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REGISTRATION OF INTEREST

ROI No: 2020/001

FOR

REGISTRATION AS A VETTED ELIGIBLE MATERIALS SUPPLIER

FOR

PNG POWER LIMITED DONOR FUNDED PROJECTS

July 2020

REGISTRATION AS A VETTED ELIGIBLE MATERIALS SUPPLIER FOR PNG POWER LIMITED DONOR FUNDED PROJECTS

Dear Sir/Madam/Interested Supplier

PNG Power Limited (PPL) as the state-owned enterprise and monopoly on-grid electricity supplier is partnering with the donor signatories of the PNG Electrification Partnership (PEP) to execute and deliver the intent of that programme. This programme involves significant on-grid extension projects into rural areas. New Zealand's current contribution to this programme is the ROGE Project and, in partnership with the Australian government, will also contribute to the Enga Electrification Project, where the materials supply component of the projects are estimated at NZD 10m + over the next 3 years.

From lessons learned, a significant impediment to effective delivery of electrification projects, is the availability and timely access to materials that meet the PPL technical specifications. Much of these materials come from overseas, and the foreign currency reserves situation within PNG hinder timely procurement and delivery of these materials. Other issues occurred along the entire supply chain including, sourcing, shipping, storage and delivery. PPL, on behalf of the PEP partners, wish to transform the supply chain for the materials for PEP by partnering with Business partners with the capability to efficiently manage the material supply logistics for large electrification programs. We would also like to streamline payment processes so the donors can pay directly in foreign currency.

PPL is seeking Registrations of Interest (ROI) from suppliers or joint ventures that are able to manage the supply chain for such a program. This will include proven success and capability in:

- international procurement of materials to the standards required by PNG Power;
- management of international shipping and logistical processes for such materials;
- managing the timely delivery of required quantities to specified sites (Including remote parts of PNG);
- managing of inventory stores in PNG if required;
- innovative systems of management of procurement and logistical processes; and
- strategies to drive efficiency and cost savings through the supply chain.

We will discuss with shortlisted businesses, international alternatives to the existing PPL payment processes.

Based upon the ROI, PPL will assess the capabilities of the Businesses and undertake a vetting process for compliance to PPL requirements and achievement of our donors required 'technical and financial attributes'. From this process, PPL will undertake more detailed discussions with short listed Business to establish a preferred supplier registry for all such confirmed suppliers.

Businesses on the preferred supplier registry will then be invited to bid for opportunities to act as material supplier or material supply agent to procure and supply materials to PEP programme projects. This will occur in tranches and be remunerated by donors through their foreign currency bank accounts.

It is anticipated that the first engagement will be for the Rural on Grid Electrification Project (ROGEP) in the Central Province of PNG and the Enga Electrification Project (EEP). The ROGEP project expecting NZ\$2 m of inventory over the next few months while the EEP is expecting to procure inventory worth over NZ\$ 10 m from early next year.

PPL concurrently:

- invites selected companies to submit their application for validation and registration, and
- advertises this ROI on the open market within PNG and internationally.

The following documents are included in this ROI:

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Registration of Interest is to be lodged by the Closing time set out in SECTION 1 – INFORMATION FOR INTERESTED SUPPLIERS.

If you have any questions about the application, please email vetting@pngpower.com.pg quoting the ROI Number.

SECTION 1 – INFORMATION FOR INTERESTED SUPPLIERS

ROI #	2020/001
Activity	PNG Power Ltd – Donor Funded Activities Vetting and registration as a preferred provider for the supply of materials to PPL donor funded projects.
Principal	PNG Power Limited
Closing Time	4.30 pm (PNG Local) or 0630hrs UTC, on Friday 7 August 2020 Late submissions may not be accepted
Lodgement of Submissions	The Proposal must be lodged through: www.tenderlink.com/pngpower and www.pngpower.com.pg/tenders By the Closing Time Two digital files must be submitted containing separately: <ol style="list-style-type: none"> 1. Technical and Financial Attributes 2. Completed PPL Creditor Vetting & Approval Form (either international or local)
Site Briefing	To be advised for as required for specific contracts
Contact person	Ms Danae Pala Team Leader – Tenders, Contracts & Supplier Management Ph: +675 324 3433/3532/3496 Email: vetting@pngpower.com.pg
Restrictions on Consultation	Unless specified, no contact with PPL personnel, donor agencies or associated PNG Government departments will be permitted during the assessment period. Additional information or clarifications about the consultancy will only be provided by email. Email clarifications will be distributed to all registered Suppliers. No clarifications will be provided within 48 hours of the Closing Date.
Assessment Validity Period	Assessment period will remain valid for 90 days from the closing date for applications.
Cost Fluctuations	Cost fluctuations using the quarterly CPI adjustment factors as measured by the PNG National Statistics Office may be applied to tendered unit rates. Note: Cost fluctuation requirements will only apply to material supply / procurement bids. This ROI is for qualifying to be an Eligible Supplier.

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SECTION 2 – APPLICATION QUALIFICATION REQUIREMENTS

1. Timetable

By submitting an ROI, supply companies agree to all conditions of this Registration of Interest. PPL will treat all submissions as confidential, including any additional information Suppliers provide. The following is the approximate timetable for Submissions. PPL reserves the right to alter any of these dates.

Activity	Date
Advertising (Release of ROI)	Friday, 03 July 2020
ROI query cut off date	Monday, 3 August 2020, 4pm (PNG Local), 0600hrs UTC
Final date for clarifications	Wednesday, 5 August 2020, 4pm (PNG Local) 0600hrs UTC
ROI close	Friday, 7 August 2020, 4.30 pm (PNG local), 0630hrs UTC
ROI Recommendation	Monday, 24 August 2020
Supplier Registered on PPL Vetted Suppliers List	Monday, 7 September 2020
Inception meeting	Date to be advised

2. Eligibility of the Supplier

The Supplier, including parties constituting the Supplier, may have the nationality of any country, except for those prohibited by the legislation of the donor countries (New Zealand and Australia), by the legislation of PNG, or by any international Agreement of which PNG is a signatory, or by an Act of Compliance with a Decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. At the present time the countries covered by this prohibition are those who are not current members of the United Nations.

The Supplier must meet the following eligibility criteria:

- a. must be registered in the country of the Supplier;
- b. be free from insolvency, bankruptcy or similar status;
- c. have the legal capacity to enter into contract;
- d. be current with payments of taxes and social charges;
- e. not be ineligible pursuant to the provisions of this ROI; and
- f. not have been convicted within the last year of, or currently under indictment for, a criminal offence involving corruption or other misconduct reflecting a lack of suitability to participate in government procurement.

A Supplier who has taken part in the development of the Scope of Services, or in any other technical studies relating to the Assignment covered by this Proposal, or a Supplier who has participated in the preparation of any pre-proposal activities will not be permitted to participate in this Proposal.

For the avoidance of doubt a Supplier may participate as a sub-Contractor in more than one Proposal but may only enter one Proposal under their own name.

The Supplier will provide such evidence of their continued eligibility satisfactory to PPL, as reasonably requested.

Government-owned enterprises in PNG may only participate if they are legally and financially autonomous, operate under commercial law, are not a dependent entity of the State. and have offshore Foreign Exchange accounts.

3. Eligibility of Services

Services may be supplied from any country, except for those prohibited by the legislation of the donor countries, by the legislation of PNG or by any international Agreement of which PNG is a signatory; or by an Act of Compliance with a Decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations.

PPL will exclude from consideration any submission if the Supplier or one of its Related Entities is listed:

- by the New Zealand Minister for Foreign Affairs and Trade under the Charter of the United Nations Act 1945 and/or listed in regulations made under Division 102 of the Criminal Code Act 1995 (Cth). Further information about listed persons and entities is available from the New Zealand Ministry of Foreign Affairs and Trade website at <https://www.mfat.govt.nz/en/peace-rights-and-security/sanctions/>; and from Australia DFAT website at <https://www.dfat.gov.au/international-relations/security/sanctions/Pages/consolidated-list>, and <https://www.nationalsecurity.gov.au/Listedterroristorganisations/Pages/default.aspx>;
- prohibited suppliers / contractors as set out on the Government of PNG web site
- by the World Bank on its “Listing of Ineligible Firms” or “Listing of Firms Letters of Reprimand” posted at www.worldbank.org (the “World Bank List”)

4. Prohibited Countries

At the present time the countries covered by this prohibition are those who are not current members of the United Nations.

5. Qualifications of the Supplier

To qualify to be vetted for registration, Suppliers will meet the following minimum qualifying criteria:

- a) provide a minimum of three examples of work of a similar nature and complexity completed in the last five years covering;
 - i. international procurement of materials with a total value of not less than US\$ 1 million, to the standards required by PNG Power;
 - ii. management of international shipping and logistical processes for such materials;
 - iii. managing the timely delivery of required quantities to specified sites (preferably in PNG);
 - iv. managing of inventory stores in PNG if required;
 - v. innovative systems of management of procurement and logistical processes; and
 - vi. strategies to drive efficiency and cost savings through the supply chain
- b) have a minimum number of qualified staff working in relevant disciplines as specified and agreed and as set out in this ROI;
- c) provide a suitable Project Manager/Manager/Supplier Representative with the relevant experience over the period as agreed and specified in this ROI; and
- d) any other criteria as specified in this ROI.

If the Supplier is a joint venture, consortium or association (this does not include a sub-contractor) all of the parties will be jointly and severally liable to the Principal for the fulfilment of specific supply Contracts, but will appoint one party to act as the Member-in-Charge with authority to bind the joint venture, consortium or association. The composition or the constitution of the joint venture, consortium or association will not be altered without the prior consent of the Principal. Supply contracts will be either with PPL or construction contractors and the Principal will depend on the specific contract.

Participation by a Supplier with a consistent history of litigation or arbitration awards against the Supplier or any partner of a joint venture may result in disqualification.

6. Corrupt or Fraudulent Practices

Donors and the PPL require that Suppliers observe the highest standard of ethics during the procurement and execution of contracts. In pursuance of this policy:

- a) The definitions, for the purposes of this provision, of the terms set forth below is as follows:
 - i. “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - ii. “fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
 - iii. “collusive” practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - iv. “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - v. “obstructive practice is deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation.
- b) PPL will reject a proposal for vetted registration if it determines that the Supplier recommended for vetted registration has engaged in corrupt or fraudulent practices in competing for this vetted status.
- c) PPL will declare a Supplier ineligible, either indefinitely or for a stated period of time, to be awarded vetted status if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract for services.

7. Child Protection

PPL and donors are committed to protecting the rights of children; safeguarding the welfare of children; and adopts a zero-tolerance approach to child exploitation or abuse.

All Suppliers must ensure that they are aware of their responsibilities and obligations with respect to the prevention, detection and reporting of child abuse and exploitation. NZ MFAT’s notes on Child’s Generic Rights can be found at <https://www.mfat.govt.nz/assets/Aid-Prog-docs/Tools-and-guides/UNICEF-guidance-note-Feb-2016.pdf>.

8. PPL’s Rights

At any time, PPL reserves the right to:

- a) terminate or cease to proceed with this ROI process;
- b) change the structure and timing of the procurement process;
- c) vary or extend any time or date in this Registration of Interest;
- d) terminate the participation of any Supplier in the Registration of Interest process for any reason;

- e) require additional information or clarification from any Supplier, or provide additional information or clarification;
- f) negotiate with one or more Suppliers;
- g) call for new submissions;
- h) reject any submission received after the closing time;
- i) reject any submission that does not comply with the requirements set out in this Registration of Interest; and
- j) terminate negotiations with any Supplier at any time for any reason.

9. Conflict of Interest

Suppliers must provide details of any circumstances or relationships that constitute, or may constitute, a conflict or potential conflict of interest regarding this application, or any obligations under any formal agreement with PPL.

10. Agreement with Successful Supplier

The laws of the State of Papua New Guinea and New Zealand will apply to the rendering of services in this agreement.

Once PPL selects a preferred Supplier for a specific activity, it will then register that organisation as an eligible materials supplier for the purposes of facilitating overseas procurement of materials to PPL or nominated construction contracts or contractors. Dependent on the contract modality, the eligible Supplier may either enter into a contract with a construction contractor or a contract with PPL to deliver the PPL donor funded project. The contract will outline specific inputs, requirements, outputs, fees, tasks and other company obligations as provided in the successful Submission proposal and negotiated with the Supplier.

PPL reserves the right to withhold payment for services if materials supplied are not of a satisfactory standard, or do not meet the technical specification required.

11. Additional information

11.1 Security

Suppliers need to be aware that in some assignment locations, security issues could require particular attention. Suppliers will be responsible for the security of their personnel and for taking out and maintaining appropriate insurance cover for their personnel.

It is the Supplier's responsibility to ensure the security of any equipment and/or supplies to the contracted point of delivery. Responsibility for security of materials will depend on, and be specified in, the specific materials supply contract. E.g. for ENGA contracts the construction contractors will be responsible for security of materials and they will specify the security requirements of material suppliers. For PPL supply contracts the material supplier will be responsible for security of materials to the specified point of delivery (e.g. the PPL Port Moresby storage yard)

It will be a requirement for the successful Supplier to submit a construction site security plan upon award of the contract.

11.2 Insurance

The successful Supplier will provide adequate insurance to cover the supply chain requirements particular to this agreement. The insurance covers should be stated and meet the requirements of specific supply contracts.

As part of this ROI suppliers are to provide evidence that they can secure appropriate insurance.

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SECTION 3 – SELECTION PROCEDURE

1. Evaluation Process and Score Weightings

- 1.1. PPL will apply a Quality and Due Diligence Based method of evaluation to determine eligibility for registration as a vetted eligible provider.
- 1.2. The Registration of Interest will comprise two distinctly separate parts: a Technical and Financial Attributes Submission, and the PPL Creditor Vetting & Approval Form. These two parts will be provided in two separate documents.
- 1.3. The PPL Creditor Vetting and Approval is a mandatory requirement for PPL. Organisations who do not pass this assessment will not progress. The Evaluation Panel will scrutinise this assessment prior to finalisation.
- 1.4. PPL will form an Evaluation Panel to assess the technical and Financial attributes submission of the ROI against the weighted selection criteria detailed in Section 2.1 below. The evaluation panel will score each attribute against the listed criteria from 0 to 10, with 10 being the highest score. Each Technical and Financial criterion score is given the percentage weighting shown. Weighted scores are summated to give the overall Technical and Financial Attributes Score. All conforming submissions will then be ranked against each other using the following formula:

$$\text{Technical Attributes Score} = \frac{\text{Supplier's Weighted Technical Attributes Score}}{\text{Highest Weighted Technical Attributes Score}} \times 0.7 = \text{Final Technical Score}$$

$$\text{Financial Attributes Score} = \frac{\text{Supplier's Weighted Financial Attributes Score}}{\text{Highest Weighted Financial Attributes Score}} \times 0.3 = \text{Final Financial Score}$$

$$\text{Final Attributes Score} = \text{Final Technical Score} + \text{Final Financial Score}$$

- 1.5. The Overall Final Score for evaluation of submissions will be calculated as follow:

$$\text{Overall Final Score} = \text{Total Attributes Score} \times \text{Due Diligence Discount Factor}$$

- 1.6. Technical and Financial assessment will be used to determine short listing of organisations for further consideration.

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2. Technical Attributes Evaluation Criteria

2.1 The Technical Attributes Evaluation shall comprise 70% of the scoring. The Supplier must address all of the Evaluation Criteria for the Submission to be considered. The Technical Evaluation Panel will evaluate the technical proposals against the criteria and weighting shown below. The entire section addressing the criteria shall not exceed sixteen (16) pages excluding the CVs, which may be included in an annex:

Selection criteria –Technical Attributes		Weighting
1	<p>Organisational Management & Capability</p> <p>Demonstrated organisational and technical capability and experience. Company structure and supply chain interconnectivity.</p>	15%
2	<p>Supply Chain Management Capability, Capacity & Experience</p> <p>Proven experience, success, and capability in:</p> <ul style="list-style-type: none"> i. international procurement of materials to the standards required by PNG Power; ii. management of international shipping and logistical processes for such materials; iii. managing the timely delivery of required quantities to specified sites (preferably in PNG); iv. managing of inventory stores in PNG if required; v. innovative systems of management of procurement and logistical processes; and vi. strategies to drive efficiency and cost savings through the supply chain. vii. An overview of materials and contract value of the materials that the Supplier can and has experience in procurinfg. <p>Including Schedule 1 PAST EXPERIENCE – SUPPLY CHAIN MANAGEMENT</p>	50%
3	<p>Personnel, Partnerships & Method Statement</p> <p>Information covering:</p> <ul style="list-style-type: none"> i. The Submission’s proposed key team members, business partners and how they support the approach and methodology. ii. A method statement which must explain how these factors will be coordinated to deliver the results specified in point 2 above. The Method Statement can be in the form the Bidder feel fit. iii. Outline of staff recruitment policies and procedures. iv. Evidence of anti-corruption and conflict of interest policy and procedures. <p>Including Schedule 4 SPECIFIED PERSONNEL, PARTNERSHIPS & FACILITIES</p>	25%
4	<p>Workplace Health and Safety and Security Plan, and Child Protection Policies and Plans</p> <p>Provision of company work place polices and project plans covering the following but not limited to:</p> <ul style="list-style-type: none"> v. Work Health & Safety and Risk Management vi. Site Security vii. Environmental Mitigation viii. Child Protection ix. HIV/AIDS x. Harrassment and Sexual Harrassment xi. HR Policies & Procedures 	10%
TOTAL		100%

3. Technical Attributes

The technical attributes must contain the following:

- a. Key Contact Person for Submission (Inclusive of name, address and contact details of nominated individual)
- b. Organisational Management & Capability (Maximum four (4) A4 size pages)
- c. Supply Chain Management, Capability, Capacity and Experience (Maximum four (4) A4 pages)
- d. Personnel, Partnerships & Method Statement
- e. Workplace Health and Safety
- f. Schedules and Appendices (As set out in following pages).

Company work place polices and plans on the following, but not limited to:

- i. Health & Safety
- ii. Security of materials in transit and to point of delivery
- iii. Environmental Mitigation [not relevant]
- iv. Child Protection [relevant??]
- v. HIV/AIDS [relevant if they are working in PNG]
- vi. Harrassment and Sexual Harrassment
- vii. Human Resources policies and procedures

4. Financial Attributes Criteria

Selection criteria –Financial Attributes		Weighting
1	Company Information <ol style="list-style-type: none"> i. Company Profile & Business Name Registration. ii. Registered Incorporated Certificate of respective country iii. Company Extract iv. Tax registration / identification number v. Evidence of a foreign currency bank account outside of PNG, or the ability to secure an offshore bank account 	30%
2	Financial Information <ol style="list-style-type: none"> i. Audited Financial Statements for the previous 3 years, or Financial Statements for the previous 3 years if exempt by PNG law ii. Profit and Loss statement iii. Cash flow statement iv. Evidence of ability to manage cash flow and finance to cover cash flow v. Evidence of ability to secure required insurances vi. Evidence of an understanding of applicable PNG / country of domicile specific taxes and evidence of the requirement to pay taxes 	70%

Selection criteria –Financial Attributes		Weighting
3	Other Information <ul style="list-style-type: none"> i. Valid insurance policies ii. Evidence bank guarantees or evidence of ability to secure guarantees iii. Evidence of a good credit history 	

5. Financial Attributes

- a. Company information as set out in 1
- b. Financial information as set out in 2 above

6. Creditor Vetting & Approval Form and Due Diligence

6.1 Suppliers must submit a completed and signed Creditor Vetting & Approval Form (Local), or Creditor Vetting & Approval Form (Overseas) as applicable to their base of operations.

6.2 Other information required for vetting assessment and due diligence, includes, but is not limited to:

It is noted that some of this information may have been provided in response to other parts of this ROI.

- i. Company Profile & Business Name Registration or Equivalent (e.g. TIN, NZBN, ABN, etc)
 - ii. Registered Incorporated Certificate of respective country
 - iii. Company Extract – stated purpose or objectives
 - iv. Overview of company structure and management
 - v. Policies to deal with bribery and corruption including whistle blower policies
 - vi. Conflict of interest policies
 - vii. Staff recruitment policies including background checks
 - viii. Health and Safety policies and compliance
 - ix. Management of subcontractors to ensure compliance with organisation’s policies
 - x. Sanctions list checks
 - xi. Evidence of a foreign currency bank account outside of PNG, or the ability to secure a PNG offshore FX bank account.
 - xii. Quality Assurance Certificates or Equivalent (e.g. ISO 9001:2015)
 - xiii. Insurances (Certificates of Currencies; Workers Compensation & Public Liability, etc)
 - xiv. Overview of computer / information technology systems
 - xv. Overview of risk management systems
 - xvi. Other relevant documents, or weblinks, detailing the company’s policies and procedures that may be deemed relevant to this ROI which may be required if further due diligence assessment is warranted.
- 6.3 Suppliers must also provide narrative information that demonstrates how the approach included under their proposals would contribute to a Value for Money outcome.

- 6.4 In framing a response, Suppliers should have regard to PPL and NZ MFAT Procurement Rules. In particular, the price of the goods and services is not the sole determining factor in assessing value for money. Factors to consider include, but are not limited to:
- a) fit for purpose;
 - b) a potential supplier's experience and performance history;
 - c) flexibility (including innovation and adaptability over the lifecycle of the procurement);
 - d) environmental sustainability (such as energy efficiency and environmental impact); and
 - e) whole-of-life costs.
- 6.5 Any rates prescribed for the supply of materials for PPL donor funded projects sourced from outside PNG must be expressed in New Zealand Dollars (NZD). Any rates for materials supplied from within Papua New Guinea must be expressed in Papua New Guinea Kina (PGK). Any escalators, foreign exchange rate variations, or other price risks, must be built into the fixed price proposal.
- 6.6 Financial Proposals for material supply tenders are to be prepared free of taxes. The Supplier is required to determine their own company tax liabilities for this assignment, based on their own company status with regard to undertaking supply of materials in PNG. If taxes are payable the Supplier will be required to provide evidence for the requirement to pay those taxes. Taxes and costs include:
- i. GST. Any gst paid will be reimbursed by PPL for gst payable in PG Kina, or by the donor if payable in foreign currency
 - ii. Customs and duties. Donor funded projects are free of customs and duties. Any customs or duties paid by the supplier will be reimbursed by PPL on proof of payment
 - iii. Wharfage and handling costs are to be paid by the materials supply contractor and are to be included in the price of materials supplied

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7. Insurance

The Supplier is required to provide information regarding their ability to meet insurance requirements:

Insurance			
Does your company have or are you able to obtain the mandatory minimum required levels of insurance?	Yes/No	Public Liability	
		Policy number(s):	
		Name of insurance company:	
		Date of expiry:	
	Yes/No	Workers Compensation	
		Policy number(s):	
		Name of insurance company:	
		Date of expiry:	
	Yes/No	Shipping & Handling (pending registration approval)	
		Policy number(s):	
		Name of insurance company:	
		Date of expiry:	

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SECTION 4 – SCOPE OF SERVICES

Eligible Materials Supplier for PPL Donor Funded Projects

1. BACKGROUND

PNG has one of the lowest per capita rates of electricity access in the world, estimated at 13%¹ of households. In 2018, the Government of Papua New Guinea (GoPNG) set a target of electrifying 70% of PNG households with meaningful electricity supply by the year 2030. One of the key mechanisms for the GoPNG to achieve this “70/30” target is the PNG Electrification Partnership (PEP) that GoPNG signed with New Zealand, Australia, Japan and the US, during the 2018 APEC Summit in Port Moresby, PNG.

PNG Power Limited (PPL) is partnering with the donor signatories to execute and deliver the PNG PEP programme. This programme involves significant on-grid extension projects into rural areas.

A significant impediment to effective delivery, is the availability and timely access to materials from overseas that meet the PPL technical specifications. The foreign currency reserves situation within PNG to allow timely procurement of these materials, more often than not, is hindered. This has created a need to source material suppliers with the capability to hold international, or foreign currency bank accounts to facilitate more effective procurement of materials overseas for import into PNG through direct donor financing.

PPL requires all potential material suppliers to be vetted and verified prior to conducting business with PPL. PPL has established a preferred supplier registry for all such confirmed suppliers.

In addition to PPL’s requirements, our donor partners require additional information in terms of ‘technical and financial attributes’. Those who meet the requisite criteria will be registered as vetted registered materials suppliers for PPL donor funded projects and will be remunerated through the donor foreign currency bank accounts.

2. OBJECTIVE

Procurement and supply of materials to PPL donor funded construction projects including:

- To act as a sub-contractor for materials supply to PPL Construction Contractors and directly as a supply contractor to PPL as and when required;
- To facilitate more effective procurement, supply and shipment of specialist material from international manufacturers by maintaining foreign currency reserves offshore for the express purposes of supply materials to PPL donor funded construction projects;
- Act as the Material Supply Agent for the Enga Electrification Project if required;
- Act as the Material Supply Agent to the Rural On Grid Extension Projects; and

3. SCOPE OF SERVICES

3.1 Procurement of Materials

Acting as a Supply Agent procuring materials on the international market:

- i. for contractors contracted to PPL to construct donor funded electrical works
- ii. for PPL where PPL is supplying materials to contractors constructing donor funded electrical works

Ensuring that material procured comply with technical specification requirements and with PPL standards.

3.2 Shipping and Logistics

Managing international shipping and associated logistics associated with procurement and shipping of materials

3.3 Delivery

¹ National Energy Policy 2018-2028 and the World Bank’s 2017 electrification analysis using satellite imagery that estimated the electrification rate at 13%. By comparison, the Solomon Islands has in the past two decades surpassed PNG with an electrification rate of almost 50%.

Delivery of procured materials to specified delivery locations. Delivery locations will be specified in procurement tender documents provided by PPL or as specified by construction contractors requesting procurement of materials.

Delivery could be to

- i. PPL yard in Port Moresby, or
- ii. to wharf in Lae or Port Moresby or other wharf location in PNG, or
- iii. to a secure storage yard near to a construction site, likely to be located in remote parts of PNG

Security for materials to the point of handover will be the responsibility of the Supplier.

Timing for delivery of materials will be as specified or negotiated with PPL or construction contractor

3.4 Inventory Management

Management of materials inventory in PNG if requested by either PPL or construction contractors.

Management of inventory tasks and responsibilities would be negotiated with either PPL or construction contractors

3.5 Indication of Materials to be Procured

Materials to be procured will depend on the specific scope of works for each construction activity / contract. For grid extension / electricity distribution projects materials are expected to include:

- Steel and wooden Poles and pole fittings for HV and LV lines,
- Cross arms, insulators, terminators and all accessories for HV and LV
- Distribution line conductors and cables (22kV overhead conductors, 415V/230V overhead conductors and Aerial Bundled Conductors (ABC)), service cables, underground cables etc
- Transformers (25KVA, 50 KVA, 100KVA, 200KVA or higher capacity) and all accessories
- Stays, bollards, earthing equipment and all accessories
- Section disconnectors, isolators, circuit breakers and other isolation and protection equipment and accessories
- Electrical termination equipment to buildings including earthing equipment
- Sub boards, Minimum Supply Kits (MSK's) and metering equipment. MSK's comprise a fuse, two lights and two plugs and are installed in bush houses.

3.6 Supporting Documents

Supporting documents will be provided as part of the requests for procurement / supply of materials including:

- i. Bills of materials covering, in detail, items to be procured.
- ii. Technical specifications for materials
- iii. Details relating to delivery and storage.

Supporting documents will be specific to the work / project to be undertaken

3.7 Reporting and Documentation

i. Progress Reports & Program Updates

The Supplier shall provide regular progress reports to PPL and NZ MFAT as set out in specific supply contracts. Submission of progress reports to be in electronic form. Timing of reports to be agreed.

ii. Operation and Maintenance Manuals and Technical Data

The supplier shall provide detailed shop drawings, technical specifications, warranties and dispatch notes as specified in specific supply contracts.

Operations and Maintenance Manuals as applicable and specified are to be provided. Submission of technical documentation and data to be in electronic form as specified

3.8 Risk Assessment and Management

Risk assessment shall be carried out continuously during the term of specific supply contracts specifically as they relate to supply chain integrity and international market forces that may affect delivery service or supply of materials.

Risks related to equipment or materials maintenance and operation shall be considered, in addition to others.

Risk management shall use a recognised risk assessment process, such as AS/NZS ISO 31000:2009 – Risk management – Principles and guidelines.

3.9 Indicative Planned Donor funded Projects

Enga Electrification Project

Overview

The total project includes six separate contracts:

- Eastern Sector distribution line construction works
- Western Sector distribution line construction works
- North west service connection works
- North east service connection works
- South west service connection works
- South east service connection works

The Eastern Sector Distribution Contract will be the first tender to be advertised.

Indicative quantities

Indicative quantities for the Eastern Sector Distribution Contract are:

Conductors (approximate lengths)

- 15 km of 22kV 3 phase main High Voltage (HV) lines
- 18 km of 415V 3 phase Low Voltage (LV) line underhung (or separate) bare conductor sub circuit
- 2.5 km of 230V three phase ABC 50 sq mm conductor
- 6 km of 230V 3 phase ABC 35 sq mm conductor
- 36 km of 230V 1 phase ABC 35 sq mm conductor

Transformers (indicative numbers)

- 5 - 100 KVA 3 phase transformers
- 15 – 50 KVA 3 phase transformers
- 3 – 25 KVA 3 phase transformers
- 1 – 25 KVA 1 phase transformer

Poles (indicative numbers)

- 300 HV UC poles
- 900 LV 9m poles (100NB)
- 1400 LV 6m poles (100NB)

A detailed Bill of Materials will be prepared by tenderers and may be submitted to Material Supply Agents for pricing.

Rural On Grid Extension Project (ROGEP)

Various Projects

Approximately 50 km of 22kV and about 2500 LV service connections

Some of the materials have been procured. Details of further procurement will follow completion of LV designs

4. DELIVERABLES

4.1 Deliverables, Timeframe for Delivery and Payment

The deliverables for the procurement of materials are specific to each contract. Deliverable will include among other things:

- iii. delivery of the materials that meet the specifications
- iv. delivery of specified quantities
- v. delivery to the specified locations
- vi. delivery within the agreed / contracted time frame(s)
- vii. provision of other services as contracted for specific projects

Supplier costs are to include all costs of delivery to the specified locations. Including, wharfage, customs duties, taxes, handling and transport. Taxes and customs duties are to be invoiced separately for reimbursement.

4.2 Payment

Payment of foreign currency will be made directly by the Donor to the supplier's offshore bank account. Refer to diagramme Appendix 3

Payment will be as per the payment schedule set out for each specific supply contract.

For example, the draft milestone payment schedule for the first Enga Distribution contract is 10% on placement of orders for materials, 50% when landed in PNG and the balance when delivered to the specified on site storage location.

5. SUPPLIER MANAGEMENT

The Supplier shall report to and be managed by the party it is contracted to. This will be to the construction contractor in the case where the construction contractor is responsible for procurement or to PPL where PPL is procuring material for supply to construction contractors

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SECTION 5 - SUBMISSION OF REGISTRATION OF INTEREST

1. Submission of Registration of Interest

Proposals shall be submitted to www.tenderlink.com/pngpower and www.pngpower.com.pg/tenders in separate digital files, one for the Technical Attributes and one for the completed Creditor Vetting & Approval Form, as follows:

1.7. Digital Submissions

- a) The Supplier may prepare its Proposal Response using the Technical Attributes Financial Attributes, and Creditor Vetting & Approval Form Response Schedules.
- b) The completed and signed original responses, together with the required supporting documentation, will form the Proposal and will be the basis on which the Proposal will be considered.
- c) A completed ROI Declaration
- d) The Supplier will provide one (1) digital copy of its Technical Attributes, Financial Attributes, and Creditor Vetting & Approval Form, marking each as “Part 1: Technical Attributes and Financial Attributes” and “Part 2: Creditor Vetting & Approval Form” clearly identifying the name of the organisation in the title of the document.
- e) All documents must be prepared in the English language.
- f) Both parts of the proposal are then to be uploaded to www.tenderlink.com/pngpower and www.pngpower.com.pg/tenders clearly marked with:
 - i. The ROI title; and
 - ii. The Supplier’s name.

PPL, GoPNG, or any donor agency will not be responsible for, or pay for, any expense or loss, which may be incurred by a Supplier in the preparation of its Proposal.

The successful Supplier must undertake to conclude the terms of its submission in accordance with the Timetable set out in Section 2 – APPLICATION. If there is any indication that the Supplier may fail to meet these requirements, PPL reserves the right to negotiate with alternative Suppliers.

It is strongly recommended that the Supplier obtains an email receipt as proof of delivery for digital submissions.

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2. ROI Declaration

I, _____ on behalf of _____ declare that:
[insert name] [insert Company Name]

- a) [Company name] submits to perform the services set out in the Submission, upon and subject to the conditions set out in the ROI.
- b) The Supplier undertakes, if this Submission is accepted and a Contract acceptable to PPL and approved by NZ MFAT is executed by both parties, to commence the provision of the Services and to perform them in accordance with the Contract negotiated with eligible Material Supply Agents.
- c) The Submission is accurate in every respect. In particular, I warrant that the information and certification included in each CV submitted in the Submission is accurate, that the proposed team members have been approached and confirmed their availability, that no proposed team member is a current PPL employee or a Former PPL Employee, and that PPL has the authority to make the inquiries referred according to the CV certification.
- d) I warrant that the Submission was not prepared with the involvement or assistance of a Former PPL/MFAT Employee.
- e) I acknowledge that if the Supplier is found to have made false or misleading material claims or statements in the Submission or in this declaration, or to have used confidential information, or received improper assistance, PPL will reject at any time any Submission lodged by or on behalf of the Supplier.
- f) I agree:
 - > that the Supplier will be bound by this Submission for the Submission Validity Period of 90 days after the Closing Time; and
 - > that this Submission may be accepted by PPL at any time before the expiration of that period or any additional period which may be agreed.
- g) I understand that PPL is not bound to accept any Submission.
- h) I warrant that in preparing the Submission for the Services, the Supplier did not act in any way which did or could have had the effect of reducing the competitiveness of the Submission process for the Services. In particular I warrant that the Supplier did not engage in:
 - > any collusive Submissioning or other anti-competitive practices with any of the other Suppliers or any other person; or
 - > any conduct or have any arrangement or arrive at any understanding with any of the other Supply Agents.
- i) I warrant that the Supplier and its Related Entities are not listed as ineligible or subject to any proceedings or informal processes which could lead to listing on a Relevant List.
- j) I warrant that the Supplier and its Related Entities are not the subject of an investigation (whether formal or informal) by the World Bank or another donor of development funding.
- k) I undertake that, if the Supplier becomes aware of a circumstance referred to Ineligibility to Submission after it has submitted its Submission, I will immediately notify PPL in writing.
- l) Neither the Supplier nor any of its employees, agents or contractors have been convicted of an offence of, or relating to bribery of a public official, nor are they subject to any proceedings which could lead to such a conviction.
- m) I undertake that the Supplier will not permit any of its employees, agents or contractors, to work with children if they pose an unacceptable risk to children's safety or wellbeing.
- n) No employees of the Supplier, or its agents or contractors, who have been nominated in Activity positions that involves working with children, have been convicted of a criminal offence relating to child abuse, nor are they subject to any proceedings which could lead to such a conviction.
- o) Neither the Supplier nor any of its agents or contractors has an unsettled judicial decision against it relating to employee entitlements.
- p) Neither the Supplier nor any of its employees, agents or contractors had knowledge of the technical proposal for the Services of any other Supplier prior to the Supplier submitting its Submission for the Services.

- q) Neither the Supplier nor any of its employees, agents or contractors disclosed the technical proposal for the Services submitted by the Supplier to any other Supplier who submitted a Submission for the Services or to any other person or organisation prior to the Closing Time.
- r) Neither the Supplier nor any of its employees, agents or contractors provided information to any other Supplier, person or organisation, to assist another Supplier for the Services to prepare a Submission known in the building and construction industry as a "cover bid", whereby the Supplier was of the opinion or belief that another Supplier did not intend to genuinely compete for the Contract.
- s) Prior to the Supplier submitting its Submission for the Services neither the Supplier nor any of its employees, agents or contractors entered into any Contract, agreement, arrangement or understanding that the successful Supplier for the Services would pay any money, or would provide any other benefit or other financial advantage, to or for the benefit of any other Supplier who unsuccessfully Submitted for the Tender.
- t) I warrant that the Supplier and its related entities, in submitting this Submission, do not have any actual or potential conflict of interest.
- u) The Supplier disclosed below (to the best of our knowledge) any matter that may materially affect our performance of the contract, including but not limited to: any security, probity or integrity issue, including current or pending investigations or enquiries by any government, law enforcement, or regulatory body; financial capacity and viability to perform the services.

Disclosure: _____

Signed:

Position:

Dated:

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3. Submission Check List

The Supplier shall ensure that documents, schedules and Appendices identified in the checklist below are included in their submission, this checklist appropriately checked off and signed by an authorised person and included in the submission.

ITEM	SUBMISSION	✓	CHECKED
1	Technical Attributes Submission consisting of the following;		
a	Key Contact Person for Submission		
b	Organisational Management and Capability.		
c	Supply Chain Management Capability, Capacity and Experience		
d	Personnel, Partnerships & Method Statement		
e	Workplace Health and safety, Security Plan and Child protection		
f	Completed schedules and Annexures		
2	Financial Attributes Submission		
a	Company Information		
b	Financial Information		
c	Other information		
2	Creditor Vetting & Approval Form & Due Diligence;		
a	Completed Creditor Vetting Form (Appendix 1 and / or Appendix 2)		
b	Due Diligence information (Appendix 4)		
3	Section 5.2 - ROI Declaration (signed).		
4	Schedule 1 – Past Experience – Supply Chain Management		
5	Schedule 2 – Specified Personnel including CV's		
6	Schedule 3 – Partnerships & Facilities		
7	Schedule 4 – Goods, Services and Materials that the Supplier has Experience Supplying / Can Supply		

Signature

Name

Designation

Date

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SECTION 6 - SCHEDULES

Schedule 1: Past Experience – Supply Chain Management

The Supplier must present in the format outlined below details of situations which demonstrate the Supplier's ability to fulfil each of the SIX required criteria to demonstrate proven success in supply chain management. This Schedule must contain no more than four (4) examples but should clearly demonstrate all of the SIX criteria. Each situation should not exceed two (2) A4 pages. For each situation the Supplier must nominate two (2) referees who are not employed by the Supplier or PPL.

Situation			
Value of services (PGK or other currency)			
Countries Involved			
Duration – Years and year of service			
Client (Confidential)			
Relevant Criteria (of the SIX)			
Key staff, Business Partners and Facilities			
Brief description of the situation and services provided by the organisation			
Brief description of the supply chain outcomes			
Statement of the similarities between this situation and the requirements of the currently being tendered			
Nominated Organisational Referees			
Name		Name	
Relationship to project		Relationship to project	
Address		Address	
Email		Email	
Phone		Phone	

Schedule 2: Specified Personnel

The Technical Proposal must contain information about the proposed Specified Personnel specified below. Suppliers should note the following information:

- a) PPL regards the withdrawal or substitution of personnel to be grounds for the cancellation of negotiations and reserves the right to consider alternative offers where personnel nominated in proposals are subsequently not available.
- b) Proposed personnel must adhere to the UN Convention on the Rights of the Child, and NZ MFAT’s Child Rights Generic Knowledge Note.
- c) A list of proposed key team members must be provided in the table format provided below. In addition to key Personnel, the Supplier will include project management and other technical and support personnel (if any). The table should address team balance, including gender balance and inclusion of PNG nationals (as appropriate).

Project Role	Name	Gender	Key Responsibilities on Project	Other Current Major Project Commitments
[Personnel 1]				
[Personnel 2]				
[Personnel 3]				
Other Key Team Members				

Curriculum vitae (CV) not more than two (2) pages for each of the key team members must be provided in the format set out below.

The CV must be signed and dated by the individual. The Supplier must nominate at least two (2) referees who are not employed by the Supplier or PPL. CVs (max of 4) for additional personnel may also be provided at the option of the Supplier.

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CV Format

Name			
Specific area of expertise			
Total years' experience			
Home base		Nationality	
Professional qualifications			
Professional affiliations			
Languages spoken and proficiency			
Countries of previous relevant work			
Outline of relevant key skills for the project			
Details of relevant experience			
<p>"I, [insert name], declare that:</p> <p>the information provided in this CV is accurate and hereby authorise PPL to make any inquiries it may consider reasonable and necessary to undertake in the course of the Submission assessment in relation to the information I have provided in this CV, or any other matter which may relate to my suitability for the position for which I have been nominated;</p> <p>I am available to participate with company (insert company name) in the Activity in the role in which I have been nominated in the Submission for the period or periods indicated in the Submission.</p> <p>I am a person of good fame and character; and</p> <p>I have not been convicted of an offence of, or relating to, bribery of a public official, nor am I subject to any proceedings which could lead to such a conviction.</p> <p>Signed [insert signature and date]:</p>			
Nominated Referees			
Name & position		Name & position	
Address		Address	
Email		Email	
Phone		Phone	

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Schedule 3: Partnerships & Facilities

The Technical Proposal include list of Partnerships & Facilities that may be used to deliver the supply chain management results for PPL and Partners.

No.	PARTNERSHIPS & FACILITIES

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Schedule 4: Relevant Goods Services and Materials that the Supplier has Experience Supplying / Can Supply

Suppliers are requested, considering the services requested in this ROI, to provide an indication / outline of other relevant goods, services and materials that they could supply / provide and / or have experience providing

Goods, Service, Material	Experience supplying	Comments

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SECTION 7 – APPENDICES

Appendix 1: Creditor Vetting & Approval Form (Local)

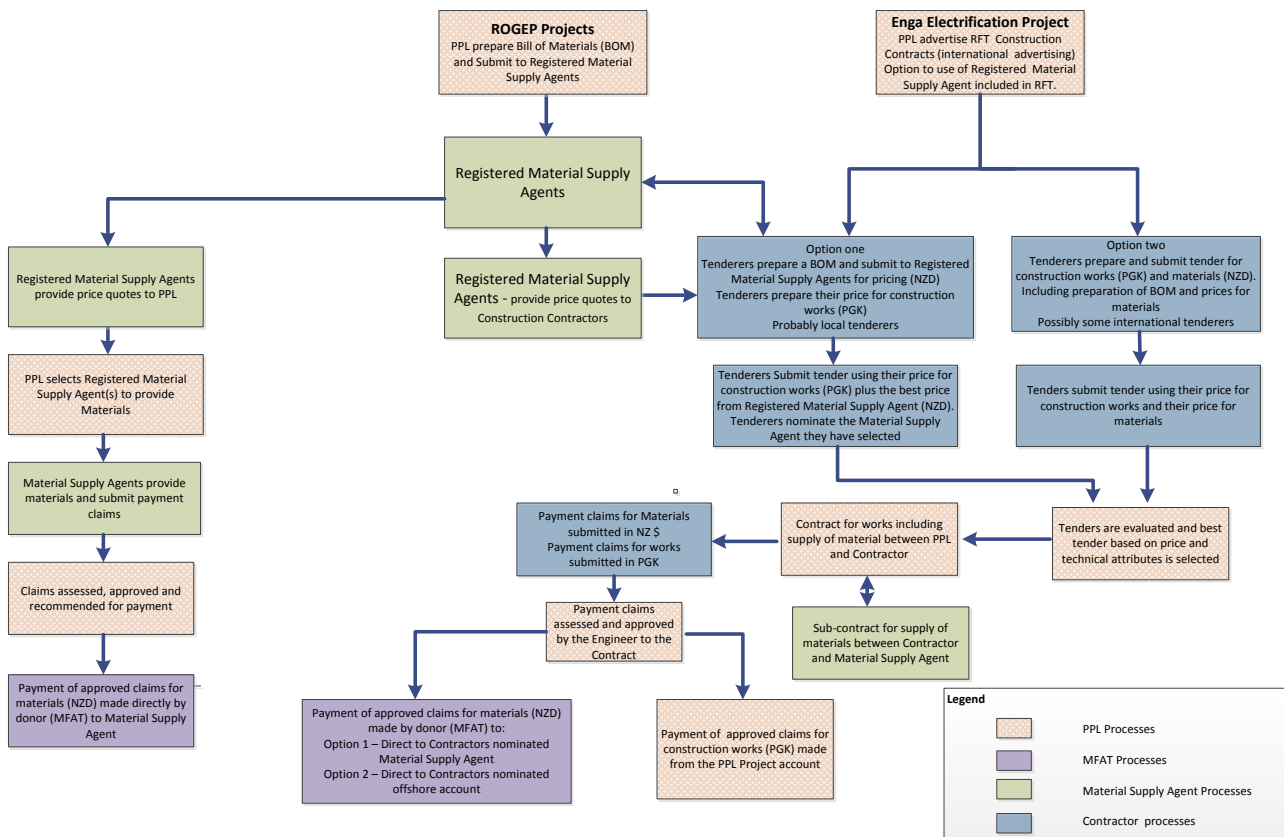
For on shore suppliers

Appendix 2: Creditor Vetting & Approval Form (Overseas)

To be completed as appropriate

Appendix 3: PPL Donor funded – Material Supply Agents – Contract Payment Processes

PPL Donor funded Projects: Material Supply Agents - Contract Payment Process



Appendix 4: Due Diligence Preliminary Supplier Statement

Suppliers must complete the Due Diligence Preliminary Supplier Statement as part of their Submission. This provides PPL Procurement with an initial organisation risk profile but is not part of the attributes evaluation scoring. However, it may be used to apply a discounting factor to the final evaluation score should undisclosed, lacking or insufficient organisational systems, processes and procedures become evident to PPL through independent sources.

Preferred Suppliers may be required to complete a further Due Diligence Assessment before a contract is signed. This must be supported by evidence that PPL can verify.

The Due Diligence Assessment template should be included in the tender package for information only. It is used to form a risk assessment and where necessary build in additional safeguards into the activity agreement.

1 Organisation Details

Name of Organisation			
TIN/NZBN/ABN or local registration #		Country of Registration	

2 Due Diligence Baseline Criteria: Preliminary Supplier Statement

Due Diligence Criteria & Assessment Questions				Suppliers Response	
Item	Assessment Criteria	Q#	Assessment Question	Yes / No Pending Satisfactory N/A	Evidence that may be checked by PPL or a brief statement if required
1	Financial Position	a)	Has the organisation provided Audited accounts?		e.g. audited financial statements
		b)	Has the organisation provided financial statements for at least the previous 2 financial years?		e.g. financial statements for at least the last 2 years
		c)	Has the organisation provided its bank statement for the last financial year?		e.g. may be requested if the a) and b) are not provided
		d)	Has the organisation lodged its IPA Annual Returns for at least the previous 2 financial years?		e.g. checked online at PNG IPA, Business NZ, etc
		e)	Is the Profit & Loss account for the organisation healthy?		e.g. from a) and b)
		f)	Is the organisation's cash flow healthy?		e.g. from a) and b)
		g)	Has the organisation issued Bank Guarantees?		e.g. Bank Guarantee Certificate
2	Risk Profile	a)	Does the organisation have good Computer/Information technology systems?		e.g. ICT Usage Policy, Code of Conduct, etc. System used, Back up etc.
		b)	Does the organisation have risk		e.g. Risk Management Plan

Due Diligence Criteria & Assessment Questions				Suppliers Response	
Item	Assessment Criteria	Q#	Assessment Question	Yes / No Pending Satisfactory N/A	Evidence that may be checked by PPL or a brief statement if required
			management systems?		
		c)	Does the organisation have an Insurers Certificate of Currency		e.g. Certificate of Currency
3	Entity Details	a)	Is the organisation a legal entity?		e.g. registration certificate and number; legal entity structure; board minutes; bank details
		b)	Is the organisation a foreign company, or a foreign certified company with IPA		
		c)	Does the organisation have a stated purpose or objectives?		
		d)	Does the organisation have a board that meets regularly?		
		e)	Does the organisation have a physical address?		
4	Past Performance	a)	Has the organisation implemented projects similar in size and scope in the past three years?		e.g. list of previous relevant projects; annual reports; client performance assessment reports. It is expected the supplier will be already included comprehensive information in their proposal, so only include very brief information.
			Note: if Yes, organisation to list relevant projects.		
		b)	Is there evidence of implementing and completion of activities and projects?		
5	Fraud control / Anti-corruption	a)	Has the organisation got sufficient policies in place to deal with fraud, bribery and corruption prevention and management?		e.g. fraud / ant-corruption policies, procedures and tools; financial policies; induction and training programs; conflict of interest policies and/or registers
		b)	Does the organisation have measures in place to ensure effective implementation of these policies?		
		c)	This organisation, nor any of it's Directors have been charged with, nor are currently under investigation for a fraudulent act, or conspiracy to commit a		

Due Diligence Criteria & Assessment Questions				Suppliers Response	
Item	Assessment Criteria	Q#	Assessment Question	Yes / No Pending Satisfactory N/A	Evidence that may be checked by PPL or a brief statement if required
			fraudulant act.		
		d)	Does organisation have effective measures in place to ensure that its subcontractors adhere to the organisation's policies?		
6	Sanctions list / counter- terrorism	a)	This organisation or any subsidiary or parent entity is NOT included on a sanctioned list?		
		b)	Does the organisation check that downstream partners / subcontractors and key personnel are not on these lists		
7	Integrity Systems Human Resources Checks	a)	Does the organisation have a conflict of interest policy?		e.g. conflict of interest policies & procedures
			Note: If no, what steps does the organisation take to ensure there is disclosure of Conflict of Interest in all procurement and recruitment activities.		
			H&SE Policy and Procedures		Does the organization have a Health Safety and Environment Policy and Procedures
		b)	Does the organisation ensure staff recruitment is transparent and that the appropriate safeguards are in place?		e.g. recruitment and procurement policies and procedures; conflict of interest policies, criminal record checks
		c)	Does the organisation have in place a Code of Conduct for staff and volunteers that sets out clear expectations of behaviours -- inside and outside the work place -- and what will happen in the event of non-compliance or breach of these standards?		e.g. Code of Conduct; training programs; performance management policies and procedures; grievance procedure; whistle-blower policy
		d)	Does the organisation have a whistle-blower policy which protects whistle- blowers from reprisals?		e.g Whistle-blower policy and procedures
		e)	Does the whistle-blower policy include clear processes for		

Due Diligence Criteria & Assessment Questions				Suppliers Response	
Item	Assessment Criteria	Q#	Assessment Question	Yes / No Pending Satisfactory N/A	Evidence that may be checked by PPL or a brief statement if required
			dealing with concerns raised, who handles complaints and specifies any timelines involved?		
		f)	Does the organisation provide mandatory training on whistleblowing to new staff / volunteers within a suitable and appropriate timeframe of them joining the organisation?		
		g)	Does the organisation undertake Criminal Record Checks?		e.g. Criminal record checks, HR Recruitment policy, etc
			If No, outline how the organisation ensures its personnel do not have prior convictions.		
		h)	Does the organisation require up to two references, including from previous employers or others who have knowledge of the candidate's experience and suitability to work with children?		e.g. HR Recruitment policy and procedures
		i)	Do reference checks assess the suitability of personnel to work with children?		
		j)	Does the organisation have a policy or procedure that requires background checks should be carried out for all prospective employees?		
8	Child Protection	a)	Does the organisation have a child protection policy in place?		e.g. child protection policy and procedures; Code of Conduct; child protection risk assessments
			If no, additional mitigation strategies must be developed (e.g. organisation to abide by MFAT's Child Rights Generic Knowledge Note, and in the spirit of the UN CRC; and to operate with all risk assessments, mitigation actions and reporting procedures required)		
		b)	If risks have been identified,		

Due Diligence Criteria & Assessment Questions				Suppliers Response	
Item	Assessment Criteria	Q#	Assessment Question	Yes / No Pending Satisfactory N/A	Evidence that may be checked by PPL or a brief statement if required
			practices are in place consistent with NZ MFAT's Child Rights Generic Knowledge Note		
			Note: if Yes, additional mitigation strategies must be developed (refer to MFAT's Child Rights Generic Knowledge Note)		
9	Security Arrangements		Are project and/or country level security plans available?		e.g. security plan or procedures; subscriptions to travel/security provider/alerts
10	Workplace Health and Safety	a)	Does organisation have policies and procedures in place to manage the health and safety risks associated with its operations and will be responsible for the health and safety of their staff and suppliers under their control?		e.g. health and safety policies and procedures; relevant risk assessments; health and safety plans; workers compensation insurance policy; travel/medical insurance policies
		b)	Does the organisation have, or will take out, all relevant insurances to cover its obligations?		e.g. certificates of currency for professional indemnity, public liability, workers compensation insurance, travel/medical insurance
		c)	How does the organisation comply with the health and safety laws in the jurisdiction it is working in?		e.g. Legal register; workers compensation policy;
		d)	The organisation complied adequately with all relevant health and safety laws in the jurisdiction of this activity?		
		e)	Workplace Health and Safety Plans are in place for any supply related activities.		

3 Declaration

I _____ declare the following:
[insert name, position title]

I am duly authorised to provide this information on behalf of _____
[insert organisation name]

and the information provided above is true and correct.

Name & position title:	Signature:	Date: