**SUPPLIER QUALIFICATION FORM**

Note: This Supplier Declaration Form, including your certification by signature, is part of the qualification procedure for our suppliers and service providers.

By signing the certification at the end of this Supplier Declaration Form, you confirm that all information submitted in sections 1.1 and 1.2 below is true and complete.

**Information about your business**

Please provide the following information about your business and attach a copy of your company’s legal registration document if available.

|  |  |
| --- | --- |
| Business Name |  |
| Legal FormIf the supplier is not a registered company, write “not registered.” |  |
| Year Founded |  |
| Country where established |  |
| VAT or registration number |  |
| Bank Details  | Account number |  |
| Bank Name |  |
| IBAN |  |
| BIC |  |
| Swift |  |
| Currency |  |
| Physical Address |  |
| Email address |  |
| Website |  |
| Sales & Marketing Contact  |  |
| Range of Supplies provided by the Company (Company Portfolio) |  |
| Other Information |  |

**1.1 Information about your managing officials**

SHEILD upholds high moral standards regarding the conduct of its employees, partners, suppliers, and other service providers. As discussed in part 2.3 below, one of these standards is a condemnation of terrorism and a commitment that no funds or other resources will be used to support terrorists or terrorist activities in any way. Not only is this standard an integral part of how SHEILD works, but it is also an expectation of our institutional donors and banks that we screen our suppliers and service providers against lists of known and suspected terrorists on a regular basis.

For this reason, we are required to collect certain information about the relevant decision-makers of each supplier. We request information about your top 4 managing officials (e.g., executive board members, managing directors, or heads of department). Generally, these are the individuals listed on your company’s registration document. If your company has fewer than 4 managing officials, please provide details for all of your managing officials and let us know this fact when submitting the form.

The data collected below will only be used for comparison with freely accessible international sanctions lists published on the internet and will be protected in accordance with applicable data protection laws. If you have any questions how your data will be processed or stored, please talk to your contact at SHEILD or send an email to procurement@sheildgroup.org

|  |
| --- |
| **Managing Official 1** |
| Full name(given name followed by middle and surname) |  |
| Nationality |  |
| Address(at least a minimum, Country of Residence) |  |
| Gender (Optional) |  |
| Birth Date | Date: | Month: | Year: |
| **Managing Official 2** |
| Full name(given name followed by middle and surname) |  |
| Nationality |  |
| Address(at least a minimum, Country of Residence) |  |
| Gender (Optional) |  |
| Birth Date | Date: | Month: | Year: |
| **Managing Official 3** |
| Full name(given name followed by middle and surname) |  |
| Nationality |  |
| Address(at least a minimum, Country of Residence) |  |
| Gender (Optional) |  |
| Birth Date | Date: | Month: | Year: |
| **Managing Official 4** |
| Full name(given name followed by middle and surname) |  |
| Nationality |  |
| Address(at least a minimum, Country of Residence) |  |
| Gender (Optional) |  |
| Birth Date | Date: | Month: | Year: |

**2. Policy Statement SHEILD**

1. SHEILD supports the goals of the UN Global Compact

The UN Global Compact is a strategic policy initiative for businesses that are committed to aligning their operations and strategies with ten universally accepted principles in the areas of human rights, labour, environment and anti-corruption.

* Human Rights
	+ Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and
	+ Principle 2: make sure that they are not complicit in human rights abuses.
* Labour
	+ Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
	+ Principle 4: the elimination of all forms of forced and compulsory labour;
	+ Principle 5: the effective abolition of child labour; and
	+ Principle 6: the elimination of discrimination in respect of employment and occupation.
* Environment
	+ Principle 7: Businesses should support a precautionary approach to environmental challenges;
	+ Principle 8: undertake initiatives to promote greater environmental responsibility; and
	+ Principle 9: encourage the development and diffusion of environmentally friendly technologies.
* Anti-Corruption
	+ Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.

The Global Compact is global and local; private and public; voluntary yet accountable.

Further information is available on this website in different languages : <https://www.unglobalcompact.org>

By signing the Supplier Declaration Form, the approval and compliance with these principles is explicitly confirmed.

1. SHEILD(SHEILD) renounces all forms of terrorism and money laundering

SHEILD renounces all forms of terrorism and will never knowingly support, tolerate or encourage terrorism or the activities of those who embrace terrorism or money laundering. Consistent with numerous United Nations Security Council resolutions, including S/RES/1269(1999), S/RES 1368(2001) and S/RES1373(2001) and the European Union, SHEILD is firmly committed to the international fight against terrorism and in particular against the financing of terrorism. It is the policy of SHEILD to seek to ensure that none of its and its donor funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism or money laundering. Therefore, SHEILD will match their suppliers and Service providers against the Sanctions lists on a regular basis. By submitting an offer, suppliers and service providers agree to this."

Surname and first name: […………………………………………]

Duly authorised to sign this Bid on behalf of: […………………………………………]

Place and date: […………………………………………]

Stamp of the firm/company: