

## ANNEXE A

**SUPPLIER INFORMATION FORM**

The following document contains questions to identify the suitability of suppliers in terms of technical experience and capability and the legal and financial standing of your organisation.

Suppliers who fail to meet key criteria may be excluded from conducting business with GISCOR.

If a question does not apply to your business, please state 'Not Applicable'.

<b>Section 1: Company Details and General Information</b>			
1.1	Name of supplier:		
	Full Address:		
	Telephone Number:		
1.2	Name & job title of the contact person		
	Email address		
1.3	Licence no./State where registered		
	VAT No./Tax I.D		
	Subsidiaries / Representatives /Other Offices		
	Name and registration number of Parent Company (if applicable)		
	Type of Business	A Manufacturer	Yes / No
		An Authorised Agent (Please provide authorization certificate)	Yes / No
		Other (Please specify)	
	Year Established		
Number of Employees			
2.	<b>Section 2: Outsourcing</b>		
2.1	Will you be outsourcing any of the services you offer to GISCOR?		
	If yes, please give details?		
3.	<b>Section 3: Experience and References</b>		
3.1	Please provide details of 2 customers/clients for whom you have completed contracts for in the last 3 years. If you are working/ have worked with other INGOs before, please include these organisations <i>Referees will be contacted at GISCOR discretion, but please do</i>	Organisation:	
		Value of Contract:	
		Year:	
		Goods / Services Supplied:	

	<i>ensure you inform referees that you will be submitting their details, and obtain their consent.</i>	Email Address:		
4.	<b>Section 4: Scope of Service</b>			
4.1	Are there any Nigerian states that you cannot operate in? Please state in full and provide details of any possible restrictions that may be applicable.			
5.	<b>Section 5: Payment Information and other Information</b>			
5.1	Payment Method:	Please confirm Bank Transfer is acceptable Y/N		
	Terms of Payment:			
	Currency:			
	Bank Name:			
	Bank Address:			
	Account Name:			
	Bank Account Number:			
	Is there any additional free benefit you offer? (If yes, please list and explain			
	How many areas of Nigeria Can you supply to?			
	Delivery or Pick-up only?			
6	<b>Section 6: Legal Obligations</b>			
	Do any of the following apply to your organisation or to any directors/partners/proprietors? Unsatisfactory answers in this section (i.e., 'YES' with an unsatisfactory explanation of methods to rectify situation) may result in the bidder being disqualified.			
6.1	Is in a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, has suspended business activity or is in any analogous situation	Yes/No		
6.2	Has been convicted of a criminal offence related to business or professional conduct	Yes/No		
6.3	Has committed an act of grave misconduct in the course of business	Yes/No		
6.4	Has not fulfilled obligations related to payment of social security contributions	Yes/No		
6.5	Has not fulfilled obligations related to payment of taxes	Yes/No		
6.6	Is guilty of serious misrepresentation in supplying information	Yes/No		
6.7	Is not in possession of relevant licences or membership of an appropriate organisation where required by law	Yes/No		
6.8	Has your firm ever suffered a deduction for liquidated and ascertained to GSICOR in respect of any contract within the last 3 years? If yes, please attached details	Yes/No		
6.9	Has your firm ever had a contract terminated or your employment determined under the terms of contract. If yes, please attach details.	Yes/No		
6.10	Has your firm ever had a contract not renewed for failure to perform to the terms of contract? If yes, please provide details	Yes/No		
6.11	If the answer is yes to any of the above, please provide details below including what has been carried out to rectify.			
	<b>Section 7: Quality Assurance</b>			

7.1	Does your company hold a recognised quality management certificate?	Yes/No
	If yes, please specify which certificate  Copy Attached:	Yes/No
	If no, please provide details of any proposed quality management system and how quality is currently managed. (500 words maximum):	
8	<b>Section 8: Code of Conduct for Suppliers and Ethics</b>	
	<p>Goods and services are produced and delivered under conditions where:</p> <ul style="list-style-type: none"> <li>▪ Living wages are paid</li> <li>▪ There is no exploitation as regard to the case of Sexual and Gender Base Violence</li> <li>▪ Working conditions are safe and hygienic</li> <li>▪ Working hours are not excessive</li> <li>▪ No discrimination is practised</li> <li>▪ Regular employment is provided</li> <li>▪ Employment is freely chosen</li> <li>▪ The rights of staff to freedom of association and collective bargaining are respected.</li> <li>▪ No harsh or inhumane treatment of staff is allowed.</li> </ul> <p><b>Environmental Standards</b></p> <p>Suppliers should as a minimum comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas to be considered are:</p> <ul style="list-style-type: none"> <li>▪ Waste Management</li> <li>▪ Packaging and Paper</li> <li>▪ Conservation</li> <li>▪ Energy Use</li> </ul>	
8.1	Do you agree to conduct business respecting the above principles?	Yes/No
8.2	<p><b>GISCOR shall not knowingly</b></p> <ol style="list-style-type: none"> <li>a. enter into formal partnership with;</li> <li>b. accept donations of a monetary or in-kind nature from;</li> <li>c. receive goods or services from; or,</li> <li>d. enter into contract to supply goods or services to;</li> </ol> <p><b>any individual, organisation or company materially involved in</b></p> <ol style="list-style-type: none"> <li>(i) The development and/or manufacture of small arms and light weapons, landmines, cluster munitions or ammunition;</li> <li>(ii) Activities which might reasonably be expected to bring the reputation and integrity of GISCOR into question;</li> <li>(iii) Activities considered illegal under the laws of Federal Republic of Nigeria and humanitarian Law.</li> </ol>	
	Is your organisation involved in any of the above activities?	Yes / No
	If Yes or Unsure – Please state:	
9	<b>Section 9: Conflicts of Interest</b>	

	No employee or member of GISCOR may accept or solicit any form of gratuity, favour or personal advantage related to his/her function or the contracts. Furthermore, in principle no company or supplier may attempt to obtain a contract, if there is any direct link, whether through family or interests, with a member of GISCOR staff unless this is properly declared at all stages of the process and that it can be clearly proven that at no point during the procurement process has there been any unfair advantage gained.	
9.1	Please declare any relevant interests in connection with GISCOR business?	
10	<b>Section 10: GISCOR Anti-Bribery Commitment</b>	
	<p>GISCOR is committed to upholding the highest standards of ethical conduct and integrity wherever we work.</p> <p>Every individual acting on behalf of GISCOR is responsible for ensuring that our business is conducted honestly and professionally. As such GISCOR carries out reasonable and proportionate due diligence on potential associates before entering into contracts with them and puts in place procedures for managing the associated risks on an on-going basis.</p> <p>GISCOR is committed to establishing a 'zero-tolerance' approach to all types of financial crime, including:</p> <ul style="list-style-type: none"> <li>• Fraud</li> <li>• Theft</li> <li>• Bribery</li> <li>• Corruption</li> <li>• Money Laundering</li> <li>• Terrorist Financing</li> </ul> <p>All contractors and suppliers selected by GISCOR must comply with the requirements laid out in this document and communicate these to any sub-contractors involved in GISCOR business.</p> <p>If you have any concerns or suspicions regarding bribery, corruption and fraud, you can report it via the following email address of the organisation which is an official independent email address which reports directly to the Board. Email: <a href="mailto:info@giscor.org">info@giscor.org</a></p> <p>GISCOR is committed to investigating all suspected occurrences of financial crime.</p>	
11	<b>Section 11: Declaration</b>	
	the undersigned, warrant that the information provided in this form is correct, and in the event of changes details will be provided as soon as possible:	
	Signature:	
	Name: (please print)	
	Organisation:	
	Position:	
	Date:	
<b>Attachments to include:</b>		
	Insurance Certificates:	
	A copy of the most recent accounts:	
	Quality Management Certificate (where available):	