



INTERNATIONAL RESCUE COMMITTEE

Contractor Pre-Qualification Application

(IRC Iraq) will be issuing a tender in (2023) to contract a qualified company to (Cash Distribution Service in 2024). **All potential bidders for this contract must first pre-qualify with the International Rescue Committee.**

This Pre-Qualification Application must be completed in full and submitted by (4:00 pm) on (14 December 2023). Please send a signed copy of original and all attachments to the following email addresses:

Email address: IRCIraq.TenderBox1@rescue.org

Supplier Information

Company Name		
Acronyms, Abbreviations, Aliases		
Previous names of the company		
Address		
Website		
Phone/Fax Numbers	Phone:	Fax:
Primary Contact	Name:	Phone Number:
	Email Address:	
# of Staff		
# of Locations		
Name(s) of Company Owner(s) or Board of Directors		
Former names of the company		
Parent companies, if any		
Subsidiary or affiliate companies, if any		

Legal Information (Revise as necessary, sample questions below)

Is your company fully insured for cash distribution services as required under (Country) law? <i>Please attach proof of insurance.</i>	Yes No
Has this company ever been cited for violation of any safety regulations in (Country)? <i>If yes, attach detailed explanation.</i>	Yes No
Has this company had any legal ruling or convictions against it in the past 7 years? <i>If yes, attach detailed explanation.</i>	Yes No

Financial Information

Bank Name and Address	
Name under which company is registered at bank	
Payment Terms	Payment By: <u>Check</u> Yes No <u>Wire Transfer</u> Yes No <u>Cash</u> Yes No
Does your company have the ability to obtain a (bank guarantee/bond/etc)	Yes No

Project Information

Would you be available to undertake this project between (2024)?	Yes No
Do you plan to sub-contract any work on this project? <i>If yes, please indicate what work would be sub-contracted.</i>	Yes No
Other project info.....	

References

Client Name:	<u>Contact Name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, Phone, Email Address:</u>
Please attach a list of all similar cash distribution projects completed in the past 5 years including addresses client name and a general description of the project.	

Supplier Self-Certification of Eligibility

Company certifies that:

1. They are not debarred, suspended, or otherwise precluded from participating in major donor (e.g. European Union, European and United States Government, United Nations) competitive bid opportunities.
2. They are not bankrupt or being wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
3. They have not been convicted of an offense concerning their professional conduct.
4. They have not been guilty of grave professional misconduct proven by any means that the contracting authority can justify, or been declared to be in serious breach of contract for failure to comply with their contractual obligations towards any contracts awarded in the normal course of business.
5. They have fulfilled obligations related to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country where the contract is to be performed.
6. They have not been the subject of a judgment for fraud, corruption, involvement in a criminal organization or any other illegal activity.
7. They maintain high ethical and social operating standards, including:
 - Working conditions and social rights: Avoidance of Child Labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and the IRC's beneficiaries.
 - Environmental aspects: Provision of goods and services with the least negative impact on the environment.
 - Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack, or bring unintended advantage to any military actors or other combatants.
 - Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.
8. Company warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a financial interest in the Company's business activities. Discovery of an undisclosed Conflict of Interest situation will result in immediate revocation of the Company's Authorized Supplier status and disqualification of Company from participation in future IRC procurement.

By signing the Supplier Information Form you certify that your Company is eligible to supply goods and services to major donor funded organizations and that all of the above statements are accurate and factual.

Company Name: _____

Name of Representative: _____

Title: _____

Signature: _____

Date: _____

FOR IRC USE

Has the Contractor provided all requested information?	Yes No
ATC completed?*	Yes No
References checked and results on file?	Yes No

* If the Contractor fails the ATC then they are immediately disqualified.

This Contractor is pre-qualified and eligible to provide a response to IRC's Cash Distribution tender (CD or DDO approval required):

Name _____

Title _____

Signature _____

Date _____