



## **Mercy Corps Supplier Information Form**

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

### **Supplier Information**

|                                                                                              |                                                         |
|----------------------------------------------------------------------------------------------|---------------------------------------------------------|
| Company Name                                                                                 |                                                         |
| Any other names<br>company is<br>operating under<br>(Acronyms,<br>Abbreviations,<br>Aliases) |                                                         |
| Previous names of<br>the company                                                             |                                                         |
| Address                                                                                      |                                                         |
| Website                                                                                      |                                                         |
| Phone/Fax<br>Numbers                                                                         | Phone: _____ Fax: _____                                 |
| Primary Contact                                                                              | Name: _____ Phone Number: _____<br>Email Address: _____ |
| # of Staff                                                                                   |                                                         |
| # of Locations                                                                               |                                                         |
| Avg. \$ Value of<br>Stock on Hand                                                            |                                                         |
| Name(s) of<br>Company<br>Owner(s) or Board<br>of Directors                                   |                                                         |
| Parent companies,<br>if any                                                                  |                                                         |
| Subsidiary or<br>affiliate<br>companies, if any                                              |                                                         |

### **Financial Information**

|                                                      |  |
|------------------------------------------------------|--|
| Bank Name and<br>Address                             |  |
| Name under which<br>company is<br>registered at bank |  |

|                                                  |                                                                        |
|--------------------------------------------------|------------------------------------------------------------------------|
| Default Currency                                 | USD                                                                    |
| Payment Terms                                    | Payment By: <u>Check</u> Yes   No <u>Wire Transfer</u> <b>Yes</b>   No |
| Specify Standard Payment Terms (Net15, 30, etc.) |                                                                        |

### **Product/Service Information**

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

### **References**

|              |                                            |
|--------------|--------------------------------------------|
| Client Name: | <u>Contact Name, Phone, Email Address:</u> |
| Client Name: | <u>Contact Name, Phone, Email Address:</u> |
| Client Name: | <u>Contact Name, Phone, Email Address:</u> |

### **Supplier Self-Certification of Eligibility**

Company certifies that:

1. They are not debarred, suspended, or otherwise precluded from participating in major donor (e.g. European Union, European and United States Government, United Nations) competitive bid opportunities.
2. They are not bankrupt or being wound up, are having their 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.
3. They have not been convicted of an offense concerning their professional conduct.
4. They have not been guilty of grave professional misconduct proven by any means that the contracting authority can justify, or been declared to be in serious breach of contract for failure to comply with their contractual obligations towards any contracts awarded in the normal course of business.
5. They have fulfilled obligations related to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country where the contract is to be performed.

6. They have not been the subject of a judgment for fraud, corruption, involvement in a criminal organization or any other illegal activity.

7. They maintain high ethical and social operating standards, including:

- Working conditions and social rights: Avoidance of Child Labor, bondage, or forced labor; 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.
- Environmental aspects: Provision of goods and services with the least negative impact on the environment.
- Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack, or bring unintended advantage to any military actors or other combatants.
- Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.

8. Company warrants that, 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 principals or owners of the company. Discovery of an undisclosed Conflict of Interest situation will result in immediate revocation of the Company's Authorized Supplier status and disqualification of Company from participation in future Mercy Corps procurement.

9. Supplier hereby confirms that the organization is not conducting business under other names or alias's that have not been declared to Mercy Corps.

10. Supplier hereby confirms it does not engage in theft, corrupt practices, collusion, nepotism, bribery, or trade in illicit substances.

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: \_\_\_\_\_

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**FOR MERCY CORPS USE**

**Following documents have been supplied:**

|                                                           |  |
|-----------------------------------------------------------|--|
| Business registration or license                          |  |
| Articles of incorporation or similar document             |  |
| Business and other NGO references                         |  |
| Bank statements and references                            |  |
| Passport / ID cards of business owners/board of directors |  |
| Financial statement (if available)                        |  |

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

Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date\* \_\_\_\_\_

\*Supplier to be re-authorized one year from this date.