# DUE DILIGENCE AND UNDERTAKINGS FORM

#### RFQ Bidders/Vendors

Please complete the following questionnaire and provide supporting documents where applicable.

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| VENDOR INFORMATION | | | | | | | |
| **Are you already registered as an SPC vendor?** | | | | | | Yes | No |
| *If ‘No’, please also complete SPC Vendor Registration Form in addition to this due diligence questionnaire.* | | | | | | | |
| *If ‘Yes’, do you have any information to update?* | | | | | | Yes | No |
| *If ‘Yes’, please complete the form. If ‘No’, sign directly the form without completing it* | | | | | | | |
| 1. **Please provide information related to your entity.** | | | | | | | |
| **Company name** | *[Enter company name]* | | | | | | |
| **Status of the entity:**  For-profit entity (company),  NGO,  International organisation,  Government body,  University,  Association,  Research Institute,  Other: *[insert details]* | | | | | | | |
| 1. **How many employees does your company have?** | | | | | *[provide answer]* | | |
| 1. **Do you have professional insurance against all risks in respect of your employees, sub-contractors, property and equipment?** | | | | | | Yes | No |
| *If ‘No’, what type o insurance do you have?* | | | | *[provide answer]* | | | |
| 1. **Are you up to date with your tax and social security payment obligations?** | | | | | | Yes | No |
| *If ‘No’, please explain the situation:* | | | *[Provide details]* | | | | |
| 1. **Is your entity regulated by a national authority?** | | | | | | Yes | No |
| *If ‘Yes’, please specify the name:* | | *[Insert name of the national regulation authority]* | | | | | |

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| DUE DILIGENCE | | | | | | | |
| 1. **Does your entity have a written policy, controls and procedures reasonably designed to prevent and detect fraud, corruption and money laundering or terrorist financing activities?** | | | | | Yes | | No |
| *If ‘Yes’, please send SPC your policy in English.* | | | | | | | |
| *If ‘No’, what process does your entity have in place to prevent and detect money laundering or terrorist financing activities?* | | | *[provide answer]* | | | | |
| 1. **Does your entity have an officer responsible for anti-corruption, anti-money laundering and counter-terrorism financing policy?** | | | | | Yes | | No |
| *If ‘Yes’, please state that officer’s contact details:* | | *[Insert name and contact details]* | | | | | |
| 1. **Has your entity or any of its current or former directors or CEOs ever filed for bankruptcy?** | | | | | Yes | | No |
| *If ‘Yes’, please provide details:* | *[Provide details]* | | | | | | |
| 1. **Has your entity or any of its current or former directors or CEOs ever been the subject of any investigations or had any regulatory or criminal enforcement actions resulting from violations of any laws or regulations, including those relating to money laundering or terrorism financing?** | | | | Yes | | No | |
| *If ‘Yes’, please provide details:* | *[Provide details]* | | | | | | |

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| SOCIAL AND ENVIRONMENTAL RESPONSIBILITY (SER) | | | | |
| 1. **Does your entity have a written policy, controls and procedures to implement its Social and Environmental Responsibility (SER) commitments?** | | | Yes | No |
| *If ‘Yes’, please send SPC your policy in English.* | | | | |
| *If ‘No’, what process does your entity have in place to ensure your social and environmental responsibility?* | | *[provide answer]* | | |
| **Does your Policy or Process cover the followings?**  Child protection  Human rights  Gender equality  Social inclusion  Sexual harassment, abuse or exploitation  Environmental responsibility | | | | |
| 1. **Does your entity have an officer responsible for Social and Environmental Responsibility (SER)?** | | | Yes | No |
| *If yes, please state that officer’s contact details:* | *[Insert name and contact details]* | | | |

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| SUPPORTING DOCUMENTS (where relevant) | |
| * SPC Vendor Registration Form completed (with Business registration/license proof and Bank account details document) |  |
| * Fraud, corruption, anti-money laundering and counter terrorist financing Policy |  |
| * Social and Environmental Policy |  |

I declare that the particulars given herein above are true, correct and complete to the best of my knowledge, and the documents submitted in support of this form are genuine and obtained legally from the respective issuing authority.

I declare that none of the funds received or to be received by my company will be used for criminal activities, including financing terrorism or money laundering.

By sending this declaration to SPC, I agree that my business and personal information may be used by SPC for due diligence purposes. I also understand and accept that SPC will treat any personal information it receives in connection with my proposal in accordance with its [Privacy Policy](http://purl.org/spc/digilib/doc/fbire), and the [Guidelines for handling personal information of bidders and grantees](http://purl.org/spc/digilib/doc/qiy7x).

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| **For the vendor:** *[insert name of the company]* |
| Signature:  Name of the vendor’s representative: *[insert name of the representative]*  Title: *[insert Title of the representative]* |
| Date: *[Click or tap to enter a date]* |