



# Call for Quotations

## ***Consultancy to Support the LEAP Longitudinal Studies***

***Lot 1: Measurement Tool Development***

***Lot 2 - Data Analysis***

*Deadline: 10 November 2025*

## PUBLIC PROCUREMENT SUMMARY

|                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                    |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reference                                   | VVOB_CFQ_2025_UGA_018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                    |
| Object                                      | Measurement tool development and data analysis on the Learning Entrepreneurship and Agriculture Practically (LEAP) Longitudinal study                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                    |
| For VVOB in                                 | Uganda                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                    |
| Nature                                      | Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                    |
| Description of Services                     | <b>Lot 1:</b> Development, of measurement tools for assessing in-service schoolteacher and school leader self-efficacy, including sampling design and power calculations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Lot 2:</b> Analysis and reporting of longitudinal data on self-efficacy and career commitment of pre-service and in-service teachers, instructors, and school leaders under the LEAP programme. |
| Estimated start date                        | 1 <sup>st</sup> December 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                    |
| Budget                                      | Maximum EUR 15,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Maximum EUR 15,000                                                                                                                                                                                 |
| Procedure                                   | Negotiated procedure without prior publication but with announcement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                    |
| Deadline for submitting quotations          | 10 <sup>th</sup> November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                    |
| Conditions to participate                   | See point 3.3.8.1 (exclusion grounds)<br>See point 3.3.8.2 (qualitative selection criteria)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                    |
| Content of the quotation                    | See point 3.3.1 (data to be included in the quotation)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                    |
| Technical and financial evaluation criteria | See point 3.3.8.3 (award criteria)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                    |
| Contact person for questions                | <p>Ms. Kakula Wandi <a href="mailto:kakula.wandi@vvo.org">kakula.wandi@vvo.org</a> with Mr. John William Okello <a href="mailto:jw.okello@vvo.org">jw.okello@vvo.org</a> and <a href="mailto:procurements.uganda@vvo.org">procurements.uganda@vvo.org</a> in copy</p> <p><i>Any questions can be sent by mail to the contact persons, by mentioning the reference of the call for quotations in the subject of the mail. Spoken communication is only permitted to communicate other messages than those referring to the documents of the call or to the quotation, on the condition that sufficient proof is kept of the verbal communication (e.g. a written note, recording, transcript, summary, etc.).</i></p> |                                                                                                                                                                                                    |

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# 1. GENERAL PROVISIONS

## 1.1. CONTRACTING AUTHORITY

The contracting authority of this public procurement contract is VVOB Belgium, non-profit organisation, with its registered office at Julien Dillensplein 1, 1060 Brussels, Belgium, acting through its office: VVOB in Uganda, located at Diplomat Rise 3959, Kisugu-Muyenga, P.O. Box 2042, Kampala, Uganda.

For this procurement contract, the lead office is VVOB in Uganda, represented by Mr. Joris Rossie, Country Programmes Manager of VVOB in Uganda, who will sign the award letter, and if applicable the service contract following the procurement process, and who is mandated to do so and to represent VVOB towards third parties.

## 1.2. RULES GOVERNING THE PROCUREMENT

The specific administrative and contractual provisions that apply to the public procurement contract and procedure are, among others:

- The Law of 17 June 2016 on public procurement contracts (Law Public Procurements)
- The Law of 17 June 2013 on justifications, notifications and legal remedies for public procurement contracts and certain procurement contracts for works, supplies and services;
- The Royal Decree of 18 April 2017 on the award of public procurement contracts in the classic sectors (RD 2)
- The Royal Decree of 14 January 2013 establishing the general implementation rules for public procurement contracts and for concessions for public works (RD 1)

An all-encompassing overview of all applicable Belgian regulations regarding the public contracts is available for consultation through the website [www.publicprocurement.be](http://www.publicprocurement.be).

This contract is equally subject to:

- The specifications in this call and in its appendices, and any notes, standards or documents referred to. The tenderer is deemed to have taken note of this and to have taken it into account when preparing their bid.
- All laws and regulations concerning the requested products and materials (e.g. CE conformity etc.)
- The General Data Protection Regulation: Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC.
- The Law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data;
- VVOB's Codes of Conduct.

Any additions, amendments and replacements to the aforementioned laws and other documents on the date of their entry into force with due observance of any transitional provisions.

## 1.3. PROCESSING OF PERSONAL DATA BY THE CONTRACTING AUTHORITY

The contracting authority undertakes to process the personal data that are communicated to it in response to the Call for Quotations with the greatest care, in accordance with legislation on the protection of personal data (General Data Protection Regulation, GDPR). Where the Belgian Law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data contains stricter provisions, the contracting authority will act in accordance with said law.

The bidder undertakes to comply strictly with the obligations provided for by the GDPR and Belgian law on the protection of personal data, regarding the processing of data entrusted to them by the Contracting Authority or collected by the bidder on behalf of and at the request of the Contracting Authority.

If the bidder reasonably considers that other agreements should be concluded in order to comply with the applicable legislation, the bidder will proactively inform the contracting authority. In any case, the bidder must cooperate in good faith with the contracting authority in order to comply with the applicable legal provisions at all times.

For all questions regarding the protection of personal data, the bidder may contact the Contracting Authority's Data Protection Officer or his designate.

We undertake to protect and process your personal data with due care, transparently and in strict compliance with privacy protection legislation.

## 1.4. CONFIDENTIALITY

The bidder and/or contractor as well as the contracting authority are bound to secrecy towards third parties with regards to any confidential information obtained within the framework of this procurement, and will not disclose this information without obtaining the necessary written prior consent of the other party. An exception is made for the disclosure of confidential information to third parties that are involved in the assignment, in which case parties undertake to adequately inform the involved parties of their confidentiality obligations and their required compliance as such.

## 1.5. GENERAL CONDITIONS OF SALE

By participating in this procurement, the bidder waives any terms of their general conditions that conflict with the administrative and technical conditions of VVOB for this contract. Any contrary condition will result in a substantial irregularity in the tender.

# 2. SUBJECT MATTER AND SCOPE OF THE PROCUREMENT

This procurement is a contract for services of (i) developing and testing self-efficacy measurement tools, and (ii) analysing data from the LEAP Longitudinal Studies and is divided into lots. The contract is not reserved to specific economic operators such as sheltered workplaces, people with disabilities, disadvantaged people and protected professions.

