



Netherlands
Development
Organisation

Advanced due diligence framework

SNV conducts due diligence on all vendors, consultants, and partners with whom we work as part of our commitment to our donors as well as to the delivery of quality services and programming. In this way, we aim to ensure the best use of the funds with which we are entrusted.

The data supplied in this due diligence framework will be validated by SNV through remote or physical checks, or both. In accordance with SNV's General Data Protection Regulation (GDPR) framework (which complies with the European Union's GDPR 2018), the hardcopy and electronic data you provide will be kept secure and will only be used by SNV for programming and procurement purposes. Data will be kept for 10 years at which point it will be destroyed. By submitting your signed due diligence framework, you stipulate that you agree with this data use, storage and protection.

Please complete the following form to the best of your ability. If you have any questions, please contact zambiaprourement@snv.org at SNV.

Please provide copies of all attachments and documents that are requested in the form.

Part A – General information

Name of partner/vendor/consultant	
Trading name (if different from above)	
Postal address	
Physical location of business premises	Town:
	Street:
	Plot No.
	Building name:
	Floor:
Primary contact person	Name:
	Mobile number:
	Email:
Nature of organisation (e.g. sole proprietorship,	

non-governmental organisation, public limited company, partnership, etc)	
Name(s) of the proprietor, directors or partners and their nationality	
Name, nationality and position held	
Name, nationality and position held	
Name, nationality and position held	
Name, nationality and position held	
Vendor/consultant's operations	Year established/registered:
	Duration of operation:
	Objectives, mandate, mission:
Outside of your registered physical premises listed above, list the address of any and all offices from which you operate to provide services	
Vendor/consultant registration no. and country of registration (attach copy)	Country of registration: Number:

VAT registration no. (attach copy)	Number:
Tax identification number registration (attach copy)	Number:
Trade licence/business permit (attach copy)	Number:

Part B – Financial, organisational and economic information

In addition to the documents listed in Part A above, partners, vendors and consultants must provide copies of the following documents:

- Annual report (incl. financial report) of last two financial years;
- External independent audit report with management letter of the last financial year;
- Organisation chart and/or bylaws;
- Proof and confirmation that statutory social insurance contributions and taxes, etc. required by national laws have been paid.

Part C – Eligibility

Do any of the following apply to your firm/company/organisation or to (any of) the director(s)/partner(s)/proprietor(s)		
Have you or your principals been the subject of legal proceedings for insolvency, bankruptcy or receivership or have your business activities been suspended for related reasons?	Yes / No	If yes, give details
Have you been convicted of a criminal offence related to business or professional conduct?	Yes / No	If yes, give details
Have you had any contracts terminated for poor performance in the last five years, or any contracts where damages have been claimed by the client?	Yes / No	If yes, give details

Part D – Conflict of interest

Please provide answers to the following statements:

<p>To the best of your knowledge, have you or any employee or staff member of your firm, company or organisation ever been employed by SNV?</p>	<p><i>Yes or No</i></p>
<p>If yes, provide the name of the person in your organisation, and a description of the employment period, including job title, the duration of the employment period and the country of employment.</p>	
<p>Is any employee or staff member of your firm, company or organisation related (by blood, marriage or otherwise) to any employee of SNV Zambia?</p>	<p><i>Yes or No</i></p>
<p>If yes, please provide the name of your staff and the name of the SNV staff member they are related to. State the nature of the relationship.</p>	
<p>Are there any other potential conflicts of interest between you/your firm, company or organisation and SNV or any of its partners, staff, offices, contracted consultants or vendors?</p>	<p><i>Yes or No</i></p>
<p>If yes, please provide further information here.</p>	

Part E - Sworn statement

Having provided the information, we hereby state:

That the information furnished in this form is accurate and true to the best of our knowledge.

We enclose all the documents and information required for this due diligence check.

Date:

Represented by:

Signature:

Stamp / Seal