

ANNEX 1

SUPPLIER DECLARATION FORM

As an important and highly visible inter-governmental organization the Mekong River Commission Secretariat (MRCS) has a special obligation to ensure that its mission is performed to the highest standards. To this end, a Fraud Prevention and Anti-Corruption (FPAC) Mechanism (as provided to bidders) has been adopted that applies to the MRCS activities and those involved in it. The FPAC Mechanism includes a commitment to ensuring that opportunities for fraud and corruption are reduced to the lowest possible level of risk.

As part of the risk mitigation and due diligence processes set out in the FPAC Mechanism, the MRCS requires all prospective service providers and their legal representatives to undertake that they shall comply with the standards set out in the FPAC Mechanism.

Full Name of Individual/Entity:			
Current Business Natures	<input type="checkbox"/> Water Resource Management (WRM) and Development Services	<input type="checkbox"/> Research Institution or Development Studies	
	<input type="checkbox"/> Consultancy services including Research on WRM	<input type="checkbox"/> Freelancer/general consultancy	
	<input type="checkbox"/> Training Services	<input type="checkbox"/> Others (please specify):	
	<input type="checkbox"/> Communication, PR, Advertisement		
Key Detail of the Current Business:			
Business Structure (if applicable):		Business Type:	
<input type="checkbox"/> Partnership		<input type="checkbox"/> For Profit	
<input type="checkbox"/> Join Venture		<input type="checkbox"/> Non-Profit (NGO)	
<input type="checkbox"/> Limited Liability		<input type="checkbox"/> Public Entity	
<input type="checkbox"/> Company Corporation		<input type="checkbox"/> Community Based Organization (CBO)	
<input type="checkbox"/> None of the above		<input type="checkbox"/> Private business	
Registration or Formation of business (if applicable):	Country/State:		
	Time of registration (date/month/year):		
	Percentage of Ownership:		
	Business license number:		
<p>The entity/person identified above here by declares and/or confirms that the entity/person including any person having powers of representation, decision-making or control over them or a member of their administrative, management or supervisory body:</p> <ul style="list-style-type: none"> has not been sentenced by final judgment on one or more of the following charges: participation in a criminal organization, corruption, fraud, money laundering, terrorist financing, terrorist offences or offences linked to terrorist activities, child labour or trafficking in human beings; is not in a situation of bankruptcy, liquidation, termination or suspension of business activities, insolvency or arrangement with creditors or any like situation arising from a procedure of the same kind, or is subject to a procedure of the same kind; has not received a judgment with res judicata force, finding an offence that affects their professional integrity or serious professional misconduct, including but not limited to: misrepresenting information required for the verification of the absence of grounds for exclusion or in the performance of a contract; entering into agreement with other persons or 			

entities with the aim of distorting competition; violating intellectual property rights; attempting to influence the decision-making process of a contracting authority; or attempting to obtain confidential information;

- has complied and continues to comply with their obligations as regards payment of taxes, social security contributions and dues, according to the applicable statutory provisions;
- is not an entity created to circumvent tax, social or other legal obligations (empty shell company), have ever created or are in the process of creation of such an entity;
- has not been involved in mismanagement or other irregularities related to the use of MRC funds or public funds of another source;
- is not in a situation of conflict of interest in relation to the procurement process and any resulting contract;
- none of its officers, employees or subcontractors has or have been sanctioned for any offence listed in this Declaration Form;
- understands the provisions of the MRC FPAC Mechanism and has not and shall not be involved in any activities that are inconsistent with the standards of conduct set out in the FPAC Mechanism;
- if shortlisted, shall treat as confidential any information provided to it by the MRC Secretariat;
- understands that the MRC Secretariat may publish the name of shortlisted bidders in accordance with the provisions of the MRC Procurement Manual;
- understands that should circumstances pertaining to this Supplier Declaration Form change or new information emerge prior to the award of the goods or services to be procured then the entity/person is under an obligation to bring such information to the MRC Secretariat's attention forthwith.

Consent:	Agrees to the MRC rules for protection of personal data.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Agrees to the MRC publishing information regarding the bidder in accordance with its Procurement Manual.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Agrees to the MRC's established rules and regulations, and disciplinary measures will be undertaken as per terms and condition set in the contract should any violation occurred.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Signature and Date:	<i>I declare, on behalf of the entity or myself, that I have the power to represent the entity in making the declarations contained in this Supplier Declaration Form, that to the best of my knowledge the statements made in this Supplier Declaration Form are complete, true and correct and undertake to provide verification for any information that the MRC Secretariat may request:</i>		

VERIFICATION MATRIX*(Indicative only to illustrate possible use)*

Evaluation and due diligence options	Criteria		
	Fit for purpose	Ability to deliver	Value for money
Legal existence check			
Written offer / proposal documents complete			
Supplier declaration form *			
Financial statements			
Terrorism and sanctions database check •			
Reference checks			
Site visit			
Audited accounts			
Credit check			
Company's office/charities register check			
Accepts the MRCS Terms & Conditions			
Security check			
Overall comments and recommendations for the mitigation of risks of any risks found or follow up actions as required:			

Note: • Risk identified and mitigation measures described

Prepared by
(name, title, and team)

Signature

Date

Reviewed by
(name, title, and team)

Signature

Date