**VENDOR REQUEST FORM**

Please provide the following information in order to allow us to create your company as a vendor in our system.

1. **Company Details**

|  |  |
| --- | --- |
| Company Name:  | Enter company name here. |
| Year Established:  | Enter year established here. |
| Address:  | Enter address here. |
| Postcode: | Enter postcode here. |
| Telephone:  | Enter telephone number here. |
| Account Manager Email:  | Enter account manager email here. |
| Credit Control Email:  | Enter email address for remittance advice to be sent to. |
| VAT Number:  | Enter VAT number here. |
| Financial Turnover for last year:  | Enter latest financial turnover figure here. |

1. **Bank Details**

|  |  |
| --- | --- |
| Bank Name:  | Enter bank name here. |
| Account Name: | Enter account name here. Account name and the Company name must be the same |
| Address: | Enter bank address here. |
| Account Number:  | Enter account number here. | Sort Code:  | Enter sort code here. |
| IBAN:  | Enter IBAN here. | Swift Code:  | Enter swift code here. |
| Currency of payment: | [ ]  GBP/[ ] USD/[ ] EURO |

1. **Goods & Services Supplied**

|  |  |
| --- | --- |
| Goods and Services Supplied:  | Choose a category from dropdown. |

1. **Past Experience & References**

|  |  |
| --- | --- |
| Have you recently supplied to the United Nations? | Choose yes/no from dropdown. |
| If so please specify which agency: | Enter agency details here.  |
| If this is the first time you are providing us with a service please supply two references for orders placed within the last twelve months including contact name, telephone number and email address: |
| Enter company name here. | Enter company name here. |
| Enter company address here. | Enter company address here. |
| Enter company telephone number here. | Enter company telephone number here. |
| Enter contact person email address here. | Enter contact person email address here. |
| Please list any legal disputes in which your company may be involved: | Enter legal dispute details here. |

1. **Payment Terms (check one option)**

|  |  |
| --- | --- |
|[ ]  Within 25 days (IMO Standard Payment Terms). |[ ]  Specify alternative Payment Terms if you cannot comply to the IMO Standard Payment Terms |

1. **Signature[[1]](#footnote-1)**

|  |  |
| --- | --- |
| Name: | Enter your name here. |
| Title/Position: | Enter your job title here. |
| Place (City and Country): | Enter your City and Country. |
| Signature | Enter Signature. | Date: | Enter date here. |

ANNEX A

STATEMENT OF CONFIRMATION

VENDORS

On behalf of (name of firm or organization): , I hereby attest and confirm that:

1. The firm/organization possesses the legal status and capacity to enter into legally binding contracts with the International Maritime Organization for the supply of equipment, supplies, services or work.
2. The firm/organization is not insolvent, in receivership, bankrupt or being wound up, and not under administration by a court or a judicial officer, and that it is not subject to the suspension of its business or legal proceedings for any of the foregoing reasons.
3. The firm/organization has fulfilled all its obligations to pay taxes and social security contributions.
4. The firm/organization has not, and that its directors and officers have not, within the last five years been convicted of any criminal offense related to professional conduct or the making of false statements or misrepresentations as to their capacity or qualifications to enter into a procurement or supply contract.
5. The International Maritime Organization, in the event that any of the foregoing should occur at a later time, will be duly informed thereof, and in any event, will have the right to disqualify the firm/organization from any further participation in procurement proceedings.
6. The firm/organization did not/will not attempt to influence any other bidder, organization, partnership or corporation to either submit or not submit a proposal/bid/quotation.
7. The firm/organization will not, in the absence of a written approval from the International Maritime Organization, permit a person to contribute to, or participate in, any process relating to the preparation of a Quotation/Bid/ Proposal or the procurement process if the person:
	1. at any time during the 12 months immediately preceding the date of issue of the Solicitation was an official, agent, servant or employee of, or otherwise engaged by the International Maritime Organization;
	2. at any time during the 24 months immediately preceding the date of issue of the Solicitation was an employee of the International Maritime Organization personally engaged, directly or indirectly, in the definition of the requirements, project or activity to which the Solicitation relates.
8. Neither the organization/firm, its parent entities (if any), nor any of its subsidiary or affiliated entities (if any) have been identified on, or associated with any individual, groups, undertakings and entities identified on, the list established pursuant to the UN Security Council Resolution 1267 (Consolidated Sanctions List).1
9. Neither the organization/firm, its parent entities (if any), nor any of its subsidiary or affiliated entities (if any) are subject to any form of sanction imposed by an organization or body within the United Nations System, including the World Bank.

1 The Consolidated United Nations Security Council Sanctions List can be found on the following website:

**https:**[**//www.u**](http://www.un.org/securitycouncil/content/un-sc-consolidated-list)**n**[**.org/securitycouncil/content/un-sc-consolidated-list**](http://www.un.org/securitycouncil/content/un-sc-consolidated-list)

1. Neither the organization/firm, its parent entities (if any), nor any of its subsidiary or affiliated entities (if any), is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child’s education, or to be harmful to the child’s health or physical, mental, spiritual, moral, or social development.
2. Neither the organization/firm, its parent entities (if any), nor any of its subsidiary or affiliated entities (if any) will use the funds received under contracts/purchase orders with the International Maritime Organization to provide support to individuals, groups, undertakings or entities associated with terrorism.
3. The prices in the firm/organization’s proposal/bid/quotation have been arrived at independently, without consultation, communication or agreement with any other interested companies, competitor or potential competitor with a view to restricting competition.
4. The International Maritime Organization shall have the right to disqualify the firm/organization from participation in any further procurement proceedings, if it offers, gives or agrees to give, directly or indirectly, to any current or former staff member of the International Maritime Organization a gratuity in any form, an offer of employment or any other thing of service or value, as an inducement with respect to an act or a decision of, or a procedure followed by, the International Maritime Organization in connection with a procurement proceeding.
5. The International Maritime Organization shall have the right to disqualify the firm/organization from participation in any further procurement proceedings if it does not disclose to the International Maritime Organization any situation that may appear as a conflict of interest, and if it does not disclose to the International Maritime Organization if any official or professional under contract with the International Maritime Organization have an interest of any kind in the firm/organization’s business or any kind of economic ties with the firm/organization.
6. The firm/organization expressly agrees to abide by the United Nations Supplier Code of Conduct.2

2 <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>

1. Signature of this form is confirmation of your acceptance of IMO Terms and Conditions and Annex A of this document (IMO Terms and Conditions - <https://www.imo.org/en/About/Procurement/Pages/Key-Documents.aspx>) [↑](#footnote-ref-1)