## 2.1. TECHNICAL SPECIFICATIONS

### 2.1.1. About VVOB in Uganda

VVOB is a non-profit organisation with more than 40 years of experience in improving quality education systems from a rights-based perspective. VVOB currently has long-term partnerships with education actors in Belgium and nine countries in the Global South, among which Uganda.

In close partnership with the Ministry of Education and Sports (MoES) and a range of professional development providers, VVOB in Uganda supports teachers and school leaders to create environments where all learners can develop their full potential and thrive in the 21st century alongside their communities. VVOB aligns its interventions to the policies and priorities of Government partners and invests in strong partnerships towards systemic change. In Uganda, VVOB is committed to improving quality education in three sub-sectors: early childhood education, primary education and secondary education. More information about VVOB programmes in Uganda can be found [here](#).

The assignment is part of Learning Entrepreneurship and Agriculture Practically (LEAP), a 5-year Belgium-funded programme implemented by VVOB in Uganda in partnership with the MoES and Teacher Training Institutions including National Instructors college Abilonino (NICA) the Uganda National Institute for Teacher Education (UNITE) Campuses Mubende and Unyama and Gulu University. LEAP fits under the umbrella of VVOB's Skilling for Sustainable Futures (SFSF) Flagship, one of the flagship programmes in VVOB's 2030 [Learning Unlimited strategy](#). The goal of SFSF and its concrete programmes is to smoothen young people's transition from secondary education (general secondary and secondary technical and vocational education and training) to the world of work, specifically to youth-intensive, green(ing) sectors.

This Call for Quotations is part of the Learning Entrepreneurship and Agriculture Practically (LEAP) programme which targets quality improvement at the secondary education level, including secondary level TVET. We are implementing this programme with National Instructors college Abilonino (NICA), the UNITE Campuses of Mubende, Muni and Unyama, and Gulu University.

### 2.1.2. About Learning Entrepreneurship and Agriculture Practically (LEAP)

LEAP is a five-year programme (2022-2026) supporting the MoES and other duty bearers in operationalising their vision on competency-based education and promoting employment and entrepreneurship in agriculture amongst youth. LEAP seeks to equip young people in O-level and TVET with the contacts, skills and motivation to pursue (self-) employment in agriculture. The programme aims at equipping teachers and school leaders to adopt a combination of three practices:

- **Study and Career Guidance (SCG)**, refers to activities that expose learners to the agri-world-of-work and guide them in making personal decisions for (self-)employment options and trajectories in agriculture/agripreneurship (process), so that learners grow their aspirations towards careers in agriculture (motivation), gain contacts with inspirational world-of-work contacts and develop the skills to decide on their preferred career option (outcome). VVOB will focus on equipping teachers to deliver effective curriculum-aligned career talks including having guiding principles for mapping and engaging relevant actors from the world of work.
- **Project-based learning (PBL)**, is a teaching and learning method that engages learners for an extended period of time in investigating and responding to a real world, engaging, and complex question, problem, or challenge that is agricultural or agripreneurial in nature (process), and results in a final product such as a market study report, garden set up, picture of agricultural produce, sales, poster etc. (artefact). Through this approach, learners develop agripreneurship skills, build connections with the world of work, and are motivated to pursue agriculture as a career (outcome). VVOB is adopting an in-class sequential model of delivering PBL and is developing project cards to support the approach.
- **Work-based learning (WBL)**, Work-based learning refers to the teaching and learning that occurs during the internship period in which learners are attached to host enterprises to perform real-life tasks with support supervision by a technical person at the host institution and their TVET instructors (process) to gain practical experience, agriculture and work place skills, and contacts in the agri-world-of-work whilst stimulating their aspirations and motivation to pursue a specific career trajectory in agriculture/agripreneurship (outcome). This is a specific focus for the activities at NICA.

For optimal impact each is to be implemented in a **gender-responsive manner and in collaboration with actors from the agriculture world of work (WoW)** that apply and promote climate resilient and environmentally sustainable agriculture practices. The existing curricula for O-level agriculture and entrepreneurship accommodate two of the three practices (SCG and PBL) while the curriculum for agricultural TVET accommodates all three.

**LEAP focuses specifically on secondary entrepreneurship and agriculture education and training.** This includes, O-level, which is lower secondary in the Ugandan education system. It consists of four years of schooling (Senior 1-4, S1-S4), at the end of which students undertake O-level exams in at least 8 subjects. Since 2021, agriculture is an elective vocational subject in the O-level curriculum; entrepreneurship is a mandatory course in S1-2 and an elective in S3-4. Besides O-level, LEAP targets lower and upper secondary agriculture BTNET, or so-called Uganda Community Polytechnic Certificate in Agriculture (UCPC-A) and National Certificate in Agriculture (NCA).

**LEAPs direct intervention is targeted at improving the pre-service training (PRESET) of O-level student-teachers in agriculture and entrepreneurship and TVET student-instructors in agriculture as well as in-service training (INSET) for O-level teachers of agriculture and entrepreneurship and their school leaders.**

In summary, LEAP aims at the following four results:

- Result 1: NICA's Agriculture Department provides quality pre-service training (PRESET) that equips student-(assistant) instructors with competences to deliver effective, gender-responsive agriculture and entrepreneurship education.
- Result 2: Gulu University's Agriculture and Business Education departments, UNITE Campus Mubende's and UNITE Campus Unyama's Agriculture and Business Studies Departments

provide quality pre-service training (PRESET) that equips student-teachers with competences to deliver effective, gender-responsive agriculture and entrepreneurship education.

- Result 3: UNITE Campuses Mubende and Unyama provides quality continuous professional development (CPD) that equips in-service O-level teachers and school leaders with competences to deliver effective, gender-responsive agriculture and entrepreneurship education.
- Result 4: MoES creates improved conditions for evidence-informed scaling of quality PRESET and CPD so that newly qualified O-level teachers and BTVET (assistant) instructors and in-service O-level teachers and school leaders ensure delivery of effective, gender-responsive agriculture and entrepreneurship education.

### **2.1.3. About the LEAP Longitudinal Studies**

Under the LEAP programme, two longitudinal follow-up studies are planned to generate evidence on the development of self-efficacy and career commitment among educators. These studies aim to inform ongoing improvements in pre-service and in-service teacher training, school leadership, and continuous professional development in agriculture and entrepreneurship education.

For both studies, VVOB already has an existing data collection partner who will collect the data.

#### **2.1.3.1. Study 1: Pre-Service Teacher and Instructor Self-Efficacy and Career Commitment**

This study, which is already underway, assesses changes in self-efficacy in teaching among agriculture and entrepreneurship student-teachers/instructors and newly qualified teachers/instructors (NQTs/NQIs) over time. Specifically, it focuses on their self-efficacy in utilising gender-responsive project-based learning (PjBL), study and career guidance (SCG), and work-based learning (WBL) in collaboration with the agri-WoW. The study is a key outcome of the LEAP pre-service initiatives with UNITE Campuses Mubende and Unyama, NICA, and Gulu University. The study's purpose was delineated through a pilot test of the survey tool in September 2023, which involved phone surveys with 55 respondents from the National Instructors College Abilonino (NICA). Subsequently, 10 respondents were selected from this pool for two focus group discussions to refine the survey questions. The Career Commitment scale, however, exhibited low internal consistency, prompting adjustments and the development of two versions tailored for individuals with and without teaching experience. Further refinement occurred through an additional pilot in February 2024, where face-to-face interviews were conducted with 66 Bachelor of Business Education (BBE) and Bachelor of Science Education (Agriculture) students. This effort resulted in improved internal consistency for the Career Commitment scale, with Cronbach's alpha reaching satisfactory levels for both groups. Notably, the study's design underscores its commitment to ensuring the efficacy and relevance of its measurements through iterative refinement processes.

The research on teaching self-efficacy within the LEAP program holds significant implications for educational practice and policy. Firstly, understanding how teaching self-efficacy evolves over time provides crucial insights into the effectiveness and sustainability of teacher training initiatives like LEAP. This knowledge can inform program refinement and development, ensuring that resources are allocated optimally to maximise outcomes. This broad scope allows for a nuanced understanding of how program effectiveness may vary based on institutional factors, geographical location, and student demographics. The inclusion of measures related to career commitment recognises the multifaceted nature of teacher development. By exploring the interplay between teaching efficacy and career commitment, the study can identify potential pathways for enhancing teacher retention and professional satisfaction. Ultimately, the findings of this research have the potential to inform policy decisions aimed at improving teacher training programs and, by extension, enhancing the quality of education. By providing evidence-based recommendations, the study contributes to ongoing efforts to strengthen the teaching profession and, ultimately, student learning outcomes.

The PRESET longitudinal follow-up study will measure and analyse the self-efficacy in teaching of agriculture and entrepreneurship student-teachers/instructors and newly qualified teachers/instructors (NQTs/NQIs) over time, self-efficacy in using gender responsive project-based learning (PjBL), study and career guidance (SCG), specifically career talks, and, in the case of instructors also work-based learning (WBL) (internships) in collaboration with the agri-WoW. This is one of the core outcomes of LEAP pre-service initiatives with UNITE Campuses Mubende and Unyama, NICA and Gulu University.

The research questions we wish to answer through this longitudinal follow-up study are similar for the student-teachers/NQTs and student-instructors/NQIs. We have separated the questions due to the differences in course starting dates, course duration and focus in terms of teaching self-efficacy.

The questions for student-teachers/NQTs of UNITE Campus Mubende and UNITE Campus Unyama are:

1. What are the self-efficacy levels of PRESET agriculture and entrepreneurship student-teachers/NQTs in using gender-responsive PjBL and SCG in collaboration with the agri-WoW?
2. How do these efficacy levels change as the student-teachers/NQTs transition through their PRESET programme?

The research questions for student-instructors/NQIs of NICA are:

3. What are the efficacy levels of PRESET agriculture student-instructors/NQIs in using gender-responsive PjBL, SCG and WBL in collaboration with the agri-WoW?
4. How do these efficacy levels change as the student-instructors/NQIs transition through their PRESET?

The research questions for student-instructors/NQIs of Gulu University are:

5. What are the self-efficacy levels of PRESET agriculture and entrepreneurship student-teachers/NQTs in using gender-responsive PjBL and SCG in collaboration with the agri-WoW?
6. How do these efficacy levels change as the student-teachers/NQIs transition through their PRESET programme?

VVOB has developed a tool to measure teacher self-efficacy (TSE) for student-teachers and student-instructors at four teacher training institutions in Uganda: National Instructors College Abilonino (NICA), UNITE Campus Mubende, UNITE Campus Unyama, and Gulu University. This tool will be used to conduct measurements as follows:

| Institution     | Cohort       | Sept 2024 | July 2025 | Sept 2025 | July 2026 |
|-----------------|--------------|-----------|-----------|-----------|-----------|
| NICA            | Cohort 24-25 | Baseline  | Endline   | x         | x         |
|                 | Cohort 25-26 | x         | x         | Baseline  | Endline   |
| Gulu University | Cohort 24-25 | Baseline  | Midline   | x         | Endline   |

*Note that the midline measurement is specific to Gulu University, as their degree program spans three years.*

All cohorts will participate in both baseline and endline measurements. However, Gulu University students will also participate in the midline measurement due to the longer duration of their degree program.

### **2.1.3.2. Study 2: In-Service Teacher and School Leader Self-Efficacy in Agriculture and Entrepreneurship Education**

The second study will evaluate the outcomes of a targeted CPD package by assessing changes in self-efficacy among in-service O-level agriculture and entrepreneurship teachers. It focuses on the same two teaching practices:

- Green and gender-responsive project-based learning (PjBL)
- Green and gender-responsive study and career guidance (SCG), specifically career talks

In addition to measuring teacher self-efficacy, this study also assesses changes in school leader self-efficacy as a result of targeted CPD..

Key objectives include:

- Assessing the impact of the CPD intervention on in-service teacher self-efficacy in PjBL and SCG.
- Assessing impact of the CPD intervention on school leader self-efficacy in supporting PjBL and SCG.
- Understanding the interplay between school leader and teacher self-efficacy.

