



FICHE D'INFORMATION SUR LE FOURNISSEUR

No de fournisseur _____

Interne à l'OIM

Nom du fournisseur enregistré* : _____

Autres noms ou sigles/ acronymes : Adresse* _____

Numéro _____

Rue _____

Code postal* _____

Code postal* _____

Région* _____

Région* _____

Coordonnées

Téléphone de la société : _____

Courriel de la société : _____

Site Web de la société : _____

Personne de contact : _____

Poste de la personne de _____

contact : _____

Secteur d'activité* :

- 0100 - Fournisseurs commerciaux
- 0200 - OSC nationales
- 0300 - Organismes gouvernementaux nationaux
- 0400 - OSC internationales

- 0500 - Organisations internationales (hors Nations Unies)
- 0600 - Organismes des Nations Unies
- 0005 - Consultant individuel/non-membre du personnel

Business Type*:

- Production/fabrication directe
- Revete/distribution/fourniture de services

Fourniture de services/biens à l'international*

Oui

Non

Prise en compte du handicap*

Oui

Sans objet

Société détenue/contrôlée par des femmes*

- Oui, à 51% ou plus
- Oui, à moins de 51%
- Sans objet

Société détenue/contrôlée par des femmes*

Oui

Non

Système de gestion environnementale/énergétique

Oui

Non

Notes

Les champs marqués d'une * sont obligatoires.
Le formulaire pourra être retourné si des champs obligatoires ne sont pas remplis ou sont incorrectement remplis (par ex. le code postal).

Nom du fournisseur - doit correspondre aux documents d'identification ou d'enregistrement.

Si l'espace est insuffisant, veuillez utiliser la section <Autres informations>.

Product Categories (check all applicable)*

- Agriculture, élevage et pêche
- Produits chimiques
- Habillement et bagages
- Construction
- Services contractuels et de conseil
- Finance et administration
- Alimentation et boissons

- Carburants et dérivés
- Mobilier
- Hôtellerie et événementiel
- Assurances
- TIC
- Terrains et immeubles
- Apprentissage, formation et divertissement

- Services juridiques et d'enquête
- Logistique et entreposage
- Médias et impression
- Médecine, médicaments, pharmacie
- Articles non alimentaires (ménages et camps)
- Matériel et fournitures de bureau
- Hygiène personnelle
- Alimentation électrique
- Contrôle de la qualité, environnement
- Sécurité
- Services sociaux et humanitaires
- Tickets
- Outils et machines
- Véhicules et accessoires

No UNGM _____

Référence sur le portail des partenaires de l'ONU _____

Date d'enregistrement _____

Numéro de TVA _____

<https://www.unqm.org/UNUser/Home>

<https://www.unpartnerportal.org>

Pays d'activité principal (jj-mm-aaaa)

Autorité responsable des licences/type de licence : _____

No de licence : _____

Date d'enregistrement : _____

Date d'expiration _____

En cas de licences additionnelles, veuillez utiliser la section « Autres informations » Section

dd-mmm-yyyy

dd-mmm-yyyy

Entités partenaires (indiquez si d'autres comptes de partenaire sont déjà enregistrés auprès de l'OIM. Structure : numéro de compte – nom)

Même entité enregistrée auprès d'un autre bureau _____

Société mère _____

Filiales _____

Autres informations :



FICHE D'INFORMATION SUR LE FOURNISSEUR

Section II : Paiement et coordonnées bancaires

Paiement

Moyen de paiement Virement bancaire Chèque** Espèces** Autre** _____
Justification en cas de paiement no*n bancaire** _____

Note

Il est Imperatif d'indiquer clairement la monnaie dans laquelle le paiement au fournisseur doit etre effectue, afin d'eviter des frais bancaires supplementaires et/ou des retards de paiement.

Coordonnées bancaires (obligatoire lorsque le moyen de paiement est le virement bancaire) :

Nom de la banque _____
Bâtiment et rue _____
Ville _____
Code postal _____
Pays _____
Intitulé du compte _____
Clés bancaires _____
Monnaie du compte _____
Numéro du compte _____

*Selon le pays

Code Swift/BIC (comptes hors États-Unis) _____
IBAN (obligatoire pour les banques en Europe) _____
No de clearing (comptes en Suisse libellés en francs suisses) _____
No ABA pour l'ACH (comptes aux États-Unis libellés en dollars É.-U.) _____
Code de la succursale de banque _____

Note

S'il y a plusieurs comptes bancaires, veuillez ajouter une feuille et indiquer le compte par défaut.

En cas d'attribution du marché, prière de soumettre à l'OIM un document d'identification/enregistrement, une copie signée du Code de conduite des fournisseurs de l'OIM ainsi qu'une attestation de coordonnées bancaires.

Je certifie que les informations qui précèdent sont exactes et autorise l'OIM à en vérifier la véracité auprès des autorités compétentes.

Nom en caractères d'imprimerie

Fonction/titre

Signature

Date



Code of Conduct for Suppliers

Field Procurement Unit
Manila Administrative Centre, Manila Philippines

IOM is strongly committed in observing the highest ethical standards in all its procurement activities. As such, this Code of Conduct for Suppliers has been prepared to provide clear summary of IOM's expectation from the suppliers in all procurement dealings, ensuring that internationally recognized procurement ethics are followed. Transparency and accountability should be strictly adhered to in all procurement activities.

IOM procurement ethics focuses on **zero tolerance on corruption, avoiding any form conflict of interest and honest representation of supplier's capabilities.**

Suppliers are strongly urged to familiarize themselves with this Code of Conduct to ensure successful working relations with IOM.

Policy on Corruption and Position on Conflict of Interest

IOM expects all contracted suppliers and companies seeking to sell goods or services to conduct their business in accordance with the highest ethical standards. Suppliers or potential suppliers must strictly comply with all rules and regulations on bribery, corruption and avoid unacceptable business practices. Hence suppliers are expected to observe the following:

- Shall not, directly or indirectly, offer to any IOM Staff money, goods or a service as a consideration or in expectation of a favorable decision, information, opinion, recommendation, vote or any other form of favoritism which qualifies as a corruption;
- Shall not directly or indirectly, offer, give or agree or promise to give to any IOM staff any gratuity for the benefit of/or at the direction or request of any Staff of IOM;
- To immediately inform the IOM Head of Office in the event that any Staff of IOM solicits or obtained or has made an attempt to obtain gratification for himself/herself or for any other persons.
- To immediately declare if any of the Company's staff and/or officers had or have any relative employed with IOM. Failure to make such declaration shall be construed as a conflict of interest and might result in the exclusion of the supplier from present and future procurement activities and/or other legal action as deemed fit by the Organization.

Representation from Suppliers

IOM expects all its suppliers to honestly declare and warrant that:

- It will comply with all rules, regulations and statutory requirements relating to the provision of the products/ services to IOM;
- It will not act in concert with other suppliers or agents when participating in a bid;



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- It is a duly authorized/certified provider of the supplied products/services and shall not, expressly or impliedly hold itself out to be an agent/representative of a third party provider of the same products/services;
- It will only supply products that are certified to be of merchantable and satisfactory quality;
- The supplier possesses the necessary capabilities, equipment and suitable place of business to perform its obligations;
- It shall not contract out or subcontract or outsource any portion of the products/services unless prior written consent from IOM has been obtained; and
- It shall maintain the highest standards of integrity and quality of work at all times.

Applicability of the Code of Conduct

This Code of Conduct shall apply to all Suppliers, sub-contractors and to other entities acting on behalf of them (with approval of IOM).

Monitoring compliance to the Code of Conduct

To facilitate the monitoring of suppliers' compliance with this Code of Conduct, IOM expects suppliers to:

- Develop and maintain all necessary documentation to support compliance with the described standards; such documentation must be accurate and complete;
- Provide IOM's representatives with access to relevant records, upon IOM's request;
- Allow IOM's representatives to conduct interviews with the supplier's employees and with management separately;
- Allow IOM's representatives to conduct announced and unannounced site visits of supplier locations; and
- Respond promptly to reasonable inquiries from IOM's representatives in relation to the implementation of the Code of Conduct.

Secure Communication Channels

IOM has established a secure communication channel to enable the suppliers to raise their concerns confidentially and responsibly. If the supplier has questions about the Code of Conduct or wishes to report a questionable behavior or possible violation of the Code of Conduct, the Supplier is encouraged and should contact IOM Field Procurement Unit at email address fpu@iom.int or at:

IOM Manila Administrative Centre
Field Procurement Unit
28th Floor Citibank Tower
8741 Paseo de Roxas, Makati City 1226, Philippines



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IOM will not tolerate any retribution or retaliation by anyone against a concerned Supplier who has, in good faith, sought out advice or has reported questionable behavior and/or a possible violation. IOM will take disciplinary action up to and including termination of contract for anyone who threatens or engages in retaliation, retribution or harassment of the concerned individual. Identities and contents of all information or complaints will be treated strictly confidential.

SANCTIONS

Breach of the Code of Conduct may result in actions being invoked against that supplier, in addition to any contractual or legal remedies. The actions applied will depend on the nature and seriousness of the breach and on the degree of commitment shown by the supplier in breach to its obligations under the Code of Conduct. The range of actions available to be imposed on the supplier includes but is not restricted to the following:

- Formal warnings – that the continued non-compliance will lead to more severe actions;
- Disclosure of nature of breach to all IOM subsidiaries and associate companies;
- Immediate termination of contract, without recourse;

Acknowledgment and Acceptance, to be submitted together with VIS(Vendor Information Sheet)

This is to certify that I have fully read the Supplier’s Code of Conduct attached. Having fully read and understood the completed requirement of this Supplier’s Code of Conduct, I hereby commit myself and my company to serve this Code of Conduct and to fully comply with all of its principles. I also certify that I am authorized by my company to sign and accept this document in its behalf.

Supplier: _____
 Address: _____
 Representative: _____
 Signature: _____
 Date: _____