



SUPPLIER ENLISTMENT SCHEDULE

ENLISTMENT SCHEDULE
FOR
CHRISTIAN AID FOR DIFFERENT GROUPS

ENLISTMENT PERIOD – 2 YEARS

Ref. No: Vendor Enlistment/CA/DHK/26/April/RFQ/001

LOGISTICS & SUPPLY CHAIN MANAGEMENT

Following the recurrent needs and to meet the future requirements to implement Christian Aid is looking for qualified supplier to enlist in the supply chain system to strengthen the supply channel and ensure compliances as of financial and supply chain regulation and rules.

All procurement of CAID is subject to the relevant polices set forth (adapted/global). All suppliers/service providers must have to follow the Supplier’s Code of conduct and other standard rules with respect of CAID activities in the field and operation as of their mission objective & goal.

Hereby CAID, invites applications for Enlistment from the genuine suppliers/service providers under following Groups & Category.

Supplier/Service Provider Enlistment Category Vendor Enlistment/CA/DHK/26/April/RFQ/001			
Group	Items Category	Group	Items Category
G1	Printing & Publication	G14	Vehicle Rental Services
G2	Promotional & Visibility Materials	G15	Travel Agency Services
G3	Media Production	G16	Vehicle Maintenance Services
G4	Advertising & Public Relations	G17	Insurance Services
G5	Office Stationery & Consumables	G18	General Supplies
G6	Pantry & Grocery Supplies	G19	Office Furniture & Appliances
G7	PPE & Medical Supplies	G20	Power Backup Equipment
G8	Printer & Copier Supplies	G21	Outsourcing Services
G9	IT Equipment & Hardware	G22	Office Maintenance & Technical Services
G10	IT Accessories & Networking	G23	Research & Consultancy Services
G11	IT Maintenance & Servicing	G24	Event Management
G12	Catering Services	G25	Mobile Banking & Financial Services
G13	Accommodation & Conference Venue		

The enlistment application along with the other documents mentioned in the Enlistment Schedule shall be sent through email Bangladesh-Procurement@christian-aid.org on or before 30 April 2026. **Please mention the Items Category and group number in the subject line. For example: Group-1- Printing & Publication**

Christian Aid invites applications for SUPPLIER/VENDOR ENLISTMENT from the genuine vendors/manufacturers/sole agents/ distributors/ service providers/contractors for the period of July 1, 2026, to Jun 30, 2028/ Two year after signing the frame work agreement.

Applicants having infrastructure, management capacity, financial strength and relevant experience with INGOs/large organizations / UN agencies are eligible to apply.

This Schedule/Application/Registration process is complete with following Annexes:

ANNEX A: SUPPLIER DECLARATION

ANNEX B: ETHICAL & ENVIRONMENTAL POLICY

ANNEX C: SUPPLIER QUESTIONNAIRE

1. Application for Enlistment:

1.1. Submission of Enlistment Application:

Suppliers/Vendors need to share their interest through a **Cover Letter** in their company **Letter Head** and fill up **SUPPLIER QUESTIONNAIRE Form** is attached herewith as Annex C, Suppliers need to provide all information as requested in the form and attached following documents with the application, Please make single PDF for all documents in one file:

1. Company Profile
2. Copy of Valid Trade License
3. Copy of TIN Certificate
4. Copy of VAT Registration Certificate (If available)
5. Bank Account details
6. Bank Certificate
7. Experience Certificate/Reference Letter
8. Letterhead Pad (Blank and Marked as SAMPLE with your Seal & Signature)
9. Signed Copy of Annex B, Annex C

2. DEADLINE TO SUBMIT APPLICATION: on or before 30 April 2026

Christian Aid reserves the right to accept or reject all/part applications without assigning any reason whatsoever.

3. GENERAL TERMS AND CONDITION FOR ENLISTMENT

Applicants (new and existing) shall submit the application for enlistment through the email mentioned above, including all documents listed in Section 1, Clause 1.1 of the Enlistment Schedule. Applicants shall fill in the information provided in the Registration Form (Annex A) along with the other required documents as specified

3.1 Eligibility:

Supplier/Vendor who are legally authorised, experienced with INGO, UN, Government may apply for enlistment for single or multiple Groups. For participation in each Group please use separate enlistment schedule (make copy of the Registration Form, Annex A) and shall submit in separate file for each Group. Existing Suppliers/vendors who are working with this program also need to submit their application.

3.2 ENLISTMENT PERIOD:

The Enlistment period for initially 2 Years from the date of awarding. However, subject to the requirements, performance of the vendor, the option exists to review the requirement for additional period as required by the Christian Aid.

3.3 SUBMISSION OF APPLICATION

Applicants must submit all documents as mentioned above, to the email address Bangladesh-Procurement@christian-aid.org and Late submission shall not be considered for further evaluation and their application will be NULL and VOID.

3.4 ASSESSMENT OF APPLICATION:

As a part of the application assessment process, the representative of Christian Aid, may visit the Applicant’s business premises to undertake an inspection and assess the suitability of the applicant for Group(s) applied for. It will also check the documents and references submitted by the Applicant during submission of application. Performance of existing vendor will be taken into consideration during evaluation. Failure by the Applicants to grant the Christian Aid access to its premises, or identification of any miss-declaration of information and documents or non-availability of references after contacted, may result in application not being considered further.

SECTION 4: GUIDELINES FOR SUBMISSION OF ENLISTMENT APPLICATION

Selection of Vendor Group: Applicant will read the Scope / Items Covered/Sub-category -Description against specific Items Category from the list as per below table. Applicant, intends to apply for multiple Groups, shall submit separate application and shall select item categories separately.

Group	Items Category	Scope / Items Covered/Sub-category	Typical Suppliers
G1	Printing & Publication	Printing of books, reports, brochures, flyers, posters, banners, signboards, stickers, calendars, notebooks and graphic design services	Printing press, design agencies
G2	Promotional & Visibility Materials	Branded items such as T-shirts, caps, umbrellas, mugs, pens, bags, souvenirs	Promotional product suppliers
G3	Media Production	Documentary film production, videography, photography, editing and media production	Media houses, video production firms
G4	Advertising & Public Relations	Newspaper advertisements, tender notices, job circulars, PR and media management services	Advertising agencies, PR firms
G5	Office Stationery & Consumables	Office stationery, files, pens, paper supplies, office cleaning items and housekeeping materials	Stationery suppliers
G6	Pantry & Grocery Supplies	Tea, coffee, sugar, milk, biscuits and office pantry items	Grocery suppliers
G7	PPE & Medical Supplies	PPE items such as safety masks, gloves, coveralls, boots, sanitizer, medical supplies and first aid kits	Safety equipment suppliers
G8	Printer & Copier Supplies	Toner cartridges, ink cartridges and printing consumables	IT consumable vendors
G9	IT Equipment & Hardware	Computers, laptops, tablets, printers, scanners, CCTV systems, projectors, mobile devices	IT equipment suppliers
G10	IT Accessories & Networking	HDD, RAM, routers, network switches, LAN cards, network cables and IT accessories	IT networking suppliers

