

Tender Package (RFP) - Supplier Information Form



Tender Name اسم المناقصة	Annual framework agreement for land transportation services of medical items and NFIs for ADRA Activities. اتفاقية الخدمة الإطارية السنوية لخدمات النقل المواد الطبية والمواد غير الغذائية لأنشطة منظمة أدرا.	Tender No رقم المناقصة	ADRA-FWA-ADM-ADE-005-2024
Location: الموقع	Aden, Abyan, Lahj and Al-Dhalea governorates محافظات عدن وأبين ولحج والضالع	Correspondence Language(s): لغة التقديم للمناقصة	English/Arabic الإنجليزية والعربية
Brief Summary Description of Project: ملخص وصف المشروع			
<p>ADRA Yemen is establishing an annual framework agreement with a service provider(s) for land transportation services of medical items and NFIs for 1 year which is renewable based on satisfactory performance.</p> <p>تهدف منظمة أدرا اليمن لأبرام اتفاقية إطارية سنوية لتقديم خدمات النقل البري للمواد الطبية والمواد غير الغذائية لأنشطة أدرا مع مزود خدمة أو أكثر من الشركات التجارية لمدة سنة واحدة قابلة للتجديد بناءً على الأداء. ستكون هذه الاتفاقية الإطارية لمدة سنة ولن تكون حصرية وسيتم طلب الشاحنات عند الحاجة لذلك</p>			

Annex E: Supplier Information Form	الملحق E : استمارة معلومات المزود
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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 المعلومات 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:	الايمل:	
# of Staff عدد العاملين			
# of Locations عدد المواقع / المكاتب او الفروع			
Avg. Value of Stock on Hand (USD) معدل قيمة الرصيد المالي بالدولار الامريكي			

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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		

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 حوالة بنكية : نعم / لا	Wire Transfer Yes No الدفع عبر : شيك : 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 العميل	Company name:	اسم الشركة الجهة
	Contact Name	اسم المسؤول عن التواصل:
	Phone :	رقم التواصل:
	Email Address :	البريد الالكتروني:

	Address : العنوان :
Client Name: اسم العميل	Company name: اسم الشركة \ الجهة
	Contact Name اسم المسؤول عن التواصل:
	Phone : رقم التواصل:
	Email Address : البريد الالكتروني:
	Address : العنوان :
Client Name: اسم العمل	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'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	
Price sheet	
Supplier information form	
Bidder's Response Form	
List of trucks with lists of plates, registration cards and copies of ownership	
List of drivers with valid driving licenses	
Insurance Certificates	

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.
