



International Rescue Committee IRC Deutschland gGmbH

Request for Proposal (RFP)

Independent Ex-Ante Assessment for the EU Humanitarian Partnership Certificate (2028-2034)

Planned Timetable	
Issue Request for Proposal	<i>27/08/2026</i>
Suppliers return signed Intent to Bid forms due date	<i>08/09/2026</i>
Questions from Suppliers due date	<i>08/09/2026</i>
Answers to Suppliers questions due date	<i>11/09/2026</i>
Bid submission due date	<i>20/09/2026, 23:59</i>
Bid Opening and Evaluation	<i>21/09/2026-30/09/2026</i>
Supplier visit if applicable	<i>21/09/2026-30/09/2026</i>
Award of Business	<i>01/10/2026</i>
Contract start (estimated)	<i>15/10/2026</i>

A. INTRODUCTION

1. *International Rescue Committee IRC Deutschland gGmbH*

The International Rescue committee supports people affected by war and crises to help them rebuild their lives. Since its founding in 1933 at the initiative of Albert Einstein, the organization has provided life-saving assistance, particularly to refugees. Today, we support people in over 40 countries worldwide. We play a leading role in developing new, proven approaches to promote the protection and empowerment of particularly vulnerable individuals. Internationally, IRC is one of the largest aid organizations with a focus on fragile contexts. Since 2016, we have been active in Germany with two offices (headquarters in Berlin). We engage in strategic dialogue with other actors in humanitarian aid and development cooperation, acquire funding, and influence political processes in favor of those affected by displacement. Our German programs focus on the areas of Education, Safety & Empowerment, Safety & Legal Protection, as well as Livelihoods.

2. *The Purpose of this Request for Proposal (RFP)*

It is the intent of this RFP to secure competitive proposals to select an independent external auditor for the International Rescue committee IRC Deutschland gGmbH to carry out an Independent Ex-Ante Assessment for the EU Humanitarian Partnership Certificate (2028-2034). All qualified and interested Suppliers are invited to submit their proposals.

The winning Bidder(s) will enter into a fixed price Service Agreement starting from 15/10/2026. Bidders shall be domiciled in and shall comply with all Government Regulations to operate in Germany. Bidders shall be regular tax-payers, and shall furnish a copy of their operating license/certificate of registration valid for the fiscal year 2026. Bidders shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

3. *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.

4. *Scope of Work*

Services and requirements to be provided by the bidder include:
See next page



Scope of Work

Independent Ex-Ante Assessment for the EU Humanitarian Partnership Certificate (2028-2034)

IRC must hold a valid EU Humanitarian Partnership certificate in order to remain eligible to apply for Humanitarian Aid Programme funding from DG ECHO for Humanitarian Implementation Plans (HIPs) launched during the 2028-2034 MFF period. DG ECHO's continuously open Call for Certifications (HUMA-2028-2034-PARTNERSHIP-CERT, Call document V1.0, 08.07.2026, see Annex E) requires every applicant – including partners renewing their 2021-2027 certificate – to submit an independent assessment report as a mandatory annex to the application.

This assignment is to engage a qualified, independent external auditor to carry out that ex-ante assessment in accordance with DG ECHO's 'Independent Assessment Report' Terms of Reference (V1.0, 01.06.2026, see Annex F) and to issue the corresponding signed Assessment Report and Assessment Questionnaire on the auditor's letterhead. The assessment covers two blocks of criteria set by DG ECHO:

- Block 1 - Eligibility, financial capacity, exclusion and minimum requirements (21 Yes/No questions on legal status, humanitarian principles, financial status, systems, and responsibility/accountability).
- Block 2 - Operational capacity and additional suitability requirements (13 questions, each scored 0-10, covering principles, operational capacity, compliance and internal control).

Anticipated outcomes

The engagement is expected to produce the following deliverables, outputs and success measures:

- A signed Terms of Reference (DG ECHO's mandatory template), a signed engagement letter reflecting the auditor's understanding of the engagement context (per ToR §5.2), and a documented assessment plan, confirmed via a kick-off meeting.
- On-site fieldwork to the Berlin HQ premises of IRC Deutschland covering a 12-month reference period, concluding with a closing meeting and aide memoire.
- A progression of Assessment Reports (draft through signed final) and a completed Assessment Questionnaire with supporting rationale, per DG ECHO's template.
- An overall conclusion and score, culminating in the auditor's opinion on IRC's acceptability as an EU humanitarian partner, along with rated findings and recommendations for any gaps.
- CVs of the proposed audit team and a list of assessment contacts. Note: DG ECHO reserves the right to request and review these CVs directly (TOR 4.2)



Success measure: the final report is compliant in form and substance with DG ECHO's Call document and Independent Assessment Report ToR, is performed in accordance with ISAE 3000, and is delivered no later than 31 January 2027 to ensure enough lead time for IRC to assemble and submit a complete application for partners wishing to apply for HIP funding from 1 January 2028 onward.

Timeframe of the Ex-Ante Assessment

Exact dates and durations to be confirmed with the selected auditor and inserted into the signed ToR:

- Preparatory / kick-off meeting: [date]
- Fieldwork (on-site assessment procedures and tests): [start date] to [end date]
- Closing meeting and debriefing memorandum: within [X] days of completion of fieldwork
- Draft report to IRC: within [X] calendar days of the closing meeting
- IRC comments on draft report: within [X] calendar days of receipt
- Revised draft / pre-final report: within [X] calendar days of receipt of IRC's comments
- IRC acceptance of pre-final report: within [X] calendar days of receipt
- Final, signed report (PDF, on original letterhead): within [X] calendar days of acceptance, and in any case in time for IRC's deadline of 31 January 2027.

Scope of the bids:

The objective of this tender is to identify an independent and qualified external auditor to perform the ex-ante assessment in accordance with DG ECHO's Independent Assessment Report requirements. Bidders must be legally authorised and professionally qualified to conduct such assessments. The proposal shall include a company profile and a description of the proposed audit approach and methodology. The technical proposal should demonstrate a clear understanding of the DG ECHO Independent Assessment Report ToR and of the humanitarian-sector criteria. Bidders must demonstrate functional independence from IRC and confirm they are not an internal auditor of the Organization, in line with DG ECHO independence and eligibility requirements (TOR 4.1), including relevant professional registrations or affiliations, and provide details of the proposed engagement team, highlighting qualifications and experience meeting DG ECHO Category 1-4 requirements. The financial proposal must include a detailed fee breakdown and clearly specify any applicable VAT. All proposals must be submitted in English.



B. THE BIDDING DOCUMENTS:

5. 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 documents in every respect will be at the Bidder's risk and may result in bid rejection.

The Bidding documents shall include the following documents:

- The Request for Proposal – RFP (this document) including all annexes A-F;
- The Bid: *please see more detailed information under Section 8.*

6. Clarification of Bidding Documents

A prospective Bidder requiring clarification of the Bidding Documents may notify the Purchaser in writing at Germany.Tender@rescue.org or through the tendering portal. The request for clarification must reach the purchaser not later than 08/09/2026. The Purchaser shall respond in writing providing clarification on the bid documents no later than 11/09/2026. 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 who have expressed an intention to submit bids.

C. PREPARATION OF BIDS:

7. Language of Bid

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

8. Documents Comprising the Bid

The submitted bid shall include the following information. Failure to provide all requested information or to comply with the specified formats may disqualify the Bidder from consideration.

- *A cover letter explaining the Bidder's interest in supplying the good or service to the IRC;*
- *Profile of the company incl. list of products/services;*
- *A Bid detailing the goods or services and their unit prices;*
- *Completion of Annexes A-D*
- *A Certificate of Business Registration or Trading License in Germany*
- *Taxpayers documents in Germany*
- *Three (3) References from current or past clients (at least in the last three years). The relevant references must include a sufficiently detailed account of the scope of services*



and the duration of the assignment. In addition, the address and telephone number of the contact person at the respective client for each reference project must be provided, as well as the role held by that person within the respective assignment.

- *Other important documents which Bidder attaches to support its bid.*

9. Bid Prices and Term

The Bidder shall clearly indicate the unit price of the goods it proposes to supply. All unit prices shall be clearly indicated in the space provided in the price schedule, and all unit prices quoted in the RFP response shall be agreed to be in effect for a minimum of twelve (12) months beginning on the date when the contract is executed, with the exception of products or services which are subject to significant and unavoidable market forces which prevent this, in which case the Bidder shall describe and justify the driver(s) of potential price fluctuation during the first twelve (12) months of the agreement. The Bidder shall sign the price schedule, and shall stamp the price schedule with the Bidding Company's seal where feasible.

Expected term of the Agreement: October 15, 2026 - January 31, 2027

10. Bid Currencies

All financial rates and amounts entered in the Bid Form and Price Schedule and used in documents, correspondence, or operations pertaining to this tender shall be expressed in EURO.

11. Bid Security

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

12. 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 e-mail. A bidder agreeing to the request will not be required nor permitted to modify his bid.

13. Format and Signing

The original bid shall be signed by the Bidder or by a person or persons 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 Bidder's company seal.

Interlineations, erasures, annotations, 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.

D. SUBMISSION OF BIDS

14. Submission and Marking of Bids:

The bidder shall submit their offer via the tender portal (DTVP) by 20/09/2026. Offers submitted after the deadline will not be accepted. The provider may, at their own discretion, extend the deadline for submission of offers. In this case, all rights and obligations of the provider and the bidders, as documented in the tender, shall apply to the new deadline.

15. Modification and Withdrawal of Bids

The Bidder may modify or withdraw its Bid after 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 must prepare and sign a modification or withdrawal notice. No Bid may be modified after the deadline for submission of bids.

E. BID OPENING AND EVALUATION

16. 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.

17. Evaluation and Comparison of Bids

Bids determined to be substantially responsive to the criteria set out above will be considered and evaluated by the IRC Procurement Committee, with the below scoring criteria.

EVALUATION CRITERIA	Description	Weight (%)
Financial proposal (price and payment terms)	Refers to the offer price, including taxes, duties, delivery charges, and payment terms.	30%
Delivery lead-time and availability	Refers to the offered lead-time and availability against IRC's fieldwork and reporting timeline (see 'Timeframe' above), including ability to	10%



	meet the recommended DG ECHO submission window.	
Proposal meets specification or requirement	Refers to the technical proposal's coverage of the DG ECHO Independent Assessment Report ToR scope: assessment approach for Block 1 and Block 2, methodology (ISAE 3000, IESBA Code of Ethics, ISQM1), and understanding of the humanitarian-sector criteria (Sphere, CHS, COSO, etc.).	30%
Supplier organization and capacity is appropriate	Refers to the auditor's independence and eligibility under DG ECHO's rules (IFAC-affiliated body or equivalent, or EU statutory auditor register), and the proposed engagement team's composition and experience against DG ECHO's Category 1-4 requirements (e.g. Category 1 audit partner with 12+ years' public audit experience; team experience with EU-funded external aid or development-sector audits).	30%
		100%

18. Contacting the Purchaser

Subject to Clause 6, 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 the selected qualified supplier is announced.

19. Notification of Award

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



F. CONTRACTING

20. Contract award and notification

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

21. 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.

22. 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.

G. ETHICAL OPERATING STANDARDS

23. 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/h6dv915b72o1mapxg3vczbqxjtboyel>. The IRC Way provides four (4) core values - Integrity, Service, Accountability and Equality.

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

- (i) informs IRC upon becoming aware that the integrity of IRC's business has been compromised during the RFP process, and
- (ii) Reports such events through IRC's confidential hotline, Ethics point, which can be accessed at www.ethicspoint.com or via toll-free (866) 654-6461 in the U.S., or collect call (503) 352-8177 outside the U.S.

24. 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:

- a) Members of the same family submit separate bids for the same tender
- b) Separate companies owned by the same person submit separate bids for the same tender
- c) Employees of a bidding company submitting separate bids through companies they own for the same tender
- d) 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: Intent to Bid

International Rescue Committee IRC Deutschland gGmbH – Intent to Bid

IRC Reference: Independent Ex-Ante Assessment for the EU Humanitarian Partnership Certificate (2028-2034)

Bidder name _____

(Please indicate #1 or #2 below)

1. ☐ *It is the intent of this company to submit a response to the Request for Proposal to find an independent auditor for the Ex-Ante Assessment for the EU Humanitarian Partnership Certificate.*

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 _____

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.

OR

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

Name _____

Title of Person signing _____

Date _____

*Please send this form as soon as possible via e-mail to the address indicated below or via the tendering (DTVP) portal. E-mail: **Germany.Tender@rescue.org***



Annex B: Confirmation of Accuracy of Information

Date: _____

Information about the bidder:

Bidder Name: _____

Address: _____

Authorized Contact Person: _____

Telephone: _____

Name(s) of the Owner(s): _____

Duration of Operations in Germany (years): _____

To the best of our knowledge and belief, all information provided by us in response to this tender is accurate and truthful.

We further acknowledge that The Purchaser reserves the right to accept or reject any tender, to select the successful bidder in accordance with its policies and procedures, and not necessarily to accept the lowest-priced offer. The procuring entity also reserves the right to reject any or all bids, where applicable without providing reasons.

All costs incurred in connection with participation in this tender shall be borne by the bidder; the procuring entity shall not be responsible for such costs.

Name, First Name: _____

Signature, Company seal: _____



Annex C: Vendor information form



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

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	
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	<u>This field is mandatory if Wire Transfer is the selected payment method</u>
Specify Standard Payment Terms (Net, 15, 30 days etc.)	
Payment Method	
Bank account number	<u>This field is to be completed upon notification of awarding of order\contract</u>
Swift code (if applicable)	<u>This field is to be completed upon notification of awarding of order\contract</u>

Product/Service Information

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

Documentations as applicable:

Official Registration	Provided ____ Not provided: ____ Reasons: ____
Tax ID	

References

Client Name:	<u>Contact Name, Phone, Email Address:</u>
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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 clients.
 - 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 hereby 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.

Company name:	
Name of Contact person:	
Title:	
Signature:	
Date:	



Annex D: IRC Conflict of Interest and Supplier Code of Conduct

Supplier hereby agrees that Supplier and Supplier's employees and subcontractors, if any, shall abide by and follow all established written policies of IRC related to work conduct, including, but not limited to, The IRC Way: Standards for Professional Conduct ("The IRC Way"), the IRC's code of conduct, and IRC's Combating Trafficking in Persons Policy. The IRC Way provides four (4) core values - Integrity, Service, Equality and Accountability. Supplier acknowledges that all IRC employees and independent contractors are expected to apply these core values and follow these undertakings in carrying out work on behalf of IRC. It is a point of pride for IRC to apply these behavioral standards in IRC's everyday operations.

Integrity - At IRC, we are open, honest and trustworthy in dealing with clients, partners, co-workers, donors, funders, and the communities we affect.

- We work to build the trust of the communities in which we work and sustain the trust earned by our reputation in serving our clients.
- We recognize that our talented and dedicated staff are our greatest asset and we conduct ourselves in ways that reflect the highest standards of organizational and individual conduct.
- Throughout our work, IRC respects the dignity, values, history, religion, and culture of those we serve.
- We respect equally the rights of women and men and we do not support practices that undermine the human rights of anyone.
- We refrain from all practices that undermine the integrity of the organization including any form of exploitation, discrimination, harassment, retaliation or abuse of colleagues, clients, and the communities in which we work.
- We do not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances.
- We accept funds and donations only from sources whose aims are consistent with our mission, objectives, and capacity, and which do not undermine our independence and identity.
- We support human rights consistent with the UN Universal Declaration of Human Rights and The Convention on the Rights of the Child.
- We rigorously enforce the UN Secretary General's Bulletin on the Protection from Sexual Exploitation and Abuse.
- IRC recognizes its obligation of care for all IRC staff and assumes their loyalty and cooperation.

Service - At IRC, our primary responsibility is to the people we serve.

As a guiding principle of our work, IRC encourages self-reliance and supports the right of people to fully participate in decisions that affect their lives.

- We create durable solutions and conditions that foster peace, stability and social, economic, and political development in communities where we work.
- We design programs to respond to clients' needs including emergency relief, rehabilitation, and protection of human rights, post-conflict development, resettlement, and advocacy on their behalf.



- We seek to adopt best practices and evidence-based indicators that demonstrate the quality of our work.
- We endorse the Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief.

Equality – We strive for equal outcomes for all clients and colleagues by promoting equitable access to opportunities and services.

Accountability - At IRC, we are accountable – individually and collectively – for our behaviors, actions and results.

- We are accountable and transparent in our dealings with colleagues, clients, partners, donors, and the communities we affect.
- We strive to comply with the laws of the governing institutions where we work.
- We maintain and disseminate accurate financial information and information on our goals and activities to interested parties.
- We are responsible stewards of funds entrusted to our use.
- We integrate individual accountability of staff through the use of performance evaluations.
- We utilize the resources available to our organization in order to pursue our mission and strategic objectives in cost effective ways.
- We strive to eliminate waste and unnecessary expense, and to direct all possible resources to the people we serve

Conflict of Interest

- Supplier hereby 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 Supplier's business activities.
- Supplier hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a family relationship with the supplier's owners.
- Discovery of an undisclosed conflict of interest will result in immediate termination of any Agreement and disqualification of Supplier from participation in current and future IRC activities.
- Supplier hereby confirms that the organization is not conducting business under other names or alias's that have not been declared to IRC.

If you believe that any IRC employee, volunteer or intern is acting in a manner that is inconsistent with these Standards, please notify a supervisor or the confidential helpline Ethicspoint, www.ethicspoint.com or call Ethicspoint toll-free (866) 654-6461 in the U.S./call collect (503) 352-8177 outside the U.S. There will be no retaliation against any person who raises concerns that are based on good faith belief of improper conduct. An intentionally false report or a failure to report conduct that is known to violate these standards may result in disciplinary action.



By signing this statement supplier acknowledges any violation of the above IRC policies will result in immediate termination of any agreement in place and disqualification from participation in future IRC activities.

Company name:	
Name of Contact person:	
Title:	
Signature:	
Date:	