



Netherlands

Development

Organisation



SNV Due Diligence Self-Declaration Form

We, Insert name of Consultant (Firm), Vendor or Partner hereby declare to Stichting SNV Nederlandse Ontwikkelingsorganisatie (SNV) that:

- a. we are not debarred, sanctioned, or included in any ineligibility lists established by the EU, UN, UK, USGOV or the World Bank.
- b. neither us nor our principals, director(s)/partner(s)/proprietor(s)/ultimate beneficial owner have been the subject of legal proceedings for insolvency, bankruptcy, receivership nor have we had our activities suspended for related reasons.
- c. we are not bankrupt nor being wound up, having our affairs administered by the courts, have not entered an arrangement with creditors, have not suspended business activities, are not the subject of proceedings concerning the foregoing matters, and are not in any analogous situation arising from a similar procedure provided for in national or international legislation or regulations.
- d. we are solvent and, can continue doing business for the period stipulated in the contract after contract signature, if awarded a contract by SNV.
- e. neither us nor persons having powers of representation, decision making or control over us have not been convicted of an offence concerning our professional conduct by a final judgment.
- f. neither us nor persons having powers of representation, decision making or control over us have been the subject of a final judgment or of a final administrative decision for fraud, corruption, involvement in a criminal organization, money laundering, terrorist-related offences, child labour, modern slavery, human trafficking, or any other illegal activity.
- g. we are in compliance with all our obligations relating to the payment of social security contributions and the payment of taxes in accordance with the national legislation or regulations of the country in which we are established.
- h. we are not subject to an administrative penalty for misrepresenting any information required as a condition of participation in a procurement procedure or failing to supply such information.
- i. we have no conflict of interest or we have declared to SNV any circumstances that could give rise to a conflict of interest or potential conflict of interest in relation to the current procurement process. If the latter, please complete Annex A - Conflict of Interest Form.
- j. no adverse action has been taken against us, including contract termination for poor performance or we have declared to SNV any adverse actions against us in the last five years. If the latter, please complete Annex B - Adverse Action Form.
- k. we have not granted and will not grant, have not sought, and will not seek, have not attempted, and will not attempt to obtain, and have not accepted and will not accept any direct or indirect benefit (financial or otherwise) arising from this procurement process or the contract, if awarded a contract by SNV
- l. we have zero tolerance for sexual exploitation, harassment and abuse and have appropriate procedures in place to prevent and respond to sexual exploitation, harassment and abuse, and
- m. we shall notify SNV in case any of any changes to the declarations above.

We understand that a false statement or failure to disclose any relevant information which may impact upon SNV's decision to award a contract may result in our disqualification from the bidding exercise and/or the withdrawal of any offer of a contract with SNV.

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Furthermore, in case a contract has already been awarded, SNV shall be entitled to terminate the contract with immediate effect, in addition to any other remedies which SNV may have by contract or by law.

Signed by and on behalf of:

Legal Name:	
Trading name (if different from above)	
Business registration number and country of registration	
Physical location of business premises:	
Postal address (if different from above):	
E-mail address:	
Name and Title of duly authorized representative:	
Date:	Wednesday, 19 April 2023
Signature:	



Annex A - Conflict of Interest Form

We, Insert name of Consultant (Firm), Vendor or Partner hereby declare to Stichting SNV Nederlandse Ontwikkelingsorganisatie (SNV) that there is a potential or actual conflict of interest.

The questions and answers below provide additional information on the nature of the conflict of interest:

To the best of your knowledge, have you or any employee or staff member of your organisation or firm, ever been employed by SNV?	<i>Yes or No</i>
If yes, provide the name of the person in your organisation, and a description of the employment period, including job title, the duration of the employment period, the country of employment.	<i>Provide details</i>
Is any employee or staff member of your firm, company or organisation related (by blood, marriage or otherwise) to any employee of SNV?	<i>Yes or No</i>
If yes, please provide the name of your staff and the name of the SNV staff member they are related to. State the nature of the relationship.	<i>Provide details</i>
Are there any other potential conflicts of interest between you/your firm, company, or organisation and SNV or any of our donors, partners, staff, offices, contracted consultants, or vendors?	<i>Yes or No</i>
If yes, please provide further information here.	<i>Provide details</i>
Any other relevant disclosures	<i>Provide details</i>

Name and Title of duly
authorized representative

Signature

Date



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Annex B – Adverse Action Form

We, Insert name of Consultant (Firm), Vendor or Partner hereby declare to Stichting SNV Nederlandse Ontwikkelingsorganisatie (SNV) that adverse action has been taking against our establishment.

The questions and answers below provide additional information on the nature of the adverse action:

<i>Provide details of adverse action(s)</i>	
Any other relevant disclosures?	<i>Provide details</i>

Name and Title of duly
authorized representative:

Signature

Date



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Annex C – Missing Document Declaration

We, Insert name of Consultant (Firm), Vendor or Partner hereby declare to Stichting SNV Nederlandse Ontwikkelingsorganisatie (SNV) that we are unable to provide the following requested documents for the reasons provided below:

Name of document(s)	Reason(s) why the documents were not provided
<i>Name of document</i>	<i>Provide details</i>
<i>Name of document</i>	<i>Provide details</i>
<i>Name of document</i>	<i>Provide details</i>
<i>Name of document</i>	<i>Provide details</i>
<i>Name of document</i>	<i>Provide details</i>

Name and Title of duly
authorized representative:

Signature

Date