Lot 1 of this assignment involves developing and testing measurement tools for in-service schoolteacher and school leader self-efficacy. Once developed, the tool will be used to conduct measurements as follows:

|                                     | January 2026 | May 2026 | October 2026 |
|-------------------------------------|--------------|----------|--------------|
| School Leader ( <i>n=110</i> )      | Baseline     | Endline  | x            |
| SCG ( <i>n=110</i> )                | Baseline     | Endline  | x            |
| PBL (PET and PAT) ( <i>n =220</i> ) | x            | Baseline | Endline      |

## 2.1.4. Objective and Scope of the Assignment

### 2.1.4.1. Lot 1: Tool Development, Validation, Sampling, and Power Calculations

The consultant will develop measurement tools for assessing in-service schoolteacher and school leader self-efficacy, based on the tool previously developed by VVOB, and currently used in the ongoing PRESET Longitudinal Study. The scope will include:

- Designing a measurement tool to assess in-service teachers' self-efficacy in delivering green and gender-responsive PjBL and SCG in agriculture and entrepreneurship education.
- Designing a measurement tool to assess in-service school leaders' self-efficacy in supporting PjBL and SCG in agriculture and entrepreneurship education.
- Conducting reliability and validity testing, including pilot testing, to ensure the tools are robust, reliable, and contextually appropriate.
- Defining a sampling strategy that includes inclusion/exclusion criteria and ensures representation across gender, experience, district (urban/rural), school type (private/government), and subject.
- Performing power calculations to determine the required sample size for both teachers and school leaders, accounting for attrition and other factors.
- Ensuring the tools meet ethical standards, protecting participants' confidentiality, anonymity, and rights.

### 2.1.4.2. Lot 2: Data Analysis

The consultant will lead the data analysis and reporting on the two longitudinal studies under the LEAP programme. VVOB will provide the consultant with datasets from the pre-service study (estimated 230 respondents across assessment cycles), with additional datasets from the in-service study to be shared once data collection is underway (an estimated 440 respondents).

The consultant will:

1. Prepare data for analysis, including data cleaning when applicable.
2. Conduct a power calculation for the inferential statistics to be applied.
3. Conduct reliability scale tests (e.g., Cronbach's alpha, item-total correlations) for each subscale (14, 5, and 13 items respectively).
4. Apply both descriptive and inferential statistical methods to analyse trends and changes over time, and when feasible group differences.
5. Write a report on the descriptive and inferential statistics that can be used to inform VVOB programming.
6. Compute subscale scores for self-efficacy in:

- Facilitating green\* and? gender-responsive project-based learning (PjBL)
- Facilitating green\* and? gender-responsive study and career guidance (SCG)
- Facilitating green\* and? gender-responsive internships (WBL) – for instructors only

\* Green subscales are included only in the analysis of in-service teacher (INSET) data.

### 3. PROCEDURES FOR THE PROCUREMENT CONTRACT

#### 3.1. AWARD PROCEDURE

This public contract is a negotiated procedure without prior publication in accordance with Belgian public procurement law.

#### 3.2. CONTACT PERSON, SITE VISIT AND INFORMATION SESSION

Contact persons for questions about this call: Ms. Kakula Wandi, Strategic Advisor – Research and Learning ([kakula.wandi@vvob.org](mailto:kakula.wandi@vvob.org)) with John William Okello, MEAL Advisor ([jw.okello@vvob.org](mailto:jw.okello@vvob.org)) and [procurements.uganda@vvob.org](mailto:procurements.uganda@vvob.org) in copy.

Any questions can be sent by mail to the contact person, by mentioning the reference of the call for quotations in the subject of the mail. Spoken communication is only permitted to communicate other messages than those referring to the documents of the call or to the quotation, on the condition that sufficient proof is kept of the verbal communication (e.g. a written note, recording, transcript, summary, etc.).

#### 3.3. QUOTATIONS

##### 3.3.1. Data to be included in the quotation

The quotation must consist of the following documents and information:

##### a. Administrative section of the quotation, including at least

- identity of the bidder: business name, legal form, nationality, address, telephone number, email address, contact person and Tax Identification Number, Social Security Number.
- proof regarding compulsory grounds for exclusion (see requested documents in point 3.3.8.1.a)
- proof of compliance with the tenderer's obligations regarding the payment of taxes and social security contributions (see requested documents in point 3.3.8.1.b)
- declaration on honour concerning compliance with VVOB's Codes of Conduct (see point 3.3.8.1.c) and compliance with Sanctions Laws (see point 3.3.8.1.d) and compliance with United Nations regulations (see point 3.3.8.1.e)
- proof that the signatory is authorised to sign for the company
- account number with denomination on which the payments must be made, stating the name and address of the bank and the BIC/SWIFT code

##### b. Technical section of the quotation

Technical offer with the description of the proposed supplies/services

- Detailed description of the proposed services (cfr. point 3.3.8.3)
- Company track record of similar and relevant assignments undertaken (cfr. point 3.3.8.3).
- CV for every expert / consultant involved in the execution of the contract, emphasising relevant and sufficient experience (cfr. point 3.3.8.3).
- The proposal should indicate clearly which Lot is being bid for: Lot 1, Lot 2, or both Lot 1 and 2.

**c. Financial section of the quotation, consisting of**

- the completed and signed price list provided in ANNEX B
- (Unit) price, excluding VAT
- VAT amounts per unit
- WHT amounts per unit
- (Unit) price, including VAT
- Total Net Payable (Gross incl. VAT minus WHT) amount of the quotation, expressed in numbers and in full characters.

**3.3.2. Subcontracting, price reductions, variants and options**

- Recourse to subcontractors:

The use of subcontracting is not allowed.

- The proposal of price reductions is not allowed.
- VVOB does not allow the submission of free variants.
- VVOB does not allow the submission of options.

**3.3.3. Validity of the quotations**

Submitted quotations shall be valid for 90 calendar days from the final date for submission of offers. The same deadline shall apply to the BAFO from the final date of submission of BAFO.

**3.3.4. Pricing and price components**

PRICING:

The quantities are estimated. See detailed pricelist to complete in ANNEX B.

The prices are mentioned in EUR or UGX. The total amount of the offer is expressed in numbers and in full characters.

ELEMENTS CONCLUDED IN THE PRICE:

The proposed price is all-inclusive and includes all administrative, transport, delivery, customs clearance and all other possible costs related to the delivery and execution of the contract. The proposed price includes all possible applicable taxes and/or levies.

Prices are provided without VAT and WHT and VAT and WHT included.

The bidder establishes the amount of his quotation according to his own calculations and estimates, taking into account the content and scope of the contract.

The unit prices and global prices of each item of the pricelist, if any, shall be determined by respecting the relative value of these items with respect to the total amount of the tender. All general and financial costs, as well as the proceeds, are divided proportionally between the various items according to their importance.

The contract does not allow refundable costs.

VERIFICATION OF THE PRICE

The bidder shall provide all indications permitting the comparison of prices or costs as requested by the contracting authority. The correction of errors can be carried out by VVOB.

**3.3.5. Submission of the quotations**

**3.3.5.1. Offers submitted by email**

The signed quotations must be submitted in English by email to [procurements.uganda@vjob.org](mailto:procurements.uganda@vjob.org) copying in [kakula.wandi@vjob.org](mailto:kakula.wandi@vjob.org) and [jw.okello@vjob.org](mailto:jw.okello@vjob.org) by 17:00PM East African Time on 10<sup>th</sup> November 2025 mentioning the following in the email subject: 'quotation ref VVOB\_CFQ\_2025\_UGA\_

018 along with the specific **Lot** for which you are bidding. Please ensure that your bid is one PDF document signed by the authorised representative of your institution. All bidders will be notified of the outcome of their proposal.

Quotations submitted late (after this deadline) will be retained but will not be counted towards the award of the contract. In the case of submission of a BAFO (best and final offer), the same provisions apply. See below 'Negotiations'.

The bidder may submit only one quotation for this contract.

The bidder should specify which Lot is being bid for: Lot 1, Lot 2, or both Lot 1 and 2.

The estimated date for the awarding of the contract is 1<sup>st</sup> December 2025.

#### **3.3.5.2. Derogation from Article 14, § 7 of the Law on Public Procurements**

Considering article 14, §2, 1° of the law on public procurements, it would not be appropriate to impose the obligation to use electronic means of communication referred to in article 14, §7 of the law.

The nature of the underlying contract in question is such that national or regional economic operators do not have equal access to the requirements linked to the use of the Belgian federal 'e-Procurement' platform. The technical characteristics may therefore be discriminatory and may restrict economic operators' access to the award procedure, particularly with regard to the speed and quality of the internet connection, as well as the quality of the electricity transmission network. Moreover, the particular formats of electronic signatures envisaged by this platform are not yet compatible with the information and communications technology in use.

#### **3.3.5.3. Language**

Offers must be submitted in English.

#### **3.3.5.4. A single quote per order**

Irrespective of any variants, the tenderer may only submit one tender per contract.

In this case, each participant in a group of economic participants without legal status as identity is considered as a tenderer.

However, submitting an initial offer does not constitute an obstacle to negotiating, submitting subsequent offers or submitting a BAFO.

The tenderer shall submit their tender in a single copy.

#### **3.3.5.5. End date for the receipt of the offers**

Quotations must be submitted to VVOB before the end date and time for receipt of the quotations. This limit is specified in the quotation request.

#### **3.3.5.6. Late offers**

Offers submitted late will not be accepted.

#### **3.3.5.7. Modification or withdrawal of an already submitted offer**

The amendment or withdrawal of an offer that has already been submitted must comply with the provisions of Article 43 of the RD.

### **3.3.6. Opening of the quotations**

The quotation must be in the possession of the contracting authority before the final submission date and time specified in point 2.3.5 'Submission of the quotations'. The tenders shall be opened behind closed doors.

### **3.3.7. Overview of the evaluation procedure and negotiations**

In a first phase, the quotations will be evaluated as to regularity (see 3.3.1. data to be included in the quotation) and to selection (see 3.3.8.1. exclusion grounds and 3.3.8.2. qualitative selection criteria). In application of the art. 76 of the Law, regularising substantial irregularities is possible.

To be compliant,

- the quotation must be signed;
- the quotation must contain all the information and documents requested in this call for quotations;
- the quotation must propose services that conform to what is expected and described by VVOB;
- the provider must meet the minimal selection criteria referred to in points 3 and 4 of this call.

If any information or documents provided by the bidder appear to be incomplete or incorrect, or if certain documents are missing, VVOB may request the bidder in question to submit, supplement, clarify or explain the information or documents concerned within an appropriate time period. This option in no way obliges VVOB to give bidders this opportunity.

Quotations that do not conform could be rejected, notably in application of article 76 of the Royal decree of 18 April 2017, and could not be admitted to the technical and financial evaluations.

If the bidder does not use the documents (forms, pricelist, etc. if any) attached to this call for quotations, they shall bear full responsibility for ensuring that the documents used correspond exactly to those provided for.

In a second phase, the formally and materially regular quotations will be evaluated as to content by an evaluation commission by applying the award criteria stated in the procurement documents (see 3.3.8.1)

During the second phase, VVOB reserves the right to negotiate on the conditions of the quotations or not (improvement of the proposed conditions: price or other).

In case of negotiations, VVOB will conclude the negotiations by proposing to submit a BAFO (best and final offer). No changes/adjustments/regularisations whatsoever can be made to the BAFO submitted.

The award criteria and the minimum requirements certainly do not qualify for negotiations.

VVOB may or may not conduct negotiations in stages, whereby the number of offers to be negotiated is limited by applying the award criteria. Since the contracting authority reserves the right to negotiate only with the best placed candidates, tenderers are invited to indicate their best price in their tenders.

### **3.3.8. Selection of bidders**

#### **3.3.8.1. Exclusion criteria**

In accordance with Article 39 of the RD 1, the fact of submitting an offer constitutes an implicit declaration on honour that the bidder is not in one of the situations of exclusion referred to in Articles 67 to 69 of the Law (Belgian Law of 17 June 2016 on public contracts (Official Gazette of 14 July 2016) and the Royal Decree of 18 April 2017 on public contracts in the conventional sectors (Belgian Official Gazette of 9 March 2017)).

