

Supplier Information Form استمارة معلومات المزود

Tender Ref. ADRA-ADE – SYHS-260-2026

The information provided will be used to evaluate the bidder before contracting with the ADRA Yemen

Please complete all fields.

المعلومات المقدمة سيتم استخدامها لتقييم المتقدم قبل التعاقد مع أدرا اليمن
يرجى استكمال جميع البيانات

1- Supplier Information معلومات المزود

Company Name اسم الشركة		
Any other names company is operating under (Acronyms, Abbreviations, Aliases) اي اسم اخر تعمل الشركة ضمنه (اختصار ، مختصر)		
Previous names of the company اسماء سابقة للشركة		
Address العنوان		
Website الموقع على شبكة الانترنت		
Phone/Fax Numbers الهاتف/الفاكس	Phone:	Fax:
Primary Contact مسؤول التواصل	Name: الاسم:	
	Phone Number: رقم التواصل:	
	Email Address: الايميل:	
# of Staff عدد العاملين		
# of Locations عدد المواقع / المكاتب او الفروع		
Avg. Value of Stock on Hand (USD) معدل قيمة الرصيد المالي بالدولار الامريكي		
Government - owned (yes/no) شركة مملوكة للحكومة (نعم / لا)	Yes () No ()	نعم () لا ()
Name(s) of Board of Directors اسماء اعضاء مجلس الادارة		
Name(s) of Company Owner(s) اسم مالك/ مالكي الشركة		
Parent companies, if any اسم الشركة الام ان وجد		
Subsidiary or affiliate companies, if any اسماء الشركات الفرعية او الشقيقة ان وجد		

2- Financial Information المعلومات المالية

Bank Name and Address اسم وعنوان البنك	
Name under which company is registered at bank اسم الشركة المسجلة لدى البنك	
Payment Terms شروط الدفع	Payment By: Check Yes No Wire Transfer Yes No حوالة بنكية : نعم / لا الدفع عبر : شيك : نعم / لا
Specify Standard Payment Terms (Net15, 30, etc.) حدد شروط الدفع الاساسية	

3- Product/Service Information معلومات الخدمة

List Range of Products/Services Offered قائمة الخدمات المقدمة	
Basis for Pricing (Catalog, List, etc.) انظمة التسعير (كاتالوج، قائمة، الخ)	

4- References المراجع

Client Name: اسم العميل 1	Company name:	اسم الشركة \ الجهة
	Contact Name	اسم المسؤول عن التواصل:
	Phone :	رقم التواصل:
	Email Address :	البريد الالكتروني:
	Address :	العنوان:
Client Name: اسم العميل 2	Company name:	اسم الشركة \ الجهة
	Contact Name	اسم المسؤول عن التواصل:
	Phone :	رقم التواصل:
	Email Address :	البريد الالكتروني:
	Address :	العنوان:
Client Name: اسم العميل 3	Company name:	اسم الشركة \ الجهة
	Contact Name	اسم المسؤول عن التواصل:
	Phone :	رقم التواصل:
	Email Address :	البريد الالكتروني:
	Address :	العنوان:

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 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, are having its affairs administered by the courts, have entered 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 is not 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 ADRA Yemen beneficiaries.
12. To the best of its knowledge, no ADRA Yemen employee, officer, consultant, or other party related to ADRA Yemen has a financial interest in the Company's business activities, nor is any ADRA Yemen employee related to any owner, officer, director, or employee of the company, and, if so, it will ensure that the relationship is disclosed to ADRA Yemen and will not use 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 ADRA Yemen procurement.
13. It understands that attempting to or agreeing to provide anything of value to any ADRA Yemen 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. The company certifies that it does not engage in such conduct.
14. It understands that ADRA Yemen 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 ADRA Yemen 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. The company certifies that it does not engage in such conduct.
15. It understands that ADRA Yemen 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 ADRA Yemen.

If the Company cannot certify to any of the above, it should explain why not. ADRA Yemen 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 the above statements are accurate and factual.

Company Name: _____

Name of Representative: _____

Title: _____

Signature: _____

Date: _____

FOR ADRA YEMEN USE ONLY

هذا الجزء خاص بمنظمة ادرا ليتم ملئ البيانات بواسطتها

Following documents have been provided:

Documents		Confirmed (Yes / No)
Eligibility Documents (Mandatory)		
1	Valid Business Registration card	
2	Valid Tax card	
3	Valid Practice License issued from Aden.	
4	Bid Guarantee of 3% of the total amount of the offer, valid for 90 days	
5	Warranty Confirmation (confirmation of maintenance /Warranty, availability of technical capacity, and spare parts) Please attached technical staff contract at least one contract).	
6	Offered equipment shall have CE-IVD/IVDR, FDA, or equivalent internationally recognized regulatory approval, as applicable.	
7	bidder shall provide proof of being a certified local agent or submit a valid authorization letter issued by the certified local agent.	
Documents Technical Evaluation and additional Due Diligence		
1	Complete Offer Cover Letter	
2	Complete Supplier Information Form	
3	Complete Bidders Checklist Form	
4	Stamping and sign Sample Contract	
5	Stamping and sign General Contract Conditions	
6	Stamping and sign Bidders' Ethical Declaration Form	
7	Company profile including experience history, contact details, list of resources.	
8	Has the bidder provided a warranty confirmation, including maintenance/warranty commitment, confirmation of technical capacity, availability of spare parts, and at least one technical staff contract? (Please attach at least one technical staff contract.)	
9	Does the offered equipment have CE-IVD/IVDR, FDA, or an equivalent internationally recognized regulatory approval, as applicable? If yes, please attach a copy of the contracts	
10	Does the bidder fill/ provide technical specifications, including the country of origin, brand model? Please attach the file.	
11	Has the bidder demonstrated experience in supplying laboratory equipment, devices, and appliances by providing at least four supply contracts completed within the past five years with INGOs or NGOs, where each contract has a value of at least USD 30,000? if yes, please attach a copy of the contracts	
12	Has the bidder provided evidence of at least one technical staff member capable of carrying out preventive and corrective maintenance? Please attach a copy of the employment contract?	
13	Does the bidder have the ability to deliver within 30 days of the Contract signing date? Please attach delivery plan	
Documents of Financial Evaluation and additional Due Diligence		
1	Complete Price Offer Sheet	
2	Complete BOQs, including unit and total prices	

I _____ an employee of ADRA YEMEN 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.