



## IAS Policy on Tenders and Contracts

1. **Purpose:** This policy outlines the International Accreditation Service (IAS)'s approach to managing tenders and requests for special contracts. It sets forth the rules and requirements for all external parties requesting a bid for their accreditation project, or those applicants seeking special contracts with IAS. By adhering to this policy, IAS aims to maintain a transparent and consistent approach to contract and tender management while ensuring that the scope of services and obligations aligns with our role as an accreditation provider.
2. **Scope:** This policy applies to all applicants that have requested IAS to enter a bid, or those applicants interested in entering into special contractual agreements with IAS.
3. **IAS Policy:** Unless otherwise approved by IAS President, the following are in effect:
  - a. **Non-Acceptance of Bonds:** IAS does not accept any requests for performance bonds in tenders. As a service provider, we do not engage in the sale or provision of physical products, and thus, performance is not applicable to the services provided by IAS.
  - b. **Applicant Responsibility for Recognition:** The applicant holds the sole responsibility for maintaining accreditation by ensuring continued compliance with accreditation requirements.
  - c. **Contract Validity Period:** Contracts with the IAS will have a maximum validity period of four years. After this period, the contract may be subject to renewal based on mutual agreement but will require a formal review and re-evaluation process.
  - d. **Third-Party Liability Insurance:** Each party is responsible to maintain adequate third-party liability insurance throughout the duration of the contract. IAS maintains liability based on its own risk exposure and will not submit to a set liability insurance requirements from other parties.
  - e. **Tax Obligations:** All taxes, levies, VAT and charges applicable to the services provided or contracted with IAS are the sole responsibility of the applicant. IAS is not liable for any tax obligations arising from the contract.
  - f. **Payment Terms:** All payments from the organization to the applicant will adhere to Net 30 payment terms. Payment must be submitted to IAS within 30 days from the receipt of a valid invoice.
  - g. **Personal Information:** - IAS will not provide personal information in the form of ID/Social Security numbers, Martial Status, Age, Religious Affiliation, Citizenship or/and Gender Identity/Orientation, as this is information protected by US Law and not necessary for the purpose of tenders/bid/contracts.
4. **Implementation and Compliance**
  - a. **Compliance:** Applicants requesting special contracts or engaged in tenders with IAS must acknowledge and comply with this policy. Failure to adhere to these guidelines may result in contract termination or other corrective measures as deemed appropriate by IAS.