##### **a. Compulsory grounds for exclusion**

The contracting authority shall, at any stage of the procedure, exclude the bidder from participation in the award procedure if it is established that the bidder has been convicted through a final judgment on the merits for one of the following offences:

- participation in a criminal organisation
- corruption
- fraud
- terrorist activities, offences connected with terrorist activities or inciting, aiding or attempting to commit such an offence
- money laundering or terrorist financing
- child labour and other forms of trafficking in human beings
- employment of illegally staying third-country nationals

**Evidence to be submitted:** Declaration on honour in ANNEX A

b. Exclusion ground relating to tax and social security debts

At any stage of the award procedure, the contracting authority shall exclude the participation of a bidder who does not fulfil their obligations relating to the payment of taxes or social security contributions

Evidence to be submitted: Declaration on honour in ANNEX A as well as the tax clearance certificate and the social security clearance certificate.

c. Compliance with VVOB's Codes of Conduct

Compliance with VVOB's Codes of Conduct is extremely important to the contracting authority. Any bidder found to be in default on this point will be automatically excluded from the procedure.

The bidder will conduct themselves at all times in accordance with (i) VVOB's General Code of Conduct, (ii) VVOB's Child protection policy and (iii) VVOB's Youth protection policy (hereinafter the Codes of Conduct). The Codes of Conduct form part of VVOB's Integrity Policy, which can be consulted [here](#) on the VVOB website.

The Codes of Conduct may be updated on a regular basis, and it is the bidder's responsibility to ensure compliance at all times.

The bidder will further ensure that all personnel and (sub)contractors involved in the execution of this contract, as well as all affiliated companies, comply with the Codes of Conduct.

In case of credible accusations that the bidder or one of their staff members, branches or (sub)contractors has violated the Codes of Conduct, VVOB may terminate the contract with immediate effect and without compensation through written notification.

VVOB may decide to suspend the agreement temporarily in anticipation of the investigation into an alleged breach of the Codes of Conduct by means of a written notification sent to the bidder.

Evidence to be submitted: Declaration on honour in ANNEX A

d. Compliance with Sanctions Laws

The bidder represents and warrants by submitting an offer that neither they nor any personnel, affiliates or (sub)contractors:

- is the subject or the target of any sanctions as laid down in (1) the UN Security Council consolidated list, (2) the Special Economic Measures Act (SEMA – Canada), (3) the EU restrictive Measures, (4) the Treasury's Office of Foreign Assets Control (OFAC) List, (5) the HM Treasury's Office for Financial Sanctions Implementation Consolidated list, or (6) the List of Subjects of Sanctions of the State Secretariat for Economic Affairs (SECO – Switzerland) (hereafter the 'Sanctions');
- is the target of Sanctions pursuant to the country or territory where they are located, organised or resident.
- will directly or indirectly use the proceeds of the envisaged contract, or lend, contribute or otherwise make available such proceeds to any person or entity in violation of any Sanctions laws.
- has knowingly engaged in or are knowingly engaged in any dealings or transactions with any person that at the time of the dealing or transaction is or was the subject or the target of Sanctions or with any sanctioned country.

Evidence to be submitted: Declaration on honour in ANNEX A

By submitting their offer, the bidder and the head of organisation of the bidder give their express consent to a vetting of the person or legal entity and head of the organisation and any other individual named in the proposal by VVOB by subjecting them to a sanctions list screening using cloud-based software.

e. Compliance with United Nations regulations

The bidder declares by submitting an offer that they comply with all applicable laws, rules and regulations; industry standards; ILO and UN conventions, including but not limited to the UN Universal Declaration of Human Rights; the UN Convention on the Rights of the Child; the UN convention on Elimination of Discrimination against Women; the UN Global Compact; the UN Convention against Corruption and the OECD Guidelines for Multinational Enterprises.

Evidence to be submitted by the tenderer: Declaration on honour in ANNEX A.

### **3.3.8.2. Qualitative selection criteria**

No qualitative selection criterion is foreseen in the context of this contract.

### **3.3.8.3. Award criteria**

VVOB will award the contract to the provider who has submitted the most economically advantageous offer as determined on the basis of the following awarding criteria:

- **TECHNICAL CRITERIA**

Technical criteria will be assessed in two steps: Step 1 – Assessment of written technical proposal (50/70) + Step 2 – Interview (20/70).

#### **Step 1: Assessment of Written technical proposal (50/70)**

The written technical proposal will first be assessed for minimum standards, conciseness and completeness (exclusion criteria without scoring) and then for quality (criteria with allocation of points).

#### **Minimum standards (exclusion criterion without scoring)**

VVOB reserves the right to reject proposals that contain high numbers of grammatical and/or spelling mistakes from further evaluation.

#### **Conciseness (exclusion criterion without scoring)**

Company track record: No more than three pages.

CVs: No more than three pages per person.

Technical proposal (Detailed description of the proposed services, considering objective and scope of the assignment (cfr. point 2.1.3.): No more than 20 pages, excl. bibliographic references, appendices and other supporting documents.

#### **Completeness (exclusion criterion without scoring)**

The following three elements must be included for the written proposal to be complete (cfr. point 3.3.1.):

- Company track record of similar and relevant assignments undertaken, including:
  - Dates and geography of the assignments
  - Clients, partners and/or funders
  - Short description of the assignment
  - Clear indication of the scope of the assignment (e.g. sample sizes, target populations).
- Detailed CV for every expert / consultant involved in the execution of the contract, emphasising relevant and sufficient experience.

#### **Minimum Experience (exclusion criterion without scoring)**

Must have:

| Lot 1                                                                                                                          | Lot 2                                                                           |
|--------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| Demonstrable experience in design and validation of survey tools for quantitative data collection in agri/ education settings, | Demonstrable experience in statistical analysis of quantitative education data, |

|                                                  |                                                                            |
|--------------------------------------------------|----------------------------------------------------------------------------|
| particularly in low and middle-income countries. | particularly from longitudinal studies in low and middle-income countries. |
|--------------------------------------------------|----------------------------------------------------------------------------|

#### **Quality (criteria with allocation of points)**

- o Quality of the technical proposal (Detailed description of the proposed services, considering objective and scope of the assignment (cfr. point 2.1.3.)) including all the following components:

| <b>Criteria</b>                                                     | <b>Lot 1: Tool Development, Validation, Sampling</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Lot 2: Data Analysis &amp; Reporting</b>                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Understanding of Assignment & Context<br><b>[6/50]</b>              | <ul style="list-style-type: none"> <li>• Demonstrates understanding of the LEAP Longitudinal Studies, teacher/school leader self-efficacy tools, and local context (Uganda, gender, agri/entrepreneurship)</li> </ul>                                                                                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>• Demonstrates understanding of LEAP Longitudinal Studies and their data analysis needs,</li> </ul>                                                                                                                                                                                  |
| Methodological Rigour and Soundness<br><b>[25/50]</b>               | <ul style="list-style-type: none"> <li>• Main empirical evidence that will inform the design of the measurement tools for teacher and school leader self-efficacy.</li> <li>• Detailed description of the approach to designing the self-efficacy measurement tools.</li> <li>• Detailed plan for tool adaptation, development, piloting, and validation</li> <li>• Clear sampling procedure and sample size calculation for the pilot testing of tools, including representation across relevant factors (e.g., gender, geographic diversity).</li> </ul> | <ul style="list-style-type: none"> <li>• Detailed, rigorous statistical analysis approach, including handling longitudinal data</li> <li>• Comprehensive data analysis plan including descriptive, inferential, and reliability testing</li> <li>• Power calculations, and attrition considerations for analysis</li> </ul> |
| Work Plan, Deliverables, Timelines<br><b>[6/50]</b>                 | <ul style="list-style-type: none"> <li>• Detailed description of the measurement tool piloting and validation activities.</li> <li>• Project workplan/ Gantt chart: Clear timeline for the stages of tool development, validation, and final delivery.</li> </ul>                                                                                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>• Clear and feasible timeline for data cleaning, analysis, reporting, and delivery</li> </ul>                                                                                                                                                                                        |
| Collaboration and Engagement with VVOB<br><b>[3/50]</b>             | <ul style="list-style-type: none"> <li>• Principles and methods for collaborating with VVOB in the tool development and validation process</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>• Plan for regular engagement and collaborative interpretation of data</li> </ul>                                                                                                                                                                                                    |
| Relevant Experience and Capacity of Proposed Team<br><b>[10/50]</b> | <ul style="list-style-type: none"> <li>• Demonstrated relevant experience in survey design, validation, and LMIC context</li> <li>• Experience in designing valid and reliable measurement tools, including tools for assessing self-efficacy, gender-responsive teaching, and/or project-based</li> </ul>                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• Demonstrated expertise in educational research, longitudinal data analysis, and statistical software use</li> <li>• Experience in analysing data related to self-efficacy, gender-responsive pedagogy, and/or project-based learning (PjBL)</li> </ul>                             |

|  |                                                                                             |                                                        |
|--|---------------------------------------------------------------------------------------------|--------------------------------------------------------|
|  | learning (PjBL) in agricultural or entrepreneurial education contexts is an added advantage | in agricultural or entrepreneurial education contexts. |
|--|---------------------------------------------------------------------------------------------|--------------------------------------------------------|

Offers obtaining less than 30 points will be rejected.

### **Step 2: Interview (20/70)**

The evaluation committee will assess technical aptitude, necessary soft skills and overall suitability to deliver the proposed approach and execute the assignment.

Scores will be given between 0 and 20 points. The offers for interviews obtaining less than 12 points will be rejected.

Methodology for the scoring: In its assessment, the evaluation committee does not make a purely mathematical or quantitative addition of the number of strong and weak elements identified, but expresses, on the basis of an overall assessment, its overall appreciation of the aforementioned criteria.

- **PRICE CRITERION (weight 30/100 points)**

Evaluated on the basis of the proportionality rule whereby the cheapest offer receives 30 points.

Offers that were rejected during the technical evaluation are not considered during the price evaluation.

#### **3.3.8.4. Possibility of not awarding or concluding the contract**

The conclusion of the procedure does not imply an obligation to award or conclude the contract. The contracting authority may refrain from awarding or concluding the contract, or may reopen the procedure in another way, if necessary.

#### **3.3.8.5. Concluding the procurement contract**

The contract is concluded by a notification letter by email or post, possibly preceded by an information message. The call for quotations with any annexes and the quotation of the bidder with the annexes and order form or notification letter together constitute the contract.

## **4. SPECIAL CONTRACTUAL PROVISIONS**

### **4.1. PLACE OF DELIVERY, DURATION AND END OF THE CONTRACT**

Place of Delivery: Uganda

Duration and starting date: This contract is expected to start on 1<sup>st</sup> December 2025 and will run for a period of not more than 12 months.

End date of the contract: the contract ends on the last day of the duration of the contract (including extensions, if any). After this date, no deliveries/performance can be carried out with reference to this contract.

Early termination of the contract: Without object

Without prejudice to other legal remedies, the contract can be terminated early:

By the Contractor: from the first anniversary of the contract, by giving 60 days' notice by registered letter. By VVOB at all times and by means of a notice period of 30 calendar days, to be notified by registered letter.

Termination of the contract in accordance with the above conditions does not entitle either party to any compensation.

## **4.2. EXTENSIONS AND REPETITIONS**

Extensions: without object

Repetitions: without object (not possible)

## **4.3. TERMS OF PAYMENT**

The invoice(s) is(are) dressed after performance of the deliverables to be stipulated in the contract.

The invoice(s) is(are) sent by email to the following address: [accounting-ug@vvo\*\*b\*\*.org](mailto:accounting-ug@vvo<b>b</b>.org) copying in [kakula.wandi@vvo\*\*b\*\*.org](mailto:kakula.wandi@vvo<b>b</b>.org) and [jw.okello@vvo\*\*b\*\*.org](mailto:jw.okello@vvo<b>b</b>.org).

Payment will be made within 30 calendar days from the moment the regularly dressed invoice is in the possession of VVOB.

## **4.4. BIDDER RESPONSIBILITIES DURING THE EXECUTION OF THE CONTRACT**

The bidder commits themselves to having the assignment carried out by the persons stated in the quotation, except in the event of force majeure. The persons mentioned or their replacements are all deemed to effectively participate in the execution of the contract.

The bidder's personnel must be sufficient in number and must, each in their field, possess the requisite competence to perform the contract regularly and correctly. The bidder must immediately replace all members of staff whom VVOB has designated as an objection to the proper execution of the contract due to their incompetence, bad will or generally known misconduct.

The bidder shall assume full responsibility for errors or defects in the services performed, in particular in the examinations, calculations, plans and all other documents drawn up by them for the execution of the contract.

The services that do not correspond to the terms and conditions of the contract or that were not provided in accordance with the rules of the art must be restarted by the bidder. If not, VVOB will take ex officio measures at the bidder's expense and risk through one of the means of intervention mentioned in the applicable law. In addition, the bidder is exposed to fines and penalties for non-compliance with the terms and conditions of the contract.

Consequently, the bidder must indemnify VVOB against any damages that they may owe to third parties on account of their delay in performing the contract, insofar as the bidder is responsible for such delay.

## **4.5. DELAY PENALTIES**

The imposition of delay penalties for failure to comply with the execution period is done in accordance with Article 154 of the Belgian Royal Decree of 14 January 2013.

## **4.6. BAIL**

No bail is required for this contract.

## **4.7. DISPUTES**

The procurement contract must be performed and interpreted according to Belgian law.

The parties commit to sincerely perform their engagements to ensure the good performance of this procurement contract. In case of litigation or divergence of opinion between the contracting authority and the contractor, the parties will consult each other to find a solution. If agreement is lacking, the Brussels courts are the only courts competent to resolve the matter.

## **4.8. INTELLECTUAL PROPERTY**

The contracting authority acquires the intellectual property rights created, developed or used during performance of the contract.

Without prejudice to the abovementioned, and unless otherwise stipulated in the procurement documents, when the subject matter of the procurement contract consists of the creation, manufacture or the development of designs or of logos, the contracting authority acquires the intellectual property thereof, as well as the right to trademark them, to have them registered and to have them protected.

For domain names created under the procurement contract, the contracting authority also acquires the right to register and protect them, unless otherwise stipulated in the procurement documents.

When the contracting authority does not acquire the intellectual property rights, it obtains a patent licence of the results protected by intellectual property law for the exploitation modes that are mentioned in the procurement documents.

The contracting authority lists the exploitation modes for which it intends to obtain a licence in the procurement documents.

## **4.9. MODIFICATIONS OF THE CONTRACT (ART 37 TO 38/19 RD 1)**

### **4.9.1. The value of the change is minimal (38/4)**

The contracting authority has the right to change the initial tender unilaterally if the following conditions are respected: 1° the scope of the contract remains unaltered; 2° the modification is limited to 10 % of the initial awarded amount. The essential terms and conditions can only be modified with reasons, to be mentioned in an amendment.

### **4.9.2. Replacement of the contractor (Art. 38/3)**

Provided that they meet the selection and exclusion criteria set out in this document, a new contractor may replace the contractor with whom the initial procurement contract was agreed in cases other than those provided for in Art. 38/3. The contractor submits their request as quickly as possible by registered post, stating the reasons for this replacement and providing a detailed inventory of the state of supplies and services already performed, the new contractor's contact details and the documents and certificates which the contracting authority cannot access free of charge. The replacement will be recorded in an amendment dated and signed by all three parties. The initial contractor remains liable to the contracting authority for the performance of the remainder of the procurement contract.

### **4.9.3. Price revision (Art. 38/7)**

Prices are fixed for the duration of the contract (no price revision allowed).

### **4.9.4. Unforeseen circumstances (Art. 38/9)**

As a rule, the contractor is not entitled to any modification of the contractual terms due to circumstances of which the contracting authority was unaware.

A decision of the Belgian Government or donors to suspend cooperation with a partner country is deemed to be unforeseeable circumstances within the meaning of this article.

## ANNEX A: Declaration on honour concerning the grounds for exclusion

Reference of the procurement:

I, the undersigned [*insert name of the person signing this form*]:

declares it its own name (*if the economic operator is a natural person or in the case of a declaration by a director or a person with powers of representation, decision-making or control over the economic operator*)

or

declares as representative of (*if the economic operator is a legal person*)

full legal name (*for legal persons only*):

Full legal form (*for legal persons only*):

full official address:

company registration number:

that the company or organisation that he (or she) represents / he (or she):

- a) has not been the subject of a final judgment on the merits for one of the following offences:
  - i. participation in a criminal organisation
  - ii. corruption
  - iii. fraud
  - iv. terrorist activities, offences connected with terrorist activities or inciting, aiding or attempting to commit such an offence
  - v. money laundering or terrorist financing
  - vi. child labour and other forms of trafficking in human beings
  - vii. employment of illegally staying third-country nationals
- b) is not bankrupt or in receivership, has not ceased or suspended trading, is not subject to a court settlement or other arrangement with creditors and is not involved in any similar proceedings under national laws and regulations;
- c) has not been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- d) that (s)he will conduct (her)(him)self at all times in compliance with VVOB's Codes of Conduct referred to in the call for quotations. The bidder will further ensure that all personnel and (sub)contractors involved in the execution of this contract, as well as all affiliated companies, comply with the Codes of Conduct.
- e) that neither it nor any personnel, affiliates or (sub)contractors:
  - i. is the subject or the target of any sanctions as laid down in (1) the UN Security Council consolidated list, (2) the Special Economic Measures Act (SEMA – Canada), (3) the EU restrictive Measures, (4) the Treasury's Office of Foreign Assets Control (OFAC) List, (5) the HM Treasury's Office for Financial Sanctions Implementation Consolidated list, or (6) the List of Subjects of Sanctions of the State Secretariat for Economic Affairs (SECO – Switzerland) (hereafter the "Sanctions")
  - ii. is the target of Sanctions pursuant to the country or territory where it is located, organised or resident.
  - iii. will directly or indirectly use the proceeds of the envisaged contract, or lend, contribute or otherwise make available such proceeds to any person or entity in violation of any Sanctions laws.
  - iv. has knowingly engaged in or are knowingly engaged in any dealings or transactions with any person that at the time of the dealing or transaction is or was the subject or the target of Sanctions or with any sanctioned country.
- f) that, should the contract be awarded, he (she) will provide on request proof for one or more of the abovementioned situations.

Full Name, Date and Signature





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