**Supplier Information Form**

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

*Please complete all fields.*

**Supplier Information**

|  |  |
| --- | --- |
| Company Name |  |
| Address |  |
| Website |  |
| Phone Number |  |
| Primary Contact | Name:  Phone:  Email: |
| Number of Staff |  |
| Number of Locations |  |
| Government-owned (yes/no) |  |
| Name(s) of Board of Directors |  |
| Name(s) of Company Owner(s) |  |
| Parent Companies (if any) |  |
| Subsidiary or Affiliate Companies (if any) |  |

**Financial Information**

|  |  |
| --- | --- |
| Bank Name and Address |  |
| Name under which company is registered at bank |  |
| Payment Mode | Check or Wire Transfer |
| Specify Standard Payment Terms  (Net 15, 30, etc.) |  |

**Product/Service Information**

|  |  |
| --- | --- |
| List Range of Products/Services Offered |  |
| Basis for Pricing (Catalog, List, etc.) |  |

**References**

|  |  |
| --- | --- |
| Client Details | Client Name:  Contact Name:  Phone:  Email: |
| Client Details | Client Name:  Contact Name:  Phone:  Email: |
| Client Details | Client Name:  Contact Name:  Phone:  Email: |

**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 donor’s 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, having its affairs administered by the courts, having entered into arrangements with creditors, having suspended business activities, the subject of proceedings concerning those matters, or in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
5. It is and 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 any 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 decent operating standards, working conditions and social rights, including: 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 this 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 or Representative:

Title:

Date:

Signature:

*FOR MERCY CORPS USE ONLY*

The following documents have been provided:

|  |  |
| --- | --- |
| **Documents** | **Yes/No** |
| Brief concept note describing the approach, methodology and indicative work plan for performing the activities presented in the Scope of Work (max. 3 pages) |  |
| Team composition and CVs of key personnel |  |
| Quote for the full Scope of Work, providing an estimated number of working days required to complete each deliverable or activity and specifying the total consulting fee covering all deliverables, using the Price Offer Sheet template. |  |
| Legal business registration certificate |  |
| Latest tax certificate |  |
| Completed and signed Mercy Corps Supplier Information Form |  |
| Two references including contact information |  |
| Team Composition, Key Personnel CVs |  |
| Quote for the full scope of work, providing an estimated number of working days required to complete each deliverable or activity and specifying the total consulting fee covering all deliverables. |  |

**I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ an employee of Mercy Corps having completed and reviewed this form confirm the accuracy of information provided:**

Name:

Title:

Signature:

Date: