎ evwZj ewjqv Mb¨ nB‡e|

11| GB mieivnKvix ZvwjKvfzw³i weÁwßwU I wbqgvejx mieivnKvix Pzw³i GKwU Ask wnmv‡e cwiMwYZ nB‡e|

12| mieivnKvix ZvwjKvfzw³i Kv‡R **GmGAviwcwf** cÖYxZ Health and Safety Policy mieivnKvix‡K Aek¨B †g‡b Pj‡Z nB‡e|

13| **GmGAviwcwf** KZ…©K mieivnK…Z Av‡e`bcÎ msMÖn msµvšÍ ÿwZc~iY/ `yN©Ubvi `vq-`vwqZ¡ Av‡e`b msMÖnKvix‡K enb Kwi‡Z nB‡e|

14| mieivnKvix ZvwjKvfzw³i Av‡e`b **GmGAviwcwf** KZ…©cÿ †Kvbiƒc KviY bv `k©vBqv †h †Kvb ev mKj Av‡e`b evwZj Kivi ÿgZv msiÿY K‡ib Ges KZ…©cÿ †h †Kvb `icÎ MÖnY Kwi‡Z eva¨ b‡n|

**Attachment:**

**SARPV SUPPLIERS CODE OF CONDUCT**

SARPV: The values enshrined in the SARPV, respect for fundamental human rights, social justice and human dignity, and respect for the equal rights of men and women, serve as overarching values to which suppliers of goods and services to the SARPV are expected to adhere.

SARPV Compact: The Global Compact is a voluntary international corporate citizenship network initiated to support the participation of both the private sector and other social actors to advance responsible corporate citizenship and universal social and environmental principles to meet the challenges of globalization. The SARPV strongly encourages all suppliers to actively participate in the Global Compact. And to that end, this Code of Conduct has been developed with recognition of the importance of the ten principles of the UN Global Compact, and is viewed as an important means of integrating the Compact’s principles into the operations of the SARPV. The Code of Conduct addresses the issues included in the Compact in the areas of human rights, labour, environment and anti-corruption and interpretation of the Code should be undertaken in a manner consistent with the Global Compact.

International Labour Conventions and Recommendations: The International Labour Standards (i.e., Conventions and Recommendations) as established by the tripartite SARPV specialized agency, the International Labour Organization (ILO), have served as the foundation on which much of this Code of Conduct is based. It is the SARPV’s expectation that any supplier providing products or services to the SARPV will, in addition to the values of the UN Charter, adhere to the principles concerning International Labour Standards summarized below in paragraphs 4 – 9.

**1. Scope of Application:**

The provisions of this Code of Conduct set forth the SARPV’s expectations for all suppliers that are registered with the SARPV or with whom it does business. The SARPV expects that these principles apply to suppliers and their employees, parent, subsidiary or affiliate entities, and subcontractors. The SARPV expects suppliers to ensure that this Code of Conduct is communicated to their employees, parent, subsidiary and affiliated entities as well as any subcontractors, and that it is done in the local language and in a manner that is understood by all.

**2. Continuous Improvement:**

The provisions as set forth in this Code of Conduct provide the minimum standards expected of suppliers to the SARPV. The SARPV expects suppliers to strive to exceed both international and industry best practices. The SARPV also expects that its suppliers encourage and work with their own suppliers and subcontractors to ensure that they also strive to meet the principles of this Code of Conduct. The SARPV recognizes that reaching some of the standards established in this Code of Conduct is a dynamic rather than static process and encourages suppliers to continually improve their workplace conditions accordingly.

**3. Management, Monitoring and Evaluation:**

It is the expectation of the SARPV that suppliers, at a minimum, have established clear goals toward meeting the standards set forth in this Code of Conduct. The SARPV expects that its suppliers will establish and maintain appropriate management systems related to the content of this Code of Conduct, and that they actively review, monitor and modify their management processes and business operations to ensure they align with the principles set forth in this Code of Conduct. Supplier participants in the Global Compact are strongly encouraged to operationalize its principles and to communicate their progress annually to stakeholders. The SARPV may monitor that milestones have been set and management systems have been put in place to ensure that the principles set out in this Code of Conduct have been met and failure to do so may impact the future ability of a supplier to do business with the SARPV. To review the progress of suppliers and subcontractors in implementing the Code of Conduct, the SARPV may take various supporting initiatives, including requesting suppliers to commit to the Global Compact, to self-certify that they comply with the Code of Conduct and, in some cases, to conduct on site evaluations and inspections of supplier facilities and those of their subcontractors.

**Labour:**

**4. Freedom of Association and Collective Bargaining:** The SARPV expects its suppliers to recognize the freely-exercised right of workers, without distinction, to organize, further and defend their interests and to bargain collectively, as well as to protect those workers from any action or other form of discrimination related to the exercise of their right to organize, to carry out trade union activities and to bargain collectively.

**5. Forced or Compulsory Labour**: The SARPV expects its suppliers to prohibit forced or compulsory labour in all its forms.

**6. Child Labour:** The SARPV expects its suppliers not to employ: (a) children below 14 years of age or, if higher than that age, the minimum age of employment permitted by the law of the country or countries where the performance, in whole or in part, of a contract takes place, or the age of the end of compulsory schooling in that country or countries, whichever is higher; and (b) persons under the age of 18 for work that, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of such persons.

**7. Discrimination:** The SARPV expects its suppliers to ensure equality of opportunity and treatment in respect of employment and occupation without discrimination on grounds of race, colour, sex, religion, political opinion, national extraction or social origin and such other ground as may be recognized under the national law of the country or countries where the performance, in whole or in part, of a contract takes place.

**8. Wages, Working Hours and Other Conditions of Work**: The SARPV expects its suppliers to ensure the payment of wages in legal tender, at regular intervals no longer than one month, in full and directly to the workers concerned. Suppliers should keep an appropriate record of such payments. Deductions from wages are permitted only under conditions and to the extent prescribed by the applicable law, regulations or collective agreement, and suppliers should inform the workers concerned of such deductions at the time of each payment. The wages, hours of work and other conditions of work provided by suppliers should be not less favourable than the best conditions prevailing locally (i.e., as contained in: (i) collective agreements covering a substantial proportion of employers and workers; (ii) arbitration awards; or (iii) applicable laws or regulations), for work of the same character performed in the trade or industry concerned in the area where work is carried out.

**9. Health and Safety:** The SARPV expects its suppliers to ensure, so far as is reasonably practicable, that:

(a) the workplaces, machinery, equipment and processes under their control are safe and without risk to health;

(b) the chemical, physical and biological substances and agents under their control are without risk to health when the appropriate measures of protection are taken; and

(c) where necessary, adequate protective clothing and protective equipment are provided to prevent, so far as is reasonably practicable, risk of accidents or of adverse effects to health.

**Human Rights:**

**10. Human Rights:** The SARPV expects its suppliers to support and respect the protection of internationally proclaimed human rights and to ensure that they are not complicit in human rights abuses.

**11. Harassment, Harsh or Inhumane Treatment:** The SARPV expects its suppliers to create and maintain an environment that treats all employees with dignity and respect and will not use any threats of violence, sexual exploitation or abuse, verbal or psychological harassment or abuse. No harsh or inhumane treatment coercion or corporal punishment of any kind is tolerated, nor is there to be the threat of any such treatment.

**12. Mines:** The SARPV expects its suppliers not to engage in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

**Environment:**

**13. Environmental:** The SARPV expects its suppliers to have an effective environmental policy and to comply with existing legislation and regulations regarding the protection of the environment. Suppliers should wherever possible support a precautionary approach to environmental matters, undertake initiatives to promote greater environmental responsibility and encourage the diffusion of environmentally friendly technologies implementing sound life-cycle practices.

**14. Chemical and Hazardous Materials:** Chemical and other materials posing a hazard if released to the environment are to be identified and managed to ensure their safe handling, movement, storage, recycling or reuse and disposal.

**15. Wastewater and Solid Waste:** Wastewater and solid waste generated from operations, industrial processes and sanitation facilities are to be monitored, controlled and treated as required prior to discharge or disposal.

**16. Air Emissions:** Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations are to be characterized, monitored, controlled and treated as required prior to discharge or disposal.

**17. Minimize Waste, Maximize Recycling:** Waste of all types, including water and energy, are to be reduced or eliminated at the source or by practices such as modifying production, maintenance and facility processes, materials substitution, conservation, recycling and re-using materials.

**Ethical conduct:**

**18. Corruption:** The SARPV expects its suppliers to adhere to the highest standards of moral and ethical conduct, to respect local laws and not engage in any form of corrupt practices, including but not limited to extortion, fraud, or bribery.

**19. Conflict of Interest:** SARPV suppliers are expected to disclose to the SARPV any situation that may appear as a conflict of interest, and disclose to the SARPV if any SARPV official or professional under contract with the SARPV may have an interest of any kind in the supplier's business or any kind of economic ties with the supplier.

**20. Gifts and Hospitality:** The SARPV has a “zero tolerance” policy and does not accept any type of gift or any offer of hospitality. The SARPV will not accept any invitations to sporting or cultural events, offers of holidays or other recreational trips, transportation, or invitations to lunches or dinners. The SARPV expects its suppliers not to offer any benefit such as free goods or services, employment or sales opportunity to a SARPV staff member in order to facilitate the suppliers’ business with the SARPV.

**21. Post-employment restrictions:** Post-employment restrictions may apply to SARPV staff in service and former SARPV staff members who participated in the procurement process, if such persons had prior professional dealings with suppliers. SARPV suppliers are expected to refrain from offering employment to any such person for a period of one year following separation from service.

Non-adherence to these principles will be a factor in considering whether a supplier is deemed eligible to be registered as a SARPV supplier or to do business with the SARPV, in accordance with applicable SARPV policies and procedures.

We encourage SARPV suppliers to improve their business practices in accordance with the principles set out in this Code of Conduct.

**Contacts:**

Any questions related to this Code of Conduct can be addressed to the Management - Procurement Department, SARPV.