

**International Rescue Committee**

**Polska**

**Request for Proposal (RFP)**

**PL/2024/08**

**Legal advice and consultation**

|  |
| --- |
| **Planned Timetable** |
| **Issue Request for Proposal**  | *September 27th, 2024* |
| **Suppliers return signed Intent to Bid forms due date** | *October 3rd, 2024* |
| **Questions from Suppliers due date** | *October 4th, 2024* |
| **Answers to Suppliers questions due date** | *October 7th, 2024* |
| **Bid submission due date** | *October 11th, 2024* |
| **Bid Opening and Evaluation date** | *October 14th, 2024* |
| **Supplier visit**  | *October 18th, 2024* |
| **Award of Business** | *October 28 th, 2024* |
| **Contract start** | *November 1st, 2024* |

*Please note all dates are provisional dates and IRC reserves the right to modify this schedule*

**Table of Content**

**Pages**

[**I. INTRODUCTION 3**](#_Toc518936984)

[***1. The International Rescue committee…………………………………………………………….. 3***](#_Toc518936985)

[***2. The Purpose of this Request for Proposal (RFP)……………………………………………….3***](#_Toc518936986)

[***3. Cost of Bidding ……………………………………………………………………………………….3***](#_Toc518936987)

[**II. THE BIDDING DOCUMENTS: 3**](#_Toc518936988)

[***4. The Bidding Documents……………………………………………………………………………..3***](#_Toc518936989)

[***5. Clarification of Bidding Documents……………………………………………………………….4***](#_Toc518936990)

[**III. PREPARATION OF BIDS: 4**](#_Toc518936991)

[***6. Language of Bid……………………………………………………………………………………….4***](#_Toc518936992)

[***7. Documents Comprising the Bid……………………………………………………………………4***](#_Toc518936993)

[***9. Bid Currencies………………………………………………………………………………………...5***](#_Toc518936994)

[***10. Document Establishing Goods Eligibility and Conformity to Bidding Documents………5***](#_Toc518936995)

[***11. Bid Security……………………………………………………………………………………………6***](#_Toc518936996)

[***12. Period of Validity of Bids……………………………………………………………………………6***](#_Toc518936997)

[***13. Format and Signing…………………………………………………………………………………..6***](#_Toc518936998)

[**IV. SUBMISSION OF BIDS 6**](#_Toc518936999)

[***14. Submission and Marking of Bids…………………………………………………………………..7***](#_Toc518937000)

[***15. Modification and Withdrawal of Bids………………………………………………………………7***](#_Toc518937001)

[**V. BID OPENING AND EVALUATION 7**](#_Toc518937002)

[***16. Preliminary Examination…………………………………………………………………………….7***](#_Toc518937003)

[***17. Evaluation and Comparison of Bids……………………………………………………………….7***](#_Toc518937004)

[***18. Contacting the Purchaser…………………………………………………………………………...8***](#_Toc518937005)

[***19. Notification of Award…………………………………………………………………………………8***](#_Toc518937006)

[**VI. CONTRACTING 8**](#_Toc518937007)

[***20. Contract award and notification……………………………………………………………………8***](#_Toc518937008)

[***21. Warranty………………………………………………………………………………………………..8***](#_Toc518937009)

[***22. Inspection………………………………………………………………………………………………9***](#_Toc518937010)

[***23. Price Schedules and Location…………………………………………………………………….. 9***](#_Toc518937011)

[***24. Service or consultant agreements……………………………………………………………….. 9***](#_Toc518937012)

[***25. Disclaimer…………………………………………………………………………………………….. 9***](#_Toc518937013)

[***26*. *Ethical Operating Standards*………………………………………………………………………10**](#_Toc518937014)

***Annex A – Specifications & price sheet***

***Annex B – Vendor Information form***

***Annex C – Financial offer form***

***Annex D – IRC* Intent to Bid**

**Annex E - Questionnaire**

##### INTRODUCTION

# The International Rescue Committee Polska.

The International Rescue Committee Polska, hereinafter referred to as “the IRC”, is a non-profit, humanitarian agency that provides relief, rehabilitation, protection, resettlement services, and advocacy for refugees, displaced persons and victims of oppression and violent conflict.

The IRC Polska has been operating in Poland since the start of the conflict in Ukraine initially in Poland providing relief and services to refugee arrivals.

# The Purpose of this Request for Proposal (RFP)

It is the intent of this RFP to secure competitive proposals to select a Potential, Reliable and Committed Supplier for the International Rescue committee Polska to provide **Legal advice and consultation** for the official purpose of IRC Poland in Poland. All qualified and interested Suppliers are invited to submit their proposals.

The winning bidder(s) will enter into a fixed price Master Service Agreement (MSA) for a period of one (1) year. This will allow the IRC to issue specific purchase orders or Task Orders, on an as-needed basis.

The award of the Master Service Agreement will be on indivisible and single lot.

|  |  |  |
| --- | --- | --- |
| No. | Address of service delivery | Area specification |
| 1 | Warsaw ul. Przyokopowa 31 / Remote / Online | Immigration Law Support Labor and Employment Law Support General Legal Support |

Bidders shall be domiciled and shall with all Government legal to operate in Poland. Bidders shall be regular tax payers and shall furnish a copy of its operating license/certificate of registration valid for the fiscal year **2025**. The Bidder shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

# Cost of Bidding

The Bidder shall be responsible for all costs associated with the preparation and submission of its bid, and IRC hereinafter referred to as “the Purchaser”, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

##### THE BIDDING DOCUMENTS:

# The Bidding Documents

The Bidder is expected to examine all instructions, forms, **terms** and **specifications** in the bidding documents prepared for the selection of qualified suppliers. Failure to furnish all information required as per the bidding documents or to submit a bid not substantially responsive to the bidding document in every respect will be at the Bidder’s risk and may result in bid rejection.

|  |
| --- |
| *The Bidding documents comprise of the following documents:** *The Request for Proposal – RFP (this document).*
* *Annex A – Scope of service*
* *Annex B - Vendor Information Form.*
* *Annex C - Price offering sheet*
* *Intent to Bid Form.*
 |

# Clarification of Bidding Documents

A prospective Bidder requiring any clarification of the Bidding Documents may notify the Purchaser in writing at the following email IRC.Polska-Clarification@rescue.org. The request for clarification must reach the purchaser not later than (4th October 2024). The Purchaser will respond by e-mail providing clarification on the bid documents on the (7th October 2024). Written copies of the Purchaser’s response (including an explanation of the query but without identifying the source of inquiry) shall be communicated to all prospective Bidders which express an intention to submit bids.

##### PREPARATION OF BIDS:

# Language of Bid

The Bid and all related correspondence and documents exchanged between the Bidders and the Purchaser shall be written in (Polish)**.** Any printed literature furnished by the Bidder and written in another language shall be accompanied by a (Polish) translation of its pertinent passages, in which case, for purposes of interpretation of the bid, the (Polish) version shall prevail.

# Documents Comprising the Bid

The submitted bid must include the following information. Failure to supply all requested information or comply with the specified formats may disqualify the bidder from consideration.

|  |
| --- |
| * A copy signed of the Request for Proposal with annex A – RFP (this document)
* Profile of the company (if available), link to the service provider official website
* References from current or past clients
* CV confirming experience
* Example of legal document in English done by bidder
* A Bid detailing the services unit price only in the sheet given for the purpose – Annex C, duly signed.
* Vendor information form (Annex B) duly signed by the bidder.
* Certificate of Business registration (KRS number)
* Tax Information Identification – (NIP number)
* REGON number
* Bank details
* Financial statement (if available)
* *Other important documents which Bidder attaches to support its bid.*
 |

# Bid Prices & Price Changes

The Bidder shall clearly indicate the unit price of the services they want to provide and be inclusive Government of Poland applicable withholding tax. All unit prices shall be clearly indicated in the space provided in the price schedule. The Bidder must sign and officially stamp the price schedule.

