



Supplier Information Form استمارة معلومات المزود

Tender Ref. ADRA-MHR-0020-2021

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

Please complete all fields.

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

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 موقع الشبكة العنكبوتية	
Phone/Fax Numbers الهاتف/الفاكس	Phone: Fax:
Primary Contact مسؤول التواصل	Name: Phone Number: Email Address:
# 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)	
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	

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: <u>Check</u> Yes No <u>Wire Transfer</u> Yes No الدفع عبر : شيك نعم / لا حوالة بنكية : نعم / لا
Specify Standard Payment Terms (Net15, 30, etc.) حدد شروط الدفع الاساسية	

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)	

References المراجع

Client Name: اسم الزبون	<u>Contact Name, Phone, Email Address:</u> اسم المسؤول عن التواصل، رقم هاتفه، بريده الالكتروني، عنوانه
Client Name: اسم الزبون	<u>Contact Name, Phone, Email Address:</u> اسم المسؤول عن التواصل، رقم هاتفه، بريده الالكتروني، عنوانه
Client Name: اسم الزبون	<u>Contact Name, Phone, Email Address:</u> اسم المسؤول عن التواصل، رقم هاتفه، بريده الالكتروني، عنوانه

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 is 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 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. 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. 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 of the above statements are accurate and factual.

Company Name:

Name of Representative:

Title:

Signature:

Date:

FOR ADRA YEMEN USE ONLY

Following documents have been provided:

Documents	
Legal Business Registration	
Latest Tax Registration Receipt	
Company Profile	
Specifications Checklist	
Expression of company ability to conduct the service	
Price sheet	
Supplier information form	

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.
