



INVITATION TO TENDER (ITT)

For Purchase of Global Fleet Vehicles

Contracting Entity:
MSI Reproductive Choices
1 Conway St, Fitzroy Square, London W1T 6LP
www.msichoice.org

Issue date: 28th February 2025

Closing date: 18th March 2025

MSI ETHICAL AND BUSINESS CONDUCT

MSI Reproductive Choices are committed to a transparent and ethical procurement process and expects its suppliers to share our ethical and business principles, and to promote these principles to their suppliers, sub-contractors, and business partners. Read more about our principles in our Standards of Business Conduct [Business Partners - Code of Conduct \(msichoice.org\)](http://www.msichoice.org).

MSI Reproductive Choices does not tolerate fraud, falsified proposals, collusion among offerors or bribery, and expect any suppliers who works with us to uphold existing commitments to safeguarding, data protection, anti-modern slavery and to declare any personal or other close relationships and conflicts of interest. Any supplier or individual violating these standards will be disqualified from this procurement and barred from future procurement opportunities.



MSI Reference: Enter Ref. ITT_Fleet2025

Date: 28/02/2025

Dear Sir/Madam,

INVITATION TO TENDER ("ITT) GLOBAL FLEET MANAGEMENT

MSI Reproductive Choices, ("MSI") invite you to submit a Proposal for the provision of Global Fleet Management as specified in the Terms of Reference.

This ITT consists of:-

- This letter
- Appendix A – Technical Specifications
- Appendix B – MSI Locations
- Appendix C – Cost Proposal Quotation Format
- Appendix D – Supplier questionnaire
- Appendix E – MSI Business Partners Code of Conduct

Upon receipt of this ITT, please inform MSI in writing via email that you have received this ITT and advise whether you intend to submit a Proposal or submit a Proposal in association with another firm.

If you are unable to submit a Proposal, please advise us immediately, stating the reason(s) for declining this opportunity to submit a Proposal.

It is not permissible to transfer this ITT to another natural or legal person.

This Proposal process is governed by and construed in accordance with the laws of England.

Yours faithfully

MSI Global Procurement Team



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PART 1 – BACKGROUND

1.1 MSI Overview

MSI Reproductive Choices is a global organisation with over 9,000 team members working in 37 countries across the world to make reproductive choice possible, with access to contraception, abortion, and life-saving post-abortion care. In some countries we focus exclusively on maternal and child health and in others we provide the full spectrum of reproductive health services. Our teams are rooted in the communities they serve – from major cities to rural, hard-to-reach villages. By taking services into areas others cannot – or will not – go, we enable more women and girls to make choices that were previously unavailable to them, in turn, improving the lives of individuals, families and communities.

For over 45 years, we've worked to make reproductive choice possible around the world; we've supported over 183 million people with their reproductive choices, offering autonomy over their own bodies so they can make the choices that are right for them and their futures.

Today, and every single day, we're supporting the reproductive choices of another 80,000+ people across six different continents, with access to contraception, abortion and life-saving post-abortion care. And we're incredibly proud to do it.

Our vision for the next decade is bold: that by 2030, no abortion will be unsafe and every individual who wants access to contraception will have it. We know we have a long road ahead of us. But reproductive choice is foundational in the drive for gender equality and to a future where women and girls take their rightful place in all aspects of society.

1.2 Current Situation

MSI operates a centralised and local donor procurement function for its fleet vehicles and tracking devices to support our global fleet demand. We operate a fleet of approximately 862 units across 28 countries. Currently, MSI's fleet are used for the transport of personnel, relief supplies including temperature-controlled pharmaceuticals, and mission critical activities.

The vehicle fleet is made up of the two categories:

- 1) Support Fleet, i.e. vehicles used by MSI support staff and affiliated workforce (Compact SUV's, Sedan's, Hatchbacks)
- 2) Utility Fleet, i.e. vehicles used in field operations

The asset and fleet management section are placed within the Global Supply Chain team (located in London) along with the Technical Services and Operational team, who oversee all global activities concerning vehicle acquisition, fleet management including software and tracking and insurance.

1.2.1 Vehicles

Our vehicles deliver products and services to clients across various terrains, transport team members and pharmaceuticals to remote sites, and ferry clients to MSI facilities. Below is a snapshot of MSI Fleet orders from 2019 to 2024.

Table 1. Order Volumes 2019-2024 ytd

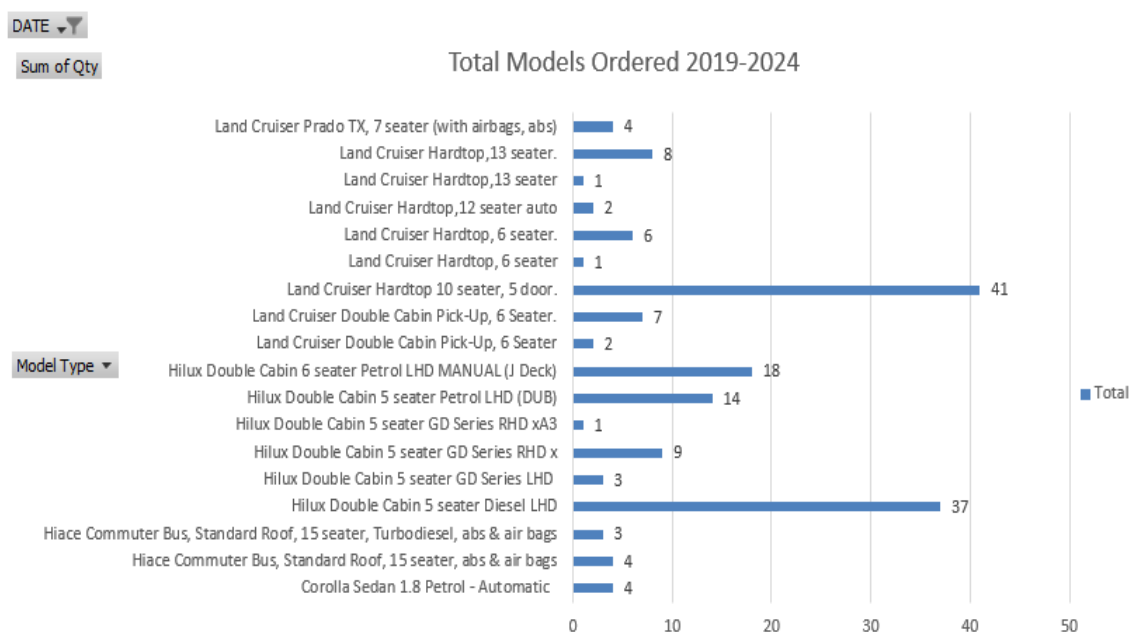
Year	Sum of Quantity
2019	49
2020	27
2021	18
2022	39
2023	21
2024	11
Total	165

Table 2. Total Spend 2019-2023

Year	Total Sum (£)
2023	879,000
2022	1,449,000
2021	1,043,000
2020	962,000
2019	2,682,000
Total	7,015,000

Table 3. Orders per MSI Country 2019-2024

MSI Location	Sum of Quantity
Burkina Faso	5
DRC	7
Ethiopia	3
Ghana	7
Liberia	1
Madagascar	2
Malawi	4
Mali	7
Niger	5
Nigeria	69
Papua New Guinea	1
Senegal	1
Sierra Leone	9
Tanzania	1
Uganda	28
Zambia	14
Zimbabwe	1
Total	165

Graph 1. Models Purchased 2019-2024

1.2.3 Trackers

MSI Vehicles are fitted with asset monitoring and tracking devices to ensure fleet and driver safety. MSI currently utilise a range of products listed below in Table 4 and source from our preferred tracking provider. The tracking software used across MSI fleet vehicles is Tracpoint.

Table 4.

Description
Standard GSM Tracking Unit
Advanced GSM Tracking Unit (for driver behaviour monitoring)
Premium GSM tracking Unit (CAN-enabled; also supports driver behaviour monitoring)
Hybrid GSM/3G/Satellite Tracking Unit
Motorcycle GSM Unit

Please note, the quantity in this ITT does not guarantee a specific number of shipments or total volume. MSI does not guarantee any minimum number of shipments or annual volume

PART 2 – RFP PROCESS AND INFORMATION

2.1 Key Dates

The timeline for this ITT process is as follows. While MSI do not anticipate any changes to this timeline, we reserve the right to adjust as we see fit.

RFP issue date	28 th February 2025 at 17:00 GMT
Deadline for supplier clarification questions	7 th March 2025 at 13:00 GMT
MSI responds to consolidated supplier clarifications	11 th March 2025 at 13:00 GMT
RFP closing date	18 th March 2025 at 13:00 GMT
Shortlist announced	21 st March 2025 at 13:00 GMT
Presentations (If required)	27 th March 2025
Final award	4 th April 2025 at 13:00 GMT
Contract start date	1 st May 2025

2.2 Intention to Bid and Proposal Instructions

Proposals are to be submitted by bidders via email for receipt no later than Tuesday, 18th of March 2025 at 13:00 GMT to the following nominated email address:

Email address: LSO_Tender@MSIchoices.org

MSI Reproductive Choices reserves the right to negotiate any or all the RFP terms and conditions and to cancel, amend or extend this RFP in part or entirely at any time. MSI may select any Proposal or may elect to select no Proposal.

