**Annex 3: Declaration Form**

*(This should be written in the Letterhead of the Bidder. Except for indicated fields, no changes may be made in this template.)*

Insert: Location

Insert: Date

To: [*insert: Name and Address of UNDP focal point]*

Dear Sir/Madam:

We, the undersigned, hereby offer to supply the goods and related services required for [*insert: title of goods and services required as per EOI*]in accordance with your Invitation to Expression of Interest dated Insert: bid date. We are hereby submitting our Response, which includes the Filled Bidder Information Form and requested documents.

We hereby declare that:

1. All the information and statements made in this response are true and we accept that any misrepresentation contained in it may lead to our disqualification;
2. We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
3. We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
4. We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.
5. In the case our situation changes about any of the statements listed above, after we have been included in the Vendor Register, we commit to immediately inform the United Nations thereof. And we accept the consequence to Non-compliance with this requirement to automatically render ineligibility.

We confirm that we have read and understood Applicants General Information Form and requested documents and hereby fully accept the UN Supplier Code of Conduct, General Terms and Conditions of UNDP’s Standard Contract. We fully understand and recognize that UNDP is not bound to accept this response, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Contact Details:

*[please mark this letter with your corporate seal, if available]*