During the validity period of the Master Service Agreement, if there is a price change in the market the **Bidder can express the change in writing for the Purchaser a month before implementing the change and in this case the Bidder shall describe and justify the driver(s) of potential price fluctuation**. The Purchaser also responds for the request in writing within 15 days of receipt of notice for price change. Once the changes are agreed between both parties, an addendum will be signed and included in the MSA. **The price changes will be done for a maximum of four times in a Year. The purchaser reserves the right to accept or reject the request for the price change.**

# Bid Currencies

All rates and amounts entered in the Bid Form and Price Schedule and used in any documents, correspondence or operations pertaining to this tender shall be expressed in **Zloty (PLN).**

# Document Establishing service Eligibility and Conformity to Bidding Documents

Pursuant to Clause 8, the bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the Bidding Documents of all goods, which the Bidder proposes to supply under the Contract.

The Documentary evidence of the goods’ conformity to the Bidding Documents may be in the form of technical specifications, literature, drawings, data (tables, graphs etc.), and shall furnish:

* A detailed description of the goods’ essential technical and performance characteristics.
* A **clause-by-clause** commentary on the Purchaser’s Technical Specifications demonstrating the goods’ substantial responsiveness to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

The Bidder may propose alternate standards, brand-names and/or catalogue numbers in its bid, provided that it demonstrates to the Purchaser’s satisfaction that the substitutions are substantially equivalent or superior to those designated in the Technical Specifications.

# Bid Security

For the Purpose of This Tender or MSA Process, Bid Security or Bond is not applicable.

# Period of Validity of Bids

Bids shall remain valid **for 90 working days** after the date of bid opening prescribed by the Purchaser, a bid valid for a shorter period may be rejected by the Purchaser as non-responsive.

In exceptional circumstances, the Purchaser may request the Bidders to extend the period of validity. The request and the responses thereto shall be made in writing by letter or e-mail. A bidder agreeing to the request will not be required nor permitted to modify his bid.

# Format and Signing

The original bid shall be signed by the Bidder, or a person or persons duly authorized to bind the Bidder to the contract. Financial proposal pages of the bid shall be initialed by the person or persons signing the bid and stamped with the company seal.

Interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

*Please note: A single bidder may not bid on the same tender via more than one company under his or her ownership. In addition, bidders having close relationships with other bidders (members of the same family, subsidiary, or daughter companies, etc.) may not bid on the same tender. This type of action, or any other action judged by the Purchaser to constitute collusive behavior, will lead to the bidder(s) being automatically eliminated from this tender and disqualified from participating in future IRC tenders. On the other hand, one bidder may submit more than one offer in response to the same tender only if the offers demonstrate clear differences in specifications, quality, lead time, and other characteristic of the goods and services offered.*

##### SUBMISSION OF BIDS

# Submission and Marking of Bids:

Bidder shall submit bid electronically to irc-polska-tender@rescue.org by October 11th, 2024, no later than 05:00 p.m. (Polish time).

Bids submitted after the deadline will not be accepted. The PURCHASER may, at its discretion, extend the deadline for the submission of bids, in which case all rights and obligations of the PURCHASER and Bidders, as documented in the RFP, will be applicable to the new deadline.

# Format

The Bidder’s proposal shall comprise of technical proposal and financial proposal, in separate package electronically.

# Modification and Withdrawal of Bids

|  |  |  |
| --- | --- | --- |
| EVALUATION CRITERIA | Description | Weight (%) |
| Technical evaluation | * Certification of service provider in legal advice and consultation
 | 10% | **60%** |
| * Number of years working in legal immigration, labor law, general legal advice, GDPR (target years of experience 10)
* Past experience in service provision
 | 20% |
| * Languages availability: Polish & English
* Preparation of legal documents in both Polish & English
 | 10% |
| * Dedicated contact person
 | 5% |
| * Staff certifications and CV.
* Number of years of experience of the staff
 | 5% |
| * References at least 3
 | 5% |
| * Experience in working with other NGO/iNGO
 | 5% |
| Financial evaluation | **Financial proposal:** Refers to the offer price, including taxes, duties, delivery charges and ability to fix prices throughout the period of the MSA. | 35% | **40%** |
| **Payment terms:** Within 21 business days after receipt and acceptance of the services and the invoice by bank transfer. | 5% |
|  |  | 100% |

The Bidder may modify or withdraw its bid after the bid’s submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Purchaser prior to the deadline prescribed for submission of bids.

The Bidder’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched. No bid may be modified after the deadline for submission of bids.

##### BID OPENING AND EVALUATION

# Preliminary Examination

The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether bids are generally in order.

# Evaluation and Comparison of Bids

Bids determined to be substantially responsive as per section 7 above will be considered for the evaluation process with the below scoring criteria.

# Contacting the Purchaser

Subject to Clause 5, no Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded or selected qualified supplier is announced.

# Notification of Award

Prior to the expiration of the period of bid validity, the Purchaser will notify the successful bidder in writing or where necessary by phone that his/her bid has been accepted and, selected for Master Service Agreement for the specific goods and/or services. At this stage IRC Polska may also choose to negotiate with the selected bidder to finalize the offer.

##### CONTRACTING

# Contract award and notification

The Purchaser will award the Contract to the notified successful Bidder(s) whose bid has been determined to be substantially responsive and has been determined as the best evaluated bid considering price/performance factors, provided further that the Bidder is determined to be qualified to enter into Master Purchase Agreement and perform its obligations satisfactorily.

## The Bidder(s) agrees on the fact that Master Service Agreement shall not be interpreted as conferring on the supplier the exclusive right to supply the goods and/or to provide the services covered by this agreement and its appendices.

## The Master Service Agreement is executed solely on the basis of 'fixed price-flexible quantity', and the suppliers agree that Master Service Agreement does not impose any obligation on the IRC with respect to a minimum business volume.

IRC reserves the right to sign the same type of agreement for the same type of services with other suppliers.

# Warranty

The Supplier warrants that the materials to be delivered are according to the IRC criteria and need and meets the Purchaser’s full specifications.

The warranty shall remain valid for a period of time as may be specified by the Supplier in the Bid and this warranty period shall be considered as one of the bids advantages, and shall in no case be less than that which is provided for by Polish Law if any.

# Inspection

The Purchaser shall have the right to inspect the goods to confirm their conformity to the specification. The inspection will be conducted by assigned staff of the Purchaser or a reputed relevant consultant selected by the Purchaser.

In the future business relation, should any inspected goods fail to conform to the specification, the Purchaser may reject them, and the Bidder shall replace the rejected goods without extension of time except at the Purchaser’s sole discretion.

# Price Schedules and Location

Vendors interested in the provision of Goods to IRC Polska office should NOTE that all categories apply to all IRC Offices in Poland.

List of Services for Master Service Agreement as per below Categories is attached.

Payment will be made through bank transfer on satisfactory completion of delivery of Goods/Services by the Purchaser within 10 working days receipt of invoice in conjunction with a signed received certificate of delivery/completion.

Extra charges associated with the above Goods/services shall be invoiced and paid at the same terms set above.

# Service or consultant agreements

For service or consultant agreements time and material awards are not authorized unless it is the only suitable award, and a ceiling is established.

# Disclaimer

The Purchaser reserves the right to alter the dates of the timetable.

The Purchaser does not bind itself to accept the lowest or any proposal.

##### Ethical Operating Standards

### **Compliance to the IRC Way**

The IRC Way: Standards for Professional Conduct (“The IRC Way”), the IRC’s code of conduct, which can be found at: <https://www.rescue.org/page/our-code-conduct> and IRC’s combating Trafficking in Persons Policy, which can be found at: <https://rescue.app.box.com/s/h6dv915b72o1rnapxg3vczbqxjtboyel>. The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings.

The IRC Way provides, inter alia, that IRC does “not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances.” IRC’s procurement systems and policies are designed to maximize transparency and minimize the risk of corruption in IRC’s operations.

IRC requests that a Supplier:

1. informs IRC upon becoming aware that the integrity of IRC’s business has been compromised during the RFP process, and
2. (ii) report such events through IRC’s confidential hotline, Ethics point, which can be accessed at [www.ethicspoint.com](http://www.ethicspoint.com) or via toll–free (866) 654–6461 in the U.S., or collect (503) 352–8177 outside the U.S.