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Group	Items Category	Scope / Items Covered/Sub-category	Typical Suppliers
G11	IT Maintenance & Servicing	Maintenance and repair of IT equipment including laptops, desktops, printers and photocopiers	IT service providers
G12	Catering Services	Catering services for meetings, workshops and trainings	Catering service providers
G13	Accommodation & Conference Venue	Hotel accommodation, conference facilities and training venues	Hotels and conference centers
G14	Vehicle Rental Services	Rental of vehicles including sedan cars, minibuses, SUVs and transport vehicles	Transport companies
G15	Travel Agency Services	Air ticketing, visa processing, travel arrangements and overseas accommodation	Travel agencies
G16	Vehicle Maintenance Services	Repair and servicing of office vehicles	Automobile workshops
G17	Insurance Services	Insurance for vehicles, assets, fire, cash, life and health	Insurance companies
G18	General Supplies	Crockeries, relief materials, agricultural supplies and miscellaneous market goods	General trading companies
G19	Office Furniture & Appliances	Office furniture and appliances including AC, refrigerators, microwave ovens, lighting equipment	Furniture and appliance suppliers
G20	Power Backup Equipment	UPS, IPS, generators and batteries	Electrical equipment suppliers
G21	Outsourcing Services	Security guards, office cleaning and facility management services	Outsourcing companies
G22	Office Maintenance & Technical Services	Electrical works, AC servicing, plumbing, carpentry, furniture repair and fumigation	Technical service providers
G23	Research & Consultancy Services	Research, HR consultancy, legal services, audit firms, project evaluation and training providers	Professional consulting firms
G24	Event Management	Management of conferences, workshops, seminars and corporate events	Event management firms
G25	Mobile Banking & Financial Services	Mobile financial services, digital payment and mobile banking solutions	Financial service providers

SECTION 5: GENERAL TERMS AND CONDITIONS OF CONTRACT FOR ENLISTED VENDORS

5.1 LIST/POOL OF SUPPLIER:

Humanitarian Response Program, Christian Aid will create the pool of selected supplier under each group and sub category and the number of supplier in each group will be decided by the Procurement Committee based on the existing requirement, future need, market & item type.



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5.2 COMMUNICATION:

The program supply chain could request for quote from the enlisted vendors through email, manually following limited, tender, Open tender process.

5.2 CODE OF CONDUCT & POLICY:

Enlisted firm(s) are required to follow the suppliers code of conduct (Annex B) and other relevant and applicable policy of Christian Aid and / or Public Procurement Rules of Government of Bangladesh, wherever applicable, as guided by the Christian Aid. Enlisted firm(s)/supplier(s) must be compliant with the labour laws of the country.

5.3 MODE OF PROCUREMENT:

Enlistment does not mean that Christian Aid is obliged to work only with the enlisted Supplier/Vendor, whereas it is required and applicable as of need/type and time beside the enlisted suppliers Christian Aid preserve the rights to decide the procurement method at any need and in any condition/situation.

5.4 PAYMENT:

Christian Aid prefer to make all payment through Account Payee Cheque/Bank Transfer after completion and submission of invoice in general. All invoices must contain the reference numbers and standard documents attached as of instruction will provided through Purchase Order/Purchase Contract

5.5 TAX & VAT:

Wherever applicable, Tax & VAT will be deducted at source as of government rules & regulation (ref: National Board of Revenue, NBR).

5.6 SUPPLIER PERFORMANCE

Performance shall be evaluated on periodical/supply delivery performance along with others applicable, will be the basis for the exist in the pool and agreement review accordingly. INDICATORS (10 points)

2points	Delivery - On Time
1point	Delivery - On Demand
3points	Quality Acceptance – Confirming specification
1point	Service included in the Supply process, Level of Understanding and Documentation
1point	Reply all calls/request for price/quotation against market survey
2point	Competitive Price

Based on evaluation of performance of enlisted supplier/vendor will be terminated on each review. Each review bottom 25% of vendors/suppliers, for each group based on performance should be removed from the pool. A performance feedback will be communicated with the supplier on request.

Appendix A: SUPPLIER DECLARATION

We the Undersigned accept in full and without restriction the conditions governing this tender as the sole basis of this competition, whatever its own conditions of sale may be, which we hereby waive. We have examined carefully, understood and comply with all conditions, instructions, forms, provisions and specifications contained in this tender dossier including the contract template with its annexes and the Christian Aid Ethical and Environmental Policy. We are aware that failure to submit a tender containing all



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the information and documentation expressly required, within the deadline specified, may lead to the rejection of the tender at Christian Aid's discretion.

We hold no reservation in regard to the tender dossier; and are aware that any reservation may result in the rejection of the tender by Christian Aid.

We are not aware of any corruption practice in relation to this competition. Should such a situation arise, we shall immediately inform Christian Aid in writing.

We declare that are affected by no potential conflict of interest, and that we and our staff have no particular link with other Tenderers or parties involved in this competition. Should such a situation arise during performance of the contract, we shall immediately inform Christian Aid in written.

<i>Company name and address:</i>
<i>Company's Representative name:</i>
<i>Title of Representative in the Company:</i>
<i>Representative's signature and stamp:</i>
<i>Email address:</i>
<i>Phone Number :</i>
<i>City, date:</i>

Appendix B: ETHICAL AND ENVIRONMENTAL POLICY

Section 1: Policy Statement

Christian Aid recognises the importance of sustainable development for people living in poverty, and the long term benefits of becoming a more sustainable organisation. Christian Aid takes responsibility for and is committed to managing the labour and environmental standards in its operations and supply chains. In order to embed appropriate management of these standards, the associated framework must be adopted.

Qualifications to the policy

The humanitarian imperative is paramount. Where speed of deployment is essential in saving lives, Christian Aid will purchase necessary goods and services from the most appropriate available source.

Section 2: Policy Details

2.1 Labour and Environmental Standards

Christian Aid is committed as a minimum to complying with all applicable labour and environmental legal requirements in its both operations and supply chains.

In addition, Christian Aid is committed to meeting the labour and environmental standards below and applying a continuous improvement approach within an agreed timeframe where it is known that standards are not met.

When Christian Aid sources from small producer groups, it applies the principles of Christian Aid International's Values Based Approach to FairTrade.

Labour Standards

Christian Aid has adopted the [Ethical Trading Initiative Base Code](#) for its labour standards:

Employment is freely chosen:

- There is no forced, bonded or involuntary prison labour.
- Workers are not required to lodge "deposits" or their identity papers with the employer and are free to leave their employer after reasonable notice.

Freedom of association and the right to collective bargaining are respected:

- Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively. • The employer adopts an open attitude towards the legitimate activities of trade unions.
- Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace. • Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

Working conditions are safe and hygienic:

- A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment. • Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers.
- Access to clean toilet facilities and potable water, and, if appropriate, sanitary facilities for food storage shall be provided. • Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.
- The company observing the standards shall assign responsibility for health and safety to a senior management representative.

Child Labour shall not be used:

- There shall be no new recruitment of child labour.
- Companies shall develop or participate in and contribute to policies and programmes, which provide for the transition of any child found to be performing child labour to enable her/him to attend and remain in quality education until no longer a child. • Children and young people under 18 years of age shall not be employed at night or in hazardous conditions.
- These policies and procedures shall conform to the provisions of the relevant International Labour Organisation (ILO) standards.

Living wages are paid:

- Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmarks, whichever is higher. In any event wages should always be high enough to meet basic needs and to provide some discretionary income.
- All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment, and about the particulars of their wages for the pay period concerned each time that they are paid. • Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the express and informed permission of the worker concerned. All disciplinary measures should be recorded.

Working hours are not excessive:

- Working hours comply with national laws and benchmark industry standards, whichever affords greater protection.
- In any event, workers shall not on a regular basis be required to work in excess of 48 hours per week and shall be provided with at least one day off for every 7 day period on average. Overtime shall be voluntary, shall not exceed 12 hours per week, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

No discrimination is practised:

- There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

Regular employment is provided:

- To every extent possible work performed must be on the basis of a recognised employment relationship established through national law and practice.
- Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, subcontracting or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

No harsh or inhumane treatment is allowed:

- Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

Environmental Standards

Christian Aid is committed to reduce its reliance on finite/scarcely resources and to minimise the environmental impact of its operations including its supply chain, and will work to achieve the standards listed in this section.

Climate change:

Monitor and actively seek to reduce the Greenhouse Gas (GHG) emissions associated with its operations and:

- Set absolute GHG reduction targets for operations in industrialised countries or Economies in Transition, such as those identified in Annex I of the United Nations Framework Convention on Climate Change below
- Set and report on targets for improved efficiency in countries where Christian Aid runs programmes, such as those that may be regarded as non-Annex I countries under the UNFCCC **Waste**:
- Reduce waste to landfill.
- Monitor operations, including procurement, to ensure waste minimisation and high product and process efficiency.
- Effective controls of waste in respect of ground, air, and water pollution are adopted.

Materials:

- Reuse, recycling and the use of recycled and recyclable materials are strongly encouraged.
- Avoid where practicable reliance on materials that are heavily dependent on finite resources.

Packaging:

- Actively avoid undue and unnecessary packaging wherever practicable and use recycled and recyclable materials wherever appropriate.

Wood and forest products:

- Ensure that all forest products purchased are as a minimum legal in origin and provide evidence of due diligence to ensure this if requested by Christian Aid
- Suppliers of paper products sourced from Christian Aid affiliate home country offices and retail products carrying the Christian Aid Brand must source forest products from recycled sources or well managed forests which have been certified to a credible standard. Exceptions will be made for products which are Fairtrade marked or produced by members of the World Fair Trade Organisation as appropriate. Christian Aid views the Forestry Stewardship Council (FSC) as the most credible certification for the sustainable sourcing of wood and forest products.
- Suppliers must never knowingly become involved in, collude with or purchase timber from illegal logging operations.

Energy:

- Work to reduce energy consumption and where practicable use energy from renewable resources.

Transport and travel:

- Reduce staff travel wherever practicable.
- Monitor and reduce transport logistics to ensure efficient distribution and delivery of products and services.

Conservation of biodiversity:

- Seek to minimise the impact of operations on fauna, flora and land to ensure the conservation of biodiversity and habitats.

Water:

- Develop a better understanding of its impact on water use and develop management processes where appropriate

Annex I countries, United Nations Framework Convention on Climate Change

Australia, Austria, Belarus, Belgium, Bulgaria, Canada, Croatia, Czech Republic, Denmark, Estonia, European Union, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Japan, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Monaco, Netherlands, New Zealand, Norway, Poland, Portugal, Romania, Russian Federation, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, Ukraine, United Kingdom of Great Britain and Northern Ireland, United States of America.

2.2 Christian Aid Procurement Integrity Principles

Christian Aid is committed to ensure that its procurement processes are run with integrity and to further this commitment Christian Aid actively promotes principles for suppliers and staff as detailed below.

Procurement Integrity Principles for Christian Aid Suppliers

Christian Aid expects suppliers as a minimum, to follow the belowmentioned principles:

- Accept responsibility for labour and environmental conditions under which products are made and services provided. This includes all work contracted or sub-contracted and that conducted by home or other out-workers.
- Be open and transparent about the labour and environmental standards in their supply chains. To provide information requested by Christian Aid to enable our assessment of labour and environmental standards in their supply chains.
- Support workers to realise their rights and minimise the barriers which prevent workers from achieving them.
- Demonstrate ability to meet local labour and environmental laws. • Demonstrate commitment to achieve conformance with the Labour and Environmental Standards in section 2.1 above and commitment to continuous improvement of their labour and environmental standards as agreed with Christian Aid.
- Suppliers importing from small scale producer groups facilitate trade in-line with Christian Aid's values based approach.

Christian Aid will seek alternative sources where the conduct of suppliers demonstrably violates the basic rights of Christian Aid's intended beneficiaries, and there is no willingness to address the situation within a reasonable time period.

Christian Aid will not knowingly enter into contract or partnership with suppliers that participate in the activities outlined below:

List of activities that Christian Aid suppliers should not be involved in:

Christian Aid will seek alternative suppliers if we identify the following activities:

- Actively lobby to undermine public policies to tackle climate change or push for continued expansion of fossil fuel use
- Arms manufacture;
- The sale or export of arms or strategic services to governments which systematically violate the human rights of their citizens, or where there is internal armed conflict or major tensions, or where the sale of arms may jeopardise regional peace and security.
- Tobacco production and sale;
- The sale of baby milk outside the World Health Organisation (WHO) Code of Conduct;
- Pesticide sales outside the Food and Agriculture Organisation (FAO) guidelines for pesticide retailing
- Extractive industries
- Production or publication or broadcast of adult entertainment
- Knowingly become involved in, collude with or purchase timber from illegal logging operations.
- Any other activities which violate the basic rights of Christian Aid's intended beneficiaries.
- Activities which contravene the Procurement Integrity Principles listed in section 2.2

Suppliers must declare any formal party political involvement or activity.

Procurement Integrity Principles for Christian Aid Staff

To ensure we procure with Integrity, Christian Aid staff will:

- Recognise that our suppliers may not be able to achieve all the labour and environmental standards laid out in sections 2.1 immediately and we will support suppliers to work toward conformance within a reasonable timeframe.
- Recognise the impact of all supply decisions on meeting the labour and environmental standards outlined in section 2.1 of this policy. We will involve our suppliers in addressing issues that may arise and expect them to assist us in minimising any negative effects. • Ensure that our supply requirements are adequately defined and specified in sufficient time to allow the supply market to react to our demand.
- Ensure that our supply activities comply with all applicable international and national laws, regulations, conventions and agreements that are in force in the countries from where our requirements are being procured, and ensure that the specific supply related requirements of our donors are adhered to.



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- Not engage in any activity with suppliers, or buyers from other organisations, which might be deemed to be anti-competitive or in breach of any statutory requirements in any country or trading region.
- Not terminate purchase arrangements or relationships without due regard to all material circumstances, appropriate communication and notification to the supplier. We will however terminate supplier relationships where serious breaches of Christian Aid's labour and environmental standards persist after reasonable attempts have been made to work with the supplier to implement improvements, and where there is no reasonable prospect of securing improvements. Such terminations will be carried out in a responsible way.
- Act impartially and objectively in all their purchasing activities and to keep written records where appropriate to demonstrate that their actions have been fair and above reproach.
- Declare in advance any interest commercial or otherwise, they may have with a supplier to Christian Aid and to be prepared to withdraw from those dealings if required.
- Maintain an unimpeachable standard of integrity in all their business relationships and to foster the highest possible standards of professional competence in all their supply activities. • Not accept any personal gifts or other inducements, as individually or cumulatively these will be adjudged as an attempt to influence a purchasing decision.
- Seek the views of its suppliers over their ability to meet Christian Aid's labour and environmental standards given existing buying practices, and assists them to meet their concerns. • Recognise the contribution that stable business relationships can make to the observance of the labour and environmental standards, and endeavour to establish long-term relationships with its suppliers.



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Appendix C: SUPPLIER QUESTIONNAIRE

ALL Suppliers and Subcontractors to complete Sections 1-6 and the declaration. Suppliers providing branded products and services, rental vehicles and construction projects to also complete section 7 and 8.

Christian Aid Use only

1 A) Company Profile			
Name of Company			
Registered Office address			
Ordering Address (if different)			
Payment Address (if different)			
Telephone Number			
Email			
Website			
Company Registration number (Please attach a copy of the certificate)			
Year established			
Please state your position in the supply chain e.g. Agent, Manufacturer, Service Provider, Importer, Trader			
Please specify the product/service being supplied to Christian Aid			
Company turnover in trading currency (please attach recent financial statement)			
Turnover of the part of the business that would serve Christian Aid			
Location of other operational sites (national and international), their functions and approximate numbers of employees where Christian Aid goods or services could be positioned			
1 B) Total Number of Workers			
	Men (%)	Women (%)	Total
Permanent Workers			
Temporary directly employed workers			
Agency indirectly employed workers			
Homeworkers/outworkers			
Management			
Is your company committed to achieving the labour, environmental and business integrity standards in Christian Aid 's Ethical and Environmental Policy			Yes
			No
2) Health & Safety			
Is there anyone designated as being responsible for Health and Safety issues in your company?	Yes/ No. Give details		

3) Management Systems and Policies

Do you have or are you working towards any of the following ethical/environmental, legal and technical management standards (add more fields if necessary)	ISO9001 - Quality	
	ISO14001 - Environment	
	ISO26000 - Social Responsibility	
	SA8000 - Labour standards	
	Other	
Confirm which policies your company has in place. Please attach these:	Quality	
	Health & Safety	
	Environmental Management	
	Labour Standards	
	Equal Opportunities	
	Training & Development	
	Other	

4) Ethical (Labour) Standards

Do you ensure your company meets worker related legislation? (e.g wages, hours, health & safety) Please share what you have in place to support this.	Yes/No. Give details.
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5) Environmental Standards

Do you ensure that your company meets all required local laws/regulations covering the environment? Please share what you have in place to support this.	Yes/No. Give details.		
Do you have an environmental policy in place? Please attach	<table border="1"> <tr> <td>Yes</td> </tr> <tr> <td>No</td> </tr> </table>	Yes	No
Yes			
No			

6) Experience & Subcontracting

Please provide details of 3 customers/clients for whom you have completed contracts for in the last 3 years, willing to provide a reference. If available, attach reference letters.

	Reference 1	Reference 2	Reference 3
Customer/Organisation			
Contact name			
Telephone No			
Date awarded contract			
Contract scope and details			
Please detail what experience you have with dealing with International Non-Governmental Organisations (INGO): If yes, please provide details about the scope of contract and the INGO name.			
If you supply services to CHRISTIAN AID, do you subcontract/outsourcing services? If yes, please share name and contact details of the sub-contractors and the type of service provided.			





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Please complete Sections 7 and 8 **IF** providing branded products or services, rental vehicles or construction projects

7) Pay & Hours

What is the national minimum wage (per hour)?		
What is the lowest hourly pay in your company?		<input type="checkbox"/>
What deductions taken from worker's wages e.g. pension, tax?		
If yes, how much are the charges and what are they for?		<input type="checkbox"/>
What are the normal weekly working hours for employees?		<input type="checkbox"/>
Do workers have at least 1 day off in 7?	Yes No	<input type="checkbox"/>
What is the average overtime worked each month		
What is the minimum age of worker your company would hire?		<input type="checkbox"/>
Explain how you ensure workers are not hired below the minimum age requirement		<input type="checkbox"/>
Were any health and safety risk assessments carried out in the last year?	Yes No	<input type="checkbox"/>

8) Worker Management Communications

How do you ensure employees are aware of their rights?	Written Contracts		<input type="checkbox"/>
	Staff notice boards		
	Intranet		
	Employee Handbook		
	Other		
What forms of representation are used?	Union		<input type="checkbox"/>
	Employees share ownership		
	Elected Health & Safety Committee		
	Workers co-operative		
	Works Council		
	Staff Association		
	Other		
Do any workers belong to a Trade Union	Yes No		<input type="checkbox"/>
If yes, please provide the name/s of the Union/s			

Declaration (to be completed by Senior Authorised Manager. Please insert electronic signature or type name): I confirm that all the information given is accurate. For and on behalf of the supplier :

Name :	Position :
Date :	Signature :

For Christian Aid use only - Risk Rated by

NB There are some industries Christian Aid has run campaigns on to highlight the harm they can cause to poor communities. If your company, or any parent or subsidiary, has any involvement with the production or sales of weapons, pharmaceuticals, infant formula or pesticides; or with the Finance industry please tell your Christian Aid contact.

Name :	Position :
Date :	Risks :