



Handicap International- Humanity & Inclusion
Bangladesh Programme

International Call for Tender

To Establish Framework Agreement
for Procurement of Assistive Device

Reference: B51-DHAK-LOG-2022/05





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Purchaser identification

Name: Humanity & Inclusion (legal name : Handicap International Federation)

Address:

Country Office: House-3/A, Road-36 Gulshan, Dhaka-1212, Bangladesh

Tel.: +88 +88 02222284794; +88 02222292188; +88 02222298209

Contact details: logistics@bangladesh.hi.org

Person in charge of the contract:

**Logistics Department,
Bangladesh Country Office**

Website: www.hi.org

Humanity & Inclusion (HI - registered as the Federation Handicap International) is an independent and impartial aid organization working in situations of poverty and exclusion, conflict and disaster.

HI works alongside persons with disabilities and people in need of support, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights. In emergency, HI's mandate widens to target the groups most in need within any population taking gender inequities into account – from isolated rural communities, to persons with disabilities, to excluded minority groups – to ensure their equal access to appropriate relief aid.

HI is present in Bangladesh since 1997 & now it has operation in Cox's Bazar (for Rohingya & Host community) & Kurigram (Host Community)

HI's programme strategy is built around 3 pillars:

1. Armed Violence Reduction (AVR) including Victim Assistance and community-based Risk Education;
2. Inclusion with projects covering: support to Disabled People Organizations and promotion of Rights; inclusive Disaster Risk Reduction, Growing Together; Disaster Safe Hospital Initiative; inclusive livelihood;
3. Health and Rehabilitation with project covering psychosocial and physical rehabilitation.



1. Contract description

HI is seeking to contract **Framework Agreements** with suppliers. When HI would need items, it would issue a Purchase Order to the suppliers contracted through Framework Agreement. The price and conditions of purchase applicable to the Purchase Orders will be the ones that will be set in the Framework Agreements

HI shall sign non-exclusive Framework Agreements with one or multiple suppliers. The Framework Agreement will have a term of 2 year, extendable to 1 year upon written agreement between the parties. The suppliers undertake to maintain prices for the entire term of the Framework Agreement. HI does not commit to the purchase of any minimum order. Please see important information on price in section 6.

This will allow HI to fasten contracting for the items when the projects and/or need arise, without need for competitive bidding once the Framework Agreements are signed.

The full service shall be operational on 23rd June, 2022.

The prices shall be firm and non-revisable for the duration of the contract.

Total amount estimated to be contracted through Purchase Orders to be issued through the Framework Agreements resulting from this tender over 24 months period.

2. General conditions

By submitting a bid, tenderers accept without restriction all the general and specific conditions outlined in these specifications as being the only basis for this supply contract procedure, irrespective of their own conditions, which they hereby waive.

Tenderers shall carefully examine and comply with all the instructions, forms, clauses and specifications mentioned in this participation file

Failure to submit a bid containing all the information and documents requested by the specified closing date may result in the bid's rejection.



3. Tendering schedule

The below table indicates the key dates for this tender process. The issuing of this Invitation to Tender and Tender Pack represents the start of the tender process.

Activity	Date
Issue Invitation to Tender	April 27, 2022
Deadline for questions from Bidders	May 12, 2022
Deadline for Bid Submission	Within 14.00 Hours on 24 May, 2022
Bid Clarifications	May 25 – June 2, 2022
Physical Verification	June 12 – June 16, 2022
Award Contact	June 23, 2022
Go Live	June 23, 2022

Please note that the above timings / dates are being shared for indicative purposes only and are subject to change. However, HI commits to ensure Bidders are treated fairly, equally and have sufficient time made available to participate in this tender process.

CLOSING DATE FOR BID SUBMISSION

Your bid must be received, either at the specific address or email address, no later than **14:00 Hrs. of May 24, 2022 (All the date & times are in Bangladesh Standard Time)**. Failure to submit your bid prior to the Closing Date may result in your quote being void.

All Bids must remain valid and open for consideration for a period of not less than 24 Months from the Closing Date.

4. Eligibility and Obligations

All natural or legal persons of whatever nationality are eligible to apply. However, certain criteria will be grounds for excluding applications.

Exclusion criteria:

Applicants or tenderers shall be excluded from the selection and award procedure in the following conditions:

- If they are bankrupt or their affairs are being wound up; their affairs are being administered by the courts; they have entered into an arrangement with creditors; they have suspended business activities; they are the subject of proceedings concerning these matters or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;



If they have been convicted of an offence concerning professional misconduct by a judgement which has the force of res judicata;

- If they have been found guilty of gross professional misconduct proven by any means which the contracting authorities can justify;
- If they have not fulfilled their obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country in which the contract is to be executed;
- If they have been the subject of a judgement which has force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- If, following another procurement procedure or grant award procedure financed by the community budget, they have been found to be in serious breach of contract for failure to comply with their contractual obligations.

In addition, contracts shall not be awarded to applicants or tenderers who, during the procurement procedure:

- are in a position of conflict of interest;
- are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the award procedure, or fail to supply this information

By returning this participation file duly initialed and signed, the tenderers confirm that they are not in one or more of the situations described above and undertake to send to Humanity & Inclusion within seven (7) calendar days following receipt of a request from Humanity & Inclusion any additional documents that Humanity & Inclusion considers necessary to perform its checks.

➤ **Sub-contracting**

If applicants or tenderers plan to work with subcontractors, they undertake to:

- Provide Handicap International with the list of those services that it plans to subcontract
- Obtain Handicap International's formal agreement on the choice of prospective subcontractors
- Obtain Handicap International's agreement on the terms of payment of these sub-contractors
- Send Handicap International its contracts with subcontractors upon request



5. Participation procedure

Tender Documents are attached to this file with the appendixes mentioned below:

1. Appendix A- Item description with specification, delivery lead time, origin of product, unit
2. Appendix B – Supplier Evaluation Questionnaire
3. Appendix C- General Purchasing Conditions
4. Appendix D - HI Good Commercial practices

The call for tender file is made up of the following documents. **If any document from the list is missing, the file will be considered administratively non-compliant and not evaluated further.**

For Administrative Compliance: -

- This participation file signed on all pages including the appendix attached to this file
- Supplier must have to mention the origin of the product on the appendix A (like manufactured by own organization /will be imported / will be sourced from local market)
- Delivery lead item should be mentioned for each item beside the column of each item

Documents need to be attached to Tender File

- ☐ Copy of valid business registration / Trade License
- ☐ A duly completed, dated, stamped and signed Tenderer's identification form.
- ☐ Copy of valid dealer registration (if applicable)
- ☐ A photocopy of the National ID card of the Owner/Proprietor/CEO/Managing Director with address, Phone and email contact
- ☐ Copy of valid VAT and TIN Registration Certificate
- ☐ A copy of tax certificate/documentation that tax return was submitted / paid
- ☐ Client's list
- ☐ Customer references (with copy of certificates)
- ☐ Quality management policy (in case of product/goods/materials)
- ☐ Work experiences certificates from International Organizations
- ☐ International control and monitoring systems information
- ☐ Audited financial statement for last three years
- ☐ Company banking details and Bank Solvency Certificates
- ☐ Declaration from banker on financial position accompanied by a certified bank statement for the last 6 months
- ☐ Minimum 2 contact persons/representatives' information (Full Name, National ID, Address, Family Name, Phone or email contact)



For technical and financial evaluation:

- Technical proposal (including photos of actual items samples), signed
- Financial bid (prices inclusive of all applicable VAT and Tax as per Govt Rules) and DDP (for international suppliers) signed

For Due Diligence:

- **Bank statement balance for the past 6 months at least** including all the head office bank accounts (if bank accounts in several banks) **signed**
 - individual transactions on the bank statement are not required to be shown

Responses will only be accepted in the requested format. **Any incomplete responses or responses not in the format of the provide templates may be treated as void.**

➤ **Submission of applications**

Companies interested in applying shall submit their tender documents in a sealed envelope mentioning on the envelope: the tender number and the Supplier Name.

Physical Bid Submission addresses:

- Bids to be submitted to Handicap International Country Office House-3/A, Road-36, Gulshan, Dhaka-1212, Bangladesh. Bids should be submitted in a single sealed envelope.
- The envelope should clearly indicate the Invitation to tender reference as per below:

**“Framework Agreement for Procurement of
Assistive Device ICFT Ref: B51-DHAK-LOG-2022/05”**

- All documentation submitted should be done in their own clearly labelled envelopes (e.g., Bidder Response Document, Financial Accounts, Bill of Quantities etc.), which are submitted in one single envelope as detailed above.

OR

Online Bid Submission addresses:

Send a digital file in the form of an email* sent to the dedicated email address logistics@bangladesh.hi.org ; with the tender reference number (“**Framework Agreement for Procurement of Assistive Device ICFT Ref: B51-DHAK-LOG-2022/05**” in the subject.

*If the file is too big to fit into 1 email (limit 15MB per email), bidder should split the submission into multiple emails. Please include numbering also in the subject.

The envelope and email shall include all document listed in the call for tender document.

- Applicants selected after evaluation of administrative compliance, specifications compliance and based on selection criteria shall then receive a written invitation from Handicap International for physical verification.



- Amendment or withdrawal of bids: Tenderers may amend or withdraw their bids by written notification before the closing date for submission of bids. No amendments may be made to bids after this date. Withdrawals shall be firm and final and will terminate any participation in the tendering process.
- Costs of preparing bids: None of the costs incurred by tenderers in preparing and submitting their bids shall be reimbursable. All these costs shall be borne solely by the tenderers.
- Handicap International reserves the right to negotiate, accept or reject any bid or quotation at its sole discretion, and to continue the competitive dialogue for any response it considers advantageous. Handicap International is not obliged to accept the lowest prices or any of the bid. No bid may be modified after the closing date for the submission of bids.
- In the interests of transparency and equal treatment, the evaluation committee may ask tenderers, in writing, to clarify their bids within 48 hours, without modifying them. None of these requests for clarification should be aimed at correcting any initial errors or omissions affecting the performance of the contract or undermining fair competition.
- Any tenderers attempting to influence the evaluation committee in the process of examining, clarifying, evaluating and comparing bids with a view to obtaining information on the progress of the process or influencing Handicap International in its decision regarding the award of the contract shall have their tenders immediately rejected. No excuses shall be accepted for late submissions. Bids arriving after the deadline shall be rejected without evaluation.

➤ **Requests for clarification**

If Handicap International, on its own initiative or in response to a request from an applicant, adds to or clarifies information in the Tender Notice, this information shall be sent in writing and shared with all other applicants at the same time.



6. Bid selection criteria

Bids shall be selected based on the information contained in the submitted documents form and attached documents. Tenderers may include any additional documents they deem relevant. HI may select multiple vendors for the mentioned AD items.

To be administratively compliant, the bids must comply with the following:

- Bid validity period is 24 months or more
- Prices are in BDT submitted are all inclusive of VAT and Tax (As per Govt Rules)
- Language of the bids is English
- All required documents are provided (**documents listed in the Supplier Bid Form**)
- Sufficient capacity to manage HI services (evaluated by HI given financial viability evaluation, level of experience, level of expertise)

Bids that are not administratively compliant are not evaluated further

Bid Selection Criteria

Bid Selection Criteria	
Competitive pricing If any supplier quote for different price for different category of the same item, technical evaluation committee will consider the product costing which will meet our required specification.	35%
Technical Specifications & Physical verification of the items (Physical verification may conduct only those suppliers which maximum specification meet our technical; requirement)	30%
Customer Reference (Having experience with International Agency/UN/Diplomatic Mission/Other INGO/NGO, Corporate will get preference)	15%
Delivery Lead time (out of 20% of the score) For 1 Month – 20% For 2 Months – 10% More than 2 Months -5% If supplier mentioned different delivery time for different items, then average lead time will be considered for marking	20%
Total	100%

Evaluation

Items will be assessed in light of their consistency with required technical specifications

Due diligence

- Physical verification: HI shall communicate with suppliers for which items are assessed as compliant with technical specification for physical verification (visit to supplier's warehouse, or requesting samples being sent to HI). On a case-by-case basis, for suppliers based abroad, HI may waive this requirement or arrange alternative verification to be discussed with supplier.



7. Cancellation of a call for tenders procedure

In the event of the cancellation of a call for tenders' procedure, tenderers shall be informed by Handicap International.

If the call for tenders' procedure is cancelled before any of the external envelopes have been opened, the sealed envelopes shall be returned to tenderers unopened.

A cancellation may occur when:

1. The tendering procedure has been unsuccessful, i.e. Humanity & Inclusion has received no valid or financially viable bids, or no bids at all;
2. The project's economic or technical parameters have been fundamentally modified;
3. Exceptional circumstances or force majeure makes the normal execution of the project impossible;
4. All technically compliant bids exceed the available budget;
5. Irregularities have occurred in the procedure, especially if these have prevented fair competition.

In no circumstances shall Humanity & Inclusion be liable for damages of any kind (in particular damages for loss of profits) in the event of the cancellation of a call for tenders, even if Humanity & Inclusion has been warned of the possibility of damages.



8. Awarding of contract

By virtue of this document, Handicap International holds ownership of all bids received as part of this tender procedure. Consequently, bids shall not be returned to tenderers.

By Signing and returning this Participation File, the bidding company agrees with all the annexes attached to this file

Signature and company stamp preceded by the words “Read and approved”:Name:

Company Name:

Name & Designation of the declared person:





Signature & Stamp

Date:







Appendix A (Item List with Specifications)





Unit will be piece/pair /set considering the item type

S/N	Name	Additional Description	Picture of the item	Source of the item Manufacture/ Import/ Locally sourced	Delivery Lead time	Unit Price
1	AFO (Ankle Foot Orthosis)- Adult	Made of propylene, Prefabricated plastic brace / holder that fits around the back of the ankle joint and hold it in a 90° position (open orthosis). 2 Velcro straps: 1 around the shin and 1 across the front of the ankle.				
2	AFO (Ankle Foot Orthosis)- Child	Made of propylene, Prefabricated plastic brace / holder that fits around the back of the ankle joint and hold it in a 90° position (open orthosis). 2 Velcro straps: 1 around the shin and 1 across the front of the ankle.				
3	Arm Sling/ Shoulder Sling	Prefabricated articulated arm sling in light, breathable, washable fabric (canvas fabric) Reversible to fit right or left arm. Sling needs to support a forearm in a plaster cast, if necessary. A strap (Adjustable cushioned shoulder pad) attached to the arm piece is worn around the neck to support the forearm. Velcro fasteners and adjustable strap. Adjustable Bukle fastener to fit variable heights for sling Brand: OAC (Made by Tynor)				
4	Axillary Crutch- Adjustable -Large	Light weight and Durable made of high-quality aluminum alloy , soft comfortable hand grip (ergonomic) made of TPR material, pre-assembled including crutch tips (rubber tips with metal inlay for longer resistance), underarm pads. Height adjustable with butterfly screws.				








		Overall Length - 1145 -1345 mm aluminum Handle Height- 795-845mm Arm Pad to Hand Grip - 350-500 mm Ferrules 22mm				
5	Axillary Crutch-Adjustable-Child	Light weight and Durable made of high-quality aluminum alloy , soft comfortable hand grip (ergonomic) made of TPR material, pre-assembled including crutch tips (If possible, rubber tips with metal inlay for longer resistance), underarm pads. Height adjustable with butterfly screws. Ferrules 22mm				
6	Axillary Crutch-Adjustable-Medium	Light weight and Durable made of high-quality aluminum alloy, soft comfortable hand grip made of TPR material, pre-assembled including crutch tips, hand grip, underarm pads. Height adjustable with butterfly screws. Ferrules 22mm				
7	Balance/Coordination board (sitting and standing)	Size: Child, Adult Material & Technical details: High quality Light weight and durable Rubber & plastic doping material. Plane top with aching/textured surface and bottom surface with a half-circle concave shape which control coordination or balance Two sides whole way help to carry during transportation. It develops motor coordination skills, weight distribution and core strength It prevents knee and ankle injury				
8	Ball, Soft Gripper Foam Ball	Made of high-quality fabric with soft foam filler High density (<45kg/m3) foam material.				



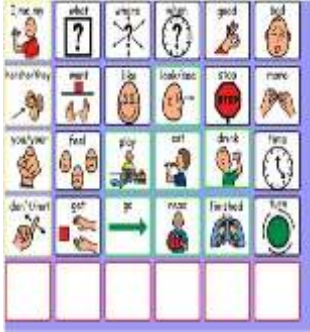



9	Ball, Soft Gripper Gel Ball	High quality material (Made of silicone) and textured surface will give a fantastic and comfortable touch feeling.				
10	Battery operated wheelchairs (Small)	<p>The design consists of an electric motor, a drive system, motor and steering controls, and a power supply.</p> <p>Use of sealed lead acid batteries (SLA), wet or dry cell batteries that have an output of 4 to 5 amps. The battery can be recharged using a standard electrical outlet when the wheelchair/tricycle is not being used.</p>				
11	Battery operated wheelchairs (Large)	<p>The design consists of an electric motor, a drive system, motor and steering controls, and a power supply.</p> <p>Use of sealed lead acid batteries (SLA), wet or dry cell batteries that have an output of 4 to 5 amps. The battery can be recharged using a standard electrical outlet when the wheelchair/tricycle is not being used.</p>				
12	Battery operated tricycle	<p>The design consists of an electric motor, a drive system, motor and steering controls, and a power supply.</p> <p>Use of sealed lead acid batteries (SLA), wet or dry cell batteries that have an output of 4 to 5 amps. The battery can be recharged using a standard electrical outlet when the wheelchair/tricycle is not being used. Head light, back light and statistic brake of both back wheels must be added</p>				







13	Motor operated tricycle	<p>The design consists of an electric motor, a drive system, motor and steering controls, and a power supply.</p> <p>Use of sealed lead acid batteries (SLA), wet or dry cell batteries that have an output of 4 to 5 amps. The battery can be recharged using a standard electrical outlet when the wheelchair/tricycle is not being used.</p> <p>Head light, back light and statistic brake of both back wheels must be added</p>				
14	Bed pan (Toilet pot)	<p>Made of high-quality medical grade polypropylene plastic or metal with secure fitted lid, suitable for both male and female use. Lightweight, strong and durable with ergonomic seat</p> <p>With inside ledges for easier installation and soft rim to prevent injuries. must be observed there is no any sharp ends present</p>				
15	Bed Urinal pot/ Urine Flask - Female	<p>Made of high-quality medical grade polypropylene plastic with secure easy grip handle, lightweight, strong and durable. 1000ml capacity, large opening, must be observed there is no any sharp ends present</p>				
16	Bed Urinal pot/ Urine Flask - Male	<p>Made of high-quality medical grade polypropylene plastic with secure easy grip handle, lightweight, strong and durable. 1000ml capacity must be observed there is no any sharp ends present</p>				
17	Behind the ear hearing aids (BTE) with Earmold (customized)	<p>Hooks over the top of the ear and rests behind the ear. A tube connects the hearing aid to a custom earpiece called an earmold that fits in the ear canal.</p>				







18	Bobath Sling	comfortable feeling by memory foam (" viscoelastic" polyurethane foam) ,wide strap and high quality fabric, Adjustable Buckle fastener to fit variable heights for sling. Cross straps at shoulder area to pick up shoulder in right position				
19	Cervical Collar / Cervical Brace	made from high density polyurethane foam with higher cushioning, dermophillic cotton, rust proof ventilation, dermophillic				
20	Communication board-1	Low tech basic communication board A board with symbols or pictures that is used to facilitate communication for persons with limited expressive language ability. Children communicate using the board by pointing and gesturing or gazing at the various symbols and pictures.				
21	Communication board-2	Low tech basic communication board A board with symbols or pictures that is used to facilitate communication for persons with limited expressive language ability. Children communicate using the board by pointing and gesturing or gazing at the various symbols and pictures. Picture are must be related to the ADLs				








22	Compression Socking – Thigh High)	High quality high denier yarns, tapered shape, uniform compression, durable, soft and comfortable, anti-slip silicone belt Washable and re-usable. Depending on the context, it is advisable to check the quality of fabrics and intended use in regard to hot climate environment.				
23	COMPRESSION SOCKING -Mid Thigh	High quality high denier yarns, tapered shape, graduated compression, durable, soft and comfortable Washable and re-usable. Depending on the context, it is advisable to check the quality of fabrics and intended use in regard to hot climate environment.				
24	Congenital Talipes Equinovarus (CTEV) orthosis	For correction of congenital club foot High quality Orfit sheet like Thermoplastic polypropylene (PP) Sheet, Thermoplastic is kind material that softens when heated and hardens again when cooled, so it is re-shapeable for growing child				
25	Corner Chair	Made from wood, foam, tissue V-shaped back rest designed to support trunk and sides during sitting Adjustable back rest and head rest height. Optional accessories include adductor block, trunk and/or head support, tray table (fixed and removable).				








26	Crepe Bandage/ Elastic Bandage	Made from 75% soft cotton, 15% spandex, 10% polyester. Should retain elasticity after repeated use and washing. A fastener (metal clip or Velcro) to hold the bandage in place. Washable and breathable. Non-sterile. Width : 3 and 4 inch				
27	Crutch Tips	Made from heavy duty rubber, metal washer reinforced base. Non slip cushioning. Adaptable with a variety of mobility aids including cane, crutches and walking frames. Tube diameter of Elbow crutch and Walking stick is same (OD - 19mm), for Auxiliary Crutch tube OD-22mm and Walker Tube OD-28mm, So you have to mention the size when you will place order, because this is not possible to adapt one size for different outer diameters tube.				
28	Pressure relief cushion	High quality double layer foam with cotton cover. Tube or square shape. Base layer Foam density <45Kg/m3 and Upper layer foam density <35Kg/m3, base level is little hard and top level is softness. Washable and re-useable cotton cover. Two layers with two different densities can relieve pressure by special cutting shape				
29	Denis Brown Shoe	Helps in foot abduction, Genuine leather material, EVA and Aluminum flat bar, minimum, maximum and increments for adjustable bar or between fixed bar sizes. Length of bar: size range to accommodate infants (0–12 months) and children (1–5 years) (e.g. bar width 12–38 cm) • Bilateral boots: size range to accommodate infants (0–12 months) and children (1–5 years) (e.g. foot bed length 6.4–20.4 cm) • Abduction angle of boot 30–70 ° (allows for unaffected foot) • Dorsiflexion angle of boot 10–15 °				







		<ul style="list-style-type: none"> • Smallest assembled size weight range 110–320 g • Largest assembled size weight range 270–650 g 				
30	Education Material Kit (number blocks)	Wooden or plastic materials, square box shape with multiple color, 1 set box, Printed with number (1,2,3,4,5,6,7,8,9,0, +, -, X, ÷, =).				
31	Education Material Kit (building blocks,)	High quality and light weight PVC material. Blocks with different length. Contrast color painting on block This block can be used as elementary teaching material				
32	Education Material Kit (shape blocks,)	High quality and light weight PVC material. Blocks with different length shape and size. Contrast color painting on block				
33	Education Material Kit (letter blocks)	High quality and light weight food grade PVC material. Blocks with different alphabetic letters. Clear and contrast color printing on block. Printed with number (A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z) or bangle letters				
34	Education Material Kit (puzzles)	Light PVC material Puzzles with different shapes Clear and contrast color painting on puzzle blocks Puzzle help develop Hand-Eye coordination and also develop fine motor skills				







35	Elbow Crutch-Adjustable-Child	Light weight and long-lasting made of high quality aluminum alloy, pre-assembled crutch tips, comfortable hand grip, adjustable arm rest and length				
36	Elbow Crutch-Adjustable-Large	Light weight and long-lasting made of high quality aluminum alloy, pre-assembled crutch tips, comfortable hand grip(Ergonomic handle), adjustable arm rest Possibility of adjustable forearm section Adjustable floor to handgrip. for maximum use and comfort of patient. Prefer rubber tips with metal inlay for greater resistance.				
37	Elbow Crutch-Adjustable-Medium	Light weight and long-lasting made of high quality aluminum alloy, pre-assembled crutch tips, comfortable hand grip (Ergonomic handle), adjustable arm rest Possibility of adjustable forearm section Adjustable floor to handgrip. for maximum use and comfort of patient. Prefer rubber tips with metal inlay for greater resistance.				
38	Extensor splint	Post-injury extensor tendon healer Durable polypropylene (PP) / mild steel sheet, EVA and Velcro straps No moveable components and immobilizes a joint				
39	Foot Drop Splint	Foot drop preventer, Durable polypropylene (PP) sheet, Ethaplast and Velcro straps Foot drop splint is also known as Ankle-foot brace It holds the foot and ankle in a straightened position to improve walking				





40	Gaiter (Arm/Leg)	<p>Immobilizer and stabilizer of joints</p> <p>High quality artificial leather, aluminum flat bar and Velcro straps</p>					
41	Hand gripper	<p>High tensile pressure spring and soft grip padding</p> <p>It improves strength, power and speed in the wrist</p> <p>Hand gripper also work great for rehabilitation</p>					
42	Hand Splint (Static/Dynamic)	<p>Fabricated from rigid or semi-rigid plastic (Poly-ethylene, copolymer or similar)</p> <p>The splint is designed to maintain the wrist and hand in functional position: Wrist in 30 degrees extension, slight flexion in metacarpophalangeal joints and thumb in opposition.</p> <p>Suspension and control provided by three Velcro straps, positioned at forearm, wrist and fingers.</p> <p>Left OR right hand models</p>					
43	Hearing Aid with Double cord	<p>Max. sound output: <130 + 5dB</p> <p>Sound gain: >50dB</p> <p>Total Harmonic wave Distortion: < 5%</p> <p>Frequency Response: 300Hz ~4000Hz</p> <p>Input noise: <30dB</p> <p>Voltage: DC 1.5V</p> <p>Current: < 4mA</p> <p>Double cord ear amplifier</p> <p>Made by Siemens</p>					







44	Hearing Aid with single cord	<p>Max. sound output: $<130 + 5\text{dB}$ Sound gain: $>50\text{dB}$ Total Harmonic wave Distortion: $< 5\%$ Frequency Response: $300\text{Hz} \sim 4000\text{Hz}$ Input noise: $<30\text{dB}$ Voltage: DC 1.5V Current: $< 4\text{mA}$ Single cord ear amplifier Made by Siemens</p>				
45	Knee Ankle Foot Orthosis(KAFO)	<p>High quality polypropylene (PP) sheet, aluminum joint bars at both sides, EVA, strongest Velcro straps Variation in model for Left and Right leg It helps to control instabilities in the knee and lower limb by maintaining proper alignment and controlling motion</p>				
46	Knee Brace-Open Patella & Hinge	<p>Soft, resistant and washable material. Pre-fabricated brace, designed to match the anatomical shape of the joint. Suspension and straps configuration varies. Commonly consists of 2 velcro straps positioned proximal and distal to the patella. Soft and malleable material, usually neoprene. Easily washable. Lateral reinforcements. Patellar window with reinforcement for additional patella support and to facilitate correct positioning of the device. Specific left and right sided models.</p>				
47	Knee Cap	<p>High quality four way stretch yarns Bi-layered, cotton on the inside, a dermophillic interphase improves sweat absorption, comfort and compliance Two layered with interwoven air space, retain body heat</p>				








		<p>effectively, speeds up healing and allays pain</p> <p>Uniform compression by unique wave</p> <p>Classic design and freely breathable</p> <p>Tapered shape and hypoallergenic</p> <p>Soft and comfortable</p> <p>Washable and re-useable</p> <p>User friendly fabric for both</p>				
48	Knee Orthosis with Knee Joint	<p>Functional ROM Knee joint with Carbon fiber bars at both sides, four strongest Velcro straps to hold at right position</p> <p>Washable and re-useable prefabricated brace</p> <p>Knee joint control the knee rotating angles</p> <p>Universal design for lateral reinforcement</p> <p>Light weight and easy to use</p> <p>Tapered shape with clear indication at Thigh and Calf side</p> <p>It has a dial lock to hold at rigid position for any angle</p>				
49	Knee Orthosis without Knee Joint	<p>High quality light rigid flat bars at both sides, three strongest Velcro straps to hold at right position</p> <p>Washable and re-useable prefabricated brace</p> <p>Neoprene fabric material gives extra comfort</p> <p>Universal design for lateral reinforcement</p> <p>Light weight and easy to use</p> <p>Tapered in shape</p>				
		<p>High quality four way stretch yarns</p> <p>Neoprene patella window with reinforcement</p> <p>Uniform compression and universal design for lateral reinforcement</p> <p>Classic design and freely breathable</p> <p>Tapered shape and hypoallergenic</p>				









50	Knee Support-Open Patella	Soft and comfortable Washable and re-useable User friendly for both in hot & cold weather				
51	Lumber Corset / Lumber Brace /Lumber Orthosis	Elastic webbing, Ethafoam, strongest pull Velcro and semi rigid aluminum splints Flexible back splinting on application takes the body shape for excellent immobilization Double pull Velcro mechanism ensure secure fitting Porous elastic webbing improves ventilation and patient comfort Heat resistant rubber of high modulus of elasticity improves life of the belt Large hook loop panel allows controlled compression, sizing flexibility, easy application Comfortable immobilization provided by this belt makes it an ideal belt for everyday use in mild back ache.	 			
52	Mattress , Foam With Plastic Cover	Size: 72" inch*36"inch*4"inch Orthopedic grade high quality Foam material with density <35Kg/m3 Washable and re-useable dark black or black cotton cover Uniform suspension to get better stress & strain				









53	Mattress, Pressure Relief	<p>High resilient molded foam (HR) (>45kg/m³)</p> <p>Mattress with pressure relief properties in recumbent position to prevent the risk of bedsores.</p> <p>Mattress with nodular foam. With removable, waterproof and washable pillow case.</p> <p>The components of the mattress should be long-lasting and resistant to frequent handling.</p> <p>One part will be hard and other soft</p>				
54	Hand Mirror	<p>Wooden/hard plastic handle(Easy-to hold handle.), size : 27*13 cm , mirror surface wide :11 cm</p>				
55	Mirror, Medium Size	<p>6feet*2.5 feet (Approximate)</p> <p>High quality looking glass with wooden frame and wooden stand</p> <p>Light weight wooden frame with varnish polish surface</p> <p>Rectangular shape has no handle</p>				
56	Object Reacher	<p>Manufactured in light weight material (plastic) not exceeding 400 grammas.</p> <p>Grasping device with a non-slip jaw at the end of a handle, activated by a trigger at wrist - finger level. Approximate length: 70 cm.</p>				
57	Pillow - Cushion	<p>Foam (35kg/m³) Covered with leatherette (artificial leather / PVC leather), thick fabric, water-resistant, washable and preferably dark color.Square cushion with approximate size. Length = 50 cm, width = 50 cm</p>				





58	Pillow - Neck (Soft microcellular foam with a colored cover in imitation leather)	Open circle cushion. The components of the cushion should be long-lasting, washable and resistant to frequent handling.				
59	Pillow – Rectangular (Foam (35kg/m3)	Covered with leatherette (artificial leather / PVC leather), thick fabric, and water-resistant, washable and preferably dark color.)				
60	Pillow – Round (Foam (35kg/m3)	Covered with leatherette (artificial leather / PVC leather), thick fabric, and water-resistant, washable and preferably dark color.)				
61	Pillow – Semi Cylindrical.	Covered with leatherette (artificial leather / PVC leather), thick fabric, and water-resistant, washable and preferably dark color.)				
62	Pillow – Wedge	Covered with leatherette (artificial leather / PVC leather), thick fabric, and water-resistant, washable and preferably dark color.)				
63	Transfemoral prosthesis	Material & Technical details: High density (0.95g/cm3) polypropylene (PP) sheet Axial foot piece with adapter High quality heavy duty aluminum pylon/connecting tube Four axis knee joint with auto lock Rest of stainless steel accessories imported from overseas				






64	Transtibial Prosthesis	High density (0.95g/cm ³) polypropylene (PP) sheet Axial foot piece or Sach foot piece with adapter High quality heavy duty aluminum pylon/connecting tube Rest of stainless steel accessories imported from overseas				
65	Special seat/Cp Wheel chair -Customized	As per measurement will provide by the HI				
66	Special seat/Cp Wheel chair	Well cushioned seat with back rest covering head rest including trunk and pelvic support belt, thigh divider (to maintain abduction position) with proper cushion, foot rest with velcro strap, also forearm strap, movable and adjustable leg rest (to maintain knee on extension position). If possible with Tray.				
67	Sitting Chair- Normal Plastic/ Wooden	made from high quality plastic with arm rest and back rest				
68	Ball, Soft Ball	High quality foam material. High density foam has Good balance between stress and strain to get better elongation for compression				
69	Spectacle	High performance glass fiber frame Non-power lens Universal design can easily fit for men and women Country of Origin: China				







70	Splint (resting & dynamic both)	High quality Ploy-Vinyl-Chloride (PVC), EVA and Velcro straps Elastic rope for dynamic splint Variation in model for Left and Right hand It help to immobilize, protect and support inflamed joints and tendons				
71	Standing Frame	frame made of G.I pipe, tray made of wood, well cushioned knee support, good quality velcro straps(foot straps, knee steps), with pelvic and chest support belt. Height adjustable, (if possible attached frame made form iron bar for holding toys.)				
72	Taylor Brace	Elastic webbing, pull Velcro and rigid mild steel splints. Back rigid splints is strong and allow accurate posture correction. Double pull mechanism ensures secure fitting. Canvas back pad offers moderate cushioning. Hook loop panel allows controlled compression				
73	Taylor Brace- adjustable	Elastic webbing, Ethafoam, strongest wider pull Velcro and semi rigid aluminum splints Aluminum Back Rigid Splints are light weight, durable and maintain the spine in neutral position and allow accurate posture correction Horizontal Chest Splint prevent the rotational movement of the torso for effective immobilization				









74	Therapeutic toy like peg velcro, posting ring)	<p>One Peg Velcro with five different shape and handle for hand manipulations</p> <p>One Posting Ring stand with multi color circle ring</p> <p>One Connect Four set with accessories</p>				
75	Tilt chair	<p>High quality Light weight and durable strongest aluminum alloy tube with anodized blue lecar painting color foldable frame 6''(inch) Castors</p> <p>Well cushioned seat and backrest</p> <p>Tilting back angle up to 45° degree</p> <p>Integrated United Break and Static break</p> <p>Flip up and adjustable Seat, Hand rest, Backrest and Removable Footrest</p> <p>Adjustable, rotating and removable headrest</p> <p>Back recline angles and united break controlled by Hydraulic system</p>				
76	Tilting wooden horse for static balance practice	<p>Made of high quality solid wood</p> <p>Attractive painting looks like a real horse</p> <p>Horse head with handle to hold while balancing</p> <p>A small railing set at tail of horse which protect children for quick drive balancing time</p> <p>Color option: Red, yellow, Green</p>				








77	Toilet Chair With Bucket (Adult and Child)	Made of stainless steel/high quality aluminum alloy, foldable, With removable toileting seat and a toilet bowl/ bucket Stable armrests (can be removable for easier transfer). The components of the chair should be light-weight (easy to transport) and washable (ensure hygiene).				
78	Toilet Chair Without Bucket Adult and Child)	Made of stainless steel/high quality aluminum alloy, foldable, With removable toileting seat, commode of Asian type. Stable armrests (can be removable for easier transfer). The components of the chair should be light-weight (easy to transport) and washable (ensure hygiene).				
79	Transfer Board	Made with strong plastic or wood. Mix of 1 straight and 1 curve If possible: with cut-out handles for gripping. Light				
80	Tray, Adjustable for wheel chair and special seating chair	Adjustable wooden or strong plastic tray				
81	Tricycle-Customized	As per the measurements will provide by the HI Pull bar in both side, static brake in both back wheel				







						
82	Tricycle	Proper and easier hand cycling system, if possible rear tire with push bar. Proper breaks system. Well cushioned seat, arm and back rest. Well foot rest and user friendly for person with disability (Like easy to in and out). Calling bell, looking glass. , if possible extra basket on the posterior of back rest.				
83	Trolley, Long	For transportation of goods				
84	Trolley, Low	As per HI design				
85	Walker-Child Closed	Steel and plastic. Walker with 4 fully rotating wheels. Sling seat of the walker is adjustable for different sizes, removable and washable. Front bar (with non-slip grip) enables manual bearing for user. The frame can be adjusted according to height of user.				
86	Walker-Child Posterior	Made form aluminum, foldable and height adjustable with rest seat. Rear wheels should move forwards only and lock when frame pushed back. Front wheels should be able to swivel or locked to go straight only				






87	Walker-Child without wheel	Made from aluminum tubing light weight, foldable, height adjustable legs with rubber ferrule tips, ergonomic handles.				
88	Walking Frame /Walker (Adjustable) with Four Wheels- adult	Made from lightweight aluminum frame, foldable, puncture proof wheels, padded rest seat with cushioned safety bar, ergonomic hand grip.				
89	Walking Frame/ Walker (Adjustable) with no wheel-Adult	Made from aluminum tubing light weight, foldable, height adjustable legs with rubber ferrule tips, ergonomic handles.				
90	Walking Frame/ Walker (Adjustable) with Two Wheels- Adult	Made from aluminum tubing light weight, foldable, height adjustable legs with rubber ferrule tips, with two front wheel, ergonomic handles.				
91	Walking Frame/ Walker (Adjustable) with Two Wheels- Children	Made from aluminum tubing light weight, foldable, height adjustable legs with rubber ferrule tips, with two front wheel, ergonomic handles.				






92	Walking Stick Four Point /Quadripod Cane- Adjustable	Made of chrome plated steel/ aluminum, light weight and durable, cane with four feet, adjustable in height with ergonomic handle (high quality polymer material). Rubber tips with metal inlay for greater resistance				
93	Walking Stick, Tripod Cane /Three point -Adjustable	Made of chrome plated steel/ aluminum, light weight and durable, cane with three feet, adjustable in height with ergonomic handle (high quality polymer material).				
94	Walking Stick- Adjustable	Made from aluminum, light and durable, height adjustable with ergonomic handle made from high quality polymer material. If possible, rubber tips with metal inlay for greater resistance.				
95	Wheel chair - Belt	Foam and soft tissue belt thick double foam padding, secure lock and release Attach straps via velcro or latch system. 1 strap for pelvic /abdomen 2 optional straps for trunk Resistant and washable straps Width and height adaptable.				