### **Bidder Non-Collusion Statement**

IRC prohibits collusion and will disqualify all bids where collusion is detected. Collusion happens when related parties submit separate bids for the same tender. Collusion includes situations where:

1. Members of the same family submit separate bids for the same tender
2. Separate companies owned by the same person submit separate bids for the same tender
3. Employees of a bidding company submitting separate bids through companies they own for the same tender
4. Partners in a bidder submitting separate bids under their own names/ companies they own for the same tender

It is collusion for a person to be involved in more than companies/ businesses submitting a bid to the same tender. Collusion will lead to IRC disqualifying the involved Individuals or companies from that tender as well as disqualify them from submitting bids for future tenders. In addition, IRC may share information relating to this collusion with other international aid organizations operating in the region leading to loss of business opportunities for the colluders

# Annex A: Scope of service

# RFP # PL/2024/08

### Service description

1. Overview

Between February 7-23, 2022, an IRC team undertook a scoping mission covering Poland and Ukraine to better understand the context, humanitarian and civil society landscape, and anticipated service gaps in the event of an escalation of conflict in Ukraine and consequent displacement into neighboring Poland. As of February 24th, the IRC has pivoted to emergency response and has identified partner agencies in Ukraine and Poland to facilitate immediate assistance that can be used where it is most needed. Simultaneously, the IRC has established operations across Ukraine and Poland offering a robust humanitarian response to complement partner response services either in breadth or scale.

1. Purpose

To provide comprehensive legal support services to Fundacja “International Rescue Committee Polska” ensuring compliance with national and international laws related to immigration, employment, and labor law. This will involve advising on legal matters, representing the organization in legal proceedings, drafting and reviewing legal documents, and ensuring that the INGO operates within the legal frameworks of the countries in which it operates.

1. Scope of Work

​

1. **Immigration Law Support**
	1. **Legal Advice and Consultation:**
	• Provide legal advice on immigration laws and regulations relevant to the operations of Fundacja IRC Polska, including visa requirements, work permits, residency, and citizenship matters.
	• Advise on the legal implications of hiring expatriates and ensuring compliance with local immigration policies.
	• Support in navigating the legal processes involved in the relocation of international staff.
	2. **Visa and Work Permit Assistance:**
	• Assist in the preparation and submission of visa and work permit applications for international staff.
	• Liaise with relevant immigration authorities to resolve any issues related to visa and work permit approvals.
	• Monitor changes in immigration laws and policies and provide timely updates to ensure compliance.
	3. **Compliance and Risk Management:**
	• Review and advise on the internal policies and procedures related to immigration to ensure legal compliance.
	• Identify and mitigate legal risks related to immigration, including advising on potential legal challenges and strategies for resolution.
2. **Labor and Employment Law Support**
	1. **Employment Contracts and Agreements:**
	• Draft, review, and advise on employment contracts and agreements for both local and international staff, ensuring compliance with local labor laws and international standards.
	• Provide legal guidance on contract negotiations, amendments, and terminations.
	2. **Employment Policies and Handbooks:**
	• Review and update employment policies, handbooks, and procedures to ensure they align with local labor laws and best practices.
	• Advise on the development of new policies to address emerging legal issues in employment law.
	3. **Dispute Resolution and Representation:**
	• Provide legal representation in employment-related disputes, including mediation, arbitration, and litigation if necessary.
	• Advise on strategies for resolving employment disputes and mitigating potential legal risks.
	4. **Handling Employee Grievances and Disciplinary Actions:**
	• Advise on the legal aspects of handling employee grievances, disciplinary actions, and terminations.
	• Ensure that all disciplinary procedures comply with local labor laws and protect the rights of both the employer and employees.
3. **General Legal Support**
	1. **Advisory Services:**
	• Offer ongoing legal advice on any other matters that may arise in the course in operations, ensuring all activities are legally sound.
	• Assist with the interpretation of legal documents and provide opinions on complex legal issues.
	2. **Representation in Legal Proceedings:**
	• Represent in any legal proceedings, including court cases, arbitrations, and administrative hearings.
	• Coordinate with external counsel if specialized legal expertise is required.
4. Deliverables
5. **Deliverables:**
• Regular legal consultations and advice as per the needs
• Timely submission and filing of legal documents and applications.
• Ongoing monitoring and reporting on relevant legal issues.
6. **Duration:**
The duration of this engagement will be 1 year with an option for renewal based on performance and ongoing legal needs.
7. **Fee Structure:**
To be agreed upon by both parties.
8. **Confidentiality:**
All information shared during the provision of legal services will be treated as confidential, and appropriate measures will be taken to protect the privacy and interests Fundacja “International Rescue Committee Polska”.
9. Key Requirements

Experienced Law Firm with different departments for possibility to support needs in timely manner.

