



CALL FOR TENDERS DOCUMENTS

EXPERT SERVICE PROVISION FOR MWCA MEMBERS AND HERDERS' COOPERATIVES TO PROMOTE MONGOLIAN SUSTAINABLE TEXTILE INITIATIVES ON KEY EUROPEAN EXPORT MARKETS.

This document comprises 21 pages and is divided into 3 parts and 6 annexes:

- Part 1: Terms of the tenders
- Part 2: Contract conditions
- Part 3: Instructions for bidders
- Annex 1: Contract template
- Annex 2: Price breakdown framework
- Annex 3: Letter of submission
- Annex 4: Administrative Information Form
- Annex 5: Statement of Integrity, Eligibility and Ethics
- Annex 6: Technical specification

Please check that all these parts are present in the folder you are consulting

Scope of the call for tenders

Sustainable textile production and Eco Labelling in Mongolia, Mongolia,

From 2019 to 2022

Address for receipt of tenders

#403, 4th floor, “MGG Properties” Office, Seoul street,
5th micro district, 2nd khoroo, Sukhbaatar district, Ulaanbaatar, Mongolia

Deadline for receipt of tenders:

11th May 2020

1. Terms of the call for tenders

1.1. Preamble

Agronomes et Vétérinaires Sans Frontières (AVSF) aims at acting for rural development in support to smallholders’ farmers and herders’ communities in disadvantaged regions and to contribute to advocacy actions in the North and in the South in favor of these farming.

AVSF is implementing its European Union funded “Sustainable Textile Production and Eco Labelling” project in Mongolia (STeP EcoLab; 2018-2022) with its local partner Mongolian Wool and Cashmere Association (MWCA). The project aims at (i) increasing sustainable raw materials production (cashmere, yak down & camel wool); (ii) introduce and disseminate sustainable practices within Mongolian textile industries; (iii) facilitating access to green credit for Mongolian textile actors committed to sustainability; (iv) promoting Mongolian sustainable textile initiatives towards key export markets.

The present call for tender is released in the scope of this latest project output, targeting professional communicators, marketers and salespersons with high level of expertise and extensive network among fashion brands, industry actors, relevant experts and mainstream medias in relevant European countries. This invitation to tender is primarily aimed at representing and promoting sustainable initiatives of herders’ cooperatives and Mongolian textile industries. More specifically (i) to develop sales increase plan according to the expected results of Annex 6; (ii) to design communication strategies & plans with AVSF and MWCA members based on the developed sales target; (iii) to facilitate market linkages between Mongolian cooperatives and/or textile industries and European buyers, and to supply them with export contract opportunities and negotiation/follow-up support to conclude the contracts; (iv) to support the communication officer for the elaboration of related communication materials;

The grant allocated to AVSF does not allow any other party to derive rights and claims. In no event or for any reason whatsoever, the funding agency (ies) indicated above shall not be liable for any claim for compensation or direct payment submitted by AVSF contractors.

1.2. Candidates

Any legal entity established in Europe and whose qualifications and experience enable it to meet the requirements imposed by this call can take part in this call for tenders. It will be up to the bidders to provide proof of their qualifications and experience for this type of contract.

It is understood that participation in this consultation implies acceptance of the clauses contained in this document.

The following candidates shall be excluded from participation and award of contracts if:

- Those who are bankrupt, in liquidation, in legal proceedings, cessation of activity or other similar situations according to the national law and regulation,
- Those who have been convicted from a judging authority for an offense affecting their professional integrity,
- Those who have committed a serious professional misconduct,
- Those who have not completed their duties related to payment of social welfare contributions or taxes in their country or in the one where the contract must occur.
- Those who were sentenced for corruption, fraud, or who participated in a criminal organization or any other illicit activities,
- Those under administrative sanctions,
- Those who are in conflict of interest for the contract involved,
- Those having made false statements or that having concealed information for the contract involved.

The candidates must certify that they do not fall in any of the above categories.

1.3. Call for tender's process

- **Submission of tenders**

Bidders must respect the date indicated on page 2 ("Deadline for receipt of tenders"). Any tender received afterwards shall be rejected.

- **Modification of the call for tenders**

AVSF may at any time before the deadline for submission of tenders, for reasons of its own or as a result of requests for clarification from the candidates, amend the call for tender documents. This amendment shall be notified in writing to all bidders and on the media used to publish the call and will be binding on all applicants. In order to allow candidates to take these changes into account, the date for submission of tenders may be delayed.

- **Modification or withdrawal of tenders**

Bidders may withdraw or amend their offer at any time BEFORE the deadline for submission of tenders.

Bidders shall remain bound by their tenders for a period of 30 days from the deadline for submission of tenders.

- **Opening of tenders**

Opening of tenders will be on the 11th May 2020 at 10 a.m at AVSF Mongolia, #403, 4th floor, "MGG Properties" Office, Seoul street, 5th micro district, 2nd khoroo, Sukhbaatar district, Ulaanbaatar, Mongolia. All tenders received (including amendments submitted within set deadline) shall be opened in public session at which bidders may participate, in the presence of the selection committee whose composition is decided by AVSF. Only technical proposals will be opened. A member of the selection committee will read aloud, offer after offer, the following information:

- The identity of the bidder
- The number and status of the envelopes received
- The documents in the envelopes
- Possible modifications or withdrawals
- Possible declarations made by the bidder.

This information will be included in the minutes of the opening of tenders. The committee will then proceed in camera to review and analyze the technical offers.

- Request for clarification

AVSF may request clarification from bidders after bid opening. This request cannot in any way modify an offer.

- Contact with AVSF after the opening of tenders

Any contact between bidders and AVSF is prohibited after the opening of tenders as well as any attempt of the candidates to influence the choice. Such an attempt would lead to the exclusion of their application.

- Evaluation of tenders

The procedure for evaluating tenders will be as follows:

- Examination of the conformity of the proposal with the requirements in the call for tenders. Tenders deemed to be non-compliant at the end of this examination will be rejected;
- Evaluation of the technical quality of the tender, on the basis of the criteria described below,
- Scoring and classification of tenders evaluated in accordance with the criteria described below,
- Opening of the envelopes labelled "Financial Proposal/Offer" only for tenders which have at least obtained the minimum technical score required (see below § Criteria for evaluating technical offers). The evaluation of the financial quality will be based on the criteria described below:
- Comparison and classification of tenders according to the scores awarded
- Award of the contract provided that the amount of the tender falls within the financial resources provided for by AVSF.

- Criteria for evaluating Technical offers

5 scores	Min. BAC+3 in business administration, international trade, marketing and communication
15 scores	Sales experiences to/with European companies (more than 5 years. The sales experience must be proven by reference letters, sales increase reports and any other relevant documents)
10 scores	Experiences in marketing and communication to/with European companies (all relevant documents must be attached to the offer)
10 scores	Working experience in luxury garment sector specially in cashmere sector
10 scores	Demonstrated networking capacities with high luxury brands, other industry actors, sectoral experts and mainstream medias in Europe (all relevant documents must be attached to the offer)
5 scores	Diversification of experiences in various sales channels
5 scores	Experience in market study and sales analysis on European market (all relevant documents must be attached to the offer)

Thus, a total of 60 score for the technical proposal. Only candidates with a technical score of 50 or more will be selected for the opening of financial offers/proposals.

- Criteria for evaluating financial offers

These tenders which have been qualified for the evaluation of their technical offers will be the subject of a verification of the financial offer by AVSF to rectify any calculation errors (the amount in words prevailing on the amount in figures) or for any request for clarification.

The financial score will be calculated as follows:

40 points for the lowest bid

The calculation of the other offers will be as follows: (amount of the lowest bid / amount of the tender studied) x 40.

- **Comparison and ranking of offers**

The comparison of offers will be made on the basis of the ranking obtained from the overall score assigned to each bid, which is the sum of the technical score and the financial score. The maximum total is therefore 100 (one hundred) score.

AVSF reserves the right not to accept any offer or cancel the consultation procedure without being obliged to provide the reasons for this decision.

- **Notification of the result**

Before the expiry of the period of validity of the tenders, AVSF will notify the selected bidder in writing that his tender has been accepted and will send him a draft contract based on the attached template.

2. Terms of the contract

Bidders are invited to comply with all the procedures described below. Bids that do not meet the required terms and forms will be automatically rejected.

2.1. Specificity of the products

The objective of the consultancy service is to represent and promote the Mongolian sustainable textile value chain and its key players (herders cooperatives and textile industries) towards brands and EU textile industries, luxury groups and relevant professional and mainstream media in EU countries. The technical specifications are detailed in Annex 6. Offers including involvement of one sole consultant or a group of consultants will be considered.

2.2. Quality of products

The quality of the consultancy service will be evaluated by following points:

- Number of sales contracts between Mongolian textile industries and international costumers;
- Sales increases thanks to the consultancy service;
- Efficient and relevant communication strategy is designed and related tools and materials are elaborated;
- Number and content of communications on Mongolian sustainable textile value chain to the target group (brands and EU textile industries, luxury groups and relevant professional and mainstream media in EU countries) and ranking of media channel communicated;
- Post-contract evaluation of Mongolian textile industries on the consultancy service The quarterly report of the consultant must be on time and high quality;
- High-quality deliverables provided timely as per requirements defined in the ToR

2.3. Delivery

All documents must be delivered before 11th May, 2020 to the attention of Mr. Guillaume Touati, Country representative of “AVSF Mongolia”, located Room 403, 4th floor, “MGG Properties” Office, Seoul street, 5th micro district, 2nd khoroo, Sukhbaatar district, Ulaanbaatar, Mongolia. All documents including annexes must be numerated, sealed, and shipped by door-to-door service provider contracted by the sender. International express delivery service, providing registered mail address, is highly recommended

2.4. Language

The tenders must be written in English including annexes and other documents added by the bidder.

2.5. Currency

The offer shall be in Euros, and should cover all costs incurred by the Service Provider must be specified (including VAT and other taxes). Any offer in another currency will be rejected.

2.6. Financial offer/Proposal

The maximum amount eligible for this call for tender is 90000 (ninety thousand) Euros. All financial offers exceeding 90000 EUROS won't be considered nor accepted. The applicant shall provide its financial offer altogether with a payment schedule based on verifiable milestones (deliverables and/or indicators) Mobilization fees, corresponding to the initial installment, shall not exceed 10% of total financial offer. The offer must be made in accordance with the price breakdown framework provided in Annex 2 of this call for tenders. It should include any consultancy fees, travel costs, per diem, visa and insurance fees which will be the responsibility of the candidate.

The prices indicated in the proposal are firm and not revisable throughout the duration of the contract

2.7. Guarantees

The supplier shall indicate in his offer the guarantee period and the damages covered.

3. Instructions to bidders

3.1. Submission of tenders:

The tender documents shall be submitted in sealed envelope, in one original copy marked as such and a copy marked as such. The submission of tenders is made in accordance with the double envelope system, one containing the technical offer and the other the financial offer. These two envelopes shall be placed in a neutral outer envelope, with the sole inscription "Call for tender for Expert service provision for MWCA members and herder's cooperatives to promote Mongolian sustainable textile initiatives on key European export markets. - TO BE OPENED ONLY IN TENDER COUNTING SESSION"

On receipt of the tender, acknowledgment of receipt will be delivered/sent to the bidder by email.

3.2. Content of the offer

- Technical offer

The bidder shall complete and provide the **letter of submission** attached to this document.

The tender is made up of two parts:

- ✓ Administrative :

The bidder **provides information about his company** through the attached form. He is free to provide evidence and other documents he wishes to show AVSF that justifies his qualification and experience in the procurement of contracts similar to those covered by this call for tenders. He shall also certify by any appropriate means that **he is not in one of the exclusion situations** listed in §1.2 "Candidates".

The bidder shall submit the **statement of integrity, eligibility and ethics** completed and signed according to the attached template.

- ✓ Technical offer

The tender must contain a detailed technical offer portraying a good understanding of the problem, a methodological proposal and a preliminary planning. It shall indicate the name of the service provider (s) and CV (s) and references for previous similar work. It shall also indicate the nationality of the service provider (s) and provide a copy of the identity document (of each service provider).

A copy of this file, initialed on each page and signed on the last page, shall be attached.

- Financial offer

The bidder shall propose his financial offer using the **price breakdown framework** provided in Annex 2 of this call for tenders. He shall include a quotation.

He shall also indicate the period of validity of his offer and the terms of payment.

Annexes

- Annex 1 : Contract template
- Annex 2 : Price breakdown framework
- Annex 3 : Letter of submission
- Annex 4 : Administrative Information Form
- Annex 5 : Statement of Integrity, Eligibility and Ethics
- Annex 6: Technical specification

Annex 1: Contract template



PROCUREMENT OF SERVICES CONTRACT

Contract reference:

Between the party of the first part:

AVSF Mongolia

Address: #403, 4th floor, “MGG Properties” Office, Seoul street, 5th micro district, 2nd khoroo, Sukhbaatar district, Ulaanbaatar, Mongolia

Telephone no: 976-11-330043

Represented by Guillaume TOUATI

Hereinafter referred to as “AVSF”

And the party of the second part:

Supplier name (or acronym)

Address

Telephone

Represented by **Name of authorised representative**

Hereinafter referred to as “**the Service Provider**”

The Parties agree as follows:

Article 1 Preamble

This contract between AVSF and the Service Provider follows a call to tender dated on the 23th March 2020 regarding services provided including to represent and promote the Mongolian sustainable textile value chain and its key players (herders cooperatives and textile industries) towards brands and EU textile industries, luxury groups and relevant professional and mainstream media in EU countries, to support the export of the sustainable textile products in EU market as part of the “Sustainable textile production and EcoLabelling in Mongolia” project, in compliance with the offer made by the Service Provider found in annex 1 under this Contract.

The Service Provider agrees to respect the terms and conditions of the present Contract which prevail over the Service Provider’s conditions of sale.

Article 2 Subject of the Contract

The provision of services contained within the present contract includes:

Specific objective of the service is:

Supporting MWCA and Mongolian textile industries in communicating efficiently on Mongolian sustainable textile value chain and the export of Mongolian sustainable textile products in the European market.

The following specific activities will be conducted to achieve the objective:

1. Developing the yearly working plan and consolidating it with AVSF. This plan has to include the communication and sales plan
2. Analysis (SWOT, cost benefit, cost effectiveness analysis etc) on the export sales of the pilot industries
3. Development of the communication content on the Mongolian sustainable textile value chain with AVSF project team
4. Support the Mongolian textile industries to develop the efficient sales contract
5. Sales experience sharing with MWCA, Sustainable cashmere Union and Mongolian textile industries
6. Providing various information related with Sustainable textile market including brands policies, sustainable market trend, consumers and market studies in EU countries. Regular updates on price trend of cashmere and other luxury animal fibers
7. Supporting the pilot industries to develop sales strategies, annual sales plan and sales monitoring. Advising the various methods to increase exports in EU countries
8. Quarterly detailed reports on communications and sales

Article 3 Contract Duration

The Contract is signed for a duration of 22 months following the signature date.

The task will take place from May 2020 to February 2022 in, in EU.

The report drafted by the Service Provider must be submitted quarterly according to the following schedule:

- 10th April, 10th July, 10th October, 10th January

This Contract may not be used for other service orders. Any changes must be made in writing in an Amendment signed by both Parties.

Article 4 Total value of the Contract

For the services provided, the Service Provider will receive a maximum total of Euros (..... Euros) for the entire service over 2 years of contract. This payment should cover all costs incurred by the Service Provider except for those outlined in article 5 below.

The total value mentioned above is the total payable by AVSF to the Service Provider based on this Contract. This amount is final and cannot be modified at any point for the duration of the present Contract.

The prices shown include all applicable taxes and charges if authorised by the national authorities and no additional expense can be invoiced by the Service Provider to AVSF.

Article 5 Additional costs

All mission costs such as transportation, accommodation and mouth costs will be covered by AVSF and shall be reimbursed in accordance with the provisions in force at AVSF and upon presentation of expenses report and related invoices. The maximum amount dedicated to mission costs in the submitted financial proposal should not be higher than 14 500 euros.

Article 6 Invoicing and Payment

The Service Provider will issue an original invoice to request an advance payment equal to ten percent of total cost of the contract upon signing the present contract. The applicant shall provide a payment schedule in its financial offer. The applicant will send an original invoice to request the payment of delivered service according to the approved payment schedule.

All payments will be made exclusively via cheque made out to the Service Provider/bank transfer in the Service Provider's name, to their bank account no. [account number] at [Name, Address, Country] bank, IBAN [IBAN] and SWIFT [SWIFT].

Article 7 Social Insurance

The Service Provider agrees to ensure their own social and medical insurance (sickness, accident, occupational hazard, death, unemployment) and repatriation cover throughout the duration of the contract and wholly discharges AVSF from any such circumstance.

Article 8 Obligation of discretion

Information obtained will remain the property of AVSF and project partners; the parties agree not to divulge this information without prior agreement.

Article 9 Modification of the Contract

Any contract modifications must be made in writing and with agreement from all parties.

Article 10 Cancellation of the Contract

10.1 - Termination due to breach of Contract

If one of the parties fails to respect any clause in this Contract, including its annexes, and is not able to remedy this breach within fourteen (14) calendar days following written notification of said breach, the other party may terminate the Contract without prior notice, and without incurring any cost to the party ending the Contract.

Furthermore, AVSF reserves the right to cancel all or part of the payments due, by written notification if the Service Provider fails to comply with their declaration of integrity, eligibility or ethics during the execution of this contract.

Any notification will be sent to the other Party in such a manner as to prove that it has been delivered (confirmation of receipt, email with read receipt or hand delivery with signature).

If the Service Provider commits any violation of the Contract, AVSF is free to hire another service provider with any additional costs at the initial Service Provider’s expense.

In the case of a Contract violation attributed to the Service Provider, AVSF is not obliged to pay the balance of the service. Any additional liquidated damages will not apply.

10.2 - No-fault termination

If the Contract is terminated by AVSF out of convenience, without any particular fault by the Service Provider, a final bill will be drawn up indicating the work completed and costs incurred which AVSF will pay, net of all advance and interim payments.

However, as AVSF projects are mainly financed by institutional funding agencies, AVSF reserves the right to end the Contract if the specific funds destined towards the Contract’s projects are not awarded by the funding agency or if it ends.

10.3 - Force Majeure

The term “Force Majeure” means any event whereby the signatory parties of the Contract have no control, which is unexpected or cannot be prevented and totally or partially impedes on the execution of the Contract by one of the parties.

In the case, whereby one of the parties cannot, due to a Force Majeure, fulfil all or some of their contractual obligations, that party’s obligations will be suspended, and the planned Contract date will be automatically extended without penalty, for a period equal to the suspension.

The Party experiencing a Force Majeure must inform the other Party as soon as possible in writing and must provide proof of the event and the duration of the Force Majeure. If the delay lasts for over one (1) month, the other Party can end the Contract immediately without further warning or penalty.

Furthermore, AVSF reserves the right to terminate this Contract without penalty under the following circumstances:

- Inaccessibility or limitation of AVSF projects in Mongolia due to safety reasons,
- Attempt or threat of kidnap or assassination on AVSF staff,
- Suspension of AVSF activities in Mongolia by the local authorities.

Article 11 Ethics

AVSF pays particular attention to the ethical values of its suppliers and service providers and hopes to work with partners ready to accept their values. Therefore, the Service provider signs and returns a declaration of integrity, eligibility and ethics along with their offer.

The Service provider certifies that they had read and fully understood the AVSF’s Code of ethics and conduct which applies to all AVSF staff, partners, providers of goods and services and which is part of the current contract, in annex 3. The Service provider ensures that the appointed experts comply with the rules of this Code of ethics and conduct.

Article 12 Miscellaneous

12.1 - Independent parties

Each Party is independent from the other and no Party has the right to oblige, represent or commit the other Party. No element of this contract shall be construed as creating any common project, partnership, or other form of joint enterprise between the parties for any given purpose.

12.2 – Publicity

The Service Provider should not seek to take advantage of their position as an AVSF service provider, either for publicity means, in public communications or for any other motive, without prior written permission from AVSF.

Article 13 Jurisdiction and applicable law

The law and regulations of Mongolia govern this Contract.

Where possible, AVSF will attempt to conduct an informal settlement of disputes with its Service Providers. When an informal settlement is not possible, arbitrations will be conducted by the relevant jurisdiction in Ulaanbaatar

Article 14 Documents integral to the Contract

The Contract is made up of the following documents, in order of importance:

1. The present Contract
2. The annexes adjoining the present Contract:
 - Annex 1: Service Provider proposition following the call to tender dated 23th March 2020 (Don't forget to include the declaration of integrity, eligibility and ethics)
 - Insert other annexes if necessary

The present Contract constitutes the full agreement between the Service Provider and AVSF, and it displaces any prior Contract or agreement regarding this subject. This Contract cannot be modified or amended without written agreement to that end signed by both Parties. No oral declaration made by any individual can modify or affect the terms and clauses of this Contract.

Contract drafted in English, at AVSF Mongolia in two original copies, an original copy for AVSF and an original copy for the Service Provider.

Representing:	Mr. G. Touati, Country Representative from AVSF	The Service Provider
Name:		
Identity no:		
Date:		
Signature:		
Stamp:		

Note: Representatives must initial each page of the Contract Representative initials are adequate.

Witness or Notary or Solicitor

Mr. / Ms.

Annexes

Annex 1: Service Provider proposition in response to the request for quote or call to tender

Annex 2: Code of ethics and conduct

Annex 3: XXX

Annex 2: Price breakdown framework

Subject of the call:

FINANCIAL OFFER

Item	Quantity	Unit Price	References of Supplier

	TAX FREE	TAX INCLUDED
TOTAL PRICE		
Cost package		
Cost transportation		
Other costs: to be specified		
TOTAL		

Delivery conditions:

Payment conditions:

Validity of the offer:

Annex 3: Letter of submission

Subject of the call:

I, the undersigned (Surname, first name) acting on behalf of the company (name of the company), having taken note of the documents contained in call for tenders documents referenced above, commit to executing the services mentioned, in accordance with the terms and conditions of the tender document.

I commit to maintaining the amount of my offer for a period of 30 (thirty) days from the closing date of submission of tenders.

Place, on the

The bidder

Signature and stamp of the company

Annex 4: Administrative Information Form

Company name:	
Address: Country:	Administrative address:
Telephone:	Fax:
Email:	Website:
Headquarters (Full legal name):	
Branches, Associates:	
Type of company: (legal form)	
Type of activity: Manufacturer <input type="checkbox"/> Sole distributor <input type="checkbox"/> Trader <input type="checkbox"/> Other (specify) <input type="checkbox"/>	
Year of creation:	Registration number (to be adapted according to the country):
Turnover for the last three years: Year : (Indicate turnover and currency) Year : (Indicate turnover and currency) Year : (Indicate turnover and currency)	
Please indicate any legal or litigation proceedings in which your company is involved:	
Please list any professional or international organization of which your company is a member:	

I, the undersigned (Name and surname), certify that the information provided in this document is correct and accurate and, in case of change, that the details will be transmitted as soon as possible.

Date:

Signature and stamp:

Statement of integrity, eligibility and ethics

Expert service provision for mwca members and herders' cooperatives to promote mongolian sustainable textile initiatives on key european export markets, as the "Contract"

To: AVSF in Mongolia, the "Contracting Authority"

1. We recognize and accept that AFD and European Commission only finances Contracting Authority projects under their own conditions which are set out in the financial contract linking them to the Contracting Authority. Consequently, there can be no legal connection between these financial donors and our company, group or subcontractors. The Contracting Authority holds sole responsibility over the preparation and execution of its procurement process and related subsequent work.
2. We certify that neither we, our subcontractors, nor any member of our group fall under any of the following categories:
 - 2.1) currently undergoing or have previously undergone bankruptcy, liquidation, legal proceedings, a safeguard procedure, discontinuation or being in any similar situation resulting in a procedure of the same nature;
 - 2.2) had a serious conviction in the past five years from a judging authority in the country where the project was executed for one of the acts outline in articles 6.1 to 6.4 hereunder or for any crime committed during the agreement upon or execution of a contract¹ ;
 - 2.3) featured on the list of financial penalties adopted by the United Nations, the European Union and/or France, with particular regard to the fight against terrorist financing and attacks on international peace and security;
 - 2.4) professionally speaking, been guilty of gross misconduct during the preparation or execution of a contract in the past five years;
 - 2.5) failed to pay social welfare contribution or tax obligations relevant to the country where we operate or that of the Contracting Authority;
 - 2.6) had a conviction in the past five years from a judging authority in the country where the project was executed for one of the acts outline in articles 6.1 to 6.4 hereunder or for any crime committed during the agreement upon or execution of a contract financed by AFD and European Commission;
 - 2.7) subject to an exclusionary decision by the World Bank from 30 May 2012, and featuring on the public list on this website <http://www.worldbank.org/debarr>²;
 - 2.8) guilty of misrepresentation when providing the information required as part of the contracting process.

¹ In the case of such a conviction, you can attach the additional information to this Statement of Integrity that will rule out any relevance of the conviction under the jurisdiction of the present contract.

² In the case of such a conviction, you can attach the additional information to this Statement of Integrity that will rule out any relevance of this exclusion under the jurisdiction of the present contract.

3. We certify that neither we, our subcontractors, nor any member of our group are subject to any of the following conflicts of interest:
 - 3.1) a shareholder controlling the Contracting Authority or a subsidiary controlled by the Contracting Authority, unless the dispute arising has thus been made known to AFD and European Commission and resolved to their satisfaction;
 - 3.2) have business or family relations with a member of the Contracting Authority's staff involved in the selection process or the resulting market control, unless the dispute arising has thus been brought to the notice of AFD and European Commission and resolved to their satisfaction;
 - 3.3) controls or is controlled by another tenderer, is controlled by the same company as another tenderer, receives grants from another tenderer or awards grants to another tenderer directly or indirectly, has the same legal representative as another tenderer, directly or indirectly maintains contact with another tenderer allowing us to have and give access to the information contained in our respective offers, to influence them, or to influence the decisions of the Contracting Authority;
 - 3.4) engaged in a consultancy mission which, by its nature, is likely to prove incompatible with our missions on behalf of the Contracting Authority;
 - 3.5) in the case of a procedure for the award of a contract for works or supplies:
 - have prepared ourselves or have been associated with a consultant who has prepared specifications, plans, calculations and other documents used in the competitive tendering process;
 - be it either we or one of the firms to which we are affiliated, recruited, or about to be, by the Contracting Authority to supervise or inspect the work within the framework of the Contract.
4. Although we are a public institution or public company, we certify that we have legal and financial autonomy and that we are managed per the rules of commercial law.
5. We undertake to communicate without delay to the Contracting Authority, who will inform AFD and **European Commission**, any change in circumstances with regard to the preceding points 2 to 4.
6. As part of the award process and the execution of the Contract:
 - 6.1) We have not conducted and will not conduct any unfair labour (act or omission) intended to deliberately mislead, intentionally conceal material, surprise or vitiate consent, or circumvent legal or regulatory obligations and/or violate internal rules to obtain an illegitimate benefit.
 - 6.2) We have not conducted and will not conduct unfair labour (action or omission) contrary to our legal or regulatory obligations and/or our internal rules to obtain an illegitimate benefit.
 - 6.3) We have not promised, offered or granted and we will not promise, offer or grant, directly or indirectly, to (i) any person holding a legislative, executive, administrative or judicial mandate within the State of the Contracting Authority, whether they have been appointed or elected, on a permanent basis or not, whether or not he or she is remunerated, no matter their hierarchal position, and (ii) any other person who performs a public function, including a public body or company, or provides a public service, or (iii) any other person defined as a public official in the State of the Contracting Authority, an undue benefit of any kind for themselves, another person, or entity to perform or refrain from performing any act in the exertion of their official duties.
 - 6.4) We have not promised, offered or granted, nor will we promise, offer or grant, directly or

indirectly, to any person who manages or works for any entity of the private sector, in any capacity whatsoever, a benefit for any other person or entity, to perform or refrain from performing any act in violation of their legal, contractual or professional obligations.

- 6.5) We have not committed and will not commit any act likely to influence the procurement process to the detriment of the Contracting Authority and particularly, any anti-competitive practice that prevents, restricts or to distorts competition, especially by restricting access to the Contract or the free exercise of competition from other companies.
 - 6.6) We or a member of our group or any of the subcontractors will not acquire or supply equipment and will not intervene in sectors under embargo of the United Nations, the European Union or France.
 - 6.7) We are committed to respecting and making all our subcontractors respect the environmental and social standards recognised by the international community, including the fundamental conventions of the International Labour Organization (ILO) and the international conventions for environmental protection, in accordance with the laws and regulations applicable to the country where the contract is to be carried out. We also undertake to carry out this contract in accordance with the minimum standards of ethics of preventing child labour and respecting fundamental social rights and the dignity of working conditions based on international labour standards, avoiding any relationship of conflict, involvement in the supply or transport of illicit weapons and/or landmines and unethical exploitation of natural resources including sensitive goods such as materials and precious stones and rare earths.
7. We, the members of our group and our subcontractors authorize AFD and European Commission to examine the documents and accounting documents related to the awarding and execution of the Contract and to submit them for verification to auditors designated by AFD and European Commission.

Name _____ Acting as _____

Signature _____

Duly empowered to sign on behalf of³ _____

Dated the _____

Annex 6: Technical specification

Expert service provision **for MWCA members and herders' cooperatives** to promote Mongolian sustainable textile initiatives on key European export markets.

STeP EcoLab project aims at supporting the supply chain and the textile industry in adopting more sustainable sourcing and production practices and simultaneously improve the branding for sustainable

³ In the case of a group, insert the name of the group. The person signing the bid on behalf of the Tenderer will include the power entrusted by the Tenderer to the offer.

products, optimise cost-saving measures and reach out to climate finance & diversify the portfolio of customers.

Consequently, STeP EcoLab project with relevant expertise assistance will support MWCA members and herder’s cooperatives in communicating efficiently on Mongolian sustainable textile initiatives to increase the export of Mongolian sustainable textile products to European markets. The detailed specific activities and deliverables are described as follows:

1. To develop the yearly working plan and consolidating it with AVSF. This plan has to include the communication, sales and networking plans;
2. To analyze (SWOT, risk assessment, cost-benefit and cost-effectiveness analysis, etc.) of the export sales capacities and opportunities of pilot industries and cooperatives;
3. Design of a communication strategy and plan Mongolian sustainable textile value chain with STeP EcoLab project team (specifically AVSF & MWCA), and support for the elaboration of related tools and materials;
4. To provide Mongolian textile industries and herders’ cooperatives with market linkages between Mongolian cooperatives and/or industries and European buyers; and to supply them with export contract opportunities and negotiation/follow-up support to conclude the contracts;
5. To share communication and sales experience sharing with MWCA, Sustainable cashmere Union and Mongolian textile industries;
6. To provide information on Sustainable textile markets including brands policies, sustainable market trends, consumers and market studies in EU countries if available. Regular updates on price trend of cashmere and other luxury animal fibers;
7. To support pilot industries and cooperatives in designing sales strategies, planning annual sales, and monitoring and assessing sales. To provide adapted advises, methodology and tools to increase exports to EU countries;
8. Quarterly detailed reports on communications and sales.

The contracted expert must target to achieve the relevant indicators showed below:

<u>Indicators</u>	<u>Targets</u>
Number of sustainable textile products ranges developed by MWCA members.	5
Yearly turnover generated by sustainable wool and cashmere product sales of MWCA members (disaggregated between domestic and export sales).	+20%
Number of contracts signed between Mongolian wool and cashmere processors and foreign buyers for sustainable products.	30

The activities of the consultancy service are not limited by above mentioned activities. The consultant can suggest ad-hoc modifications or additional activities based on current trends of the market, economical or other conditions with the prior consultation with AVSF management.