96	Wheel Chair Tool Kit - One rear seat bag	<p>Made of thick and strong Canvas fabric which able to carry minimum 10Kg weight</p> <p>Two hook handle can easily adjust with wheel chair caregiver push handle</p> <p>Classic design can adjust with any wheel chair</p> <p>Pocket adjustable by strong Velcro straps</p> <p>Washable and re-useable</p>				
97	Wheel Chair Tool Kit- One air pump	<p>Made of Stainless steel body with air hose pipe</p> <p>Two different size air nozzle</p> <p>Manual and easy operation</p>				
98	Wheel Chair Tool Kit - Four standard inner air tubes	<p>Four standard inner air tubes standard (24 pouches?).</p>				






99	Wheel Chair Tool Kit - One mini kit patches	Small piece of rubber cutting with different shapes for instant leak proof One small tube super glue One small piece of sand paper One small & hard PE Bag				
100	Wheel Chair Tool Kit - One classic lubricant.	One classic lubricant.				
101	Wheel Chair Tool Kit - One vise grip.	One vise grip.				







102	Wheel Chair Tool Kit- grease bearing.	One pot of grease bearing.				
103	Wheel Chair Tool Kit - wheelchair ball bearings.	Two standard wheelchair ball bearings.				
104	Wheel Chair Tool Kit - multi wrench tool.	One multi wrench tool.				



105	Wheel Chair,- Active Rough Terrain-38	Mild steel frame with foldable 28"(inch) spoke wheel with solid Pneumatic/air tyre-tube Rear wheel and 8" (inch) Front Castors with handmade fork Round type hand rest for easy propel and transfer from wheel chair to bed Steel material Push-hand rim for self-propel 3" (inch) thickness cotton covered seat cushion Fixed Hand rest, Backrest and Footrest Seat belt, Leg belt and mild foot plate with hand spray paint				
106	Wheel Chair,- Active Rough Terrain-39	Mild steel frame with foldable 28"(inch) spoke wheel with solid Pneumatic/air tyre-tube Rear wheel and 8" (inch) Front Castors with handmade fork Round type hand rest for easy propel and transfer from wheel chair to bed Steel material Push-hand rim for self-propel 3" (inch) thickness cotton covered seat cushion Fixed Hand rest, Backrest and Footrest Seat belt, Leg belt and mild foot plate with hand spray paint				
107	Wheel Chair,- Active Rough Terrain-40	Mild steel frame with foldable 28"(inch) spoke wheel with solid Pneumatic/air tyre-tube Rear wheel and 8" (inch) Front Castors with handmade fork Round type hand rest for easy propel and transfer from wheel chair to bed Steel material Push-hand rim for self-propel 3" (inch) thickness cotton covered seat cushion Fixed Hand rest, Backrest and Footrest Seat belt, Leg belt and mild foot plate with hand spray paint				
108	Wheel Chair, - Active Rough Terrin	Mild steel frame with foldable 28"(inch) spoke wheel with solid Pneumatic/air tyre-tube Rear wheel and 8" (inch) Front Castors with handmade fork				








	Children size	Round type hand rest for easy propel and transfer from wheel chair to bed Steel material Push-				
		hand rim for self-propel 3'' (inch) thickness cotton covered seat cushion Fixed Hand rest, Backrest and Footrest Seat belt, Leg belt and mild foot plate with hand spray paint				
109	Wheel Chair, - Active Rough Terrain - Customized	As per the measurements shared by the HI Mild steel frame with foldable				
110	Wheel Chair, Fixed- Active Rough Terrain-41	Mild steel frame with foldable 28'' (inch) spoke wheel with solid Pneumatic/air tyre-tube Rear wheel and 8'' (inch) Front Castors with handmade fork Round type hand rest for easy propel and transfer from wheel chair to bed Steel material Push-hand rim for self-propel 3'' (inch) thickness cotton covered seat cushion Fixed Hand rest, Backrest and Footrest Seat belt, Leg belt and mild foot plate with hand spray paint				
111	Wheelchair - 18''(Hospital) Adult folding	Frame: iron, aluminum or combination seat and backrest: canvas or leatherette materials Standard folding wheelchair with 4 wheels and posterior handles, foot plates and breaks. Washable canvas seat and backrest. Height, declinable backrest, adjustable and declinable foot and leg rest, flip back or removable armrests, static brakes system.				








112	Wheelchair - (Hospital) Children folding	<p>Frame: iron, aluminum or combination</p> <p>seat and backrest: canvas or leatherette materials</p> <p>Standard folding wheelchair with 4 wheels and posterior handles, foot plates and breaks.</p> <p>Washable canvas seat and backrest.</p> <p>Height, declinable backrest, adjustable and declinable foot and leg rest, flip back or removable armrests, static brakes system.</p>					
113	Wheelchair- 16"(Hospital) Adult Folding	<p>Frame: iron, aluminum or combination</p> <p>seat and backrest: canvas or leatherette materials</p> <p>Standard folding wheelchair with 4 wheels and posterior handles, foot plates and breaks.</p> <p>Washable canvas seat and backrest.</p> <p>Height, declinable backrest, adjustable and declinable foot and leg rest, flip back or removable armrests, static brakes system.</p>					
114	Reversy board	<p>High quality wood with Varnish surface finish</p> <p>Reversy hole hand knob</p> <p>Complete set put into a PE poly bag</p>					
115	Posting tree	<p>Made by wood</p> <p>Different shape and size.</p>					








116	Soft spiky ball	Made of high quality plastic 20 CM in Diameter, filled with air				
117	White Cane (Foldable)	Made from high quality aluminum alloy, firm and durable. Snaps open for quick assembly and can be collapsed/ fold instantly Must be white as it is a means of identification. With tips and can be reuseble. Different size for adult and children				
118	Cylindrical grasp board and special grasp board	Made by paper, cylindrical shape and different color, 6- 8 peach set in a box				
119	Manipulation Board	Made of paper and bottle, different shape of the bottle and cap in different color				
120	Shoulder ladder	Shoulder Exercise Ladder is designed to increase a users range of motion, strength, and flexibility. This can be adjusted to 3 different angles 70 degrees, 65 degrees, and 55 degrees <input type="checkbox"/> Working surface measures 18.5" wide x 23.5" high <input type="checkbox"/> Constructed of durable Birch wood <input type="checkbox"/> Includes a 36" movable dowel rod; ladder can be folded down for easy storage				





121	Toilet Chair-Customized	As per the measurements will provide by the HI				
122	Hammock	Made of high quality strong Nylon rope Net swing with strong knot like loop Complete Hammock net with PE poly bag for packing				
123	Kneeling chair/ Balance chair	Made of high-quality strong wood /metal frame with Varnish surface finish Cross leg with wheel Well cushioned seat and Knee support				
124	Walker Kits	High quality PVC material with shock absorbing properties Roller bush with cover MAG spoke with light weight				
125	Peg Velcro	Size: 12" * 12" High quality ply wood with Varnish surface finish Five square rows with peg hole Complete set put into a PE poly bag				





126	Connect Four	Size: 10" Made of food grade plastic material Vertical board with 42 holes Two colored 42 coin				
127	Painting color	Rainbow color box, 18 acrylic paint color				
128	Counting and Stacking Board	Wooden Toys Kids Education Mathematics Rainbow Ring Logarithmic Plate Aids Counting and Stacking Board for kids Children				
129	Trampoline	PVC cover with sewn-in padding and connect to a durable, polypropylene jumping mat Trampoline and safety enclosure proudly carries the high quality seal Weight limit of 200 lbs and should not exceed more than 1 rider at a time Trampoline Type: Fitness Trampolines Round shape 40'' -48'' Bar height – 8.5''-9''				
130	Iron Frame for Drainage	Size: 3feet*4 feet Foldable and high quality still				








131	Mobile ramp	Size: 8inch*56inch, Lightweight, Easy-to-Handle and Set Up. Folds In Half				
132	BP Machine	Single Head Stethoscope – Black Enamel 300 mmHg Non Stop Pin– Manometer – Latex Free Cuff – Chrome-Plated Brass Air Release Valve – Includes:- Zipper Bag, Cuff, Bulb, and Instruction Manual				
133	Brush for tactile stimulation	<input type="checkbox"/> This oval-shaped brush is easier to use than regular sensory brushes in that it comes with an attached handle and has a more ergonomic design that makes it fit comfortably in your hand <input type="checkbox"/> Vibrant colors make these brushes fun and can be used to teach children colors while brushing <input type="checkbox"/> Designed by an occupational therapist to ensure they are most effective <input type="checkbox"/> The high density of the bristles, make it an ideal brush for the body				
134	Hand Cycle	Structure size: 48*41*30cm Accessories: mini leg trainer, corrugated box Product size: 48*41*30cm Product material: steel, rubber				








135	Pulley	Steel bracket with non-skid rubber tips, nylon rope, 2 high quality metal pulleys, 2 easy grip plastic handles. Dimensions: 18.25 inches long, 15.5 inches wide, 14.25 inches high.				
136	Basketball	Details Height: 9.43"-9.51" 24-24.2 cm Circumference: 29.5" 74.9 cm Diameter: 9.43"-9.51" 24-24.2 cm Pressure: 7.5-8.5 PSI Weight: 22 ounces (maximum) Material (Indoor): Full-grain leather Material (Outdoor): Rubber				
137	Parallel Bar	Type: Portable Length: 3-4 meter Handrails: yes Height & Width : Adjustable				
138	Vibrator	Full Body Vibrating Massager Physiotherapy Machine for Back Muscle, Pain Relief, Weight Loss, Fat Burning, Leg Massage Power Requirements Power Source: Electric Power Consumption (Watts) : 35 W Power Required (Volts): 220V-240V, 50Hz				
139	Digi flex	Size: Hand(2.5lbs) <input type="checkbox"/> he Digi-Flex hand therapy device develops isolated finger strength, flexibility and coordination as it builds hand and forearm strength <input type="checkbox"/> Weights of hand therapy device refer to lbs per finger <input type="checkbox"/> Entire unit lbs are also listed for the digi-flex hand exercise device <input type="checkbox"/> Yellow color <input type="checkbox"/> 2.5 lbs Weight				