### Place of performance/ Lots

|  |  |  |
| --- | --- | --- |
| No. | Address of service delivery | Area specification |
| 1 | Warsaw ul. Przyokopowa 31 | Immigration Law Support Labor and Employment Law SupportGeneral Legal Support |

# Annex B: Vendor Information Form

# RFP # PL/2024/08



**INTERNATIONAL RESCUE COMMITTEE**

**Vendor Information Form**

***The information provided will be used to evaluate the Company before contracting with the IRC.***

***Please complete all fields.***

 **Fields marked (\*) are mandatory.**

**Vendor Information**

|  |  |
| --- | --- |
| \*Company\Organization Name\*For individual vendors, provide legal first and last name |  |
| \*Any other names company is operating under (Acronyms, Abbreviations, Aliases) if any |  |
| \*Previous names of the company |  |
| \*Address |  |
| \*Website |  |
| \*Phone/Fax Numbers | Phone: Fax: |
| \*Primary Contact | First Name: Last Name:Phone Number: Email Address: |
| \*Number of Staff |  |
|  Number of Locations |  |
| Avg. $ Value of Stock on Hand |  |
| \*Name(s) of Company Owner(s) or Board of Directors or CEO |  |
| \*Parent companies, if any |  |
| \*Subsidiary or affiliate companies, if any |  |

**Financial Information**

|  |  |
| --- | --- |
| \*Bank Name and Address |  |
| \*Name under which company is registered at bank |  |
| \*Specify Standard Payment Terms (Net, 15, 30 days etc.) |  |
| \*Payment Method (select all that applies) | Payment By: Check Yes | No Wire Transfer Yes | No Cash Yes | No |
| \*Bank account number | This field is mandatory if Wire Transfer is the selected payment method |
| \*Name under which company is registered at bank |  |
| Routing Number  | This section is to be completed upon notification of awarding of order\contract |
| Swift code (if applicable) | This section is to be completed upon notification of awarding of order\contract |

**Product/Service Information**

|  |  |
| --- | --- |
| List Range of Products/Services Offered |  |
| Basis For Pricing (Catalog, List, etc.) |  |

**Documentations as applicable:**

|  |  |
| --- | --- |
| \*Registration  | Provided \_\_\_\_Not provided: \_\_\_\_\_ Reasons: \_\_\_\_\_ |
| \*Tax ID (W9, Tax exempt certificate. etc.) | Provided \_\_\_\_ |
| US Vendors only\*Do you require a Form 1099?  | Yes\_\_\_\_ No\_\_\_\_ |

**References (optional)**

|  |  |
| --- | --- |
| Client Name: | Contact Name, Phone, Email Address: |
| Client Name: | Contact Name, Phone, Email Address: |
| Client Name: | Contact Name, Phone, Email Address: |

**Vendor Self-Certification of Eligibility**

Company certifies that:

1. They are not debarred, suspended, or otherwise precluded from participating in major donor (e.g. European Union, European and United States Government, United Nations) competitive bid opportunities.

**2.** They are not bankrupt or being wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.

**3.** They have not been convicted of an offense concerning their professional conduct*.*

**4.** They have not been guilty of grave professional misconduct proven by any means that the contracting authority can justify, or been declared to be in serious breach of contract for failure to comply with their contractual obligations towards any contracts awarded in the normal course of business.

**5.** They have fulfilled obligations related to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country where the contract is to be performed.

**6.** They have not been the subject of a judgment for fraud, corruption, involvement in a criminal organization or any other illegal activity.

**7.** They maintain high ethical and social operating standards, including:

* Working conditions and social rights: Avoidance of Child Labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and the IRC’s beneficiaries.
* Environmental aspects: Provision of goods and services with the least negative impact on the environment.
* Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack, or bring unintended advantage to any military actors or other combatants.
* Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.

**8.** Company warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a financial interest in the Company’s business activities, nor is any IRC employee related to principals or owners of the company. Discovery of an undisclosed Conflict of Interest situation will result in immediate revocation of the Company’s Authorized Vendor status and disqualification of Company from participation in future IRC procurement.

9. Vendor hereby confirms that the organization is not conducting business under other names or alias’s that have not been declared to IRC.

10. Vendor herby confirms it does not engage in theft, corrupt practices, collusion, nepotism, bribery, or trade in illicit substances.

By signing the Vendor Information Form you certify that your Company is eligible to supply goods and services to major donor funded organizations and that all of the above statements are accurate and factual.

|  |
| --- |
| Supplier Name: |
| Signature: |
| Title: |
| Print Name: |
| Date: |

# Annex C: Financial Offer Form

# RFP # PL/2024/08

*Bidders can submit an offer for one, several, or all lots.*

### Lot 1 – Warsaw

|  |  |  |
| --- | --- | --- |
| No. | Address of service delivery | Area specification |
| 1 | Warsaw ul. Przyokopowa 31 | Immigration Law Support Labor andEmployment Law SupportGeneral Legal Support |

|  |  |
| --- | --- |
| Type of service | Cost per hour/fixed cost |
| **Immigration Law Support**Legal Advice and Consultation:Visa and Work Permit Assistance:Compliance and Risk Management |  |
| **Labor and Employment Law Support**Employment Contracts and Agreements:Employment Policies and Handbooks:Dispute Resolution and Representation:Handling Employee Grievances and Disciplinary Actions |  |
| **General Legal Support**Advisory Services:Representation in Legal Proceedings: |  |
| **Agreement review** |  |

- The price per "1" unit will be the ground and frame to build the master service agreement.

- The price to be given per unit inclusive Government of Poland applicable withholding tax.

|  |  |
| --- | --- |
| Notice period  |  |
| Payment terms (IRC prefers within 10 working days after reception and acceptance of the materials and final invoice by bank wire) |  |
| The validity of your offer (minimum 90 days): |  |

# Annex D: Intent to bid

# RFP # PL/2024/08

**International Rescue Committee, Inc.**

**Intent to Bid**

**IRC Reference #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Company Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Please indicate #1 or #2 below)*

**1.□** It is the intent of this company to submit a response to the (Title of RFP) Request for Proposal.

Please provide a name and email address for the person within your company that should receive notices, amendments, etc. that are related to this RFP:

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature (If faxed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Person signing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We realize that this is an intent to bid and in no way obligates this company to participate in this process.

**2.□** This company DOES NOT intend to participate in this RFP.

Name (Signature if faxed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Person signing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please fax or email this form at your earliest convenience to the attention of:

Name (YOU) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Annex E: Questionnaire

# RFP # PL/2024/08

1. Do you provide dedicated contract person for clients?

 □ Yes               □ No

Explanation………………………………………………………………………………………

1. Do you have experience in cooperation with any NGO/Ingo?

 □ Yes               □ No

Explanation……………………………………………………………………………………….

1. Could you please provide NGO/iNGO you worked with?
2. Do you have a department specialized in labor law?

□ Yes               □ No

Explanation……………………………………………………………………………………….

1. Do you have a department specialized in employment law?

□ Yes               □ No

Explanation……………………………………………………………………………………….

1. Do you have a department specialized in immigration law?

□ Yes               □ No

Explanation……………………………………………………………………………………….

1. Do you have experience / dedicated employee for GDPR cases?

□ Yes               □ No

1. Are your employees fluent in English and Polish?

 □ Yes               □ No

Explanation………………………………………………………………………………………

1. Are your preparing legal documents in English and Polish?

 □ Yes               □ No

1. Are you updating your clients with changes in polish legislation in due notice?

□ Yes               □ No

Could you give example of latest polish legislation change?

……………………………………………………….

1. What are your availability hours for contact from client?

□ Yes               □ No

Explanation……………………………………………………………………………………….

1. Please provide payment terms

Explanation……………………………………………………………………………………….