Delivery receipt is not considered evidence of submitting on time. MSI reserves the right to refuse evaluation should a bid be considered as a late submission.

Bidders must provide disclosure of any known past, present or prospective relationships with any parties associated with MSI Reproductive Choices.

This RFP constitutes an invitation to prospective Bidders ("Bidder") to submit proposals ("Proposal") for the services described herein and is not considered an offer of contract. All bidders must submit a response that complies with the minimum requirements contained herein.

2.3 Queries and Questions During RFP Period

Suppliers are to direct any queries and questions regarding the RFP content or process to **LSO_Tender@msichoices.org**. Submit all questions in writing to the nominated email address by using the following naming convention listed below as the title to avoid premature opening of bids: **Clarifications_Fleet2025_Suppliename**.

MSI will convey responses to submitted questions and queries to all suppliers so that each is equally informed.



2.4 Response Lodgements Methods and Requirements

Suppliers must submit their response to MSI Contact by email as set out in 2.3 by using the following subject heading of the email "**BidResponse_Fleet2025_Supplier name**". Use electronic copies in PDF format in English (not scanned copies) and suppliers may submit multiple emails (suitably annotated in the title– e.g., Email 1 of 3) if attached files are deemed too large to suit a single email transmission (recommended to be no more than 10MB).

2.5 Late Responses

Suppliers are responsible for submitting their response prior to the RFP closing date and time in accordance with the schedule in clause 2.1. There may be no automatic allowance made by MSI for any delays in transmission of the response from supplier to MSI.

Any Proposal received by MSI later than the stipulated RFP closing date and time may be removed from further consideration by MSI. A delivered receipt would not be considered grounds for a Challenge.

2.6 Suppliers to Inform Themselves

MSI has taken all reasonable care to ensure that the RFP is accurate; however, MSI gives no representation or warranty as to the accuracy or sufficiency of the contained information.

2.7 Costs of Preparing the Response

All costs relating to the preparation and submission of a response are the sole responsibility of the supplier. MSI shall not pay the supplier, wholly or in part, for its response.

2.8 Acceptance of These Conditions

Suppliers, by submitting a response to this RFP, are deemed to have acknowledged and agreed to the conditions set out in this RFP.

2.9 Data Sheet

The following data sheet outlines instructions to Bidders and administrative requirements that Bidders will need to follow to prepare and submit their proposal.

#	Data	Requirements
1	Language of Proposal	<input checked="" type="checkbox"/> English
2	Contact details for submitting requests for clarifications/questions	<input checked="" type="checkbox"/> LSO.Tenders@msichoices.org
3	Allowable manner of submitting proposals	<input checked="" type="checkbox"/> Submission by email
4	Conditions for submitting proposals for part or sub-parts of the RFP	<input checked="" type="checkbox"/> Shall be considered. Bidders may submit a proposal for tracking devices and/or software or vehicles if requirements are met.
5	Period of proposal validity commencing the submission date	<input checked="" type="checkbox"/> 90 days
6	Advanced payment upon signing of contract	<input checked="" type="checkbox"/> Not allowed
7	Preferred currency of proposal	<input checked="" type="checkbox"/> USD

8	Required documents that must be submitted to establish qualification of bidders	<p>All Bidders must complete and provide the following documents. These documents should be completed and submitted as part of the Bidder's proposal.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Technical Specification Bid <input checked="" type="checkbox"/> MSI Supplier Pre-Qualification Questionnaire <input checked="" type="checkbox"/> MSI standard compliance schedule and Business Partners' Code of Conduct (Signed and dated) <input checked="" type="checkbox"/> Supplier Commercial Proposal & Requirements (Signed, stamped, and dated) <input checked="" type="checkbox"/> Copy of company registration or incorporation <input checked="" type="checkbox"/> Copy of trade license (signed, stamped, and dated) <input checked="" type="checkbox"/> Last 2 years of audited accounts with indicators of currency conversion to USD (signed, stamped, and dated) <input checked="" type="checkbox"/> Three references from the last 2 years (full contact details, including contact person and email address to be provided by bidder). <input checked="" type="checkbox"/> Insurance and Warranty certificates <input checked="" type="checkbox"/> Safety & Compliance certificates
9	Expected duration of contract	<input checked="" type="checkbox"/> Three years
10	Latest expected date for commencement of contract	1 st May 2025
11	Payment terms	<input checked="" type="checkbox"/> 45 days upon goods ready/dispatch date or date of invoice is issued to MSI, whichever comes last
12	Pricing	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> All Bidders must provide FOB and EXW pricing for each vehicle make, and model offered. <input checked="" type="checkbox"/> Pricing is on base model vehicles that fit within the specification parameters, and include the standard equipment as mentioned in Appendix A. <input checked="" type="checkbox"/> Pricing of accessories is based on the vendor sourcing and installation at origin prior to shipping. <input checked="" type="checkbox"/> Pricing of optional accessories to be presented separately to vehicle pricing <input checked="" type="checkbox"/> All bidders must provide discounts available for bulk purchases or early payments
13	Shipping	<input checked="" type="checkbox"/> All Bidders to provide shipping cost as % of product cost

PART 3 – EVALUATION CRITERIA

The evaluation process will consist of two stages:

Stage One: As indicated in 3.1 preliminary compliance requirements will be considered on a Pass/Fail basis.

Stage Two: The technical proposals shall be evaluated based on the criteria listed in table 4.

Bidders Presentations: MSI may, during the evaluation period, at its discretion, invite selected bidders to supply additional information on the contents of their proposal (at such bidder's own cost). Such bidders will be asked to give a presentation on their proposal (possibly with an emphasis on a topic of MSI's choice) followed by a question-and-answer session. The presentations will be held virtually via Microsoft Teams on 27th March 2025.

3.1 Minimum Eligibility and Qualification Criteria

Preliminary Eligibility and Qualification will be evaluated on a Pass/Fail basis.

Proposals will be examined to determine whether they are complete and submitted in accordance with this ITT requirements as per below criteria:

- Supplier Questionnaire with appropriate signatures (Appendix D)
- Technical Specification Bid
- MSI standard compliance schedule and Business Partners' Code of Conduct (Signed and dated) (Appendix E)
- Supplier Commercial Proposal & Requirements (Signed, stamped, and dated)
- Copy of company registration or incorporation
- Copy of trade license (signed, stamped, and dated)
- Last 2 years of audited accounts with indicators of currency conversion to USD (signed, stamped, and dated)
- Three references from the last 2 years (full contact details, including contact person and email address to be provided by bidder).
- Insurance and Warranty certificates
- Safety & Compliance certificates

MSI Reproductive Choices reserves the right to reject a proposal at this stage.

3.2 Evaluation of Technical and Financial Proposals

MSI Reproductive Choices will evaluate the Technical Proposals based on bidder responsiveness to the Terms of Reference and other ITT documents, applying the evaluation, sub-criteria, and point system specified below.

The evaluation method that applies to this ITT may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combine scoring method which will be based on a combination of the technical and financial score. When specified a combined scoring method, the formula for the rating of the proposals will be as follows:

Rating the Technical Proposal (TP):

TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100

Rating Financial Proposal (FP):

FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100

Total Combined Score (CS): Combined Score: (TP Rating) x (Weight of TP e.g. 80%) + (FP Rating) x (Weight of FP e.g. 20%)

3.3 Technical & Financial Evaluation Criteria

The evaluation criteria for the purchase of global fleet vehicles encompass a detailed assessment framework, which includes both technical and financial considerations below:

Table 5: Technical & Financial Criteria

1. Relevant Experience & Financial Capacity		Points Obtainable
1.1	Specific experience of the Bidder relevant to MSI Reproductive Choices for the last (5) five years	10
1.2	Experience on similar contracts with Public Sector, Non-governmental Agencies and related contract authorities.	10
Total Points for Criterion 1		20

2. Adequacy of Proposed Methodology and Plan in Response to the Terms of Reference		Points Obtainable
2.1	Technical approach and methodology	30
2.2	Leadtime (<i>Leadtime is considered the time between placing of the purchase order by MSI to the date the goods are ready for dispatch</i>)	10
Total Points for Criterion 2		40

3. Staffing Capacity and Management Structure		Points Obtainable
3.1	<ul style="list-style-type: none"> - Suitability for MSI - Training Experience - International Experience - Knowledge of MSI regions - Account Management and Escalation 	10
Total Points for Criterion 3		10

4. Financial Proposal		Points Obtainable
4.1	Pricing for all available products and services	30
Total Points for Criterion 4		30

Overall Total Score	100
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The Scoring methodology for the Technical Proposal will be as follows:

Score	Compliance Rating	Description
0	Not Compliant (0%)	No offer
1	Partially Compliant ($\leq 49\%$)	Poor
2	Partially Compliant (c. 50%)	Below Average
3	Mostly Compliant (c. 75%)	Average
4	Mostly Compliant (c. 90%)	Above Average
5	Fully Compliant (100%)	Excellent

PART 4 – TERMS OF REFERENCE (TOR)

MSI Reproductive Choices is seeking proposals from commercial fleet providers to offer comprehensive fleet management services globally to MSI Locations (Appendix B). The required vehicles will be utilised for the transportation of reproductive pharmaceuticals and team members to support field operations. MSI's ongoing objective is to enhance the performance of its fleet, reduce costs and downtime, and improve reliability, tracking, functionality, and reporting through superior maintenance practices.

Under the contract, the bidder must be able to work closely with MSI and Country Programmes (CPS's) to enable orders directly from CPs after completion of pre-order process and enable pre-shipment and installation of optional accessories for field operations and MSI Tracpoint GPS vehicle tracking hardware, which is to be provided by MSI's preferred supplier.

4.1. Scope

The scope of this ITT includes:

- a) Supplying, managing and controlling the supply of vehicles through to the delivery to MSI locations (Appendix B) including but not limited to after sales support, maintenance and servicing and the supply of spare parts, as well as additional repair work or vehicle conversion services
- b) Insuring vehicles to their destination
- c) Taking orders for the deliverables relevant to the contract from MSI personnel
- d) Undertaking physical delivery of the deliverables ordered by MSI personnel
- e) Provision of service, maintenance and repair
- f) Offering roadside assistance solutions
- g) Reporting including Scope 3, vehicle inventory, and maintenance

4.2 Deliverables

The deliverables that fall within this scope are described below.

The supplier appointed to this contract will be responsible for the provision of the following:

4.2.1 Mandatory Deliverables

4.2.1.1 Order and supply of vehicles

- a) MSI will purchase the vehicles outright from the supplier in accordance with the requirements set out within this ITT
- b) The supplier will support the ordering process and will act as a requesting body for MSI to source vehicles or any subsequent arrangement under the contract such as optional accessories and conversions
- c) The supplier will send confirmation of the order to MSI by email within 2 working days of receipt of the order and the confirmation will confirm the order details including:
 - A description of the vehicle ordered
 - Details of any optional extras and any conversion work to be carried out
 - The estimated delivery details
 - MSI programme details (Name, address etc)

- d) The supplier shall ensure that all vehicles are brand new and unused other than for delivery mileage, unless otherwise specified by MSI.
- e) The supplier shall be responsible for the first registration process for MSI vehicles
- f) The supplier must ensure that all vehicles under this contract are registered to MSI consignee or otherwise specified in the order
- g) The supplier will capture MSI region details including Country deployment and local approved garages, if applicable

4.2.1 Delivery of Vehicles

- a) The supplier shall deliver vehicles to any MSI location
- b) The supplier shall ensure that all vehicles supplied and delivered in accordance with the requirements specified in the purchase order
- c) The supplier shall ensure the safe and secure delivery of all vehicles to MSI and without any defects
- d) The supplier shall ensure that the vehicle handbook or equivalent is provided to MSI at the point of delivery along with two sets of keys
- e) The supplier shall ensure at least a quarter of a tank of fuel at the point of delivery to MSI
- f) The supplier shall ensure handover is provided for all vehicles which shall include:
 - Instructions on the controls and features of the vehicles
 - Providing a signed copy of the delivery sheet to MSI
- g) Any defects to the vehicle must be notified to the supplier by MSI within 14 days and must be rectified by the supplier within 14 days at no cost to MSI if caused under supplier responsibility.
- h) MSI may decide to arrange freight through a preferred freight agent. On the occasion where the supplier organises freight on MSI behalf, full transparency is required on the cost of the freight and any mark-up, handling or administration fee the supplier adds to this.
- i) Our country programmes, as consignee, would be responsible for: payment of import duties & taxes; and arrangement of import clearance & handling.
- j) Suppliers are to state the insurance coverage % rate (not cost amount) applicable to each destination country

4.2.2 Converted or Modified Vehicles

- a) Where MSI requires such conversions, the Supplier shall procure the required conversion works from the vehicle manufacturer or a Subcontractor as mentioned in Appendix A
- b) The supplier shall be wholly responsible for the management of the sub-contractor.
- c) The Supplier shall ensure that any converted or modified vehicle meets all legislative requirements prior to delivery to MSI, including but not limited to, Type Approval and Certificate of Initial Fitness (COIF) as applicable.

4.2.3 Service, Maintenance and Repair (SMR)

- a) The supplier shall provide a vehicle with and without SMR and include this as a separate cost when quoting
- b) The Supplier shall provide SMR encompassing routine servicing, maintenance and mechanical repairs, and the replacement of consumable parts such as tyres, exhausts and brakes, to ensure conformance to safety and legal requirements,

- c) The Supplier shall provide SMR coverage at the most appropriate and cost-effective locations in relation to MSI's requirements and locations to ensure that the vehicles can be maintained, serviced and repaired as efficiently and effectively as possible. If this is not available, the supplier shall provide alternative options for SMR for those locations
- d) The supplier must detail the manufacturers warranties relating to the vehicles and the benefits to MSI
- e) The Supplier shall pursue all warranty claims relating to the vehicles on behalf of the MSI whilst under contract. Additionally, the supplier shall support MSI on any post warranty queries
- f) The Supplier shall provide a variety of processes to book and schedule vehicle maintenance and services such as MOTs that are applicable to MSI locations including, but not limited to:
 - a. Direct with a dealer.
 - b. Direct through a dedicated service helpline.
 - c. Online system or mobile applications

4.2.4 Account Management & Support

- a) The Supplier's Account Manager shall ensure that all relevant documentation relating to the MSI's fleet operation are maintained and always updated.
- b) A dedicate account manager/s shall be assigned to MSI
- c) The Supplier shall provide a helpdesk facility to assist MSI's drivers with queries regarding the services provided under the Contract.
- d) Access to reports or a portal system on MSI fleet (Vehicle make and model, year of manufacture, Purchase Order Number, location, warranty details)
- e) The bidder shall be able to provide timely quotes, pickup scheduling, and shipment status updates with real-time notifications.
- f) 24/7 customer support for prompt issue resolution that supports time zones applicable to MSI regions

4.2.5 Quality Standards

- a) Suppliers must provide evidence of vehicle testing such as handling, brake testing, vehicle electronic testing upon request by MSI
- b) ISO certification (e.g. ISO 9000, ISO 14001) or any applicable quality standard qualification or processes in place that are applicable
- c) End of life processes and procedures

4.2.6 Reporting & Analytics

Including but not limited to the following:

- a) Standard and customisable reports for fleet inventory, fuel consumption, maintenance schedules and mileage
- b) Real-time alerts for anomalies or issues/recalls
- c) Analytical tools for assessing vehicle performance and operational efficiency
- d) Scope 3 Carbon emission reporting

4.2.2 Desirable Deliverables

4.2.2.1 Order and Installation of Tracking Devices

- a) The ability to source the requested tracking devices directly from MSI's preferred provider upon MSI's request
- b) The ability to install the tracking devices provided by MSI's preferred provider, with the capability to transfer between vehicles
- c) The supplier **will not** be responsible for maintaining tracker systems or software. This deliverable will be handled directly by MSI's preferred tracking provider.

APPENDIX A - TECHNICAL SPECIFICATIONS

Please ensure that all proposals address the following technical specifications, including the sourcing and installation of advanced tracking devices.

Bidders are required to complete the Pricing Schedule and Rates in Appendix C based on the below Technical Specifications. Bidders may propose alternative options that meets MSI required specifications but must detail this within the proposal and why.

Technical Specifications Support Fleet:

1. 4x4 PICKUP WITH CANOPY VEHICLES TECHNICAL SPECIFICATIONS		
Specification	Detailed Required Specification	Bidder's Specifications
Engine	a. Engine Capacity: 2200cc to 4200cc b. No. of cylinders: 4 c. Fuel type: Diesel or Petrol d. Engine power: 90hp to 200hp e. Aspiration: 2.8L-4.2L Turbocharger f. Fuel tank: 75L or more g. Max output (kW@rpm): 150@3000-3400 h. Max torque (Nm@rpm): 500@1600-2800	
Drivetrain	a. 4X4 System, full time or part-time depending on intended use. b. transfer case; allows switching between 2WD and 4WD.	
Transmission	a. Manual or automatic transmission, synchronized 4-wheel drive floor mounted gear box. b. Five or Six forward gears with high and low transfer modes c. Free wheel operated drive hubs. d. Power steering	
Suspension	a. Heavy duty suspension i.e. rear leaf spring axle/coil b. Independent double wishbone torsion bar c. Stabilizer bar on the front d. Rigid semi-elliptical axel (Standard)	
Safety and Security	a. Seatbelts for front and rear seats b. Remote activated central locking. c. Alarm System d. Automatic door lock over 30km/hr	

	<ul style="list-style-type: none"> e. Spare wheel lock f. Passenger and Driver Air bags g. Seat belt reminder h. Cruise control i. Front and rear cameras j. Tire pressure monitoring system 	
Body	<ul style="list-style-type: none"> a. Four door long wheelbase (Double cab) b. Capacity to sit five passengers including driver c. Leather and cloth with contrast stitching seats d. Well-balanced air-conditioning e. Two external and internal rear-view mirrors f. Power operated windows both front and rear g. Fully air-conditioned h. Load capacity not less than 900kg i. Remote fuel flap release j. Front grill k. Front fog lamps l. Chrome door handles m. Side steps n. Tow hitch o. Roll bar p. long wheelbase q. With Canopy 	
Car Entertainment	<ul style="list-style-type: none"> a. Stereo CD/Radio player b. Front speakers – front doors c. Auxiliary input USB d. Bluetooth functionality e. Antenna 	
Brakes and Tyres	<ul style="list-style-type: none"> a. Anti-lock Brake system b. Standard manufacturer's tires of minimum 8 ply rating c. Ventilated discs in front and wheel drums on the rear wheels d. 18" alloy wheel type e. (255-265)/ (60-75) R16,17 & 18 tire size f. Spare wheel specifications same as in e. above 	
Dimensions	<ul style="list-style-type: none"> a. Width: 2,000mm or more b. Length: 5,200mm or more c. Wheelbase: 3,100mm or more d. Ground clearance: 180mm to 270mm 	
2. COMMUTER BUS, STANDARD 15-SEATER TECHNICAL SPECIFICATIONS		
Specification	Detailed Required Specification	Bidder's Specification
Engine	<ul style="list-style-type: none"> a. Engine Capacity: 2200cc to 4200cc b. No. of cylinders: 4 	

	<ul style="list-style-type: none"> c. Fuel type: Diesel d. Engine power: 90hp to 200hp e. Aspiration: 2.8L-4.2L Turbocharger f. Fuel tank: 75L or more 	
Transmission	<ul style="list-style-type: none"> a. Manual synchronized 4-wheel drive floor mounted gear box. b. Five or Six forward gears with high and low transfer modes c. Free wheel operated drive hubs. d. Power steering 	
Suspension	<ul style="list-style-type: none"> a. Heavy duty suspension i.e. rear leaf spring axle/coil b. Independent double wishbone torsion bar c. Stabilizer bar on the front d. Rigid semi-elliptical axel (Standard) 	
Safety and Security	<ul style="list-style-type: none"> a. Seatbelts for front and rear seats b. Remote activated central locking. c. Alarm System d. Automatic door lock over 30km/hr e. Spare wheel lock f. Passenger and Driver Air bags g. Seat belt reminder h. Cruise control i. Front and rear cameras j. Tire pressure monitoring system K. Bull bar and tow bar 	
Body	<ul style="list-style-type: none"> a. Four door long wheelbase (Double cab) b. Capacity to sit five passengers including driver c. Leather and cloth with contrast stitching seats d. Well-balanced air-conditioning e. Two external and internal rear-view mirrors f. Power operated windows both front and rear g. Fully air-conditioned h. Load capacity not less than 900kg i. Remote fuel flap release j. Front grill k. Front fog lamps l. Chrome door handles m. Side steps n. Tow hitch o. Roll bar p. long wheelbase q. With Canopy 	

Car Entertainment	a. Stereo CD/Radio player b. Front speakers – front doors c. Auxiliary input USB d. Bluetooth functionality e. Antenna	
Brakes and Tyres	a. Anti-lock Brake system b. Standard manufacturer's tires of minimum 8 ply rating c. Ventilated discs in front and wheel drums on the rear wheels d. 18" alloy wheel type e. (255-265)/ (60-75) R16,17 & 18 tire size f. Spare wheel specifications same as in e. and f. above	
Dimensions	a. Width: 1,800mm or more b. Length: 5,200mm or more c. Wheelbase: 3,100mm or more d. Ground clearance: 180mm to 270mm	
3. SEDAN MOTOR VEHICLE TECHNICAL SPECIFICATIONS		
Specification	Detailed Required Specification	Bidder's Specification
Engine	a. Engine Capacity: 1800cc to 2000cc b. No. of cylinders: 4 c. Fuel type: Petrol/Diesel d. Engine power: 122hp to 140hp e. Aspiration: Turbocharger f. Fuel tank: 40L or more	
Transmission	a. Manual synchronized 4-wheel drive floor mounted gear box or Automatic Transmission b. Five or Six forward gears with high and low transfer modes c. Free wheel operated drive hubs d. Power steering	
Suspension	a. Front: Mostly MacPherson strut with coil springs. Rear: Either a dependent leaf spring (older designs) or independent coil springs (more modern sedans)	
Safety and Security	a. ABS – Anti –lock Braking System OR Brake Assist System (BAS) b. Driver airbag (SRS)	

	<ul style="list-style-type: none"> c. Seatbelts on ALL seats d. High mount stop light e. Spare wheellock f. Seat belt reminder g. Fire extinguisher h. Electronic brakeforce distribution system i. Tire pressure monitoring system j. Remote activated central locking. k. Alarm system l. Passenger and driver Air bags. 	
Body	<ul style="list-style-type: none"> a. Seating capacity: 5 passengers b. Passenger seats: high back, Leather and cloth (half leather) with contrast stitching seats, tilt/lean c. Luggage back door/ side compartments d. Mud guards (front & back) e. Two external and internal rear-view mirrors f. Rear under mirror (back of the vehicle) g. Power door lock h. Power windows i. Fully air-conditioned j. Load capacity not less than 5,500kg k. Centre and rear side doors l. Front grill m. Front fog lamps n. Tow hitch o. Two door long wheelbase (Single Cab) 	
Car Entertainment	<ul style="list-style-type: none"> a. Stereo CD/Radio player b. Four speakers – (2 front, 2 rear) c. Auxiliary input USB d. Bluetooth functionality e. Antenna 	
Brakes and Tyres	<ul style="list-style-type: none"> a. Anti-lock Brake system b. Front Disc and Rear Drum c. 195 to 265/ (65-75)/R16 tire size d. Spare wheel specifications same as in e above 	
Dimensions	<ul style="list-style-type: none"> a. Width: 1750 mm or more b. Length: 4000 mm or more c. Height: 2400 mm or more 	

	d. Ground clearance: 160mm to 200mm	
4. 4X4 STATION WAGON (SMALL) TECHNICAL SPECIFICATIONS		
Specification	Detailed Required Specification	Bidder's Specification
Engine	<ul style="list-style-type: none"> a. 4-cyl. In-line twin cam 16-valve with Dual VVTi b. 1598cc minimum-1987cc maximum c. Output of 142/6200 or 121/6000 d. Max.torque of 19.1/3600 or 15.7/5200. e. Electronic fuel injection. f. Tank capacity: 55 litres 	
Transmission	<ul style="list-style-type: none"> a. Manual 4-Speed forward and one reverse speed synchromesh b. Part-time high/low free wheel hubs, c. 4-speed Automatic 	
Suspension	<ul style="list-style-type: none"> a. MacPherson struts (L-shaped lower arms, gas-filled shock absorbers with a stabilizer bar) b. Torsion beam (Toe correct bushing-type, gas-filled shock absorbers) Heavy duty suspension b. Ventilated discs c. Single reduction, full or semi floating axles, hypoid or spiral level gear drive with a capacity of not more than 1,700kg d. Single reduction, full or semi floating axles, Hypoid or spiral level gear incorporating constant velocity couplings with a capacity not less than 950 kg 	
Body	<ul style="list-style-type: none"> a. Sedan Small, mid-size & full size, b. 3 to 5 doors c. Passenger sitting capacity of 5. e. Provided with safety belts on all seats. f. Sliding Side Windows, g. Radio/disc/ cassette h. Air conditioning system i. Spare Wheel. j.Large cargo area with fold-flat rear seat. k.Rear access via liftgate or tailgate l. longer wheelbase for more interior and cargo space. 	
Car Entertainment	<ul style="list-style-type: none"> a. Stereo CD/Radio player b. Front speakers – front doors c. Auxiliary input USB d. Bluetooth functionality 	

	e. Antenna	
Steering	a. Right hand drive power steering b. Recirculating ball or worm and roller type with steering damper.	
Extras	a. Stainless steel bull bar (nudge bar) b. Tow bar	
Chassis	Four by four Wheel drive, single wheels on front and rear axle	
Wheelbase	Long Wheelbase consistent with load distribution and body length	
Accessories	Fire extinguisher in a bracket, first aid box, breakdown triangles, immobilizer and or gear lock if not factory fitted, jack, a tool Kit and each unit to have Driver's manual, Motor Vehicle handbook, One parts catalogue and one Workshop manual in English	
Clutch	Single plate, dry disc, hydraulic operated.	