140	Counter Force Brace	<p>NE SIZE FITS MOST - Universal size fits forearm circumferences up to 12". It can be worn on your right or left arm. Package Dimensions : 5.67 x 4.41 x 1.42 inches; 1.59 Ounces</p>				
141	Thumb Spica Splint	<p><input type="checkbox"/> For correct size please measure circumference evenly around wrist joint and refer corresponding size in size chart. <input type="checkbox"/> Size: 5 to 9.5 inches (12.5 to 23.8 cms). For correct size please measure circumference evenly around wrist joint and refer corresponding size in size chart</p>				
142	Thera-band	<p>A high-quality, easy-to-use product designed for resistance training, rehabilitation, and can be easily integrated in a variety of exercise.</p> <p>Color-coded progressive resistance gives at-a-glance documentation of progress from one level to the next.</p> <p>Made with the highest quality natural rubber latex.</p>				
143	Thera-putty	<p>Thera-putty is made from a silicone polymer and is gluten, latex, nuts, egg and soy free. <input type="checkbox"/> Product Dimensions : 8 x 7 x 5 inches; 1 Pounds</p>				
144	Moisture Lotion	<p><input type="checkbox"/> CETAPHIL BODY MOISTURIZING LOTION: Fast absorbing and non-greasy, lightweight body lotion provides instant and long lasting hydration for all skin types <input type="checkbox"/> INSTANT AND LONG LASTING 24 HOUR HYDRATION: Binds water to the skin, preventing moisture loss to hydrate and protect skin from dryness</p>				







145	Weight Bag	<p>Type 1: Medium 36 * 60cm (outer dimension), 2 kg for waist circumference approx. 50-56cm, approx. 104</p> <p>Type 2: Large 40 * 72cm (external dimensions), 3 kg for waist circumference approx. 62-68cm, approx. 110-116</p> <p>Weight: 2 kg or 3 kg</p> <p>Color: gray</p> <p>Material: cotton fabric</p>				
146	Abacus	<p>This wooden "calculator" helps teach math skills, patterning and color recognition</p> <p>Slide and count the colourful beads with this timeless counting frame</p> <p>Solid hardwood frame with 100 wooden beads 305 mm x 302 mm x 76 mm</p>				
147	Colorful Bubbles	<p>Different colour</p> <p>Large/miduum/small size</p> <p>Easy to grip</p>				
148	Colour pencil & paper	<p>Heigh quality colour pencil box</p>				
149	Colourful Lighting Toys for Visual sensory stimulation	<p>Soft and different colour, different doll size of fish and other animal</p>				







150	Dumbbell .5 kg	<p>Great for home or studio workouts</p> <ul style="list-style-type: none"> - Great for physiotherapy exercises - Grips easily in sweaty hands - Perfect for light-weight training and toning - Safe rubber wont scratch flooring - Hexagonal ends provide stability <p>Package Include : 2 unit x 0.5kg Neoprene Dumbbell</p>				
151	Dumbbell 1 kg	<p>Great for home or studio workouts</p> <ul style="list-style-type: none"> - Great for physiotherapy exercises - Grips easily in sweaty hands - Perfect for light-weight training and toning - Safe rubber wont scratch flooring - Hexagonal ends provide stability <p>Package Include : 2 unit x 1.0kg Neoprene Dumbbell</p>				
152	Dumbbell 2 kg	<p>Great for home or studio workouts</p> <ul style="list-style-type: none"> - Great for physiotherapy exercises - Grips easily in sweaty hands - Perfect for light-weight training and toning - Safe rubber wont scratch flooring - Hexagonal ends provide stability <p>Package Include : 2 unit x 2kg Neoprene Dumbbell</p>				
153	Incentive Spirometer	<p>Type - Three Ball</p> <p>Synonyms - breathing or lung exerciser, respirometer</p> <p>Material - PVC</p> <p>Uses/Application - achieve optimum lung capacity</p>				





154	Motor skill/ADL board					
155	Puzzle Human/Animal	Wooden, Both Boy and Girl picture. Every part of the body (Head, hand, Leg, trunk, Belly) need to separate Easy to grip, colourful.				
156	Sand bag-.5 kg	<ul style="list-style-type: none"> Filled with low friction smooth steel balls for soft feel, easy wearing and to make the product accident free. High density of steel balls ensures small volume of the product and convenience of use. Reverse buckle mechanism ensure secure tightening, easy application and removal of the cuff and flexible sizing. Aerodynamic shape ensures good grip and better aesthetics. Made from strong spandex fabric for durability, enhanced comfort and pleasing aesthetics. Package Include : 2 unit x 0.5kg 				
157	Sand bag- 1 kg	Filled with low friction smooth steel balls for soft feel, easy wearing and to make the product accident free. High density of steel balls ensures small volume of the product and convenience of use. Reverse buckle mechanism ensure secure tightening, easy application and removal of the cuff and flexible sizing. Aerodynamic shape ensures good grip and better aesthetics. Made				






		from strong spandex fabric for durability, enhanced comfort and pleasing aesthetics. Package Include : 2 unit x 1.0kg				
158	Sand bag-2 kg	Filled with low friction smooth steel balls for soft feel, easy wearing and to make the product accident free. High density of steel balls ensures small volume of the product and convenience of use. Reverse buckle mechanism ensure secure tightening, easy application and removal of the cuff and flexible sizing. Aerodynamic shape ensures good grip and better aesthetics. Made from strong spandex fabric for durability, enhanced comfort and pleasing aesthetics. Package Include : 2 unit x 2kg				
159	SMO (Supra malleolar orthosis)	Made of propylene, Prefabricated plastic brace / holder that fits around the back of the ankle joint and hold it in a 90° position (open orthosis). 2 Velcro straps: 1 around the shin and 1 across the front of the ankle				
160	Sound Making Toys for auditory sensory stimulation - Xylophone	Wood box design, unique wood box design as a creative move for making our best sound kids xylophone after years of works on kids music instruments. Kids will love this one unique toy instrument for this beautiful looking. Product Dimensions 8.66 x 3.15 x 1.46 inches				
161	Velcro Board	Wooden board 14'' x 14'' design as check board with Velcro and square shape wooden box are covered by velcro and small clip(soft) to hold				








162	TENS	<p>Dimensions: 3.9" H x 2.45" W x 1" D.</p> <p>Weight: 140 grams with battery.</p> <p>Channel: Dual, isolated between channels.</p> <p>Pulse intensity: Adjustable, 0-80 mA peak into 500 ohm load each channel, constant current. Pulse Rate: adjustable from 1 to 160 Hz. Pulse Width: Adjustable, from 50 to 260 microseconds.</p> <p>Patient compliance meter: shows the treatment times in hours.</p> <p>Patient lock system: prevents the user from changing any fixed parameters set by the physician or licensed practitioner. Wave Form: Asymmetrical Bi-Phase Square Pulse.</p> <p>Voltage: 0 to 110 V. Power Supply: One 9V battery (Alkaline or Nickel-Cadmium Rechargeable).</p> <p>Five Function modes:</p> <ol style="list-style-type: none"> 1. Cycle bursts: 2 bursts/sec, 9 pulses/burst and 100 HZ, width is adjustable. 2. Continuous mode: adjustable pulse rate, width and intensity. 3. Modulation width: pulse width is automatically varied in a six-second interval. 4. Strength, duration and rate modulation (SDR): consists of alternating modulated intensity (amplitude) and pulse rate. 5. Strength, duration and width modulation (SDW): consists of alternating modulated intensity (amplitude) and pulse width. <p>Box Included:</p> <ul style="list-style-type: none"> 9-Volt Battery. 2 Lead Wires. 1 Pack of 4 Pre-Gelled Electrodes. Carrying Case. Manual. 				
163	UST	<p>Technical Specifications:</p> <p>Ultrasonic nominal Frequency : 1 Mhz or 3 Mhz Ultrasonic Output : cont. 2.5W/cm, Pulse 3.5/cm</p> <p>Pulse Frequency : 8hz, 16z 50hz, 100hz Pulse ratios : 1:1, 1:4, 1:7, 1:9 Treatment time : 0 to 6 Minutes Timer : Electronic timer 0to 99 minutes Display :LCD display Standard Accessories : 1</p>				







		Main Cord, 1 Pair Ultrasound head (1Mhz) with wire , 1Pair Ultrasound head (3Mhz) with wire				
164	Hot/Cold Pack	<p>Reusable Cold/Hot Pack – Convenient to use it cold for effective pain relief, swelling, bruises or sprains or heat to soothe muscle aches and stiffness.</p> <ul style="list-style-type: none"> – Dual purpose – Outer material: Made of durable Nylon + PVC – Contents: non-toxic Gel (remains soft and flexible after freezing) – <p>Microwaveable/Freezable/Reusable</p> <p>(Small) 11.5 cm x 28.5 cm, (Large) 17.5 cm x 31.0 cm</p>				
165	Transfer Belt	<p>Material: soft nylon fabric, polyester fabric & foam (leg straps). Safe, comfortable and durable. Size of belt for patient: free size, waist belt adjustable from 70cm~110cm Size of belt for carer: free size, waist belt adjustable from 80cm~110cm</p> <p>For patient one: With 2 leg straps and 4 handles. Leg straps helps to hold him/her up and keep the belt on the waist where it is usable. 4 handles are firmly sewn, sturdy enough to be handheld. For carer one: With 4handles.</p>				
166	Reflex Hammer	<p>Triangular shaped and flat rubber head for reflex testing. 7 3/4" length with a solid chrome steel handle for sure grip</p> <p>Pointed chrome shaft for testing babinski response and nerve sensations</p> <p>Get your reflex hammer in different colors (Blue or Black) approximately 7 3/4" long with hammerhead approximately 2" wide and 1/2" thick.</p>				








167	GYMNASTIC BALL	<p>ym Ball Static Load Capacity: 550 lbs / 250 kg Gym Ball Dynamic Load Capacity: 450 lbs / 200 kg</p> <p>Size Chart (Ball Diameter> User Height): 45cm/18in> 5'0"/152cm 55cm/22in> 5'1" - 5'6"/155 - 167cm 65cm/26in> 5'7" - 6'1"/170 - 185cm 75cm/30in> 6'2" - 6'8"/188cm - 202cm</p> <p>The height guidelines shown are only suggestions. Some therapists, trainers and midwives may suggest that you use an alternative size. Helps Improve Balance, Coordination and Flexibility. Ideal for Core Strength Training, Stretching, Toning, Resistance Exercises.</p>				
168	Gymnastic mattress	<p>Item Package Dimensions L x W x H = 24 x 6 x 6 inches (61 x 15.2 x 15.2 cm)</p> <p>Package Weight= 1.18 Kilograms</p> <p>Item Dimensions L*W* H= 72*24*0.31 inches (182.9 x 61 x 0.8 cm)</p> <p>Item Weight= 2 Pounds (0.9 kg)</p> <p>mats are made of either plastic or rubber which features higher elasticity, better abrasion & tear resistance, and more eco-friendly than traditional PVC, NBR materials.</p>	 			
169	Torch light	<p>LED Rechargeable 2SC Aluminum Torch Light is packing in high standard packing case .</p> <p>Then offer one extra free 5 w original CREE lamp . Then one extra free original 3.7v 2000 mah Li-ion battery</p>				
170	Digital White cane	<ul style="list-style-type: none"> • High tech ultrasonic cane for easy use with beautiful design. • Voice and vibration alarm mode. • Report time, alarm clock function. • Talking electronic compass can tell eight different directions. 				




		<ul style="list-style-type: none"> The white cane can be found by remote control within 20 meters. High quality 4 section aluminum construction. Shaft covered with white and red reflective tape for night visibility. Easily folds and unfolds without tools. Replaceable PA rolling head, reliable and flexible. 				
171	Plastic sheet (pressure relief mattress size)	<p>Size: 75" inch*40"inch*18mm</p> <p>High quality, black or blue color</p>				
172	Ankle Brace	<p>The lightweight ankle support brace is slim fitting for superior comfort and can be worn comfortably throughout the day, the neoprene fabric keeps feet dry. Our ankle support for men is flexible, durable and washable</p> <p>Size: L/M/S</p>				
173	Lumber roll	<p>Specifically Designed To Relieve Back Pain, Shoulder Pain & Neck Pain Due To Long Seating Hours</p> <p>Light Weight Pu Construction For Ease Of Handling And Long Lasting Material</p> <p>Size- Universal (35cm x 17cm x 8cm).</p> <p>Adjustable belt & Washable cover.</p>				
174	Shoe Arch	<p>Sizes Available: S/ M/ L</p> <p>Medial Arch insole is designed to support & maintain the arch of the foot. It is designed to distribute the pressure on the foot evenly and naturally. Placed inside the shoe for effective results</p>				



175	Balance beam (Airex)	62.99 x 9.45 x 2.36 inches Made of foam				
176	Goniometer	<p>It can be made of plastic/ stainless steel</p> <ul style="list-style-type: none"> • Clear permits observation of joint's axis of motion and its range of motion • 360degree head has 3 scales calibrated to be used with the ISOM (International Standards of Measurement, STFR) system • Scale reads 1 degree increments • Measurements in inches and centimeters are also available on the arm of the goniometer. 	 			
177	Powerweb (Hard, medium hard, soft)	<p>Made of Rubber</p> <p>Dimensions LxWxH:14.17 x 14.17 x 0.39 inches (Approximate)</p> <p>Accommodates all hand sizes and strength levels</p>				
178	Measuring tape	<p>Spring Measure Tape</p> <p>Measuring Glass Fiber Tape</p> <p>Round case automatic Winding</p>				



179	IRR machine	275W Infrared Light Rotatable head and flexible arm				
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- **Projected Delivery Place:** Projected delivery place Cox's Bazar (Including Ukhiya & Teknaf, Kurigram & any others places in Bangladesh)
- **Transportation Cost:** Item price are expected inclusive of all cost including transportation, loading/unloading and any other related cost.
- **Price Breakdown:** Respective bidder has to share the breakdown of their quoted price. **e.g.- Product piece + Other related cost** (Transportation, Loading- unloading...)
- **Terms of Payment:** The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:

Payments shall be made within 45 (forty five) working days through electronic Bank Transfer/ Account-Payee Cheque after submission of an invoice along with necessary documents or request for payment by the Supplier, and after the Purchaser has accepted it upon satisfactorily goods received.

Appendix: B (Supplier Evaluation questionnaire)

Company Name:	
Type of company (public company, LLC, association, etc.)	
Year and place of creation	
Registration number	
VAT registration number	
Address:	
Administrative address (if different)	
Proprietor/ Managing Director Name	



Phone number:	
Email:	
Sales/contact person-1 Name and position	
Contact mobile number	
Email:	
Sales/contact person-2 Name and position	
Contact mobile number	
Email:	
Date of submission:	

1. How many years are you working on this market?
2. Do you have any warehouse? If yes where it is located & what is the size of this?
3. How many employees do you have?
4. Is there any person with disability working in your organization?
5. Is there any professional technical specialist working in your organization? If yes what is his/her qualification & field of experience?
6. What is the controlling system are in place within your organization for antifraud & other legal issues?
7. Do you have internal /external auditing system in place? how frequently it works?
8. Do you have any insurance coverage for stocking at your warehouse or transporting materials to the buyer's warehouse? If yes what is the organization?



9. Do you have own transport Facility to deliver the materials? If no, do you have any contract with any other party for transportation service for delivering the materials?
10. If you are a manufacturer, where is your factory location?
11. If you are importer then from which country you import the materials?
12. If you source item from locally then which are your vendors?
13. Do you have any quality management policy? If yes how it works?
14. Do you have national/international quality certification? If yes how many products it covers?

Supplier Registration Name: _____

Represented by: _____

Place: _____

Date: _____

Signature: _____

Appendix: C (General purchasing conditions)

ARTICLE 1: GENERAL PROVISIONS

The following general Terms and Conditions apply to all orders placed by HANDICAP INTERNATIONAL ("HI") with a supplier. The term "order" refers to any HI purchase order or contract.

Upon acceptance of the order, the supplier shall be entirely bound by the provisions of these Terms and Conditions which will prevail over any additional or differing terms in the supplier's terms of sale.

This Agreement may only be varied with the written consent of HI and any specific terms and conditions in the purchase order or contract will prevail over these terms and conditions.

ARTICLE 2: DELIVERY

Except if otherwise specified in writing in the purchase order or contract, all orders will be delivered carriage and insurance paid (CIP), or in conformity with the Incoterms 2010 specified on the purchase order.

Goods will remain the sole responsibility of the supplier until the delivery note has been signed by HI or by the forwarding agent appointed by HI.

All orders will be delivered in full, unless HI has agreed to partial deliveries in writing.

All deliveries will be accompanied by a delivery note mentioning the purchase order reference or contract numbers, complete descriptions and quantities of goods delivered, and batch or serial numbers if applicable. HI reserves the right to request additional documentation such as certificates of analysis and/or certificates of origin for goods delivered.

Should the point of delivery be different to the billing address, a copy of the delivery note and shipping documentation will be sent to the ordering entity at least 24 hours before expedition of the goods.

HI reserves the right to refuse any goods delivered in excess of quantities ordered. Excess quantities will



be returned to the supplier at their own risk and cost.

ARTICLE 3: DELIVERY TIMES

Delivery times and delivery dates appearing on the purchase order or contract are binding.

If contractual delivery times are not respected, HI may, in accordance with the law, apply late delivery penalties without prejudice to the cancellation clause. These penalties will amount to two percents (2 %) of the total amount of the undelivered goods, excluding taxes, per week of late delivery.

If goods have not been delivered within ten (10) calendar days after the contractual delivery date, HI reserves the right to cancel the order for undelivered goods without notice or payment to the supplier.

ARTICLE 4: COMPLIANCE

A delivery will only be considered as compliant after verification and acceptance by HI. Non-compliant goods can be refused, without written prior agreement from the supplier, and returned by HI at the supplier's cost and risks within fifteen (15) calendar days of delivery. After this time HI will be responsible for costs incurred returning the goods.

HI may also demand that the goods be brought up to standard or replaced within fifteen (15) calendar days of receipt of a written request from HI, that the total price be refunded, or the cancellation of the order in its entirety.

All delivery prices include packaging charges. No deposit can be applied to packaging without prior written agreement from HI. If such an arrangement is agreed, details of the deposit will be clearly

ARTICLE 5: PACKAGING

The supplier agrees to supply goods and services that comply with technical specifications defined by HI, official standards and, in all cases that comply with good professional practice in the sector in question.

Packaging must be compliant with the quality standards required by the nature of the goods, and their transport, storage and handling, in order that they are delivered in perfect condition.

ARTICLE 6: WARRANTY

The supplier guarantees that goods will be delivered undamaged and free from defects, contamination or unreasonable wear, and that they will comply with their destined usage. Any replacement or repair of goods by the supplier will renew the guarantee for a further twelve (12) months beginning on the date of acceptance by HI of the replaced or repaired goods. The supplier guarantees that any replacement parts will be provided at short notice, and an after-sales service will be guaranteed for five (5) years from the initial delivery date.

ARTICLE 7: DANGEROUS OR PERISHABLE GOODS

The supplier agrees to inform HI of the precautions, instructions, recommendations and applicable restrictions for the transport, warehousing and handling of perishable or dangerous goods.

The supplier agrees to provide all required official documentation for perishable and dangerous goods, particularly for international shipping.

Product expiry dates must be displayed clearly and permanently on packaging. The supplier guarantees that the remaining shelf life of the product at the time of delivery is longer than eighty percents (80 %) of its total initial shelf life.

ARTICLE 8: LIABILITY

The supplier is entirely liable for the delivery of goods in compliance with the terms and conditions of the purchase order or contract, and with the laws, regulations, recommendations, standards and good professional practices applicable to the sector.

The supplier is solely liable for any damage caused by its staff or sub-contractors during the execution of the purchase order or contract.

The supplier agrees to hold a valid civil liability insurance policy for the entire duration of their contractual agreement with HI.

ARTICLE 9: ORDER CANCELLATION

Any order unfilled by the supplier or non-compliant with one or several of their contractual obligations may be lawfully cancelled by HI if the failure to comply is not addressed in the fourteen (14) calendar days following formal notification by HI by registered mail with acknowledgement receipt.

HI will notify the supplier in writing of the cancellation, which will take effect to the sole detriment of the supplier, and this notwithstanding all damages suffered or incurred by HI.

ARTICLE 10: PRICE

Unless stipulated otherwise by HI, the prices indicated on the purchase order are firm and not subject to change. They include all costs associated with the manufacture, packaging, loading, shipping and



unloading of the goods. Prices for goods to be exported from the European Union to outside of the European Union do not include VAT.

ARTICLE 11: INVOICING AND PAYMENT

Two copies of all invoices will be issued and sent to the HI office that sent out the order within seven (7) calendar days of delivery. If several orders are contained in one delivery, a separate invoice will be issued for each order.

All invoices will feature the exact references of the delivery note and the order to which they correspond.

ARTICLE 12: SOCIAL AND ENVIRONMENTAL RESPONSIBILITY

HI reserves the right to denounce the order at any time, if the supplier is implied in acts of fraud, corruption, money laundering, or is implied in a criminal organization or quite other illegal activity or is in situation of conflict of interests or abuse of power towards the representatives of HI. HI also reserves the right to denounce the order at any time if the supplier does not respect the international laws in Human Rights or fundamental rights in labor law such as define by the International Labour Organization (ILO)(INTERNATIONAL LABOR ORGANIZATION)), in particular concerning the non-child labor, the nondiscrimination in the employment(use), the labor-union freedom and the right(law) of organization, the respect for salaries minimum and the equality of payment, the not appeal for the hard labor and the respect for durations and for conditions of work and hygiene. HI also reserves the right to denounce the order at any time if the supplier participates whatever shape it is for the distribution of antipersonnel land mines and bombs with sub-ammunitions (production, business, financing, shareholding, transport, storage, etc.), in the business or in the arms dealing, (Arms category A and B - as defined in the French Law article n°2012-304 of the 6 of march 2012) or if he devotes to practices who would make him comparable to a "war profiteer" (use of the economic springs(competences) of a conflict, an abuse of dominant position bound to the existence of a conflict), or still if he has links with terrorist networks about or their nature (acts of violence committed to populations or civil installations committed by an organization). Finally, HI attempts to use techniques and processes of production respecting the fundamental rules of environmental protection (mainly towards the deforestation, towards the use of chemical agents getting the protection of the biodiversity) and expects from his suppliers and persons receiving benefits (providers) for a similar approach.

ARTICLE 13: APPLICABLE LAW AND ATTRIBUTION OF JURISDICTION

HI purchase orders and contracts are governed by Bangladesh law.

Appendix: D (Good commercial practices)

Preamble

These Best Business Practices provide the basis of all working relations between HI and its suppliers. They are general rules valid unless specific terms are mentioned in the agreement. In the event of contradictory terms between documents, the terms of the agreement or of the call for tenders file will take precedence over these Best Business Practices.

I. Supply procedures principles

HI has set up transparent procedures to attribute contracts, of which the key principles are:

- *Transparency* in the supply procedure
- *Proportionality* between procedures followed to attribute agreements and the value of contracts.
- *Equal treatment* of potential suppliers

Usual criteria to select a supplier are:

- Authorisation to buy goods/services in the country
- Financial and economic capacity
- Technical expertise
- Professional capacity

Usual criteria to attribute a contract are:

- The principle of the lowest bid (the cheapest bid satisfying all the conditions required)
- Best value for money

II. Misconduct, ineligibility and exclusion

HI considers each case of misconduct below as a valid reason to exclude a bidder from a call for tender



procedure and end all working relations and agreements with them:

- Fraud: defined as all intentional actions or omissions regarding:
 - The use or presentation of false, incorrect or incomplete declarations or documents, which would lead to fraudulent appropriation or reprehensible retention of HI's or institutional funding bodies' funds.
 - Concealment of information, having the same consequences.
 - Use of those funds for reasons other than those for which they had been originally attributed.
- Active corruption: promising or deliberately granting an advantage to any person so that they may act or refrain from acting according to their duty in such a way as to damage, or be capable of damaging the interests of HI or of institutional funding bodies.
- Direct corruption: offering HI employees money or gifts in kind to obtain additional contracts or to continue an agreement
- Collusion: agreement between two rival companies, which would have the probable effect of increasing prices, cutting production and increasing profits of allied companies to a greater extent than their natural increase. An attitude of collusion is not automatically based on the existence of explicit agreements between companies. It may also be tacit.
- Coercive practices: damaging or threatening to damage, directly or indirectly, persons or their property in order to influence their involvement in a supply procedure or influence the performance of an agreement.
- Involvement in a criminal organisation or any other illegal activity established by judgement by the American Government, European Union, United Nations or any other HI funding body.
- Immoral human resources practices: use of child labour and non-compliance with fundamental social rights and work conditions of employees or subcontractors.

HI will exclude from the supply procedure any candidate or bidder in any of the following cases:

- Being in a situation of bankruptcy or liquidation, or in receivership, in an arrangement situation (with creditors), having suspended business, in proceedings relating to those subjects or in a similar situation resulting from a procedure resulting from national regulations or law.
- Being sentenced for an offence within the framework of its professional activity by a court decision having the force of res judicata.
- Having been found guilty of grave professional misconduct proven by any means
- Not having satisfied obligations relating to the payment of social security contributions or tax in compliance with legal provisions, either in the country in which the business is established in HI's country of intervention or in the country in which the Agreement will be executed.
- Having been found guilty of fraud, corruption, involvement in a criminal organisation or any other illegal activity that could damage the financial interests of communities.
- Having been declared responsible for grave breach of contract due to non-compliance with contractual obligations in a previous procurement procedure.

HI will not attribute agreements to candidates or bidders who, in the course of the procedure will be:

- the subject of conflicting interests
- guilty of inaccurate declarations by providing information requested by HI to take part in the agreement procedure or by not providing such information.

III. Administrative and financial sanctions

Should the supplier, candidate or bidder be involved in corruptive, fraudulent, collusive or coercive practices, HI would impose:

- Administrative sanctions: A candidate's misconduct will be notified to competent civil or commercial authorities as will be the immediate end of any professional relations with it;
- Financial sanctions: HI will request the refunding of expenses directly and indirectly related to the conduct of the new call for tenders or contract attribution procedure. If relevant, the bid guarantee or performance guarantee will be kept by HI.

IV. Information and Access for Funding Bodies

HI will immediately inform institutional funding bodies and will provide them with relevant information should a supplier, candidate or bidder be involved in corruptive, fraudulent, collusive or coercive practices.

Furthermore, entrepreneurs accept to guarantee right of access to their financial and accounting documents so that HI's Institutional Funding Bodies may conduct verifications and audits.



Documents to be presented by the supplier

Below are the minimum documents that any company or individual entrepreneur wishing to work with HI needs to produce:

- Supplier's / company representative's personal national identity paper
- Status and registration papers of the company
- Mission order or proxy authorising the representative to sign the Agreement
- Copy of tax registration

NB: Additional documents may be requested for a specific contract.

Furthermore, the Supplier must have minimum administrative equipment to be able to issue an Invoice, Delivery note and own an official stamp.

TO BE COMPLETED BY THE SUPPLIER

I, the undersigned, **Name of owner** representing certify having read and understood the rules hereto.

On behalf of the **company** for which I act, accept the terms of HI Best Business Practices and undertake to achieve the best performance should the contract be attributed to

I the undersigned, certify that **company name** has not been involve and will take all necessary steps not to be involved in or supply material support or any other resource to individuals or entities that commit, attempt to commit, recommend, facilitate or participate in fraud, active or indirect corruption, collusion, coercive practices, involvement in criminal organisation or any other illegal activity or that do not respect Human Rights or basic social rights and minimum work conditions as defined by the International Labour Organisation (ILO), in particular regarding child labour, discrimination, freedom of association, respect of the minimum wage, slave labour issues and compliance with work conditions and hygiene.

Finally, I hereby certify that **company name** is not involved in any current legal action or court proceedings as plaintiff or defendant, in its own name or on behalf of any other entity, for actions relating to fraud, corruption or any illegal activity and has never been found guilty of such practices.

Name:

Position:

Date:

Signature & Stamp: