

বরাবর,
প্রতিষ্ঠাতা প্রধান নির্বাহী
এসএআরপিভি
২৭৪/৪ (৩য় তলা), দক্ষিণ মনিপুর (৬০ ফুট রোড),
মিরপুর, ঢাকা - ১২১৬, বাংলাদেশ।

বিষয়: সরবরাহকারী হিসেবে তালিকাভুক্তির আবেদন।

জনাব,

আমি/আমরা নিম্নস্বাক্ষরকারী তালিকাভুক্তির আবেদনের বর্ণিত শর্তাবলী, দলিলাদি মানিয়া লইয়া অত্র আবেদনপত্র দাখিল করিলাম। আবেদনপত্রের সাথে আমরা/আমাদের দাখিলকৃত ডকুমেন্টস বৈধ হিসেবে অঙ্গীকার করিতেছি।

আরও ঘোষণা করা যাইতেছে যে, আমি/আমরা রাষ্ট্র বিরোধী কোন কাজের জন্য দেশের কোন আইন দ্বারা অযোগ্য ঘোষিত হই নাই এবং আমি/আমার প্রতিষ্ঠানের নাম Anti-terrorist তালিকায় অন্তর্ভুক্ত নেই।

আমি/আমরা এই তালিকাভুক্তির জন্য এক/একাধিক আবেদনপত্র দাখিল করিয়াছি। আরও অবগত আছি যে, আপনার কর্তৃক নোটিফিকেশন অব এ্যুওয়ার্ড পাইবার পর আগামী চুক্তিনামায় যথারীতি স্বাক্ষর প্রদান সাপেক্ষে কাজের জন্য সরবরাহকারী হিসেবে চুক্তিবদ্ধ হইব।

আবেদনের ক্যাটাগরি	
তারিখ:	সাব ক্যাটাগরি
স্বাক্ষর:	পৃষ্ঠা নং ৫ ও ৬ অনুসারে
মালিকের নাম:	আবেদন জমা দেয়ার স্থান
প্রতিষ্ঠানের নাম:	<input type="checkbox"/> ঢাকা
ঠিকানা:	<input type="checkbox"/> চকরিয়া
সীল :	<input type="checkbox"/> কক্স'স বাজার
	<input type="checkbox"/> উখিয়া, কক্স'স বাজার
	<input type="checkbox"/> মহেশখালী, কক্স'স বাজার

Application form for Supplier Enlistment

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)	<input type="checkbox"/> Sole proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> 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)	<input type="checkbox"/> Attached <input type="checkbox"/> Not Attached
13	Tax return submission: Yes/No (if yes, it must be attached the latest copy of return submission token)	<input type="checkbox"/> Attached <input type="checkbox"/> Not Attached
14	The Current number of regular employees of the organization	
15	Experience Certificate	<input type="checkbox"/> Attached <input type="checkbox"/> Not Attached

16. Other information to be provided:

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Sl No.	Criteria	Answer	
A	Organization Profile (Yes/No)	<input type="checkbox"/> Attached <input type="checkbox"/> 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)	<input type="checkbox"/> Yes	If yes, kindly specify name, designation and staff ID
		<input type="checkbox"/> No	

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E	<p>Relevant Experience (Please attach documents in support to your experience (i.e, work order, work completion certificate etc.)</p>	<ul style="list-style-type: none"> 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

Application form for Supplier Enlistment

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

SL NO	Name of Category	Sub Category Description		
1	Accommodation	a) 4-star or above	b) 3-star or equivalent	c) Average/ others
2	Venue	a) Capacity up to 30 b) Capacity 31–50-person c) Capacity- 51 to 100 persons		
3	Food supply	a) Hotel/ restaurant – Set menu/ food packages (Processed/cooked) b) Perishable food items c) Non perishable food items		
4	Printing and Designing	a) Offset/General Printing b) Digital Printing c) Design Illustration (promotional items)		
5	Furniture & Fixture	a) Office Furniture	b) Household Furniture	c) Hospital Furniture
6	General Supplies	a) Office Supplies & Stationery b) Promotional items (Mug/Souvenir/T-shirt/ Umbrella, Cap, Rain coat, vest, desk organizer etc.) c) Clothing/Uniform	d) Crockeries & plastic items e) Hardware & Sanitary f) Other Supplies	
7	Repair & Maintenance	a) Vehicle Maintenance & Workshop b) Office Maintenance c) Non-motorized vehicle maintenance	d) Tire Tube, Vehicle Battery & other accessories e) Others Equipment & Furniture Repair (Generator, Electrical, Plumbing & AC)	
8	Civil Works & Construction	a) Civil and Construction Works (Building) b) Renovation c) Civil Works Maintenance d) Water & Sanitation	e) Playing Materials f) Construction Supply `Materials g) Electrical Supply & Accessories	
9	Services	a) Consultancy Firm /Audit firm/Intellectual Service b) Survey/Evaluation c) Clearing and Forwarding Service d) Courier Service e) Photocopy/Binding f) Transportation, Logistics & Rent a Car	g) Insurance [General & Life Insurance] h) Inspection /Testing i) Pest Control j) Supplying Human Resources (Cleaning, Contractual, Training Provider) k) Installation l) Other Services	
10	Labor Supplies	Loading, offloading, day labor, casual labor, etc.		
11	Media Buying	a) Media (Airing, Creative agency, TVC, Animation, Video Documentary, Editing & Recording) b) Advertising c) Event Management d) Audio Program		

