



INTERNATIONAL RESCUE COMMITTEE

Vendor Information Form

*The information provided will be used to evaluate the Company before contracting with the IRC.
Please complete all fields.*

Fields marked (*) are mandatory.

Vendor Information

*Company\Organization Name *For individual consultants, provide legal first and last name اسم الشركة/المنظمة في حال الافراد يجب تزويد الاسم القانوني الكامل	
*Any other names company is operating under (Acronyms, Abbreviations, Aliases) if any اي اسماء اخرى للشركة التي تعمل تحتها (مختصرات, الاسماء المستعارة)	
*Previous names of the company الاسماء السابقة للشركة	
*Address العنوان	
*Website الموقع الالكتروني	
*Phone/Fax Numbers ارقام الهاتف / الفاكس	Phone: _____ Fax: _____
*Primary Contact جهة الاتصال الرئيسية	Name (الاسم) : _____ Phone Number (رقم الهاتف) : _____ Email Address (البريد الالكتروني) : _____
*Email address of Accounts Receivable person or team البريد الالكتروني للمحاسب	
*Email address to which Purchase orders should be sent البريد الالكتروني للجهة المستقبلة لاوامر الشراء	
*Number of Staff عدد الموظفين	
Number of Locations عدد المواقع	
Avg. \$ Value of Stock on Hand	

*Name(s) of Company Owner(s) or Board of Directors or CEO اسم / اسماء مالك/مالكي الشركة او مجلس الادارة	
*Parent companies, if any الشركات الام ان وجدت	
*Subsidiary or affiliate companies, if any الشركات التابعة او الشريكة ان وجدت	

Financial Information

*Bank Name and Address اسم المصرف والعنوان	Please include the full bank address, must include the country		
*Name under which company is registered at bank الاسم المسجلة تحته الشركة في المصرف	Also called Account Title. Example: International Rescue Committee (IRC)		
*Specify Standard Payment Terms (Net, 15, 30 days etc) تحديد شروط الدفع القياسية (Net15، 30، الخ).			
*Payment Method (select all that applies) طريقة الدفع	Payment by: تدفع بواسطة Check <input type="checkbox"/> Yes نعم : <u>الصك</u> <input type="checkbox"/> No لا	Wire Transfer: <input type="checkbox"/> Yes نعم <u>تحويل</u> <input type="checkbox"/> No لا <u>مصرفي</u>	Cash <input type="checkbox"/> Yes نعم <u>نقد</u> <input type="checkbox"/> No لا
Vendor preferred Currency العملة المفضلة لدى المورد			
*Bank account number الرقم الحسابي	This field is to be completed upon notification of awarding of order\contract		
*Routing Number (Branch code/ Sort code if applicable) رقم الفرع (ان وجد)	This field is to be completed upon notification of awarding of order\contract		
IBAN number (if applicable) رقم ايبان (ان وجد)	This field is mandatory if payment requires an international wire transfer		
BIC/Swift code (if applicable) سويفت كود (ان وجد)	This field is mandatory if payment requires an international wire transfer		

Intermediary Banking Information (to be filled **ONLY** if vendor payment requires an international wire transiting through an **intermediary bank**. The vendor can obtain this information from their corresponding bank.)

معلومات البنك الوسيط: فقط في حال اذا الامر يتطلب دفع المستحقات المورد عن طريق بنك وسيط.

*Bank Name and Address اسم و عنوان البنك	Please include the full bank address, must include the country
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*Bank Branch code رقم الفرعي للبنك	<u>This field is mandatory if international wire transfer transits through an intermediary bank</u>
*Bank account number رقم الحساب	<u>This field is mandatory if international wire transfer transits through an intermediary bank</u>
BIC/Swift code (if applicable) سويفت كود (إن وجد)	<u>This field is mandatory if international wire transfer transits through an intermediary bank</u>

Product/Service Information

List Range of Products/Services Offered قائمة المواد / الخدمات المقدمة	
Basis For Pricing (Catalog, List, etc.) قاعدة التسعيرة اعتمادا على (الكاتالوك , القائمة , الخ)	

Documentations as applicable:

*Registration شهادة التسجيل	<div> Provided: <input type="checkbox"/> تم تزويدها </div> <div> Not provided: <input type="checkbox"/> لم يتم تزويدها </div>	Reasons السبب :
*Tax ID (US W9, tax exempt certificate. etc.) or country specific required tax forms براءة الذمة الضريبية	: تم تزويدها Provided	
US Vendors only *Do you require a Form 1099? للموردين داخل الولايات المتحدة الأمريكية	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	

References (optional) (المصادر اختياري)

Client Name: اسم و البريد الالكتروني للمنظمات او الجهات التي عملتم معهم سابقا	<u>Contact Name (اسم جهة الاتصال) , Phone (الهاتف) , Email Address (البريد الالكتروني)</u> :
Client Name: اسم و البريد الالكتروني للمنظمات او الجهات التي عملتم معهم سابقا	<u>Contact Name (اسم جهة الاتصال) , Phone (الهاتف) , Email Address (البريد الالكتروني)</u> :
Client Name: اسم و البريد الالكتروني للمنظمات او الجهات التي عملتم معهم سابقا	<u>Contact Name (اسم جهة الاتصال) , Phone (الهاتف) , Email Address (البريد الالكتروني)</u> :

Financial definitions:

- BIC/SWIFT code: consists of 8-11 characters used to identify the vendors bank during an international transaction
- IBAN number: is used to identify the vendors bank account involved in the international transaction
- The intermediary/correspondent bank is a third-party bank used by the vendor's bank to facilitate international transfers. The vendor can obtain this information from their corresponding bank.

Vendor Self-Certification of Eligibility

Company certifies that:

1. They are not debarred, suspended, or otherwise precluded from participating in major donor (e.g. European Union, European and United States Government, United Nations) competitive bid opportunities.
2. They are not bankrupt or being wound up, are having their 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.
3. They have not been convicted of an offense concerning their professional conduct.
4. They have not been guilty of grave professional misconduct proven by any means that the contracting authority can justify, or been declared to be in serious breach of contract for failure to comply with their contractual obligations towards any contracts awarded in the normal course of business.
5. They have fulfilled obligations related to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country where the contract is to be performed.
6. They have not been the subject of a judgment for fraud, corruption, involvement in a criminal organization or any other illegal activity.
7. They maintain high ethical and social operating standards, including:
 - Working conditions and social rights: Avoidance of Child Labor, bondage, or forced labor; 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 the IRC's beneficiaries.
 - Environmental aspects: Provision of goods and services with the least negative impact on the environment.
 - Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack, or bring unintended advantage to any military actors or other combatants.
 - Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.
8. Company warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a financial interest in the Company's business activities, nor is any IRC employee related to principals or owners of the company. Discovery of an undisclosed Conflict of Interest situation will result in immediate revocation of the Company's Authorized Vendor status and disqualification of Company from participation in future IRC procurement.
9. Vendor hereby confirms that the organization is not conducting business under other names or alias's that have not been declared to IRC.
10. Vendor hereby confirms it does not engage in theft, corrupt practices, collusion, nepotism, bribery, or trade in illicit substances.

By signing the Vendor 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.

IRC Conflict of Interest and Supplier Code of Conduct

Supplier hereby agrees that Supplier and Supplier's employees and subcontractors, if any, shall abide by and follow all established written policies of IRC related to work conduct, including, but not limited to, The IRC Way: Standards for Professional Conduct ("The IRC Way"), the IRC's code of conduct, which can be found at: <https://www.rescue.org/page/our-code-conduct> and IRC's Combating Trafficking in Persons Policy, which can be found here: <https://rescue.app.box.com/s/h6dv915b72o1rnapxg3vczbqxjtboyel>.

The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings. Supplier acknowledges that all IRC employees and independent contractors are expected to apply these core values and follow these undertakings in carrying out work on behalf of IRC. It is a point of pride for IRC to apply these behavioral standards in IRC's everyday operations.

Integrity - At IRC, we are open, honest and trustworthy in dealing with beneficiaries, partners, co-workers, donors, funders, and the communities we affect.

