

IHO SUPPLIERS PRE-QUALIFICATION QUESTIONNAIRE



Company registration details	
Company Name:	
VAT Registration No:	

Company Details	
Email Address:	
Telephone No.	
Postal Address:	
Country:	
City / Town:	

Business Information	
Manufacturer	
Wholesaler	
Trader	
Site Development/Construction	
Authorized Dealer	
Retailer	
Importer	
Consultancy	
Information Services	
Computer Hardware	
Service Bureau	
Other specify	_____
Number of Years in business:	<input type="text"/>

Key Personnel & Contacts <i>(Authorized to sign and accept PO/Contracts & other commercial documents)</i>		
Name	Title/Position	Signature
1.		
2.		
3.		
Companies with whom you have been dealing for the past two years with approximate value in US Dollars:		
Company Name	Business Value	Contact Person/Tel. No.
1.		
2.		
3.		
<p>Have you ever provided products and/or services to any mission/office of IHO?</p> <p>Yes No</p> <p>Do you have any relative who worked with us at one time or another, or are presently employed with IHO? If yes, kindly state name and relationship.</p>		
Trade Reference		
Company	Contact Person	Contact Number
1.		
2.		
3.		
Banking Reference		
Bank	Contact Person	Contact Number
1.		
2.		
3.		

Category (Please select what applies)

Mining & Well Drilling Machinery & Accessories
Bookbinding Services
Building & Construction Machinery & Accessories
Material Handling & Conditioning & Storage Machinery & their Accessories & Supplies
Commercial & Private Vehicles & their Accessories & Components
Power Generation & Distribution Machinery & Accessories
Electrical systems & Lighting & components & accessories & supplies
Distribution & Conditioning Systems & Equipment & Components
Drugs & Pharmaceutical Products
Laboratory & Measuring & Observing & Testing Equipment
Medical Equipment & Accessories & Supplies
Information Technology Broadcasting & Telecommunications
Office Equipment & Accessories & Supplies
Printing & Photographic & Audio & Visual services
Cleaning services
Service Industry Machinery & Equipment & Supplies
Sports & Recreational Equipment & Supplies & Accessories
Food, Beverage Products
Domestic Appliances & Supplies & Consumer Electronic Products
Travel & Food & Lodging & Entertainment Services
Personal & Domestic Services
Published Products
Furniture & Furnishings
Educational Equipment & Materials & Accessories & Supplies
Building & Construction & Maintenance Services
Industrial Production & Manufacturing Services
Industrial Cleaning Services
Environmental Services
Transportation & Storage & Mail Services
Management & Business Professionals & Administrative Services
Engineering & Research & Technology Based Services
Editorial & Design & Graphic & Fine Art Services
Financial & Insurance Services
Healthcare Services
Consultancy, Education & Training Services

Others
specify

REQUIREMENTS CHECK LIST

Please submit the following documents together with the Information Sheet:

	For IHO use only	
	Submitted	Not Applicable
Company Profile (including the names of owners, key officers, technical personnel)		
Company's Articles of Incorporation, Partnership or Corporation, whichever is applicable, including amendments thereto, if any.		
Certificate of Registration from host country's Security & Exchange Commission or similar government agency/department/ministry		
Valid Government Permits/Licenses		
Audited Financial Statements for the last 3 years*		
Certificates from the Principals (e.g. Manufacturer's Authorization, Certificate of Exclusive Distributorship, Any certificate for the purpose, indicating name, complete address and contact details)		
Catalogues/Brochures		
List of Plants/Warehouse/Service Facilities		
List of Offices/Distribution Centers/Service Centers		
Quality and Safety Standard Document / ISO 9001		
List of all contracts entered into for the last 3 years (indicate whether completed or ongoing)		
Certification that Non-performance of contract did not occur within the last 3 years prior to application for evaluation based on all information on fully settled disputes or litigation		
For Construction Projects: List of machines & equipment (<i>include brand, capacity and indication if the equipment are owned or leased by the Contractor</i>)		

Declaration

Verification of information supplied, including information relating to preferences that the Applicant or Business may apply for:

I/we, the undersigned, who warrants that I/we are duly authorised to do so on behalf of the supplier, certifies that the information supplied in terms of this document including the Annexure(s) with additional information, is correct and accurate and acknowledges that:

1. The supplier will be required to furnish documentary proof of the information relating to preferences, if requested to do so.
2. If the information supplied is found to be incorrect, then IHO may, in addition to any remedies it may have:
 - i. (Disqualify the supplier/contractor for a particular bid/contract/project it may be considered for, or which had been awarded to the supplier/contractor;
 - ii. Recover from the supplier/contractor for all costs, losses or damages incurred or sustained by IHO as a result of breach of contract;
 - iii. Cancel the contract and claim any damages which IHO may suffer by favourable arrangements after such cancellation and/or;
 - iv. De-register the supplier registered on the Supplier Database
3. A registered supplier MUST notify Procurement Unit of any changes to information supplied on this form. Failure to do so may result in such a supplier being removed from the Supplier database and /or the cancellation of contracts awarded to the supplier, on the basis of misrepresentation.

Signed on this day _____ of _____ 20____ at _____

Signature of Authorised Representative

IHO POLICY AND PROCEDURES SUPPLIER CODE OF CONDUCT

IHO is strongly committed in observing the highest ethical standards in all its procurement activities. As such, this Code of Conduct for Suppliers has been prepared to provide clear summary of IHO's expectation from the suppliers in all procurement dealings, ensuring that internationally recognized procurement ethics are followed. Transparency and accountability should be strictly adhered to in all procurement activities. IHO procurement ethics focuses on **zero tolerance on corruption, avoiding any form conflict of interest and honest representation of supplier's capabilities.**

Suppliers are strongly urged to familiarize themselves with this Code of Conduct to ensure successful working relations with IHO.

In addition, Impact Health Organization (IHO) will seek alternative sources where the conduct of suppliers demonstrably violates the basic rights of Impact Health Organization (IHO)'s intended beneficiaries, and there is no willingness to address the situation within a reasonable time period, or where companies in the supply chain are involved in the manufacture or sale of arms in ways which are unacceptable to Impact Health Organization (IHO).

PURPOSE

The purpose of the policy is to:

- a) Promote good labour and environmental standards in the supply chains of Impact Health Organization (IHO) ;
- b) To protect Impact Health Organization (IHO)'s reputation.

1. Scope of Application:

The provisions of this Code of Conduct set forth the IHO's expectations for all suppliers that with whom IHO it does business. IHO expects that these principles apply to suppliers and their employees, parent, subsidiary or affiliate entities, and subcontractors. The IHO expects suppliers to ensure that this Code of Conduct is communicated to their employees, parent, subsidiary and affiliated entities as well as any subcontractors, and that it is done in the local language and in a manner that is understood by all.

2. Continuous Improvement:

The provisions as set forth in this Code of Conduct provide the minimum standards expected of suppliers to the IHO. The IHO expects suppliers to strive to exceed both international and industry best practices. The IHO also expects that its suppliers encourage and work with their own suppliers and subcontractors to ensure that they also strive to meet the principles of this Code of Conduct. The IHO recognizes that reaching some of the standards established in this Code of Conduct is a dynamic rather than static process and encourages suppliers to continually improve their workplace conditions accordingly.

3. Management, Monitoring and Evaluation:

It is the expectation of the IHO that suppliers, at a minimum, have established clear goals toward meeting the standards set forth in this Code of Conduct. IHO will set up appropriate management systems related to the content of this Code of Conduct and

actively review, monitor and modify the management processes and business operations to ensure they align with the principles set forth in this Code of Conduct. Suppliers to IHO are strongly encouraged to operationalize its principles and to communicate their progress annually to stakeholders. IHO may monitor that milestones have been set and management systems have been put in place to ensure that the principles set out in this Code of Conduct have been met and failure to do so may impact the future ability of a supplier to do business with the IHO. To review the progress of suppliers and subcontractors in implementing the Code of Conduct, the IHO may take various supporting initiatives, including requesting suppliers to commit to self-certify that they comply with the Code of Conduct and, in some cases, to conduct on site evaluations and inspections of supplier facilities and those of their subcontractors.

Labour:

4. Freedom of Association and Collective Trading: IHO expects its suppliers to recognize the freely-exercised right of workers, without distinction, to organize, further and defend their interests and to bargain collectively, as well as to protect those workers from any action or other form of discrimination related to the exercise of their right to organize, to carry out trade union activities and to bargain collectively.

5. Forced or Compulsory Labour: IHO expects its suppliers to prohibit forced or compulsory labour in all its forms.

6. Child Labour: IHO expects its suppliers not to employ: There shall be no new recruitment of child labour. Companies shall develop or participate in and contribute to policies and programmes, which provide for the transition of any child found to be performing child labour to enable her/him to attend and remain in quality education until no longer a child. Children and young people under 18 years of age shall not be employed at night or in hazardous conditions. These policies and procedures shall conform to the provisions of the relevant International Labour Organisation (ILO) standards.

7. Discrimination: IHO expects its suppliers to ensure equality of opportunity and treatment in respect of employment and occupation without discrimination on grounds of race, colour, sex, religion, political opinion, national extraction or social origin.

8. Wages, Working Hours and Other Conditions of Work: IHO expects its suppliers to ensure the payment of wages in legal tender, at regular intervals no longer than one month, in full and directly to the workers concerned. Suppliers should keep an appropriate record of such payments. Deductions from wages are permitted only under conditions and to the extent prescribed by the applicable law, regulations or collective agreement, and suppliers should inform the workers concerned of such deductions at the time of each payment.

9. Health and Safety: The IHO expects its suppliers to ensure, so far as is reasonably practicable, that: (a) the workplaces, machinery, equipment and processes under their control are safe and without risk to health; (b) the chemical, physical and biological substances and agents under their control are without risk to health when the appropriate measures of protection are taken; and (c) where necessary, adequate protective clothing and protective

equipment are provided to prevent, so far as is reasonably practicable, risk of accidents or of adverse effects to health.

Human Rights:

10. Human Rights: IHO expects its suppliers to support and respect the protection of internationally proclaimed human rights and to ensure that they are not complicit in human rights abuses.

11. Harassment, Harsh or Inhumane Treatment: IHO expects its suppliers to create and maintain an environment that treats all employees with dignity and respect and will not use any threats of violence, sexual exploitation or abuse, verbal or psychological harassment or abuse. No harsh or inhumane treatment coercion or corporal punishment of any kind is tolerated, nor is there to be the threat of any such treatment.

12. Mines: The IHO expects its suppliers not to engage in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

Environment:

13. Environmental: IHO expects its suppliers to have an effective environmental policy and to comply with existing legislation and regulations regarding the protection of the environment. Suppliers should wherever possible support a precautionary approach to environmental matters, undertake initiatives to promote greater environmental responsibility and encourage the diffusion of environmentally friendly technologies implementing sound life-cycle practices.

14. Chemical and Hazardous Materials: IHO expects its suppliers to ensure chemical and other materials posing a hazard if released to the environment are identified and managed to ensure their safe handling, movement, storage, recycling or reuse and disposal.

15. Wastewater and Solid Waste: IHO expects its suppliers to ensure that wastewater and solid waste generated from operations, industrial processes and sanitation facilities are monitored, controlled and treated as required prior to discharge or disposal.

16. Minimize Waste, Maximize Recycling: IHO expects its suppliers to ensure waste of all types, including water and energy, are reduced or eliminated at the source or by practices such as modifying production, maintenance and facility processes, materials substitution, conservation, recycling and re-using materials.

Ethical conduct:

17. Corruption: IHO expects its suppliers to adhere to the highest standards of moral and ethical conduct, to respect local laws and not engage in any form of corrupt practices, including but not limited to extortion, fraud, or bribery.

18. Conflict of Interest: IHO suppliers are expected to disclose to the IHO any situation that may appear as a conflict of interest, and disclose to the IHO if any IHO official or professional under contract with the IHO may have an interest of any kind in the supplier's business or any kind of economic ties with the supplier.

Hence suppliers are expected to observe the following:

- i. Shall not, directly or indirectly, offer to any IHO Staff money, goods or a service as a consideration or in expectation of a favorable decision, information, opinion, recommendation, vote or any other form of favoritism which qualifies as a corruption;
- ii. Shall not directly or indirectly, offer, give or agree or promise to give to any IHO staff any gratuity for the benefit of/or at the direction or request of any Staff of IHO;
- iii. To immediately inform the IHO Head of Office in the event that any Staff of IHO solicits or obtained or has made an attempt to obtain gratification for himself/herself or for any other persons.
- iv. To immediately declare if any of the Company's staff and/or officers had or have any relative employed with IHO. Failure to make such declaration shall be construed as a conflict of interest and might result in the exclusion of the supplier from present and future procurement activities and/or other legal action as deemed fit by the Organization.

19. Gifts and Hospitality: IHO has a “zero tolerance” policy and does not accept any type of gift or any offer of hospitality. The IHO will not accept any invitations to sporting or cultural events, offers of holidays or other recreational trips, transportation, or invitations to lunches or dinners. The IHO expects its suppliers not to offer any benefit such as free goods or services, employment or sales opportunity to a IHO staff member in order to facilitate the suppliers' business with the IHO.

20. Post-employment restrictions: Post-employment restrictions may apply to IHO staff in service and former IHO staff members who participated in the procurement process, if such persons had prior professional dealings with suppliers. IHO suppliers are expected to refrain from offering employment to any such person for a period of one year following separation from service.

Non-adherence to these principles will be a factor in considering whether a supplier is deemed eligible to be registered as IHO supplier or to do business with the IHO, in accordance with applicable IHO policies and procedures.

We encourage suppliers to improve their business practices in accordance with the principles set out in this Code of Conduct.

21. Representation from Suppliers

IHO expects all its suppliers to honestly declare and warrant that:

- i. It will comply with all rules, regulations and statutory requirements relating to the provision of the products/ services to IHO;
- ii. It will not act in concert with other suppliers or agents when participating in a bid;
- iii. It is a duly authorized/certified provider of the supplied products/services and shall not, expressly or impliedly hold itself out to be an agent/representative of a third party provider of the same products/services;

- iv. It will only supply products that are certified to be of merchantable and satisfactory quality;
- v. The supplier possesses the necessary capabilities, equipment and suitable place of business to perform its obligations;
- vi. It shall not contract out or subcontract or outsource any portion of the products/services unless prior written consent from IHO has been obtained; and
- vii. It shall maintain the highest standards of integrity and quality of work at all times.

22. Applicability of the Code of Conduct

This Code of Conduct shall apply to all Suppliers, sub-contractors and to other entities acting on behalf of them (with approval of IHO).

23. Monitoring compliance to the Code of Conduct

To facilitate the monitoring of suppliers' compliance with this Code of Conduct, IHO expects suppliers to:

- i. Develop and maintain all necessary documentation to support compliance with the described standards; such documentation must be accurate and complete;
- ii. Provide IHO's representatives with access to relevant records, upon IHO's request;
- iii. Allow IHO's representatives to conduct interviews with the supplier's employees and with management separately;
- iv. Allow IHO's representatives to conduct announced and unannounced site visits of supplier locations; and
- v. Respond promptly to reasonable inquiries from IHO's representatives in relation to the implementation of the Code of Conduct.

24. Secure Communication Channels

IHO has established a secure communication channel to enable the suppliers to raise their concerns confidentially and responsibly. If the supplier has questions about the Code of Conduct or wishes to report a questionable behavior or possible violation of the Code of Conduct, the Supplier is encouraged and should contact IHO Procurement Unit at email address ethics@ihonet.org

IHO will not tolerate any retribution or retaliation by anyone against a concerned Supplier who has, in good faith, sought out advice or has reported questionable behavior and/or a possible violation. IHO will take disciplinary action up to and including termination of contract for anyone who threatens or engages in retaliation, retribution or harassment of the concerned individual. Identities and contents of all information or complaints will be treated strictly confidential.

25. SANCTIONS

Breach of the Code of Conduct may result in actions being invoked against that supplier, in addition to any contractual or legal remedies. The actions applied will depend on the nature and seriousness of the breach and on the degree of commitment shown by the supplier in breach to its obligations under the Code of Conduct. The range of actions available to be imposed on the supplier includes but is not restricted to the following:

- i. Formal warnings – that the continued non-compliance will lead to more severe actions
- ii. Disclosure of nature of breach to all IHO subsidiaries and associate companies;
- iii. Immediate termination of contract, without recourse; and/or

Acknowledgment and Acceptance (submit with the form)

This is to certify that I have fully read the Supplier's Code of Conduct attached. Having fully read and understood the completed requirement of this Supplier's Code of Conduct, I hereby commit myself and my company to serve this Code of Conduct and to fully comply with all of its principles. I also certify that I am authorized by my company to sign and accept this document in its behalf.

Supplier: _____

Address: _____

Representative: _____

Signature: _____

Date: _____