

## Annex 4

### Certification

- according to procurement procedures for humanitarian actions -

The candidate

\_\_\_\_\_

name/company

\_\_\_\_\_

address

represented by

\_\_\_\_\_

representative's name

\_\_\_\_\_

address

assures that **none** of the following points apply:

- a) The candidate or company are bankrupt 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.
- b) The candidate has been convicted of an offence related to his professional conduct by a judgement which has the force of *res judicata*.
- c) The candidate has been guilty of grave professional misconduct proven by any means which the contracting authority can justify.
- d) The candidate has failed to fulfil obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which he is established, with those of the country of the contracting organization or those of the country where the contract is to be carried out.
- e) The candidate has been the subject of a judgement that has the force of *res judicata* for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the Norwegian Red Cross or European Union's financial interests.
- f) The candidate has been declared to be in serious breach of contract for failure to comply with his contractual obligations pursuant to another procurement procedure or grant award procedure financed by the Norwegian Red Cross or European Union's budget.

The Contractor shall respect environmental legislation applicable in the country where the services have to be rendered and internationally agreed core labor standards, e.g. the ILO core labor standards, conventions on freedom of association and collective bargaining, elimination of forced and compulsory labor, elimination of discrimination in respect of employment and occupation, and the abolition of child labor.

The candidate also guarantees access to the relevant financial and accounting files and documents as well as other project related information and company registration data for the purpose of financial checks and audits or due diligence testing conducted by

- the European Commission,
- the European Anti-Fraud Office (OLAF),
- the European Court of Auditors and
- by chartered accountants and auditors commissioned by the Norwegian Red Cross or the relevant donor.

Furthermore, he confirms to work together with above mentioned parties when contacted directly. The refusal to share requested data and documents may lead to disqualification from tender processes and cancellation of closed contracts.

\_\_\_\_\_

place, date

\_\_\_\_\_

signature and stamp

## Annex 5

### Required information for Due Diligence Check (Reputational Screening)

*(Questionnaire to be filled out and signed by supplier)*

Full official name of the company	
Copy of company registration added	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there other marketing names of the company?	<input type="checkbox"/> No <input type="checkbox"/> Yes, they are:
Does the owner hold other companies inside or outside of country of company registration?	<input type="checkbox"/> No <input type="checkbox"/> Yes, they are:
Are there subsidiaries/branches of the company?	<input type="checkbox"/> No <input type="checkbox"/> Yes, they are:
Are there shareholders or other third parties involved in the company?	<input type="checkbox"/> No <input type="checkbox"/> Yes, they are:
Full name of the company owner (in Latin alphabet)	
Place and date of birth of the company owner	
Copy of passport or other identity document added	<input type="checkbox"/> Yes <input type="checkbox"/> No
List of all members of the board of directors and key personnel (with name, place, and date of birth) added	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is the owner, a board member or key person currently also the owner, board member or employee of an outside company (including government-owned company)?	<input type="checkbox"/> No <input type="checkbox"/> Yes, from the following company:
Are family members of the owner, board members or key personnel currently employed by the government in a sector that is related to the company?	
Is there any planned or ongoing merger or acquisition activity of the company?	<input type="checkbox"/> No <input type="checkbox"/> Yes, with the following company:

*I herewith confirm that the information above is correct and filled out to the best of my ability. I will inform the Norwegian Red Cross immediately if any information changes during the contract period.*

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*Place and date of signature*

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*Company owner's signature*