**Supplier Due Diligence Form**

# Part 1: Supplier Declaration

*Instructions: This section must be completed by all suppliers providing written bids for a potential contract, and all suppliers who are selected for any contract.*

#### Supplier Information

**Name of supplier:**

**Supplier legal representative:**

**Supplier address:**

**Supplier phone number(s):**

**Supplier email address:**

**Supplier business profile *(what they do / supply)*:**

**Supplier legal status:**

**Supplier registration documents (please attach):**

*If not, please explain:*

**Supplier bank account:**

*If none, please explain:*

**Does the representative or any member of the company have any personal or business relationship with Mission East staff, its partners or its donors? Please declare any known relationships**

*(Mission East will then determine if there is any conflict of interest for the supplier to participate in this procurement, or take measures to avoid a conflict of interest. Failure to disclose any known relationships may result in exclusion from participation in this or future procurements if such relationships are later discovered.)*

#### Exclusion Criteria

The supplier must confirm that none of the following cases are true. If any of these situations are true for the bidder at the time of submitting their tender or at any time during the procurement process, they will be excluded from consideration for winning a contract with Mission East. The bidder may also be blacklisted for participation in future Mission East procurements.

**Violations of sanctions & support for terrorism**

1. *The company, organisation or an individual associated with the tender are listed in the sanction and embargo list of the UN Security Council, the European Union or EU Member* States, United States (OFAC) or United Kingdom (OFSI).
2. *They have provided support (material or other) or any resource to any individual or entity that advocates, plans, sponsors, engages in, or has engaged in terrorist activity; or to anyone who acts as an agent for such an individual or entity;*
3. *They have association with a designated terrorist entity or their ownership, control, or influence;*
4. *They are not compliant with laws and regulations stipulated by the UN Security Council Counter Terrorism and Sanctions policies, as well as those stipulated by the European Union and its member states, the United Kingdom, or the United States of America.*

**Unacceptable interaction with Mission East**

1. *They have engaged in corrupt, fraudulent, collusive or coercive practices in their interactions with Mission East or its partners in relation to the current procurement process or any time in the past;*
2. *They are subject to a conflict of interest. If there is any personal or business relationship between the bidder and Mission East staff, its partners or its donors, the bidder must state this at the time of tendering, and this may result in exclusion of the bidder;*
3. *Following another procurement procedure or grant award procedure with Mission East, its partners, or financed by the European Union, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations;*
4. *They are guilty of misrepresenting the information required by Mission East as part of the procurement procedure or fail to supply this information.*

**Unethical practices by the bidder**

1. *They are engaged in the exploitation of child labour or other forms of trafficking in human beings;*
2. *They do not respect their employees’ basic social rights and working conditions as per international labour standards;*
3. *They are actively supporting a conflict or are engaged in the manufacture of arms and/or landmines, or the sale of such to governments which systematically violate the human rights of their citizens, or where there is internal armed conflict or major tensions, or where the sale of arms may jeopardise regional peace and security.*
4. *They are involved in unethical exploitation of natural resources, in particular sensitive commodities such as precious metals, stones, and rare earths.*
5. *They are engaged in activities which directly cause harm to the population that Mission East is aiming to assist, including environmental harm to their communities.*

**Unacceptable legal situation of the bidder**

1. *They are bankrupt, subject to insolvency, or being wound up, are having their affairs administered by the courts, have entered into an arrangement 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;*
2. *It has been established by a court’s final judgment or by any means that Mission East can justify that the bidder is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the bidder belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes a wrongful intent or gross negligence.*
3. *They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with applicable laws;*
4. *They have been the subject of a court’s final judgement for acts of fraud, corruption, involvement in a criminal organisation, money laundering, hiding unlawfully obtained financial benefits, or any other illegal activity detrimental to Mission East or its donors’ financial interests;*

#### Supplier Statement Confirming Eligibility

By signing this document, the supplier certifies that that they are not in one of the situations listed above under *B) Exclusion Criteria*. The supplier also certifies that all the information provided about the company under *A) Supplier Information*, and any related documents submitted are truthful and correct at time of signature.

**Name of supplier:**

**Legal representative:**

**Position:**

**Signature:**

**Date:**

**Company stamp:**

**Additional comments from supplier:**

Part 2: Mission East Due Diligence Checks

*Instructions: This section is to be completed* ***by Mission East staff*** *for all suppliers who are selected for a contract. No contracts may be signed unless this part of the Due Diligence process has been completed and the supplier has passed all checks successfully.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Checks to be performed** | **Date Checked** | **Did the supplier pass?**  ***(Yes / No)*** | **Comments *(if any)*** |
| **1) Sanctions List Check:**  Names related to the suppliers listed above (both individual and companies) must be checked against the following sanctions lists: OFAC, OFSI, EU, and UN**[[1]](#footnote-2)**. |  |  |  |
| **2) Mission East blacklist check (Record of Contracts):**  The supplier name should be checked against ME’s blacklist of suppliers who have engaged in corrupt, illegal or unethical activities in the past. |  |  |  |
| **3) Check for evidence of Exclusion Criteria:**  ME staff should confirm that there is no known evidence that the supplier matches any of the exclusion criteria, including:   * no corrupt practices related to this or past procurements * no conflict of interest * no known history of significant breaches of contract   If there are reasonable grounds to doubt whether the supplier may match these or any other exclusion criteria, then further investigation should take place before contracting. |  |  |  |
| **4) Security check** (for high security contexts only)  Security staff should confirm there are no known security concerns related to the proposed supplier |  |  | Security staff name & signature: |

**Certified by:**

*For validity of the process, at least two people need to sign below*

**Position:**

**Country Director**

*(name) (signature) (date)*

**Senior-most Finance position in country**

*(name) (signature) (date)*

**HQ Programme Manager**

*(name) (signature) (date)*

1. In cases where the donor performs these checks for ME, this check can be waived, and this can be noted here. [↑](#footnote-ref-2)