



# 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 company is operating under (Acronyms, Abbreviations, Aliases)	
Previous names of the company	
Address	
Website	
Phone/Fax Numbers	Phone: _____ Fax: _____
Primary Contact	Name: Phone Number: Email Address:
# of Staff	
# of Locations	
Avg. Value of Stock on Hand (USD)	
Government - owned (yes/no)	
Name(s) of Board of Directors	
Name(s) of Company Owner(s)	
Parent companies, if any	
Subsidiary or affiliate companies, if any	

**Financial Information**

Bank Name and Address	
Name under which company is registered at bank	
Payment Terms	Payment By: <u>Check</u> Yes   No <u>Wire Transfer</u> Yes   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. 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 has 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 Mercy Corps beneficiaries.
12. 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 any owner, officer, director or employee of the company, and, if so, it will ensure that the relationship is disclosed to Mercy Corps and will not used 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 Mercy Corps procurement.
13. It understands that attempting to or agreeing to provide anything of value to any Mercy Corps 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 Mercy Corps 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 Mercy Corps 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 Mercy Corps 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 Mercy Corps.

If the Company cannot certify to any of the above it should explain why not. Mercy Corps 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 MERCY CORPS USE ONLY**

Following documents have been provided:

<b>Documents</b>	
Provide Certificate of “Legal Business Registration or Certificate of Incorporation” with their relevant authorities in their country.	
Provide Certificate of “NTN/STRN” with FBR having active taxpayer status for (Pakistani Companies) and International companies can provide “Tax Registration Certificate” with their respective tax authorities in their country.	
Affidavit on legal stamp paper that the firm/institute is not blacklisted by the Government or any NGO/UN body.	
Earnest Money PKR 300,000 in a shape of pay order/demand draft (refundable) in the name of “ <b>Mercy Corps</b> ” <b>having NTN#2892458-4</b> . Cheque is not accepted in any case.	
Organizational Profile, Core Competencies, Technical proposal, including methodology with timeline and its responsiveness to the SOW and outlined deliverables (The scores will be assigned as following by the Evaluation Committee on the scale of 0 to 10 based on the provision of documents provided:  Proposed methodology = <b>05 points</b> Timeline and deliverables = <b>05 points</b>	
Workstation (Structure of Hub, proposed IT and technical equipment, software, Data recording, management, handling process outline, reporting, quality control, and ethical plan summary) (The scores will be assigned as following by the Evaluation Committee on the scale of 0 to 10 based on the provision of documents provided:  Workstation Hub, IT and technical equipment, Software, data recording = <b>05 points</b> Management, handling process outline, reporting, quality control, and ethical plan modalities = <b>05 points</b>	
Physical Assessment and feasibility of the services, equipment, and human resource. (Technical expertise and experience of call center team based on proposed team CVs, proposed organogram, Firm expertise, location) (The scores will be assigned as following by the Evaluation Committee on the scale of 0 to 10 based on the provision of documents provided:  Technical expertise (Health related projects) = <b>10 points</b> Firm experience/expertise in health-related projects = <b>10 points</b> Location/space ( <i>Preference will be given to the firms having call centers in Islamabad</i> ) = <b>05 points</b> Equipment/Furniture = <b>05 points</b> Human resource as call center agents (Multilingual) = <b>10 points</b>	
Detailed data handling plan (data processing, data storage, quality control, data reliability and transparency) (The scores will be assigned as following by the Evaluation Committee on the scale of 0 to 10 based on the provision of documents provided:  Detailed data handling plan = <b>10 points</b>	
Have at least Two purchase orders/contracts/service completion report/reference letters issued in favor of the firm to prove expertise of similar nature. (05 marks for each contract) (The scores will be assigned as following by the Evaluation Committee on the scale of 0	

to 10 based on the provision of documents provided: Two past similar type of contracts = 10 points	
Detailed Financial proposal with the breakup of services, hardware and applicable taxes 20 Points	

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.

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