- We work to build the trust of the communities in which we work and sustain the trust earned by our reputation in serving our beneficiaries.
- We recognize that our talented and dedicated staff are our greatest asset and we conduct ourselves in ways that reflect the highest standards of organizational and individual conduct.
- Throughout our work, IRC respects the dignity, values, history, religion, and culture of those we serve.
- We respect equally the rights of women and men and we do not support practices that undermine the human rights of anyone.
- We refrain from all practices that undermine the integrity of the organization including any form of exploitation, discrimination, harassment, retaliation or abuse of colleagues, beneficiaries, and the communities in which we work.
- We do not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances.
- We accept funds and donations only from sources whose aims are consistent with our mission, objectives, and capacity, and which do not undermine our independence and identity.
- We support human rights consistent with the UN Universal Declaration of Human Rights and The Convention on the Rights of the Child.
- We rigorously enforce the UN Secretary General's Bulletin on the Protection from Sexual Exploitation and Abuse of Beneficiaries.
- IRC recognizes its obligation of care for all IRC staff and assumes their loyalty and cooperation.

Service - At IRC, our primary responsibility is to the people we serve.

- As a guiding principle of our work, IRC encourages self-reliance and supports the right of people to fully participate in decisions that affect their lives.
- We create durable solutions and conditions that foster peace, stability and social, economic, and political development in communities where we work.

- We design programs to respond to beneficiaries' needs including emergency relief, rehabilitation, and protection of human rights, post-conflict development, resettlement, and advocacy on their behalf.
- We seek to adopt best practices and evidence-based indicators that demonstrate the quality of our work.
- We endorse the Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief.

Accountability - At IRC, we are accountable – individually and collectively – for our behaviors, actions and results.

- We are accountable and transparent in our dealings with colleagues, beneficiaries, partners, donors, and the communities we affect.
- We strive to comply with the laws of the governing institutions where we work.
- We maintain and disseminate accurate financial information and information on our goals and activities to interested parties.
- We are responsible stewards of funds entrusted to our use.
- We integrate individual accountability of staff through the use of performance evaluations.
- We utilize the resources available to our organization in order to pursue our mission and strategic objectives in cost effective ways.
- We strive to eliminate waste and unnecessary expense, and to direct all possible resources to the people we serve

Conflict of Interest and Legal Compliance

- Supplier hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a financial interest in the Supplier's business activities.
- Supplier hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a family relationship with the supplier's owners.
- Discovery of an undisclosed conflict of interest will result in immediate termination of any Agreement and disqualification of Supplier from participation in current and future IRC activities.
- Supplier hereby warrants that the organization is not conducting business under other names or alias's that have not been declared to IRC.
- Supplier hereby warrants that it does not engage in theft, corrupt practices, collusion, nepotism, bribery, trade in illicit substances, or terrorism or support of terrorism.
- Supplier hereby warrants that it complies with all applicable laws, statutes and regulations, including, but not limited to, export controls, import controls, customs regulations, trade embargoes and other trade sanctions and laws governing unlawful boycotts and payments to foreign government officials.

Supplier hereby agrees to maintain high ethical and social standards:

- Working conditions and social rights: Avoidance of child labor, bondage, or forced labor; 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 IRC's beneficiaries; prohibition of trafficking in persons.
- Environmental aspects: Provision of goods and services with the least negative impact on the environment.
- Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack, or bring unintended advantage to any military actors or other combatants.
- Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.

Disclosures of conflict of interest shall be made in writing to the IRC Supply Chain Coordinator or Deputy Director of Operations in your country. For global procurement, please write to GSCQA. Email: GSCQA@rescue.org.

These IRC officials shall then determine whether a conflict exists and is material, and whether the contemplated transaction may be authorized as just, fair, and reasonable. If conflict exists, then the supplier with such a conflict shall be prohibited from participating in the transaction.

If you believe that any IRC employee, volunteer or intern is acting in a manner that is inconsistent with these Standards, please notify a supervisor or the confidential helpline Ethicspoint, irc.ethicspoint.com or call Ethicspoint toll-free (866) 654-6461 in the U.S./call collect (503) 352-8177 outside the U.S. There will be no retaliation against any person who raises concerns that are based on good faith belief of improper conduct. An intentionally false report or a failure to report conduct that is known to violate these standards may result in disciplinary action.

By signing this statement supplier acknowledges any violation of the above IRC policies will result in immediate termination of any agreement in place and disqualification from participation in future IRC activities.

Supplier Name:
Signature:
Title:
Print Name:
Date: