



# Mercy Corps Supplier Information Form ( MAR SAH 002-2021)

The information provided will be used to evaluate the Company before contracting with the  
Mercy Corps.

**Please complete all fields.**

## Supplier Information معلومات المورد

Company Name أسم الشركة	
Any other names company is operating under (Acronyms, Abbreviations, Aliases) أسماء اخرى تعمل في إطارها الشركة ) المختصرات والاختصارات للاسم و أسماء مستعارة)	
Previous names of the company الأسم السابق للشركة	
Address العنوان	
Website الموقع الإلكتروني	
Phone/Fax Numbers رقم الهاتف و الفاكس	Phone: Fax:
Primary Contact التواصل الأساسي	Name: Phone Number: Email Address:
# of Staff عدد الموظفين	
# of Locations عدد الفروع	
Avg. Value of Stock on Hand (USD) متوسط قيمة المخزون المتوفر حالياً (بالدولار الأمريكي)	
Government - owned (yes/no) (ملكية حكومية / نعم / لا)	
Name(s) of Board of Directors أسماء اعضاء مجلس الإدارة	

Name(s) of Company Owner(s) اسم المالك	
Parent companies, if any اسم الشركة الام ان وجدت	
Subsidiary or affiliate companies, if any أسماء الشركات التابعة لها ( إن وجدت )	

### Financial Information المعلومات المالية

Bank Name and Address اسم البنك و عنوانه	
Name under which company is registered at bank تحت أي أسم تم تسجيل الشركة في المصرف/البنك	اسم الحساب البنكي Bank name :رقم الحساب البنكي Bank Account

### Product/Service Information معلومات عن المنتج / الخدمة

List Range of Products/Services Offered قائمة مجموعة من المنتجات / الخدمات المقدمة									
<p>“Service Coverage” form listed below is necessary to conduct a technical evaluation of received offers. The Offeror who does not fill the form will not be evaluated for “<b>Company Capacity</b>” criteria.  نموذج تغطية الخدمة الوارد أدناه ضروري لإجراء تقييم فني للعروض المستلمة. لن يتم تقييم مقدم العرض الذي لا يملأ النموذج وفقاً لمعايير “قدرة واهلية الشركة</p>									
الخدمة Service	Sana'a صنعاء	Al-Mahwit المحويت	Aden City عدن	Marib مارب	Al-Mukalla المكلاء	Taiz inside City تعز داخل المدينة	Taiz Al Houban تعز الحوبان	Taiz Al Turbah تعز التربة	Taiz Al Makha تعز المخاء
Provide Transportation services تقديم خدمات النقل									
Ability to provide maintenance services القدرة على تقديم خدمات الصيانة									
Fuel stations that company works محطات الوقود التي تعمل بالشركة									

Company Fuel Storage. Please specify as Lt تخزين الوقود. يرجى تحديد بالتر							
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**Delivery Time upon signing the contract/Task Order by Both Parties:**

وقت التسليم بناء على أمر المهمة الموقعة من قبل الطرفين

The Offeror will be evaluated based on the proposed delivery time upon signing the contract/Task Order. The Offeror must submit delivery time as number of "days" or "hour (s).

سيتم تقييم مقدم العرض بناءً على المقترح، وقت التسليم بناء على أمر المهمة الموقعة من قبل الطرفين. سيتم تقييم مقدم العرض بناءً على وقت التسليم المقترح عند توقيع العقد / أمر المهمة. يجب على مقدم العرض تقديم وقت التسليم كرقم "أيام" أو ساعة "ساعات"

<b><u>Governorate OR Intercity Trip</u></b> المحافظة أو رحلة بين المدن	<b><u>Sana'a Governorate</u></b> محافظة صنعاء	<b><u>Aden Governorate</u></b> محافظة عدن	<b><u>Taiz Governorate</u></b> محافظة تعز	<b><u>Sana'a - Taiz - Sana'a</u></b> صنعاء - تعز - صنعاء	<b><u>Sana'a - Aden - Sana'a</u></b> صنعاء - عدن - صنعاء	<b><u>Aden - Taiz - Aden</u></b> عدن - صنعاء - عدن
<b><u>Delivery Time (Days OR Hours)</u></b> وقت التسليم (أيام - ساعات)						

**References** المرجعيات

Signed copy of the contract/Purchase Orders with previous and current INGOs must be submitted with technical proposal. يجب تقديم مع المقترح نسخ موقعة من عقود اوامر الشراء مع عملاء سابقين و حاليين مع منظمات دولية

Client Name: اسم العميل	Contact Name, Phone, Email Address: اسم المرجعية للتواصل، رقم الهاتف، البريد الإلكتروني
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## **Supplier Self-Certification of Eligibility**

Company certifies that:

1. It, its affiliates and subsidiaries, owners, officers, directors and key employees (to the best of its knowledge) are not the subject of any government's sanctions, designations, donor rules or prohibitions, or laws prohibiting transactions with it/them. It is not the subject of any donor government investigation into its misconduct with any other recipient of that donors funding.
2. It, its affiliates and subsidiaries, owners, officers, directors and key employees have not and do not engage in any form of terrorism or attacks on civilians and do not provide any form of material support or financial resources for individuals or organizations that do engage in any form of terrorism or deliberate attacks on civilians.
3. It, its affiliates and subsidiaries, owners, officers, directors and key employees have not and do not engage in weapons or drugs manufacture, transport, sale or distribution.
4. It is not in default on any material credit agreement, bankrupt or being wound up, are having its affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
5. It has not been determined to be in breach of a material contract by any legal body anytime within the past 2 years.
6. It pays taxes as and when due and is not currently the subject of any investigation or proceeding related to back-owed taxes.
7. It provides workers compensation insurance to its workers in accordance with the laws of the countries where it operates.
8. It pays social security obligations as required in the countries where it operates.
9. It, its owners, officers and directors have not been convicted of an offense concerning its professional conduct and has not engaged in grave professional misconduct.
10. It, its affiliates and subsidiaries, owners, officers, directors and key employees have not been the subject of criminal investigation or judgement for fraud, corruption, human trafficking, spying, weapons transport or smuggling, sexual exploitation or abuse, involvement in a criminal organization or any other criminal activity.
11. It treats its employees with dignity and respect and maintains social operating standards, including:: working conditions and social rights: avoidance of child labor, bondage, forced labor, human trafficking or exploitation; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and Mercy Corps beneficiaries.
12. To the best of its knowledge, no Mercy Corps employee, officer, consultant or other party related to Mercy Corps has a financial interest in the Company's business activities, nor is any Mercy Corps employee related to any owner, officer, director or employee of the company, and, if so, it will ensure that the relationship is disclosed to Mercy Corps and will not be used for improper influence. Discovery of an undisclosed Conflict of Interest will result in immediate revocation of the Company's Authorized Supplier status and disqualification of Company from participation in future Mercy Corps procurement.
13. It understands that attempting to or agreeing to provide anything of value to any Mercy Corps employee, agent or representative for the purpose of encouraging that person to award Company a contract or take or not take any action related to any contract will result in immediate termination of any agreement. Company certifies that it does not engage in such conduct..
14. It understands that Mercy Corps seeks fair and open competition and the fairest price available and that any attempt by company to subvert fair and open competition, including working with other bidders to fix prices, working to exclude competition, seeking confidential information from Mercy Corps or other bidders, using multiple related or controlled companies to give the appearance of competition, or any similar activity, will result in termination of any agreement. Company certifies that it does not engage in such conduct.
15. It understands that Mercy Corps prohibits any of its partners or suppliers from bribing public officials and certifies that it does not do so.
16. It is not conducting business under other names or aliases that have not been declared to Mercy Corps.

If the Company cannot certify to any of the above it should explain why not. Mercy Corps may take the individual circumstances into account for some situations. However, any false certification could be grounds for immediate disqualification and termination of any future agreement.

By signing the Supplier Information Form you certify that your Company is eligible to supply goods and services to major donor funded organizations and that all of the above statements are accurate and factual.

Company Name: \_\_\_\_\_

Name of Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_