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INVITATION TO TENDER DOCUMENT

No.: *JFP/001/2026*

TYPE OF CONTRACT: CONTRACT FOR THE PROVISION OF SERVICES

PURPOSE: PROCUREMENT OF SERVICES FOR A PROJECT BASELINE STUDY

DATE CALL FOR TENDERS LAUNCHED	**06TH NOVEMBER 2026**
DEADLINE FOR REQUESTING ADDITIONAL INFORMATION	**11TH NOVEMBER 2026**
DEADLINE FOR RECEIPT OF TENDERS	**20TH NOVEMBER 2026**
OPENING OF THE TENDERS	**23RD NOVEMBER 2026**

FOR THE PROCUREMENT OF SERVICES FOR A PROJECT BASELINE STUDY

Introduction

Project: Promoting Justice for Peaceful Thriving Communities.

BarefootLaw and Penal Reform International; Supported by the Embassy of the Kingdom of the Netherlands in Uganda.

Background.

BarefootLaw (BFL) and Penal Reform International (PRI) are implementing Promoting Justice for Peaceful Thriving Communities, a four-year project that seeks to advance a just, peaceful, and inclusive society where people can access justice and thrive. The project aims to reach 50,000 people with legal information, legal services, rehabilitation and reintegration support by 2030.

The intervention addresses limited legal awareness, inaccessible justice services, unresolved disputes, insecure land rights and barriers affecting women in conflict with the law. It combines community and digital legal information, BarefootLaw Boxes, mediation, legal consultations, legal representation, institutional engagement, rehabilitation and reintegration support.

The project has four interrelated result areas:

i. Legal knowledge and early action on grievances;

ii. Social cohesion and resilient local governance;

iii. Equitable access to justice and gender-responsive rehabilitation and reintegration; and

iv. Evidence to improve justice solutions for marginalised communities.

In order to tender, interested parties who wish to propose their services should submit their bid based on best value for money, and must ensure their offer adheres to the conditions stipulated by BFL under the technical specifications in this document.

All professional companies that fulfil the technical criteria specified under the terms of reference below are invited to tender.

PART I: INVITATION TO TENDER AND PROCEDURES

1. Instructions and Procedures

1.1. General Information

Part I of the "Invitation to Tender and Procedures", must not be included in any tendering or contract award which could result from this invitation to tender. The aim of this section is simply to inform potential suppliers.

1.2. Transaction

BFL invites potential suppliers to submit tenders for the provision of services for the Baseline Survey. However, BFL reserves the unilateral right to cancel the call for tenders before the deadline stipulated.

1.3. Eligibility

This call for tenders is issued at the local level and is open to all qualified individuals/companies that can supply the **requested service**, to the extent permitted by law in Uganda and in line with BFL guidelines.

1.4. Bid Price

Potential suppliers are not obliged to prepare or submit bids for this call for tenders. If they do so, it is at their own risk and expense. Under no circumstances will BFL reimburse tenderers any costs associated with the preparation and submission of a bid.

1.5. Tender Evaluation Process

Each potential supplier must carefully examine **all** the provisions stipulated in the call for tenders and fully comply with them. Failure to do so will be at their own risk and expense. Any ambiguities or inconsistencies that may appear within the contents of the OLIT will be addressed to the detriment of a potential supplier if he or she has not asked for clarification of these provisions before the deadline stipulated for the request of additional information.

1.6. Ethics and Integrity

BFL is committed to respecting the highest ethical and professional standards for all its procurement operations. BFL strictly forbids and has a zero-tolerance policy for corruption and fraudulent practices such as forgery. By bidding on this call for tenders, suppliers commit themselves to strictly complying with this code of conduct. They shall not breach the code of conduct nor give the impression of having done so.

1.7. Language

The language for all the documents to be submitted in reply to this call for tenders, as well as for all other related correspondence, shall be in English

1.8. Requests for Additional Information

The requests for additional information on this call for tenders or counteroffers must be submitted in writing and received by BFL by **11th November 2026 by 5:00pm** at the latest, to allow BFL to draft a complete and detailed response.

Submit such requests by email (procurement@bafrefootlaw.org) and address them to the BFL Coordinator, Plot 1, Muwafu Road, Ministers Village, Ntinda, Kampala.

BFL cannot be held responsible for questions or further information requests that have not been received by the deadline stipulated, or which do not concern the technical specifications of the documents that need to be submitted, or the services sought through the call for tenders.

2. Call for Tenders Procedures

2.1. OLIT (Open Local Invitation to Tender)

This call for tenders serves as an invitation for potential suppliers to submit bids for the goods described in this document. It is composed of a:

(1) cover page.
(2) introduction.
(3) Part I: Instructions and procedures.
(4) Part II : Technical specifications.
(5) Annex A : Supplier questionnaire.
(6) Annex B: Authorisation for the verification of financial information.

2.2. Receipt of Tenders

Potential suppliers may send their bids by mail, submit them in person, or submit them through an intermediary.

All bids sent by mail, delivered in person, or sent through a courier must be sent to or handed in at the reception desk of BarefootLaw, located on **Plot Muwafu Road, Ministers Village, Ntinda, by 20th November 2026 by 5:00pm at the latest.**

2.3. Tender Content and Submission

The tenderers' files must be composed of:

a) An admissible tender in ADMINISTRATIVE AND TECHNICAL terms, as well as
b) A FINANCIAL bid.

These two parts must be presented in **two separate sealed envelopes clearly marked "Technical and administrative bid"** or **"Financial bid",** followed by the reference number **<Number>/<Year>/<Mission>/<Name of the goods or service>**.

No additional information that could possibly help identify the bidder can appear on the envelope.

The tenderer must affix their seal to and sign every page in the bid.

The "Technical and administrative bid" **must include**, at least, but not only, the following elements:

- Annexes A and B of the present OLIT document, duly filled out;
- Documents attesting that the bidder is entitled to carry out professional activities in the field: at the very least, proof of registration in the Commercial register and possession of a national identification number;
- A certified statement testifying that the bidder has carried out the mandatory tax return using their tax number and evidence of having filed a tax return for the preceding fiscal year.
- The bidder's bank account details;
- The details and authority of the individual who pledges the commitment of the tenderer;
- The tenderer's prior references for similar procurements, to be demonstrated **via the submission of at least three (3) copies of prior contracts, signed and authorised by both parties;**

Two (2) photocopies of these items must be submitted. The originals may be requested at the moment of the award of the tender. These documents must be valid for the year 2021.

The envelope marked "Financial bid" **must include** at least, but not only, the following elements:

- A comprehensive financial bid indicating sums **including taxes**.
- The prices must be fixed and non-revisable, without reserve, and valid for **3 months** following the deadline for the submission of tenders;
- Effective delivery times;

All tenders must be drafted in English. All bids must be signed and dated by the individual representing the tenderer (who will write their name as well as their position, in print, and shall include their signature). The tenderer must affix their seal to and sign every page in the bid.

2.4. Processing Tenders

The tenders will be opened, before the public, at the BFL office on **23rd November 2026 at 2:30 pm**. All tenderers are invited to appear at the tender-opening session on that date and time.

Once received, the tenders will be stored together safely. All necessary measures will be taken to avoid loss, modification, or disclosure to non-authorised individuals. Notwithstanding the above, BFL will not be held accountable for any instances of loss, modification, or disclosure.

2.5. Tender Evaluation and Contract Award(s)

An Internal Tender Evaluation Committee will carry out the tender evaluation process. The process will cover three stages, which are as follows:

A) First Stage (Preliminary Check)

This stage of the evaluation process will rely on the following criteria, which will permit BFL to determine if the tender complies with the terms and conditions:

- The tender has been signed;
- The tender submitted has been received by BFL before the stipulated submission deadline;
- The validity period for the tender is of at least three (3) months from the stipulated submission deadline;
- The tender submitted contains all necessary documentation (no exceptions) and information, in conformity with paragraph 2.3 below;
- The financial bid (budget) has been duly filled out and signed;

Any tender that does not meet these criteria will be immediately rejected and will not be considered during the technical evaluation.

B) Second Stage (Technical Evaluation)

This stage in the evaluation process will ensure that technical bids comply with the technical reference terms, which appear under Part II below.

The tenderer will be rejected if the documents do not comply to the provisions in place under the law of Uganda

After the evaluation of technical bids, the tenderers who do not qualify will be automatically eliminated and will not be taken into consideration during the next stage.

C) Third Stage (Financial Evaluation)

BFL will take the following factors into account when evaluating the financial bids:

1. Value for money (80%);
2. Delivery period (10%);
3. The bidder's prior experience (10%).

The chosen tenderer will be the one whose bid is deemed eligible and complies with the first and second stages of the evaluation process, and whose bid obtains the highest score in the third stage, which considers the delivery period and the price of each individual good.

2.6. Amendments

If at any point in time before awarding a contract, BFL deems that it is necessary to make a significant modification to the provisions, a written amendment to these provisions shall be sent out to all suppliers who have requested a copy. No declarations, oral or otherwise, to limit, curtail, exclude, modify or affect in any other way any terms or conditions stipulated in this call to tender should be taken into consideration, and suppliers should not heed any such declaration.

2.7. Modifications or Withdrawals

None of the documents submitted may be modified, filled out, corrected or withdrawn by request of the supplier after the deadline for the submission of tenders stipulated on the cover has passed. None of the OLIT tenders can be modified, filled out or corrected after the deadline. Nevertheless, if BFL deems it necessary, it may request further clarification or explanations from the supplier. Such a request, and its reply, must be communicated in writing.

2.8. Contract Award

After having thoroughly evaluated and compared the tenders, BFL will make its decision concerning the contract award and will notify the successful bidder(s) by mail with acknowledgement of receipt or handed personally against signature. BFL will inform the successful bidder(s) of which tender(s) have been accepted.

Unsuccessful bidders will also be notified. This decision is final and not open to appeals. BFL will keep the files of the unsuccessful candidates.

After close scrutiny and evaluation of all tenders, BFL will draft a document containing a detailed report on the evaluation carried out, including a comparison of the different tenders and a substantiated recommendation for award. A sample of the contract to be signed with the successful tenderer(s) is attached to this document.

PART II: KEY FEATURES OF THE GOODS/ TERMS OF REFERENCE FOR SERVICES

3. Characteristics and Quantities

The technical specifications of the supplies presented below are indicative, and only the ***minimum requirements*** are mentioned.

Purpose of the assignment.

BFL and PRI are searching for an independent consultant or consultancy firm to establish credible Baseline values and contextual evidence against the project results framework. The study will inform implementation priorities, refine measurement arrangements, and provide a reproducible reference for monitoring, the midterm assessment and the endline evaluation.

The Baseline must cover both partners' components and distinguish existing community and institutional conditions from results attributable to the new project. It will not assess project impact at inception.

4. Specific objectives

a) Establish starting conditions for legal awareness, justice needs, service access, dispute resolution, land tenure security, social cohesion, and rehabilitation and reintegration.

b) Identify inequalities, barriers and service gaps affecting women and girls, young people, persons with disabilities, rural communities, smallholder farmers and justice-impacted women.

c) Assess justice actors' capacity, referral relationships, procedural safeguards and readiness to deliver inclusive, gender-responsive services.

d) Operationalise the project indicators and recommend practical monitoring tools, follow-up arrangements and evidence-based implementation priorities.

5. Geographic and population scope

The assignment covers the project's national and subnational dimensions. The consultant shall propose a feasible sample across the following district groupings in the proposal. The grouping below reproduces the project scope and is not an administrative classification.

Project grouping	Districts
Busoga	Namutumba, Kamuli, Kaliro, Luuka, Iganga, Jinja and Buyende
Acholi	Gulu, Kitgum and Agago
Eastern grouping in the proposal	Butaleja, Bududa, Bukedea and Mbale
Karamoja	Napak and Moroto

All listed Districts must be considered in the sampling frame. Bidders shall state whether fieldwork covers every district or a justified selection, the level at which estimates will be reliable. Community selection must reflect planned implementation areas, existing and planned BarefootLaw Box catchments, rural remoteness and differences in prior service exposure.

The detention component names Jinja, Iganga, Mbale, Soroti and Moroto. BFL and PRI will confirm the institution list, Soroti's inclusion and relevant catchment boundaries before the sampling plan is approved. Access to institutions must be arranged before fieldwork.

Respondents shall include community members with and without prior legal service use; women and men; young adults; smallholder farmers and self-help groups; persons with disabilities; detained and formerly incarcerated women; and community members involved in reintegration. Direct participation of children requires a specific justification and approved safeguards; adults' responses must not be presented as children's own accounts.

Institutional respondents shall include BFL and PRI staff, justice service providers, police, prison personnel, courts, probation and social welfare officers, local authorities, cultural and religious leaders, community justice structures and relevant civil society organisations.

6. Core study questions

a) What legal problems do people experience, what do they know about their rights, and where do they seek help? Who does not seek help, and why?

b) What are the costs, travel requirements, delays, fairness, safety and outcomes of existing formal and informal justice pathways?

c) How secure are people's land use, ownership, inheritance and control rights, especially for women and farmers, and how do disputes affect livelihoods?

d) What are the current levels of trust, perceived fairness, peaceful dispute management and community acceptance of formerly incarcerated women?

e) What legal assistance, psychosocial support, livelihood opportunities and reintegration services are accessible to justice-impacted women?

f) How well do institutions coordinate referrals, apply safeguards, collect reliable data and use evidence to improve services?

7. Indicator measurement requirements

a) The consultant shall prepare an indicator reference sheet for every approved outcome indicator and the overarching reach indicator. Each sheet must specify the definition, population, numerator and denominator where applicable, unit, recall period, source, calculation, disaggregation, baseline date, limitations and future measurement frequency. Proposed supplementary measures require BFL and PRI approval.

PROPOSAL INDICATOR AND TARGET	REQUIRED BASELINE TREATMENT

People served 50,000 by 2030	Define unique people, service contacts and cross-partner deduplication. New-project cumulative reach starts at zero only if no eligible delivery has occurred.
Increased legal understanding 85%	Measure current legal knowledge using locally relevant questions.
Mediated disputes resolved successfully and lawfully 80%	Define eligible disputes, full and partial resolution, closure, lawful agreements and compliance.
People with more secure land tenure 3,000	Measure existing perceived security, documentation, use and control rights, threats and disputes, by sex. Specify criteria and evidence for later improvement and count unique people, not parcels or agreements.
Successful reintegration and improved service access Overall 75%	Measure starting conditions for livelihoods, dignity, safety, belonging and access to support. Clarify separate indicators and the composite success rule. No re-offending within 12 months requires prospective follow-up and cannot be established at enrolment.

b) Provide a reconciled indicator matrix identifying gaps, inconsistent wording or targets, missing definitions and matters requiring approval. Retain approved commitments unless the consortium formally agrees revisions. Output counts generally belong in routine monitoring; the Baseline shall verify starting status and data readiness rather than substitute activity totals for outcome measures.

c) Disaggregate relevant findings by sex, age, disability status, geography and service exposure. Include detention or release status and farmer status where appropriate and safe. Avoid reporting identifiable small groups. Missing data and indicators not yet measurable must not be recorded as zero.

8. Methodology and analysis

Use a mixed-methods design combining a quantitative community survey, qualitative enquiry and documentary or administrative review. Bidders shall justify the approach, sample sizes, respondent groups, field staffing, languages and analysis plan. The final methodology is subject to inception approval.

a) Quantitative component

Use probability sampling for community estimates wherever a suitable frame can be established. Describe the selection of districts or strata, clusters, households and individuals; sampling frame sources; replacement rules; and coverage limitations. Calculate sample size using a stated confidence level, precision, expected prevalence, design effect and allowance for non-response. Explain subgroup precision and weighting. Do not claim district representativeness where the design cannot support it.

Develop separate sampling arrangements for detained and formerly incarcerated women, recognising restricted access and small populations. Explain any purposive

selection or census approach and its implications. Do not pool institutional and community samples without a valid weighting and inference strategy.

b) Qualitative and documentary components

Conduct key informant interviews, suitably separated focus groups and confidential individual interviews with justice users and justice-impacted women. Use individual interviews for sensitive experiences. Map justice journeys, referral completion, coordination and service gaps. Specify indicative interview and discussion numbers, participant selection and how thematic sufficiency will be assessed.

Review the final results framework, implementation plans, prior evaluations, relevant studies, mediation records, PRI records and available institutional statistics. Assess comparability and completeness before using historical data.

c) Field preparation and quality assurance

Translate tools into the local languages required by the selected sites and verify meaning through independent review. Recruit and train a suitable field team, pilot the tools outside the main sample, revise them and document changes. Use secure digital collection where feasible, with skip logic, range checks, supervisor review and daily completeness checks. Propose proportionate back-checks and an escalation process for data quality concerns.

d) Analysis and comparability

Present weighted estimates and confidence intervals where justified, along with sample denominators, non-response, missingness, and limitations. Analyse differences between relevant groups and triangulate quantitative results with qualitative themes and records. Examine land rights, livelihoods and social cohesion as linked questions without claiming causal effects from cross-sectional associations.

Document any implementation that precedes data collection, respondents' prior exposure to BFL or PRI services, and implications for Baseline interpretation. Propose repeat survey and participant follow-up arrangements that permit meaningful midterm and endline comparisons, including safe tracking of the 12-month reintegration cohort.

9. Ethics safeguarding and data protection

The consultant shall submit an ethics and safeguarding protocol with the inception report and identify applicable research review, clearance and institutional permission requirements, responsible parties, fees and lead times. No participant data collection may begin before required approvals and permissions are secured. The contract schedule must accommodate these requirements.

a) Obtain informed consent in an accessible language and format. Participation is voluntary; refusal or withdrawal must not affect legal assistance, prison treatment or future project support. Institutional permission is not a substitute for individual consent.

b) Arrange private interviews and avoid the presence of officials, service providers or family members who may influence responses. Explain confidentiality and its limits, including agreed safeguarding escalation procedures.

c) Use trauma-informed, gender-sensitive methods, trained interviewers and safe referral arrangements. Minimise intrusive questions about violence, criminal proceedings and trauma. Do not promise legal remedies or benefits.

d) Include accessible venues, reasonable accommodations and appropriate communication support. Any research involving minors requires age-appropriate assent, appropriate consent arrangements and an approved child safeguarding procedure.

e) Collect only necessary identifiers. Encrypt data, restrict access by role, separate contact details from responses and transfer identifiable follow-up records only through an agreed secure process. Obtain specific consent for recording and recontact.

f) Specify retention periods, secure deletion, incident reporting and restrictions on reuse. Reports and routine datasets must be de-identified, with quotations checked for indirect identification.

10. Deliverables and acceptance standards

Deliverable	Minimum content
Inception package	Desk review; reconciled scope; study matrix; sampling calculations and allocation; indicator reference sheets; tools and translations; ethics protocol; analysis plan; detailed schedule and budget assumptions.
Fieldwork completion note	Achieved sample against plan; response rates; training and pilot summary; quality checks; deviations; permissions and any incidents handled through confidential channels.
Draft Baseline report	Executive summary; context; methods and limitations; findings by result area and subgroup; populated baseline matrix; triangulated interpretation; prioritised recommendations and annexes.
Validation and final package	Facilitated validation session; presentation; response-to-comments matrix; final report; final indicator reference sheets; dataset, codebook, analysis files and monitoring recommendations.

Supply the report in editable Word and PDF, matrices in Excel, de-identified quantitative data in CSV and an agreed analysis format, and reusable syntax or documented calculation steps.

Provide anonymised qualitative summaries or transcripts as consent permits. Data files must reproduce reported tables and indicators. A main report of approximately 30–40 pages excluding annexes is proposed.

11. Indicative duration and work schedule

An eight-week delivery period is proposed, subject to agreement at contracting and the time needed for required approvals and institutional access. Bidders shall state team person-days separately from calendar duration. Fieldwork dates must follow approvals; any resulting schedule adjustment requires written agreement.

Stage	Indicative timing	Milestone
Start-up and desk review	Week 1	Kick-off and document review
Inception and preparations	Weeks 1–2	Approved inception package and permissions
Training pilot and fieldwork	Weeks 3–4	Approved tools and completed data collection
Cleaning and analysis	Week 5	Verified data and Baseline matrix
Draft reporting	Week 6	Draft report and presentation
Validation and review	Week 7	Joint feedback and validation session
Finalisation and handover	Week 8	Accepted final report and complete data package

12. Management and responsibilities

a) The consultant will report to BarefootLaw's Impact Manager, working with PRI's designated focal person. BFL and PRI will jointly approve the inception package, sampling plan and tools, review findings and accept final deliverables. The consultant retains responsibility for independent analysis and shall distinguish stakeholder comments from evidentiary conclusions.

b) BFL and PRI will provide available project documents, approved indicators, service records subject to confidentiality, introductions to stakeholders and coordinated feedback. PRI will support liaison for detention and reintegration access. Partner facilitation does not guarantee access or replace formal permission requirements.

c) The consultant will manage field personnel, transport, accommodation, translation, equipment, data security, quality assurance, analysis and reporting. The financial proposal must show which costs are included and any support expected from the

consortium. Brief weekly progress updates and prompt notification of material risks are required.

13. Consultant qualifications

a) Team leader with a relevant postgraduate qualification in monitoring and evaluation, social research, statistics, development studies, law, public policy or a related discipline, and at least seven years of relevant research or evaluation experience.

b) Demonstrated delivery of at least three comparable baseline studies or evaluations, including mixed-methods design, survey sampling, quantitative analysis and qualitative synthesis.

c) Team expertise in access to justice, gender, land rights, rehabilitation or reintegration, and research with vulnerable populations. Experience in Uganda and knowledge of community and institutional justice pathways are required.

d) Capacity to deploy trained researchers with appropriate local language skills, implement safeguarding procedures and produce clear, reproducible reports and data products. Disclose conflicts of interest and prior involvement in project design or delivery.

14. Application requirements and selection

a) Applicants shall submit separate technical and financial proposals. The technical proposal should describe understanding of the assignment, methodology, sampling assumptions, coverage, work plan, team roles, quality assurance and ethics. Attach CVs, two relevant work samples, three reference contacts, availability and a conflict-of-interest declaration. Firms shall provide relevant registration documentation.

b) Quote in Uganda shillings, itemising fees by role and person-day, fieldwork, travel, translation, approvals, validation and other costs. Show taxes, total price and assumptions separately.

c) The following selection approach is proposed for confirmation by the contracting entity before advertisement.

Technical criterion	Points
Understanding of the project and assignment	15
Methodology sampling and indicator measurement	30
Relevant organisational or consultant experience	20
Team qualifications and local delivery capacity	20
Workplan ethics safeguarding and quality assurance	15
Total	**100**

d) Proposed financial score: lowest evaluated compliant price divided by the applicant's evaluated compliant price, multiplied by 100. Combined score: technical score multiplied by 0.80 plus financial score multiplied by 0.20. Award remains subject to

reference checks and successful contract negotiation under the contracting entity's procedures.

15. Payment and ownership

a) Proposed payment milestones are 30% upon acceptance of the inception package, 40% upon acceptance of the draft report and associated baseline data, and 30% upon acceptance of the complete Baseline Report. These terms are subject to the signed contract. Payment depends on satisfactory deliverables and invoicing, not submission alone.

b) Hand over commissioned outputs to BFL and PRI under the contract's ownership and use terms. External publication or reuse requires written consortium agreement and must respect participant consent and confidentiality.

Note:

1. BFL reserves the right to verify these specifications before the purchase using a Computer Expert.

2. BFL reserves the right to cancel this bid if the budget is not available at the time of selection or the price range is outside its financial capacity.

ANNEX A: SUPPLIER QUESTIONNAIRE

Please provide all the information requested and attach an additional sheet of paper, if necessary

SUPPLIER INFORMATION	
Legal denomination of the Company:	
Full name of contact person:	
Position of contact person:	
Company's full address:	
Telephone:	
E-mail:	
Website:	
Full invoicing information (if different from Company's address)	
Parent Company (if applicable):	
Parent Company's Contact Information:	
Associates, Subsidiaries, Overseas Branches (if applicable)	
Areas of activity	
Date of establishment in <Country>:	
Number of permanent employees:	

COMMERCIAL REGISTRY AND NATIONAL IDENTIFICATION NUMBERS (please attach supporting documentation)
TAX NUMBER (Please attach tax return for previous fiscal year)

BANK ACCOUNT DETAILS	
Bank:	
Bank's address:	
Account number:	
Account holder:	
SWIFT/ABA Code:	

REFERENCES: COMPANIES AND INSTITUTIONS THAT MAY BE CONTACTED IN ORDER TO OBTAIN FURTHER INFORMATION
Provide at least three (3) references (Company, Address, E-mail, Contact Person) (besides BFL) who have used your services during the last 24 months. Please attach copies of three contracts, certified by both parties.
SERVICES AND POST-SALES SUPPORT
Is your company able to provide a warranty for the goods?

Please briefly describe the process of how the warranties are honoured for the goods/services in question.
Which are the different types of post-sales services that your company offers?

ANNEX A: STATEMENT OF CONFIDENTIALITY AND IMPARTIALITY

PUBLICATION REFERENCE: _____

I, the undersigned, in my capacity as ..... of the Company known as ..... hereby authorise BFL or its appointed representatives to conduct any evaluation they may deem useful for the verification of the veracity and validity of the information I have supplied under the framework of this call to tender, referenced below. I also confirm that I have acknowledged the information available concerning this call for tenders. Furthermore, I hereby commit myself to undertaking my responsibilities with honesty and fairness.

I hereby state that I am not[1] associated in any way with any of the other parties involved, and that no benefits or advantages shall be derived by them from the decision taken during the evaluation process. To the best of my knowledge, no fact or element, whether past, current, or likely to appear in the foreseeable future, could challenge my position in relation to these parties. If, during the evaluation process, such a relationship is established, I solemnly swear to immediately cease to take part in the evaluation process.

I hereby commit myself to safely preserving the information and all documents ("confidential information") which shall be transmitted to me, or of which I shall be made aware of or which I will complete myself within the framework of the evaluation process or in relation to it, and I solemnly swear that I will not profit from them or share them with third parties, and that they will be solely used for the purposes of this evaluation. Furthermore, I solemnly swear that I will not keep a copy of any written information or the sample documents provided.

Finally, I commit not to disclose confidential information to any employee or expert unless the latter is willing to sign this declaration and be subject to its provisions.

Name	
Signature	
Date	

[1] I hereby state that I have taken into consideration all prior and current relationships, whether direct or indirect, be they of a financial, professional, or any other nature.