**Supplier Administration**

The following document contains questions for information, or essential mandatory criteria – suppliers who fail to meet key criteria may be excluded from conducting business with MAG.

Please answer every question. If a question does not apply to your business, please state ‘Not Applicable’.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 1: Company Details and General Information** | | | | | | | |
| 1.1 | Name of supplier: |  | | | | | |
| Full Street Address: |  | | | | | |
| Telephone Number/s |  | | | | | |
| Fax Number |  | | | | | |
| Web Address |  | | | | | |
| 1.2 | Name & Job title of account manager |  | | | | | |
| Email address |  | | | | | |
| 1.3 | Licence no./State where registered |  | | | | | |
| VAT No./Tax I.D |  | | | | | |
| Subsidiaries / Representatives /Other Offices |  | | | | | |
| Name and registration number of Parent Company (if applicable) |  | | | | | |
| Type of Business | A Manufacturer | | Yes / No | | | |
| An Authorised Agent  (please provide authorization certificate) | | Yes / No | | | |
| Other (Please specify) | |  | | | |
| Year Established |  | | | | | |
| Number of Employees |  | | | | | |
| 2. | **Section 2: Outsourcing** | | | | | | |
| 2.1 | Will you be outsourcing any of the services you offer to MAG? |  | | | | | |
| If yes, please give details? |  | | | | | |
| 3. | **Section 3: Experience** | | | | | | |
| 3.1 | Please submit individual CVs for the training team, including Trainer’s names and profiles. Please also submit copies of professional certificates for the training team. Please provide recent (dated within last 12 months) criminal record checks for each of the trainers | | | | | | |
| 4. | **Section 4: Scope of Service** | | | | | | |
| 4.1 | Are there any countries that you cannot conduct HEAT training? Please state in full.  Please note that MAG are conducting activities in the following countries: **Somalia, Mali, Republic of South Sudan, Angola, Myanmar, Democratic Republic of Congo, Chad, Northern Iraq, Lebanon, Laos PDR, Vietnam, Cambodia, Sri Lanka, Senegal, Niger, Zimbabwe, Syria, Bosnia, Nigeria, Burkina Faso, Sierra Leone, Mauritania, Guinea, Peru, Ecuador, Mexico, Togo, Benin, Ghana, Gambia**  Is the tenderer subject any restrictions in providing machines to be used in the above countries? Please state in full below.  Please note, MAG accepts that International sanctions / embargos / and local restrictions / regulations may affect the ability to conduct training, but requests that you outline any restrictions relating to your internal distribution. Please detail in full below: | | | | | | |
|  |  | | | | | | |
| 5. | **Section 5: Payment Information** | | | | | | |
| 5.1 | Payment Method: | Please confirm Bank Transfer is acceptable Y/N | | | | | |
| Terms of Payment:  (**MAG’s preferred payment terms are 30 days after receipt of invoice after completion of training**) |  | | | | | |
| Currency: |  | | | | | |
| Bank Name: |  | | | | | |
| Bank Address: |  | | | | | |
| Account Name: |  | | | | | |
| Bank Account Number: |  | | | | | |
| Sort Code: |  | | | | | |
| SWIFT / IBAN: |  | | | | | |
| 6. | **Section 6: Insurance** | | | | | | |
|  | Please state your level of insurance cover for the following policies, and *enclose copies of your insurance certificates.* | | | | | | |
| 6.1 | Employers Liability | | Level of Cover: | | | | |
| 6.2 | Public Liability | | Level of Cover: | | | | |
| 6.3 | Professional Indemnity | | Level of Cover: | | | | |
| 6.4 | Additional Insurances if applicable: please detail below; | | Level of Cover: | | | | |
| 7 | **Section 7: Legal Obligations** | | | | | | |
|  | Do any of the following apply to your organisation or to any directors/partners/proprietors? Unsatisfactory answers in this section (i.e. ‘YES’ with an unsatisfactory explanation of methods to rectify situation) may result in the bidder being disqualified. | | | | | | |
| 7.1 | Is in a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, has suspended business activity or is in any analogous situation | | | | Yes/No | | |
| 7.2 | Has been convicted of a criminal offence related to business or professional conduct | | | | Yes/No | | |
| 7.3 | Has committed an act of grave misconduct in the course of business | | | | Yes/No | | |
| 7.4 | Has not fulfilled obligations related to payment of social security contributions | | | | Yes/No | | |
| 7.5 | Has not fulfilled obligations related to payment of taxes | | | | Yes/No | | |
| 7.6 | Is guilty of serious misrepresentation in supplying information | | | | Yes/No | | |
| 7.7 | Is not in possession of relevant licences or membership of an appropriate organisation where required by law | | | | Yes/No | | |
| 7.8 | Has your firm ever suffered a deduction for liquidated and ascertained damages in respect of any contract within the last 3 years? If yes, please attached details | | | | Yes/No | | |
| 7.9 | Has your firm ever had a contract terminated or your employment determined under the terms of contract. If yes, please attach details. | | | | Yes/No | | |
| 7.10 | Has your firm ever had a contract not renewed for failure to perform to the terms of contract? If yes, please provide details | | | | Yes/No | | |
| 7.11 | If the answer is yes to any of the above please provide details including what has been carried out to rectify. |  | | | | | |
| 8 | **Section 8: Financial** | | | | | | |
| 8.1 | The financial evaluation is designed to determine whether each applicant is in a financial position to deliver the MAG’s requirement. MAG’s finance team will evaluate the documents provided to ascertain the organisation’s financial risk.  It is possible may need to request further clarification before approving an applicant in this section.  Please supply :  ***A copy of the most recent accounts; including your balance sheet, profit and loss and if possible cash flow. The accounts must be audited (if your organisation is required by law to produce audited accounts) that cover the last two years of trading or for the period that is available if trading for less than two years.*** | | | | | | |
| 9 | **Section 9: Quality Assurance** | | | | | | |
| 9.1 | Does your organisation hold a recognised quality management certificate? | | | | | Yes/No | |
|  | If yes, please specify which certificate. | | | | |  | |
|  | If no, please provide details of any proposed quality management system and how quality is currently managed. (500 words maximum): | | | | | | |
| 10 | **Section 10: Professional Bodies and Industry Certification** | | | | | | |
| MAG requires its suppliers to comply with Industry best practice and expect the successful bidder to be members of all relevant professional bodies where applicable.  Please list any relevant professional bodies that you have membership of; | | | | | | |
|  | | | | | | |
| 11 | **Section 11: Health and Safety** | | | | | | |
| 11.1 | Does your organisation have a written health and safety at work policy? If yes, please include a copy with your submission. | | | | | | Yes/No |
| 11.2 | Have you had any environmental or health and safety related prosecutions or enforcement notices in the last 3 years? If yes, please attach details | | | | | | Yes/No |
| 11.3 | Have your employees received suitable Health and Safety training? | | | | | | Yes/No |
| 11.4 | Do you ensure that plant, equipment and vehicles are maintained in a safe condition? | | | | | | Yes/No |
| 12 | **Section 12: Equality** | | | | | | |
| 12.1 | Does your organisation have an Equality Policy or similar? Please include a copy with your submission.  If you do not have a written Equality Policy, please respond to the below questions: | | | | | | |
| 12.2 | Do you apply principles of equality in relation to decisions to recruit, select, remunerate, train, discipline, promote or dismiss employees? | | | | | | Yes/No |
| 12.3 | Do you apply principles of equality in relation to delivering services? | | | | | | Yes/No |
| 12.4 | Does your organisation identify ***Victimisation, discrimination and harassment*** as disciplinary offences? | | | | | | Yes/No |
| 12.5 | Have any findings of unlawful discrimination been made against your or your organisation in the last 3 years?  If Yes, please provide details below: | | | | | | Yes/No |
| 13 | **Section 13: Code of Conduct for Suppliers and Ethics** | | | | | | |
|  | MAG is a member of the Inter Agency Procurement Group and as such, seeks to follow the principles and Code of Conduct as set out by the Group, [**http://www.iapg.org.uk/**](http://www.iapg.org.uk/)Goods and services are produced and delivered under conditions where:   * Living wages are paid * There is no exploitation of children * Working conditions are safe and hygienic * Working hours are not excessive * No discrimination is practised * Regular employment is provided * Employment is freely chosen * The rights of staff to freedom of association and collective bargaining are respected. * No harsh or inhumane treatment of staff is allowed.   **Environmental Standards**  Suppliers should as a minimum comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas to be considered are:   * Waste Management * Packaging and Paper * Conservation * Energy Use   **Data Protection**  MAG is governed by a range of legislations including (in Europe), the General Data Protection Regulation (GDPR), Data Protection Act 2018 and the Privacy and Electronic Communications Regulation 2003 (PECR). MAG considers that the correct treatment of personal data is integral to our successful operations and to maintaining trust of the persons we deal with. We fully appreciate the underlying principles of the data protection regulations and adhere to the provisions. MAG will seek to ensure that data processed by third parties is compliant with any relevant regulations.  MAG will use the principles of the GDPR as a basis for responsible data-protection practices worldwide. The GDPR is based on six key principles of lawful processing of data along with a further accountability principle which requires organisations to be responsible for and able to demonstrate compliance. Individuals have eight rights under GDPR placing certain obligations on organisations, a key one being transparency of data processing. An approach of privacy by design and default is required to meet these accountability and transparency requirements.  The PECR gives people specific privacy rights in relation to electronic communications such as text messages, phone calls and emails. There are specific rules on marketing calls and cookies which require organisations to obtain specific consent for certain unsolicited activities. In the UK, MAG is registered with the Information Commissioners Office (ICO) to process personal data.  Comply with the six data protection principles in the GDPR and will ensure that these are adhered to whenever processing any personal data. The Principles are:   * The Transparency Principle – personal data shall be processed lawfully, fairly and in a transparent manner * Purpose Limitation – personal data shall be collected for specified, explicit and legitimate purposes. The purpose must be limited and lawful * Data Minimisation – personal data shall be adequate, relevant and limited to what is necessary for the purpose of the processing * Accuracy - personal data shall be accurate and, where necessary, kept up to date * Storage Limitation – personal data shall be kept for no longer than is necessary for that purpose or those purposes. Please see departments’ individual guidelines for data retention periods. * Integrity and Confidentiality – personal data shall be processed securely with appropriate technical and organisational measures taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data   **Modern Slavery**  Global statistics demonstrate beyond dispute that slavery and exploitation is a reality in our world. Modern Slavery is the term commonly used to refer to illegal exploitation of people for personal or commercial gain. Victims often find themselves trapped, against their will, in situations of domestic servitude, sexual exploitation, forced marriage, forced criminality, and forced labour often as the result of coercion, bribery, deceit or human trafficking.  At MAG, we value not only our own people, but those whom we serve; our beneficiaries and their communities, and so must be vigilant in both our recruitment and supply chains.  Our Values are to be Determined, Expert, Professional, Enabling and Responsive and our response to modern day slavery lives out these values by:   * Raising awareness across our teams to bring forward any concerns about our supply chain activities * Ensuring our employment and remuneration practices are fair and transparent across all territories * Challenging and supporting our suppliers to lead the fight against slavery and exploitation   **Safeguarding Standards**  MAG is committed to safeguarding the health, wellbeing and human rights of all staff, partners, and beneficiaries and to provide a safe and trusted environment for anyone who comes into contact with our work. Suppliers as with other stakeholders are encouraged to report any concerns to MAG as soon as possible.  If you have any concerns or suspicions regarding any aspect of safeguarding including abuse, harm, neglect, exploitation, bullying or harassment of staff (including partner and supplier staff), beneficiaries, children or vulnerable adults you can report it via the following email address which is only accessed by the Company Secretary who is independent of MAG’s management structure and who reports directly to the Board. Email: [**reporting@maginternational.org**](mailto:reporting@maginternational.org) | | | | | | |
| 13.1 | Do you agree to conduct business respecting the above principles? | Do you agree to conduct business respecting the above principles? | | | | | |
| 13.2 | **MAG shall not knowingly**   1. enter into formal partnership with; 2. accept donations of a monetary or in-kind nature from; 3. receive goods or services from; or, 4. enter into contract to supply goods or services to;   **any individual, organisation or company materially involved in**   1. The development and/or manufacture of small arms and light weapons, landmines, cluster munitions or ammunition; 2. Activities which might reasonably be expected to bring the reputation and integrity of MAG into question; 3. Activities considered illegal under the laws of England and Wales | | | | | | |
| Is your organisation involved in any of the above activities: | Is your organisation involved in any of the above activities: | | | | | |
| If Yes or Unsure – Please state: | If Yes or Unsure – Please state: | | | | | |
| 14 | **Section 14: Conflicts of Interest** | | | | | | |
| No employee or member of MAG may accept or solicit any form of gratuity, favour or personal advantage related to his/her function or the contracts. Furthermore, in principle no company or supplier may attempt to obtain a contract, if there is any direct link, whether through family or interests, with a member of MAG’s staff unless this is properly declared at all stages of the process and that it can be clearly proven that at no point during the procurement process has there been any unfair advantage gained. | | | | | | |
| 14.1 | Please declare any relevant interests in connection with MAG business? |  | | | | | |
| 15 | **Section 15: MAG’s Anti-Bribery Commitment** | | | | | | |
| MAG is committed to upholding the highest standards of ethical conduct and integrity wherever we work.  Every individual acting on behalf of MAG is responsible for ensuring that our business is conducted honestly and professionally. As such MAG carries out reasonable and proportionate due diligence on potential associates before entering into contracts with them and puts in place procedures for managing the associated risks on an on-going basis.  MAG is committed to establishing a ‘zero-tolerance’ approach to all types of financial crime, including:  • Fraud  • Theft  • Bribery  • Corruption  • Money Laundering  • Terrorist Financing  All contractors and suppliers selected by MAG must comply with the requirements laid out in this document and communicate these to any sub-contractors involved in MAG business.  If you have any concerns or suspicions regarding bribery, corruption and fraud, you can report it via the following email address which is only accessed by the Company Secretary who is independent of MAG’s management structure and who reports directly to the Board. Email: [crime@maginternational.org](mailto:crime@maginternational.org)  MAG is committed to investigating all suspected occurrences of financial crime. | | | | | | |
| 17 | **Section 17: Declaration** | | | | | | |
| I, the undersigned, warrant that the information provided in this form is correct, and in the event of changes details will be provided as soon as possible: | | | | | | |
| Signature: |  | | | | | |
| Name: (please print) |  | | | | | |
| Organisation: |  | | | | | |
| Position: |  | | | | | |
| Date: |  | | | | | |
|  | | | | | | | |
| **Attachments to include:** | | | | | | | |
| Insurance Certificates: | |  | | | | | |
| A copy of the most recent accounts: | |  | | | | | |
| Quality Management Certificate (where available): | |  | | | | | |
| Health & Safety Policy (where available) | |  | | | | | |
| Equality Policy (where available): | |  | | | | | |
| Modern Slavery Statement (where available): | |  | | | | | |
| Data Protection Policy (where available): | |  | | | | | |