

## ANNEX F DECLARATION OF ELIGIBILITY

[Insert Location, Insert Day Month Year]

To : Senior Supply Officer  
UNHCR, Damascus - Syria

Dear Sir/Madam:

We, the undersigned, offer to supply and deliver Genuine Toner Cartridges to the UNHCR Aleppo Sub Office in Syria, in accordance with your Tender RFQ-HCR-SYR-2023-67 issued on 13<sup>th</sup> September 2023.

We hereby declare that: *(please checkmark the boxes for confirmation)*

### **General Mandatory Requirements**

- ☐ All the information and statements made in our offer are true and we accept that any misinterpretation or misrepresentation contained in our offer may lead to our disqualification and/or may be sanctioned by UNHCR Syria.
- ☐ We have read and understood the General Requirements of this bidding procedure and confirms that our company is experienced in the required provision of goods and/or services and it has the skills, knowledge, personnel, and other resources to perform the contract, if awarded.
- ☐ We have read, understood and accepts the UNHCR General Conditions of Contracts for the provision of Goods Rev. July 2028 (Annex D).
- ☐ We have read, understood and accepts the UN Supplier Code of Conduct (Annex E).
- ☐ Our company (as well as any parent, subsidiary or affiliate companies) is not listed in, or associated with a company or individual listed in the United Nations Security Council Sanctions List ([https://www.un.org/securitycouncil/sanctions/1267/aq\\_sanctions\\_list](https://www.un.org/securitycouncil/sanctions/1267/aq_sanctions_list)), the United Nations Global Market (UNGM) List of Ineligible Vendors (<https://www.ungm.org/>) and the EU sanctioned vendors database (<https://www.sanctionsmap.eu/#/main>);
- ☐ Our company understands that application of any exemptions stipulated in the sanction lists above are to be decided by UNHCR in accordance with its internal rules and regulations.
- ☐ Our company (as well as any parent, subsidiary or affiliate companies) is not under formal investigation, nor have been sanctioned within the preceding three (3) years for engaging or having engaged in proscribed practices, including but not limited to: corruption, fraud, coercion, collusion, obstruction, human rights or any other unethical practice.
- ☐ Our company undertakes not to engage in proscribed practices (including but not limited to: corruption, fraud, coercion, collusion, obstruction, human rights or any other unethical practice), with UNHCR or any other UN agencies, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to any United Nations agencies.

- ☐ Our company has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against our company that could impair our company's operations in the foreseeable future.
- ☐ Our company (or any member of the Joint Venture, if applicable) have no pending ligations which may affect the performance of the contract.
- ☐ Our company has satisfactorily completed similar contracts as per the technical requirements of this tender process.
- ☐ Our company is in good financial standing and has enough financial resources to perform the contract without any advance payments.
- ☐ Our company understands and confirms in case our company is awarded a contract, our company shall comply with any importing rules and regulations established by the host government (including any Declarations, Decisions or Sanctions stipulated by the Syrian Arab Republic Government or any of its branches) and ensuring the delivery of goods at the final destination.
- ☐ Our company is allowed to work in Syria
- ☐ Our company understands and accepts that by participating in this tender, it is our company's sole responsibility to ensure that the designated Bank Account (as indicated in the Vendor Registration Form) of our company is able to receive payments transferred by UNHCR Syria. **(Note:** UNHCR payments are exempt from OFAC Sanctions under Title 31: Money and Finance: Treasury → Sub-Part E: Licenses, Authorizations, and Statements of Licensing Policy → §542.513 - Official activities of certain international organizations authorized. UNHCR takes no responsibility for any unsuccessful transfers due to rejection by the Beneficiary bank.)

Website: <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>

**Note:** When requested by UNHCR Syria, Bidders should be able to provide supporting documents to justify claims stated above.

**Bidder's Comments:**

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Yours sincerely,

Authorized Signature: \_\_\_\_\_

Name of Signatory: \_\_\_\_\_

Position Title: \_\_\_\_\_

Name of Company: \_\_\_\_\_

STAMP OF THE COMPANY