

**RESPONSE FORM**

**A - GENERAL INFORMATION**

*Please insert the required information in the table below. You will find instructions and clarifications on the information required under the column “Instructions” in the table.*

|  |  |  |
| --- | --- | --- |
| **INFORMATION REQUIRED** | | **INSTRUCTIONS** |
| **Supplier Name** |  | *Write only the legal name of the supplier here in CAPITAL LETTERS* |
| **UNGM Number** |  | *The vendor's number in the UN Global Marketplace* |
| **Type of Organization** |  |  |
| **Nature of Business** |  | *Please specify.* |
| **Supplier Webpage** |  | *Internet site of the supplier (only one)* |
| **Country** |  | *Please insert the country where the supplier is legally registered.* |
| **City** |  | *City or town or village name (community)* |
| **Address** |  | *Physical address of the vendor - Street number, Road, Block, etc. (Mandatory)* |
| **Province (or similar)**  **(if applicable)** |  | *Region, state, province, location etc. (NOT country name* |
| **Postcode**  **(if applicable)** |  | *Postal code* |
| **Phone number** |  | *Please include phone country code in this format: 00countrycode* |
| **Fax number**  **(if applicable)** |  | *Please include phone country code in this format: 00countrycode* |
| **Supplier Email Address** |  | *Email address (for queries)* |

**B. KEY SELECTION CRITERIA**

*The organisations who express their interest will have to provide evidence of meeting the requirements listed below.*

|  |  |
| --- | --- |
| **1** | **Specialized technical experience and local knowledge: Please describe** |
|  | |
| **2** | **Qualifications of Personnel matching the expertise required for implementing the services: Please describe** |
|  | |
| **3** | **Legal status, governance and brief history of the organization (Please attach the legal registration certificate): Please describe** |
|  | |
| **4** | **Service provider has at least 5 years of experience in providing technical assistance in food system transformation in Vietnam. Please describe** |
|  | |

**C. ELIGIBILITY AND CAPACITY PROFILE OF POTENTIAL SERVICE PROVIDERS**

*Please mark the appropriate box.*

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | ELIGIBILITY | YES | NO |
| 1.1 | Please confirm that there are no pending legal actions against your organization. If there are, please provide more details in the Comments box below (question 1.7). |  |  |
| 1.2 | Does your organisation have a bank account in its name? |  |  |
| 1.3 | Is the organisation a state authority or legally registered with state authorities, or recognized by international treaties as one of the following? If yes, please tick the appropriate answer below.  ☐ a governmental institution;  ☐ an inter-governmental institution (e.g. other United Nations agency);  ☐ a non-governmental organization;  ☐ a legally registered community/ civil society organization;  ☐ an academic or public research institution;  ☐ a charitable foundation.  Please provide the legal registration date, place, and registration number in the Comments box below (question 1.7). |  |  |
| 1.4 | Do you declare that your organisation is NOT currently suspended or debarred by FAO, any other UN organization, the EU or the World Bank? If yes, please provide details in the Comments box below (question 1.7). |  |  |
| 1.5 | Do you declare that your organisation is not connected in any way to and does not provide support to individuals or entities associated with terrorism, as included in the list maintained by the Security Council Committee established pursuant to its Resolutions 1267 (1999) and 1989 (2011)? |  |  |
| 1.6 | Please confirm that, to the best of your knowledge, your organisation does not have any personal or professional relationships with FAO?  If the answer is YES, please provide all relevant details under point 1.7 below. Please note that the disclosure must include, but not be limited to:  - ANY current or past employment relationship with FAO of your organisation’s representatives and employees;  - ANY current or past relationship with any FAO staff member (family members, spouses, etc.) of your organisation's representatives and employees. |  |  |
| 1.7 | Please provide any explanations, comments and qualifications to the answers provided above regarding the eligibility criteria: | | |
| 2 | GOVERNANCE | YES | NO |
| 2.1 | Does your organisation have internal statutes and bylaws that govern your policies, procedures, ownership and management? |  |  |
| 2.2 | If the answer to the previous question is yes, do the statutes and bylaws foresee that a governing body controls the management? |  |  |
| 2.3 | Does the governing body meet on a regular basis and perform oversight functions? |  |  |
| 2.4 | Does your organisation have statutory reporting requirements (e.g.: on financial results and management actions)? |  |  |
| 2.5 | If the answer to the previous question is yes, is your organisation in compliance with such requirements for the previous three fiscal years? |  |  |
| 2.6 | Does your organisation have anti-fraud and corruption policy with clear sanction and rules? |  |  |
| 2.7 | Please provide any explanations, comments and qualifications to the answers provided above regarding the questions on governance: | | |
| 3 | ORGANIZATIONAL STRUCTURE AND STAFFING | YES | NO |
| 3.1 | Does your organisation have a manual with clearly defined policies for transparent and competitive recruitment and personnel management? |  |  |
| 3.2 | Are the job descriptions for the staff in your organisation clearly defined? |  |  |
| 3.3 | Does your organisation have professional staff employed on full time basis dedicated to the following areas?  Accounting and finance |  |  |
| Internal audit |  |  |
| Procurement |  |  |
| Human Resources |  |  |
| Communication |  |  |
| 3.4 | Please confirm that your organisation is able to provide the required services satisfactorily without recruiting additional resource persons; if not, please specify the expertise that would be outsourced and the activities for which it would be required in the Comments box below (question 3.11). |  |  |
| 3.5 | Does the organisation have a formal policy for record keeping and document management? |  |  |
| 3.6 | Are there structured internal reporting formats and procedures established to facilitate reporting the performance of externally-financed activities? |  |  |
| 3.7 | Does your organisation document its performance through annual or periodic reports which are made public? |  |  |
| 3.8 | Does your organisation have a documented internal control framework which is distributed and made available to staff and updated periodically? |  |  |
| 3.9 | Does the organisation have a code of conduct or any other official guidelines regarding ethical behavior and administrative sanctions procedures for employees? |  |  |
| 3.10 | Is the organization's staff trained to maintain their basic safety and security during humanitarian field operations? |  |  |
| 3.11 | Please provide any explanations, comments and qualifications to the answers provided above regarding the questions on organizational structure and staffing: | | |
| 4 | ACCOUNTING POLICIES AND PROCEDURES | YES | NO |
| 4.1 | Does your organisation have an accounting system that allows for proper recording of financial transactions from United Nations agencies, including allocation of expenditures in accordance with the respective components, disbursement categories and sources of funds? |  |  |
| 4.2 | Are all accounting and supporting documents retained in an organized system that allows authorized users easy access? |  |  |
| 4.3 | Are the following functional responsibilities performed by different units or individuals: (a) authorisation to execute a transaction; (b) recording of the transaction; and (c) custody of assets involved in the transaction? |  |  |
| 4.4 | Are the functions of ordering, receiving, accounting for and paying for goods and services segregated? |  |  |
| 4.5 | Are bank reconciliations prepared by individuals other than those who make or approve payments? |  |  |
| 4.6 | Does your organisation have in place controls for the preparation and approval of payroll expenditures? |  |  |
| 4.7 | Does your organisation have a system for controlling that direct staff salary costs reflect the actual amount of staff time spent on a project? |  |  |
| 4.8 | Does your organisation have specific controls for authorizing the actions and approving the reimbursement or payment of travel and hospitality costs? |  |  |
| 4.9 | Does your organisation have specific controls over cash payments? |  |  |
| 4.10 | Does your organisation have published rates for hospitality expenses? |  |  |
| 4.11 | Does your organisation take out insurance for health and/or repatriation of the staff working in field locations? |  |  |
| 4.12 | Please provide any explanations, comments and qualifications to the answers provided above regarding the questions on accounting policies and procedures: | | |
| 5. | OPERATIONAL CAPACITY | YES | NO |
| 5.1 | Does the organisation have at least 3 full-time staff? |  |  |
| 5.2 | Does your organisation have previous experience in the target area for the requested activities? |  |  |
| 5.3 | Does your organisation have in-country core resources such that can maintain continuing field presence and basic operations? |  |  |
| 5.4 | Do you maintain full-time year-round offices in the area(s) of the proposed operations? |  |  |
| 5.5 | Do you have external collaborators residing full time in the area(s) of the proposed operations? |  |  |
| 5.6 | Does your organisation own and operate in the area vehicles that can provide adequate transport capacity for the required operations? |  |  |
| 5.7 | Does your organisation own and operate in the area warehouse facilities that can provide adequate storage for the required operations? |  |  |
| 5.8 | If the answer to the previous question is yes, do any such required warehouse facilities have adequate physical security? |  |  |
| 5.9 | Does your organisation own and operate in the area IT equipment and resources that can provide adequate connectivity and electronic support for the required operations? |  |  |
| 5.10 | If applicable, does your organisation have the necessary training and facilitation skills for providing training to the beneficiaries in the target area(s)? |  |  |
| 5.11 | Please provide any explanations, comments and qualifications to the answers provided above regarding the questions on operational capacity: | | |
| 6. | FINANCIAL REPORTING AND ASSET MANAGEMENT | YES | NO |
| 6.1 | Does your organisation have established financial reporting procedures that specify what reports are to be prepared, the source system for key reports, the frequency of preparation, what they are to contain and how they are to be used? |  |  |
| 6.2 | Are your organization’s overall financial statements audited regularly by an independent auditor in accordance with appropriate national or international auditing standards? If so, please provide the name of the auditor in the Comments box below (question 6.9). |  |  |
| 6.3 | Were there any major issues related to ineligible expenditure involving donor funds reported in the audit reports over the past three years? If yes, please provide more details in the Comments box below (question 6.9). |  |  |
| 6.4 | Does your organisation have a computerized financial management system? |  |  |
| 6.5 | If the answer to the previous question is yes, can the computerized financial management system produce financial reports on cash-basis accounting? |  |  |
| 6.6 | Does your organisation have in place a policy and procedures to protect assets from fraud, waste and abuse? |  |  |
| 6.7 | Is responsibility for receiving and issuing inventory segregated from that for updating the inventory records? |  |  |
| 6.9 | Please provide any explanations, comments and qualifications to the answers provided above regarding the questions on financial reporting and asset management: | | |
| 7. | PROCUREMENT AND CONTRACT ADMINISTRATION | YES | NO |
| 7.1 | Does your organisation have written procurement policies and procedures? |  |  |
| 7.2 | Are exceptions to procurement procedures approved by management and documented? |  |  |
| 7.3 | Does your organisation have a computerized procurement system with adequate access controls and segregation of duties between entering purchase orders, approval and receiving of goods? |  |  |
| 7.4 | Does your organisation have a structured procurement unit with defined reporting lines? |  |  |
| 7.5 | Do your organisation procedures require written or ERP-based authorizations for purchases? |  |  |
| 7.6 | Does your organisation apply formal guidelines and procedures to identify, monitor and deal with potential conflicts of interest with potential suppliers/procurement agents? |  |  |
| 7.7 | Does your organisation follow well-defined rules and procedures for sourcing suppliers (e.g.: wide broadcasting of tenders)? |  |  |
| 7.8 | Does your organisation follow well-defined rules and procedures to ensure a secure and transparent bid and evaluation process? |  |  |
| 7.9 | Does your organisation have rules and procedures on management / administration of major contracts? |  |  |
| 7.10 | Does your organisation have specifically designated personnel to monitor expiration of performance securities, warranties, liquidated damages and other risk management instruments? |  |  |
| 7.11 | Please provide any explanations, comments and qualifications to the answers provided above regarding the questions on procurement and contract administration: | | |

**D. SUBMISSION OF EXPRESSION OF INTEREST**

In response to the Invitation for Expressions of Interest published on DD.MM.YYYY, I the undersigned, confirm on behalf of my organisation, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(please insert the name of your organisation)* our interest to undertake the activities as mentioned in the notification. As instructed, we have enclosed all the necessary documents, as per the guidelines/format provided, for your information and records.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and function: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Seal of the organisation*

*and signature of its representative*