Technical Specifications Utility Fleet:

1. 4X4 UTILITY MOTOR VEHICLES TECHNICAL SPECIFICATIONS (HEAVY & MEDIUM DUTY SUVs/STATION WAGONS)

Specification	Detailed Required Specification	Bidder's Specifications
Engine	a. Engine Capacity: 2200 to 4200cc b. No. of cylinders: In Line 6 c. Fuel type: Diesel d. Engine power: 90hp to 200hp e. Aspiration: Natural aspiration or Turbocharger 4.2L f. Fuel tank: 75L or more	
Transmission	a. Manual synchronized 4-wheel drive floor mounted gear box b. Five to Six forward gears with high and low transfer modes c. Free wheel operated drive hubs d. Power steering	
Suspension	a. Heavy duty suspension i.e. rear leaf spring axle b. Independent double wishbone torsion bar c. Stabilizer bar on the front d. Rigid semi-elliptical axle	
Safety and Security	a. Seatbelts for front and rear seats b. Remote activated central locking c. Alarm System d. Automatic door lock over 30km/hr e. Spare wheel lock	

	<ul style="list-style-type: none"> f. Passenger and Driver Air bags g. Seat belt reminder h. Cruise control i. Tire pressure monitoring system 	
Body	<ul style="list-style-type: none"> a. Five doors b. Fully air-conditioned c. Capacity to sit Three (3) to Five (5) passengers including driver d. Well-balanced air conditioning e. Two external and internal rear-view mirrors f. Power operated windows g. Load capacity not less than 900kg h. Remote fuel flap release i. Front grill j. Chrome door handles k. Side steps l. Roll bar m. Bull bar n. Tow hitch o. Long wheelbase 	
Car Entertainment	<ul style="list-style-type: none"> a. Stereo CD/Radio player b. Front speakers – front doors c. Auxiliary input USB d. Bluetooth functionality e. Antenna 	
Brake and Tyres	<ul style="list-style-type: none"> a. Anti-lock Brake system b. Standard manufacturer's tires of minimum 8 ply rating c. Ventilated discs in front and wheel drums on the rear wheels d. 16" Steel wheel type e. (235-255)/ (85-75) R1 	
Dimension	<ul style="list-style-type: none"> a. Width: 1,800mm or more b. Length: 4 700 mm or more c. Wheelbase: 3,100mm or more d. Ground clearance: 210 mm to 270mm 	

2. Additional/Optional Technical Specifications Devices and Equipment

Devices
Standard GSM Tracking Unit
Advanced GSM Tracking Unit (for driver behaviour monitoring)
Premium GSM Tracking Unit (CAN-enabled; also supports driver behaviour monitoring)
Hybrid GSM / 3G / Satellite Tracking Unit
Motorcycle GSM unit
Panic Alarm Button
Immobilisation kit
Magnetic Driver ID kit
Driver Feedback Module (2 tags, one dashboard mounted reader)
Transit Safety Box
Roof Rack
2 nd Spare Wheel
PA System (siren and 50W speaker)
Power Inverter

All vehicle units are supplied as standard with the wiring required for installation; fuses; GPS antenna where required; and a phantom ignition sensor to give a true idling signal.

APPENDIX B- MSI LOCATIONS

Africa	Asia	Latin America
Burkina Faso-OUAGDOUGOU	Timor Leste-DILI	Bolivia- SANTA CRUZ
Nigeria-ABUJA, LAGOS	DRC -KINSHASA	
Ethiopia- ADDIS ABABA	Myanmar-YANGON	
Ghana- ACCRA	Mongolia – ULAAN BAATAR	
Madagascar- TAOMASINA	Pakistan- KARACHI	
Malawi- LILONGWE		
Mali- BAMAKO		
Niger- NIAMEY		
Zambia- LUSAKA		
Zimbabwe - HARARE		
Senegal- DAKAR		
Tanzania – DAR ES SALAAM		
Uganda- KAMPALA		
Sierra Leone - FREETOWN		
Kenya- NAIROBI		

APPENDIX C- COST PROPOSAL QUOTATION FORMAT

Bidders are required to use this template when submitting their cost proposals. However, bidders may make any revision necessary to ensure that the information accurately reflects this pricing of the product, services and solutions being offered to MSI while meeting the requirements set forth in this ITT.

Bidders may submit cost proposals in Excel, Word or PDF format.

All cost proposals must meet the requirements outlined in this ITT when developing the pricing for vehicles, parts, equipment, suppliers and any labour charges etc.

Category (Optional accessories, support, utility, SMR)	Item Name/Make /Model	Specification (In accordance with Appendix A-Technical Specifications)	Manufacturer or supplier/product name if applicable	Unit of Measure	Unit Price FOB (USD)	Unit Price EXW (USD)	MSI Discount (if applicable)	Leadtime (from PO to Supplier)



APPENDIX E- MSI'S SUPPLIER QUESTIONNAIRE

Supplier Questionnaire

For internal MSI use only

The following suppliers are required to complete this Questionnaire:

1. All suppliers with an annual projected spend over £1,000 or equivalent in local currency;
2. All medical suppliers
3. All banks

In addition, if the supplier is a bank, medical supplier or has an annual projected spend over £5,000 they **must also** undergo a database vetting check by LSO.

Please refer to the checklist below after the supplier has completed the Supplier Questionnaire to ensure it has been appropriately completed. Send completed Questionnaire to suppliervettingchecks@msichoices.org.

Checklist

- Supplier Questionnaire is typed or clearly legible
- Supplier has provided its full name, not just an acronym (e.g. 'MSI Reproductive Choices, instead of 'MSI')
- If supplier is an entity - proof of company registration or similar attached
- If supplier is an individual – a form of ID document is attached
- The supplier has signed and dated the declaration at the end of the Questionnaire
- For LSO suppliers** – the supplier has provided an official document as proof of the supplier's bank details (i.e. a letter or quote on the company's headed paper, or a contract) for you to forward to LSO's Purchase Ledger team

FAQ: Which sections of the questionnaire does the supplier need to complete?

1. All **Entities** (e.g. companies or organisations) need to complete the *Supplier Questionnaire: Entities* starting on page 2:



MSI Reproductive Choices
1 Conway St, Fitzroy Square, London W1T 6LP
www.msichoices.org

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Charity number: 265543.

- a. If the projected annual spend with a supplier is above £10,000, you should instruct them to also complete Part B1 on page 3
 - b. If it is a medical supplier (i.e. supplier of [pharmaceuticals](#), [ancillary medicines](#), [lab grade consumables and medical devices](#)), you should instruct them to also complete Part B2 on page 3
2. **Individual Suppliers** (e.g. consultants) need to complete the *Supplier Questionnaire: Individuals* on page 6

Delete the pages that are not relevant for your supplier and **ensure** the *MSI Code of Conduct for Business Partners* (pages 9-11) is **attached** to the Supplier Questionnaire and sent to the supplier.

Supplier Questionnaire: Entities

Please complete the relevant sections below and ensure you sign Part C on page 4.

Part A: Legal and Business		
Name of your company/ organisation		
Has your company ever been known by any other names? If so, please list		
Company registration number		
Address of registered office and, if different, head office and payment address		
Company/ organisation's (i) phone number (ii) email address (iii) website (iv) name and contact details of contact person/ account holder		
Company/ organisation's bank details: (i) Bank name and branch (ii) Sort code/ branch number (iii) Swift/ IBAN number (iv) Bank account number (v) Bank account name (vi) VAT/ tax number (if relevant)		
Names of your company/ organisation's current directors		
Within the last three years, has administrative, civil or criminal litigation been filed against your company/ organisation? If yes, provide specific details	YES <input type="checkbox"/> Details:	NO <input type="checkbox"/>
Within the last three years, have any of your directors/ owners been charged or convicted? If yes, provide specific details	YES <input type="checkbox"/> Details:	NO <input type="checkbox"/>
Has your company/ organisation or any of its employees, officers, directors or owners ever been formally accused of, or investigated or sanctioned for: (i) fraud, bribery or corruption? (ii) any treatment of individuals which could amount to slavery or human trafficking? (iii) money laundering? (iv) funding, or otherwise being involved in, terrorism?	YES <input type="checkbox"/> <input type="checkbox"/>	NO <input type="checkbox"/> <input type="checkbox"/>

<p>(v) child or vulnerable adult rights' violations? (vi) sexual harassment or sexual misconduct? If yes, provide specific details</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Details:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>To the best of your knowledge, does any employee, officer or director in your company/ organisation have any personal (including family or friend) connection with any employee, officer or director in our organisation? If yes, provide specific details</p>	YES <input type="checkbox"/> Details:	NO <input type="checkbox"/>
<p>Is your company/organisation required to report under the UK or Australia Modern Slavery Acts? If yes, provide a copy of the most recent Modern Slavery Statement and confirm:</p> <p>(i) Has the statement been published in the last year? (ii) Is it signed at Board/Director level?</p>	YES <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	NO <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Does your company/organisation have a Code of Conduct / Organisational Policy which prohibits modern slavery / forced labour? If yes, provide a copy</p>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<p>Does your company/organisation carry out modern slavery risk-mapping of its facilities and suppliers? If yes, provide specific details of how this occurs</p>	YES <input type="checkbox"/> Details:	NO <input type="checkbox"/>
<p>Does your company/organisation provide workers with a mechanism to report work-related concerns?</p> <p>(i) If yes, is this available in the workers' native language? (ii) If yes, provide details of how grievances are managed</p>	YES <input type="checkbox"/> <input type="checkbox"/> Details:	NO <input type="checkbox"/>
<p>Has your company ever had a bank account application refused/suspended? If yes, provide specific details</p>	YES <input type="checkbox"/> Details:	NO <input type="checkbox"/>

Part B1: ONLY for completion by suppliers with an annual projected spend over £10,000

<p>Are you able to provide Audited Financial Statements for the past two years? If yes provide a copy. If not, please explain why</p>	YES <input type="checkbox"/> Details:	NO <input type="checkbox"/>
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<p>Please provide details of two references from recent customers (if possible Non-Government Organisations (NGO's)) who have purchased products like those you might be supplying to MSI. One contract should be current. If you cannot provide two references, or one is not current, please explain why.</p> <p><i>*By providing this information the Supplier has consented to MSI contacting any of the customers listed below for a reference</i></p>	
<p>Reference 1:</p> <ul style="list-style-type: none"> • Company/ organisation's name • Address of registered office • Email address • Dates contract(s) awarded/ date of business relationship • Description of services provided 	<p>Details:</p>
<p>Reference 2:</p> <ul style="list-style-type: none"> • Company/ organisation's name • Address of registered office • Email address • Dates contract(s) awarded/ date of business relationship • Description of services provided 	<p>Details:</p>

Part B2: ONLY for completion by Medical Suppliers	
<p>Address of your manufacturing facility or storage warehouse if different to head office (if you have multiple sites, please provide the address of each site)</p>	
<p>Please select the classification your company falls under</p>	<p><input type="checkbox"/> Manufacturer</p> <p><input type="checkbox"/> Wholesaler</p> <p><input type="checkbox"/> Importer</p> <p>Other:</p>
<p>Is the company registered by the local National Drug Regulatory Authority (NDRA)? If so please supply copy of your manufacturing license</p>	
<p>Has the company been audited by the local NDRA? If yes, how regularly are you audited and when was the date of your last audit?</p>	
<p>Do you have any of the following: (tick all that apply) Please provide copies of all certificates</p>	<p><input type="checkbox"/> GMP certification</p> <p><input type="checkbox"/> GDP certification</p> <p><input type="checkbox"/> ISO 9001:2008</p> <p>Other:</p>

<p>What types of medical products does the company supply? (tick all that apply)</p>	<p><input type="checkbox"/> Medicines/ Pharmaceuticals</p> <p><input type="checkbox"/> Medical Devices</p> <p><input type="checkbox"/> Medical Consumables</p> <p><input type="checkbox"/> Medical equipment</p> <p><input type="checkbox"/> Laboratory equipment</p> <p><input type="checkbox"/> Laboratory consumables</p> <p>Other:</p>
<p>Please confirm which countries the products of interest are registered in?</p>	
<p>What are the standard incoterms? What is lead-times for the products of interest based on the above incoterms?</p>	

Part C: Declaration

I, being fully authorised to represent the Supplier, hereby certify that all information provided in the completed Supplier Questionnaire is true, accurate, current and complete.

I confirm that I have read MSI's Code of Conduct for Business Partners (**which is attached or which I have requested if not attached**), and that my company/ organisation agrees to adhere to the Code of Conduct in providing the relevant goods/services to MSI.

In the event that any information is found to be inaccurate or any breach of the Code of Conduct, I understand that MSI reserves all rights, including but not limited to the ability to terminate any contract with Supplier and exclude Supplier from eligibility for further contracts.

I understand that the information provided may be used to run checks against an anti-terrorism, sanctions and serious crime database by the MSI Reproductive Choices support office in the United Kingdom.

I confirm my company/organisation agrees to comply with MSI's commitments to prevent modern slavery and human trafficking as outlined within the Code of Conduct and within MSI's Anti-Modern Slavery Policy throughout this tender process and during the terms of any contract awarded. **(MSI's Anti-Modern Slavery Policy can be found [here](https://www.msichoice.org/media/4368/20210210-modern-slavery-policy-v2-external.pdf):**
<https://www.msichoice.org/media/4368/20210210-modern-slavery-policy-v2-external.pdf>)



Signature.....	Date.....
Print name.....	Job title.....

For internal MSI use only

Part D1: For LSO use	
<i>Procurement lead/ supplier requestor to complete</i>	
Reason for creation of new supplier	
Select the relevant catalogue Item	
Select the additional catalogue Item (if required)	
Requested by (print name):	Title:
Signature:	Date:
Approved by (line manager's name):	Title:
Signature:	Date:

Part D2: Adverse Results	
<i>Compliance Officer to complete if there are any adverse results</i>	
Detail of adverse results in Supplier Questionnaire	
Details of adverse results from online database vetting check	
<i>Country Director or Finance Director to complete if there are any adverse results</i>	
Decision to Proceed or Continue in the event of adverse results	Reasoning:
Signature:	Date:

Print name:	Title:

Supplier Questionnaire: Individuals

Part A: Legal and Business		
Business/ consultancy trading name (if applicable)		
Address of registered office (if applicable)		
First name(s) Middle name(s) Surname Alternative names (e.g. Maiden name)		
Gender		
Date of birth (DD/MM/YYYY)		
Country/ies of citizenship		
Country of residence		
Contact details: (v) phone number (vi) email address (vii) website		
Bank details: (vii) Bank name and branch (viii) Sort code/ branch number (ix) Swift/ IBAN number (x) Bank account number (xi) Name of account holder (xii) VAT/ tax number (if relevant)		
Within the last three years, has administrative, civil or criminal litigation been filed against you or your business? If yes, provide specific details	YES <input type="checkbox"/> Details:	NO <input type="checkbox"/>
Do you have any unspent convictions within the last three years? If yes, provide specific details	YES <input type="checkbox"/> Details:	NO <input type="checkbox"/>
Have you or any of your business partners, colleagues or associates ever been formally accused of, or investigated or sanctioned for: (i) fraud, bribery or corruption? (ii) any treatment of individuals which could amount to slavery or human trafficking? (iii) money laundering? (iv) funding, or otherwise being involved in, terrorism? (v) child or vulnerable adult rights' violations? (vi) sexual harassment or sexual misconduct? If yes, provide specific details	YES <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	NO <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	Details:	<input type="checkbox"/>
Do you have any personal (including family or friend) connection with any employee, officer or director in our organisation? If yes, provide specific details	YES <input type="checkbox"/> Details:	NO <input type="checkbox"/>
Has your company ever had a bank account application refused/suspended? If yes, provide specific details	YES <input type="checkbox"/> Details:	NO <input type="checkbox"/>

Part B: Declaration

I hereby certify that all information provided in the completed Supplier Questionnaire is true, accurate, current and complete and understand that MSI reserves all rights, including but not limited to the ability to terminate any contract with Supplier and exclude Supplier from eligibility for a period between one to five years without any liability, if this is not the case.

I understand that the information provided may be used to run checks against an anti-terrorism, sanctions and serious crime database by the MSI Reproductive Choices support office in the United Kingdom.

I confirm that I have read the MSI's Code of Conduct for Business Partners (**which is attached**), and that I agree to adhere to the Code of Conduct in providing the relevant goods/services to MSI.

I understand that MSI has the right to terminate any contract due to breach of Code of Conduct.

Signature.....

Date.....

Print name.....

Job title.....

For internal MSI use only

Part C1: LSO use only

Procurement lead/ supplier requestor to complete

Reason for creation of new supplier

Select the relevant catalogue Item

Select the additional catalogue Item (if required)



MSI Reproductive Choices
1 Conway St, Fitzroy Square, London W1T 6LP
www.msichoice.org

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Charity number: 265543.

Requested by (print name):	Title:
Signature:	Date:
Approved by (line manager's name):	Title:
Signature:	Date:

Part C2: Adverse Results	
<i>Compliance Officer to complete if there are any adverse results</i>	
Detail of adverse results in Supplier Questionnaire	
Details of adverse results from online database vetting check	
<i>Country Director or Finance Director to complete if there are any adverse results</i>	
Decision to Proceed or Continue in the event of adverse results	Reasoning:
Signature:	Date:
Print name:	Title:

MSI's Code of Conduct for Business Partners

1. Introduction

The MSI Partnership, which includes UK-based MSI Reproductive Choices and local MSI organisations (collectively, "MSI"), helps women to have children by choice, not chance. MSI does this by providing contraception and safe abortion to women in urban and rural communities all over the world.

MSI expects its Business Partners to share its ethical business principles, as set out in this Code, and to promote these principles to their suppliers, sub-contractors and business partners. A Business Partner's approach to these principles is an important factor in MSI's selection and evaluation process, and acceptance of the Code is a pre-requisite in MSI's contracts with Business Partners.

MSI reserves the right to verify compliance with this Code by asking Business Partners to provide relevant information and by conducting audits and reviews.



Where breaches of the Code are identified and/or persist, MSI will consider termination of the business relationship with the partner concerned.

2. Business Integrity

Compliance with laws and regulations

Business Partners will comply with all relevant laws, including employment laws, regulations, standards and any applicable international trade (including import and export/reexport controls), and economic laws and regulations, including tax, in the countries or jurisdictions in which they operate and hold all licenses necessary to operate their business,. Where the applicable laws and Code address the same subject and are not in conflict, the highest standard will apply. Should any Code requirement conflict with applicable laws, the highest standards consistent with applicable local laws will apply.