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12	ICT Hardware & Equipment	a) Computer/Laptop b) Projector & Accessories c) ICT Accessories d) Still/Video Camera e) Photocopier	f) Printer g) Toner/Cartridge h) Communication equipment (Mobile/TAB) i) Scanner
13	ICT Software	a) Packaged Software /Licensed Software b) Software Development c) Maintenance & Repair	
14	ICT Services	a) ICT Content & Curriculum Development b) Network System Installation & Service c) Data & Voice Service d) Repairing services (Photocopier, printer, Laptop etc)	
15	Machineries and Equipment	a) Electric & Electronics Appliances b) Office equipment c) Workshop machineries for Prosthesis & Orthosis department d) Gym equipment e) Swing machine and other accessories	
16	Power Equipment Supplies	a) Generator b) Backup Power Support c) Solar Power supply	
17	Training/Education Materials	a) Play & Learning Materials b) Teaching Training Materials c) Education supplementary Materials d) Publisher/ Publication/Story Books	
18	Motorized & Non-Motorized Vehicle Supply	a) Vehicle (2-wheeler) b) Vehicle (4-wheeler)	c) Vehicle (3-wheeler) d) Water Transport (Boat)
19	Medical Supplies	a) Medical Consumables b) Lab instruments & equipment c) Medicine	d) Health Products e) Surgical Items
20	Agricultural Items	a) Seeds b) Fertilizers c) Agricultural equipment and accessories	
21	Livestock	a) Cow, goat, chicken, duck, live fish etc.	b) Animal food
22	Civil Works Services	a) Consultancy Firm for Civil Works b) Layout and design development c) Architecture & Design (BOQ and Estimation) d) Project Management	
23	Emergency and Relief Goods	a) Food Package (Cooking) b) Food Package (Baby) c) Food Package (Dry)	d) Kitchen Kits e) Hygiene Kits f) Shelter Kits g) Wash Kits h) Winter Kits i) Child Protection Supplies / Children Kits
24	Safety and Security items & Services	a) Safety Security Equipment's/ Materials b) Safety & Security Services (Security Guard)	
25	Govt. Contractor	a) 1 st class contractor	b) Non-govt contractor

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Details Address for Documents submitted:

1. Hard copy sends to tender box following address and contact details:

- a. 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

- b. SARPV Regional Office (Chattogram)
SARPV Complex
Bhora Muhuri, Chringa, Chakaria
Cox's Bazar
Contact person: Nazma Akter
Designation: Logistic officer, PRC
Mob: 01824-935436

- c. 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

- d. SARPV Project office – Ukhiya, Cox's Bazar
SARPV Disability Center
Jadimora, Ukhiya, Cox's Bazar
Contact person: Masum Khan
Designation: Assistant Logistics officer
Mob: 01685-195693

- e. SARPV Project Office,
Chotomoheshkhali, Gorakghata,
Moheshkhali, Cox's Bazar
Contact person: Nazrul Islam
Designation: Storekeeper
Mob: 01849-909148

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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

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“আবেদনপত্রের নিয়মাবলী ও শর্তাবলী”

- ১। আবেদন পত্র বাছাই প্রক্রিয়ায় উত্তীর্ণ হওয়ার পর এসএআরপিভি এর সাথে জুন ২০২৫ তারিখ পর্যন্ত দীর্ঘমেয়াদী সরবরাহকারী হিসেবে চুক্তিবদ্ধ হতে হবে।
- ২। এসএআরপিভি একই ক্যাটাগরিতে এক/ একাধিক সরবরাহকারীর সাথে চুক্তিপত্র সম্পাদন করবে।
- ৩। আবেদনপত্রের বিজ্ঞপ্তি অনুযায়ী নোটিশ, অতিরিক্ত শর্তাবলী ইত্যাদির কোথাও ভুল পরিলক্ষিত হইলে নিম্ন-স্বাক্ষরকারী কর্তৃক সংশোধন চূড়ান্ত বলিয়া বিবেচিত হইবে, এ ব্যাপারে আবেদনকারীর কোন আপত্তি গ্রহণযোগ্য হইবে না।
- ৪। আবেদনপত্র হাতে/ডাকযোগে/কুরিয়ার সার্ভিসের মাধ্যমে নির্ধারিত তারিখ ও সময়ের পূর্বে নির্ধারিত বাক্সে ফেলিতে/পৌছাইতে হইবে। আবেদনপত্র খাম সীলগালা করিতে হইবে এবং খামের উপর কাজের আবেদনকারীর নাম ও কাজের ক্যাটাগরির নাম স্পষ্ট ভাবে লিখিতে হইবে।
- ৫। আবেদনপত্র গৃহীত হইলে আবেদনকারীকে ইমেইলে/মোবাইলে/লিখিত জানানো হবে। এর জন্য আবেদনকারীকে কোনরূপ যোগাযোগ করার প্রয়োজন হবে না।
- ৬। চুক্তিপত্র সম্পাদনের পর এসএআরপিভি এর দাতা সংস্থার সিদ্ধান্ত মোতাবেক চুক্তিপত্রের বাইরে ও অনেক শর্ত প্রযোজ্য হতে পারে, সেই ক্ষেত্রে চুক্তিকৃত সরবরাহ কারীর কোন আপত্তি বা দাবী গ্রহণযোগ্য হইবে না।
- ৭। সরবরাহকারীর তালিকাভুক্তির বিজ্ঞপ্তি ও শর্তাবলী ইত্যাদির কোথাও ভুল পরিলক্ষিত হইলে নিম্নস্বাক্ষরকারী কর্তৃক সংশোধন চূড়ান্ত বলিয়া বিবেচিত হইবে, এ ব্যাপারে ঠিকাদারের কোন আপত্তি গ্রহণযোগ্য হইবে না।
- ৮। আবেদনকারীর আবেদনপত্রের দলিল সমূহে প্রতিটি পাতায় এবং বিশেষ শর্তাবলী ও নিয়মাবলীর উপর সকল প্রয়োজনীয় স্থানে লাইসেন্স এর স্বাক্ষর অনুযায়ী স্বাক্ষর দান করিতে হইবে। স্বাক্ষর ভূয়া প্রমাণিত হইলে আবেদনপত্র বাতিল বলিয়া গণ্য হইবে।
- ৯। অপ্রত্যাশিত কোন কারণে চুক্তি সময় বিলম্ব হইলে সে ক্ষেত্রে আবেদনকারীর কোন দাবী গ্রহণযোগ্য হইবে না।
- ১০। আবেদনপত্র গ্রহণের সময় সংশ্লিষ্ট ব্যক্তি বা প্রতিষ্ঠানের নবায়নকৃত লাইসেন্সের কপি প্রদর্শন করিয়া আবেদনপত্র করিতে হইবে। লাইসেন্স ফটোকপি আবেদনপত্রের সঙ্গে দাখিল করিতে হইবে নতুবা আবেদনপত্র বাতিল বলিয়া গণ্য হইবে।
- ১১। এই সরবরাহকারী তালিকাভুক্তির বিজ্ঞপ্তি ও নিয়মাবলী সরবরাহকারী চুক্তির একটি অংশ হিসাবে পরিগণিত হইবে।
- ১২। সরবরাহকারী তালিকাভুক্তির কাজে এসএআরপিভি প্রণীত Health and Safety Policy সরবরাহকারীকে অবশ্যই মেনে চলতে হইবে।
- ১৩। এসএআরপিভি কর্তৃক সরবরাহকৃত আবেদনপত্র সংগ্রহ সংক্রান্ত ক্ষতিপূরণ/ দুর্ঘটনার দায়-দায়িত্ব আবেদন সংগ্রহকারীকে বহন করিতে হইবে।
- ১৪। সরবরাহকারী তালিকাভুক্তির আবেদন এসএআরপিভি কর্তৃপক্ষ কোনরূপ কারণ না দর্শাইয়া যে কোন বা সকল আবেদন বাতিল করার ক্ষমতা সংরক্ষণ করেন এবং কর্তৃপক্ষ যে কোন দরপত্র গ্রহণ করিতে বাধ্য নহে।

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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.

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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.

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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:

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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.