

## ANNEX D DECLARATION OF ELIGIBILITY

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To : The Senior Supply Officer  
UNHCR CO Syria  
Damascus, Syria

Dear Sir/Madam:

We, the undersigned, offer to provide the goods and/or services for the provision of supply and delivery of Stationery and Cleaning materials, to UNHCR Syria in accordance with your Tender **RFQ/HCR/SYR/24/46** issued on 7 November 2024

**Our company (as well as any owner, partner, member of its board, subsidiary, affiliated, joint venture and subcontracted companies connected to this bid) declares that: (please checkmark the boxes for confirmation)**

- 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 Schedule of 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 (Annex E).
- We have read, understood and accepts the UN Supplier Code of Conduct (Annex F).
- 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>).
- It 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.
- 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.
- 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.
- 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.

- Have no pending litigations which may affect the performance of the contract.
- Has satisfactorily completed similar contracts as per the technical requirements of this tender process.
- Is in good financial standing and has enough financial resources to perform the contract without any advance payments.
- Understands and confirms in case is awarded a contract, we 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.
- 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>

- Statement of Confidentiality:** In addition to the mandatory acceptance of the UNHCR GENERAL CONDITIONS OF CONTRACT FOR CONTRACTS FOR THE PROVISION OF SERVICES, the supplier is required pay particular attention to Article 13 of the aforementioned UNHCR GENERAL CONDITIONS OF CONTRACT FOR CONTRACTS FOR THE PROVISION OF SERVICES and is required to Submit on its Company Letterhead **DECLARATION OF CONFIDENTIALITY** stating that it will treat the information shared during sourcing and implementation of the project as confidential.
- Statement of Abstention:** The Supplier is required to affirm in writing through the **Statement of Abstention** that your company will abstain from participating in bids for projects and tenders originating from drawings, SoWs and/or BoQ developed as a result of the consultancy services or project outcomes.
- Acceptance of the UN Supplier Code of Conduct:** In addition to the overall mandatory acceptance of the UN SUPPLIER CODE OF CONDUCT and the UNHCR GENERAL CONDITIONS OF CONTRACT FOR CONTRACTS FOR THE PROVISION OF SERVICES must pay particular to Article 19 of the Supplier Code of Conduct and it must disclose any potential relationships with construction companies that could lead to a conflict of interest.

**Note 1:** When requested by UNHCR Syria, Bidders should be able to provide supporting documents to justify claims stated above.

**Note 2:** Joint Ventures (JV) are only accepted in case the JV is its own legal entity, with its own legal business registration and bank account in the JV's name and able to fulfill all criteria above. Any JV submission not meeting the criteria above will result in disqualification of the bid.

**Note 3:** Any subcontracting must be clearly indicated, proof of contracting between the parties provided and all the business documentation of the proposed subcontractor for UNHCR's verification. It is subject to UNHCR approval as per its own General Conditions of Contract (Annex E), paragraph 4 (Subcontracting).

**Bidder's Comments:**

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Yours sincerely,

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

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

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

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

STAMP OF THE COMPANY