Anti-corruption

Business Partners shall not take any action to violate, or cause their business partners to violate, applicable anti-bribery laws. They shall not engage in or tolerate any form of corruption, bribery, extortion or embezzlement. In particular, they must not promise, offer, authorise, give or accept anything of value, either directly or indirectly through intermediaries, in order to obtain or retain a business or other advantage from a third party, whether public or private.

Conflict of interests

Business Partners must avoid conflicts of interest. They shall not enter into a relationship with an MSI trustee, director, employee or contractor which could lead such trustee, director, employee or contractor to make a decision that would not be in MSI's best interest. Business Partners are expected to disclose to MSI any situation that may appear as a conflict of interest, including any situation where a person working for MSI, or any close relation of such person, has an interest in the Business Partner's business or any kind of economic tie with the Business Partner.

Political Contributions and Unauthorised Lobbying

Business Partners are not authorised to make any type of political contribution or charitable donations on behalf of MSI. Business Partners are not authorised to undertake any type of lobbying or other similar representative efforts on behalf of MSI before any kind of government entity, official, body or representative without the express consent of MSI.

Protection of Third Party Rights, Confidential Information and Privacy

Business Partners must safeguard and make only appropriate use of confidential information of their business partners, and shall ensure that valid intellectual property rights are protected. Business Partners must ensure that they manage personal data in line with applicable laws relating to data privacy and data protection.

Anti-Money Laundering and Anti-Terrorism

Business Partners must comply with the financial crime, anti-money laundering and anti-terrorism laws in all jurisdictions where they carry out their business activities. Business Partners shall not accept, facilitate or support money laundering. Business partners will conduct business only with reputable parties that are engaged in legitimate business activities, with funds derived from legitimate sources. Business partners must not accept funds known to be derived from illegal activities, or engage in any business or other arrangement with any party that is or may be involved with, or supports, terrorism.



Business Partners shall not have dealings with any party that is on any US or UK government, or UN, terrorist list, or subject to international economic sanctions.

3. Human Rights, Working Conditions and Modern Slavery

Employment Contracts

Business Partners must meet legal requirements compliant with employment laws of the jurisdiction in which they operate, including where applicable, providing workers with contracts of employment outlining the hours they can expect to work and remuneration they can expect to receive.

Forced Labour

Business Partners shall prohibit any use of forced, bonded, indentured labour or involuntary prison labour. All work shall be voluntary, and workers shall be free to leave work or terminate their employment with reasonable notice. Business Partners shall not request that workers hand over government issued identification, passports or work permits as a condition of employment.

Child Labour

Business Partners shall work against all forms of child labour. Business Partners must not employ children below the minimum age of employment or the age for completing compulsory education in the applicable country, whichever is the higher. Business Partners must not employ any young workers under the age of 18 to perform any work that is likely to be hazardous or harmful to their health and safety.

Non-discrimination

Business Partners shall not practise any form of discrimination in hiring and employment practices including access to training, promotions and rewards on the grounds of race, colour, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

Fair Treatment

Business Partners shall create and maintain an environment that treats all workers with dignity and respect and shall not use any physical abuse, verbal abuse, or sexual or other harassment, or the threat of any of the aforesaid. No harsh or inhumane treatment, coercion or corporal punishment of any kind, or the threat of any of the aforesaid, shall be tolerated.

Wages and Benefits

Business Partners must pay all workers at least the minimum wage required by applicable laws and regulations and provide all legally mandated benefits.

Working Hours

Working hours, including overtime hours, shall comply with all applicable laws or recognised industry standards.

Health and Safety



Business Partners shall provide a safe and hygienic working environment for workers. Adequate steps shall be taken to prevent accidents and injury to health arising out of workplace hazards. Where Business Partners provide housing to workers, it shall be clean and safe, and meet the living and safety conditions standard to the country and area.

Grievance Process

Business Partners shall provide workers with a means to raise work-related grievances, which amongst other concerns may include reports relating to working conditions, exploitation, abuse or harassment. Business Partners will respond and take appropriate action to all reports received including: investigating allegations, taking required disciplinary action where allegations are substantiated, maintaining confidentiality and supporting whistleblowers and/or survivors of abuse.

Safeguarding

Business Partners will safeguard and protect the rights of children and vulnerable adults, including staff, with whom they interact in the course of their operations. MSI's Business Partners will prevent any form of abuse, exploitation, neglect or violence within their operation by: identifying and mitigating risks, particularly in relation to protecting the rights of children and vulnerable adults with whom they interact in the course of their business, and taking appropriate if any form of abuse should occur.

4. Environmental Responsibility

Business Partners shall comply with applicable environmental legislation and international standards, including obtaining all required environmental permits and registrations that apply to their business activities. If environmental legislation is not evident or enforced, Business Partners shall adopt responsible practices for managing and, wherever possible, reducing their environmental impact, including optimising the consumption of natural resources and minimising the release of harmful discharges to the environment.

5. Commitment

Business Partners are encouraged to fulfil the expectations set forth in this Code by allocating appropriate resources.

Monitoring System

Business Partners shall have adequate systems and controls in place to ensure compliance with these standards or equivalent standards. Business Partners' systems and controls shall also apply to any sub-contractors, suppliers and business partners they work with, who are directly or indirectly connected with providing goods and services to MSI.

Consequences in Case of Violations

Business Partners shall address any violations of these standards or equivalent standards that come to their knowledge and take appropriate action. Depending on the severity of the violation, appropriate action could be a request for corrective measures, disciplinary actions or termination of contract with the relevant party.

Reporting



Business Partners are required to promptly report any suspected or known violations of this Code to MSI. Alternatively, the concerns can be directed in confidence via email to speakingup@safecall.co.uk. MSI will not tolerate retaliation against any person who is trying to do the right thing by raising a concern. A person who makes a good faith report about potential misconduct who experiences retaliation or other adverse action for raising a concern should report this immediately via the channels identified above.

APPENDIX E- MSI Business Partners Code of Conduct

Compliance Obligations

1. Definitions

- 1.1 “Applicable Laws”: all applicable laws, statutes, regulations and codes from time to time in force.
- 1.2 “Customer: MSI Reproductive Choices
- 1.3 MSI Business Partners Code of Conduct (Annex A to this Schedule).
- 1.4 “Supplier”: [insert details].

2. Compliance with laws and policies

In performing its obligations under this agreement, the Supplier shall comply with Applicable Laws and the MSI Business Partners Code of Conduct. The Supplier will inform the Customer as soon as it becomes aware of any changes in the Applicable Laws which impact on its ability to perform the Services or comply with this agreement.

3. Fraud and Bribery

- 3.1 The Supplier represents and warrants that it is in compliance with all applicable laws, statutes, regulations and codes relating to anti-bribery and anti-corruption, including, without limitation, the UK Bribery Act 2010, and undertakes that it will remain in compliance with all such laws, statutes, regulations and codes for the duration of this agreement and shall procure the same from any persons associated with it and in each case, the Supplier:
 - (a) will not engage in any activity, practice or conduct which would constitute an offence under sections 1, 2 or 6 of the Bribery Act 2010 whether or not such activity, practice or conduct has been carried out in the UK;
 - (b) will not, directly or indirectly, offer, promise, pay, agree to pay, authorise payment of, give, accept or solicit, anything of value to or from a third party in order to secure or reward an improper benefit or improper performance of a function or activity;



- (c) do or not do any act that will cause or lead the Customer to be in breach of Applicable Laws related to anti-bribery, anti-corruption or fraud; and
- (d) shall have and maintain in place throughout the term of this agreement its own policies and procedures which constitute adequate procedures under the UK Bribery Act 2010 and enforce them as necessary.

3.2 The term “anything of value” includes, without limitation, bribes, kickbacks, a financial advantage or any other benefit, whether in cash or in kind, and whether tangible or intangible.

4. Conflicts of Interest

The Supplier warrants and represents that it has no business, professional, personal or other interest, relationship or connection with any person employed or engaged by the Customer, or any director or member of the Customer that might conflict in any manner or degree with the performance of its obligations under this agreement. The Supplier agrees that if any such actual or potential conflict of interest arises under this agreement, the Supplier shall immediately inform the Customer in writing of such conflict. The Supplier will follow the Customer’s reasonable instructions to mitigate or manage or avoid such conflict.

5. Modern Slavery

- 5.1 The Supplier represents and warrants that it is in compliance with all applicable anti-slavery and human trafficking laws, statutes, regulations and codes, and undertakes that it will remain in compliance with all such laws, statutes, regulations and codes for the duration of this agreement.
- 5.2 The Supplier represents and warrants that neither the Supplier nor any of its officers, employees or other persons associated with it:
 - (a) have been convicted of any offence involving slavery or human trafficking; or
 - (b) have been or are the subject of any investigation, inquiry or enforcement proceedings by any governmental, administrative or regulatory body regarding any offence or alleged offence of, or in connection with, slavery or human trafficking.
- 5.3 The Supplier shall implement due diligence procedures for its subcontractors to ensure that there is no slavery or human trafficking in its supply chains.

6. Money-Laundering and Terrorism

- 6.1 Neither the Supplier, nor any affiliate of the Supplier, is under investigation by any governmental, administrative or regulatory authority for, or has been charged with, or convicted of, money laundering or terrorist related activities.
- 6.2 The Supplier represents and warrants that is in compliance with all applicable anti-terrorism and anti-money laundering laws, statutes, regulations and codes, and undertakes that it will remain in compliance with all such laws, statutes, regulations and codes for the duration of this agreement.
- 6.3 The Supplier is not listed, and to the best of the Supplier’s knowledge, no employee, officer or director of the Supplier is listed, on any terrorist or proscribed party list issued by any national or supranational government or organisation.
- 6.4 The Supplier shall not use for the purposes of this agreement any subcontractor who is listed, or whose directors, officers or employees are listed, on any terrorist or proscribed party list issued by any national or supranational government or organisation.

7. Safeguarding

- 7.1 The Supplier must not tolerate any practices which constitute sexual exploitation, abuse and harassment, discrimination, or any form of child abuse by any of its employees or persons associated with the Supplier, and:
 - (a) have systems in place which enables individuals to raise concerns;

- (b) take action to ensure the protection and support of victims of abuse and or/whistleblowers;
 - (c) have procedures in place to respond to, investigate and address concerns of abuse or harm should they occur by the organisations employees or persons associated with the organisation, including making appropriate reports to authorities.
- 7.2 If the Supplier works directly with children and vulnerable adults then the Supplier must have processes in place which seek to safeguard and protect the rights of individuals whom they interact with throughout the course of their operations
8. General
- 8.1 The Supplier shall provide the Customer with all reasonable assistance to enable the Customer to monitor compliance with this Schedule including, without limitation, responding to reasonable requests made by the Customer for information on the Supplier's work practices, provide access to such information and evidence as the Customer shall reasonable require to assess compliance and allowing the Customer to inspect the Supplier's work premises and any housing provided by the Supplier to its employees or subcontractors.
- 8.2 The Supplier shall promptly provide the Customer with information about any breaches of any of this Schedule or any of the Applicable Laws or the MSI Business Partners Code of Conduct or the Supplier's owned related policies by employees or contractors related to these Services, using the reporting channels set out in the Notice Clause of the Agreement. It shall provide such reasonable information as requested by the Customer for the Customer to comply with its own legal and regulatory obligations and obligations to funders to report such incidents. Alternatively, the concerns can be directed in confidence via email to an independent whistle blowing hotline: speakingup@safecall.co.uk.
- 8.3 Any breach of this Schedule is a material breach and which the Customer may consider as incapable of remedy. For the avoidance of doubt, if it becomes apparent to the Customer that a sub-contractor engaged by the Supplier in connection with this agreement is or may be involved in slavery or trafficking, this shall also be deemed a material breach.

MSI's Business Partner's Code of Conduct

6. Introduction

The MSI Partnership, which includes UK-based MSI Reproductive Choices and local MSI organisations (collectively, "MSI"), helps women to have children by choice, not chance. MSI does this by providing contraception and safe abortion to women in urban and rural communities all over the world.

MSI expects its Business Partners to share its ethical business principles, as set out in this Code, and to promote these principles to their suppliers, sub-contractors and business partners. A Business Partner's approach to these principles is an important factor in MSI's selection and evaluation process, and acceptance of the Code is a pre-requisite in MSI's contracts with Business Partners.

MSI reserves the right to verify compliance with this Code by asking Business Partners to provide relevant information and also by conducting audits and reviews.

Where breaches of the Code are identified and/or persist, MSI will consider termination of the business relationship with the partner concerned.

Business integrity

Compliance with laws and regulations

Business Partners will comply with all relevant laws, regulations, standards and any applicable international trade (including import and export/reexport controls) and economic laws and regulations, including tax, in the countries in which they operate and hold all licences necessary to operate their business. Where the applicable laws and Code address the same subject and are not in conflict, the highest standard will apply. Should any Code requirement conflict with applicable laws, the highest standards consistent with applicable local laws will apply.

Anti-corruption

Business Partners shall not take any action to violate, or cause their business partners to violate, applicable anti-bribery laws. They shall not engage in or tolerate any form of corruption, bribery, extortion or embezzlement. In particular, they must not promise, offer, authorise, give or accept anything of value, either directly or indirectly through intermediaries, in order to obtain or retain a business or other advantage from a third party, whether public or private.

Conflict of interests

Business Partners must avoid conflicts of interest. They shall not enter into a relationship with an MSI trustee, director, employee or contractor which could lead such trustee, director, employee or contractor to make a decision that would not be in MSI's best interest. Business Partners are expected to disclose to MSI any situation that may appear as a conflict of interest, including any situation where a person working for MSI, or any close relation of such person, has an interest in the Business Partner's business or any kind of economic tie with the Supplier.

Political Contributions and Unauthorised Lobbying

Business Partners are not authorised to make any type of political contribution or charitable donations on behalf of MSI. Business Partners are not authorised to undertake any type of lobbying or other similar representative efforts on behalf of MSI before any kind of government entity, official, body or representative without the express consent of MSI.

Protection of Third Party Rights, Confidential Information and Privacy

Business Partners must safeguard and make only appropriate use of confidential information of their business partners, and shall ensure that valid intellectual property rights are protected. Business Partners must ensure that they manage personal data in line with applicable laws relating to data privacy and data protection.

Anti-Money Laundering and Anti-Terrorism

Business Partners must comply with the financial crime, anti-money laundering and anti-terrorism laws in all jurisdictions where they carry out their business activities. Business Partners shall not accept, facilitate or support money laundering. Business partners will conduct business only with reputable parties that are engaged in legitimate business activities, with funds derived from legitimate sources. Business partners must not accept funds known to be derived from illegal activities, or engage in any business or other arrangement with any party that is



or may be involved with, or supports, terrorism. Business Partners shall not have dealings with any party that is on any US or UK government, or UN, terrorist list, or subject to international economic sanctions.

Human rights and working conditions

Forced Labour

Business Partners shall prohibit any use of forced, bonded, indentured labour or involuntary prison labour. All work shall be voluntary, and workers shall be free to leave work or terminate their employment with reasonable notice. Business Partners shall not request that workers hand over government issued identification, passports or work permits as a condition of employment.

Child Labour

Business Partners shall work against all forms of child labour. Business Partners must not employ children below the minimum age of employment or the age for completing compulsory education in the applicable country, whichever is the higher. Business Partners must not employ any young workers under the age of 18 to perform any work that is likely to be hazardous or harmful to their health and safety.

Non-discrimination

Business Partners shall not practise any form of discrimination in hiring and employment practices including access to training, promotions and rewards on the grounds of race, colour, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

Fair Treatment

Business Partners shall create and maintain an environment that treats all workers with dignity and respect and shall not use any physical abuse, verbal abuse, or sexual or other harassment, or the threat of any of the aforesaid. No harsh or inhumane treatment, coercion or corporal punishment of any kind, or the threat of any of the aforesaid, shall be tolerated.

Wages and Benefits

Business Partners must pay all workers at least the minimum wage required by applicable laws and regulations and provide all legally mandated benefits.

Working Hours

Working hours, including overtime hours, shall comply with all applicable laws or recognised industry standards.

Health and Safety

Business Partners shall provide a safe and hygienic working environment for workers. Adequate steps shall be taken to prevent accidents and injury to health arising out of workplace hazards. Where Business Partners provide housing to workers, it shall be clean and safe, and meet the living and safety conditions standard to the country and area.

Safeguarding

MSI Business Partners will safeguard and protect the rights of children and vulnerable adults with whom they interact in the course of their operations. MSI's Business Partners will prevent any form of abuse, exploitation, neglect or violence within their operation. Business Partners will respond and take appropriate action if any form of abuse should occur, including: listening to and supporting survivors and/or whistleblowers by maintaining confidentiality and taking steps to protect them from further harm, investigating allegations and taking required disciplinary action where allegations are substantiated. Business Partners will identify potential risks, understand and mitigate those risks particularly in relation to protecting the rights of children and vulnerable adults with whom they interact in the course of their business.

Environmental responsibility

Business partners shall comply with applicable environmental legislation and international standards, including obtaining all required environmental permits and registrations that apply to their business activities. If environmental legislation is not evident or enforced, Business Partners shall adopt responsible practices for managing and, wherever possible, reducing their environmental impact, including optimising the consumption of natural resources and minimising the release of harmful discharges to the environment.

Commitment

Business Partners are encouraged to fulfil the expectations set forth in this Code by allocating appropriate resources.

Monitoring System

Business Partners shall have adequate systems and controls in place to ensure compliance with these standards or equivalent standards. Business Partners' systems and controls shall also apply to any sub-contractors, suppliers and business partners they work with, who are directly or indirectly connected with providing goods and services to MSI.

Consequences in Case of Violations

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