**Tetra Tech International Development Operational Due Diligence**

Reference:

1. Tetra Tech Supplier Code of Conduct (is being sent to all suppliers in association with this questionnaire)

**Due Diligence for Nigeria Operations**

The data collected on this form is required to assess the suitability of the organisation concerned as a partner or sub-contractor on the proposed agreement. The data will be retained as long as necessary to achieve this purpose and is subject to an annual update request.

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| **1 – ORGANISATION DETAILS: Please provide responses to the areas outlined below or N/A and adding comments where not applicable.** | | | | | |
| a) Full Organisation Name |  | | | | |
| b) Registered Address |  | | | | |
| c) Type of Organisation[[1]](#footnote-1) |  | | | d) Date of Incorporation[[2]](#footnote-2) |  |
| e) CAC Registration Number, please attach all CAC documents including form C07 |  | | | f) Tax Registration Number |  |
| g) What goods or service does the organisation provide?  Attach any relevant accreditation or registration with relevant body | |  | | | |
| h) If providing goods, does the organisation have a returns and delivery policy Yes/No? If Yes a copy is required | |  | | | |
|  | | | | | |
| **2-FINANCE:** Please answer the following questions by answering ‘yes’ or ‘no’ and provide further details where relevant. | | | | | |
| 1. Does the organisation appear on any current official donor list of blacklisted firms? | | |  | | |
| 1. Has the organisation ever been convicted of conspiracy, corruption, bribery, fraud or money laundering? | | |  | | |
| 1. Is the organisation financially stable? Attach one Reference letter from your bank | | |  | | |
| 1. Has the organisation been convicted of a criminal offence related to business or professional conduct; and has not committed any act of grave misconduct during business?   Attach one Reference letter from your client | | |  | | |
| 1. Has the organisation fulfilled all obligations relating to payment of social security contributions? | | |  | | |
| 1. Has the organisation fulfilled all obligations relating to payment of taxes? Attach Tax Clearance Certificate for the recent past 2 years | | |  | | |
| 1. Is the organisation part of a group, and if so, what is the name of the ultimate holding organisation of that group? | | |  | | |
| |  |  | | --- | --- | | **3 – INSURANCE[[3]](#footnote-3) - Attach Insurance Certificate** | | | 1. Public / General Liability[[4]](#footnote-4) Insurance |  | | 1. Professional Indemnity (100% of proposed agreement value) |  | | 1. Other Insurance (in relation to the delivery of services of the proposed agreement) |  | | | | | | |
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| |  | | --- | | **4- ETHICAL BEHAVIOURS** | | 1. Does the organisation have a modern slavery[[5]](#footnote-5) statement? If so, please provide a copy of the policy. | |  | | 1. Does the organisation use a third party or an agency for hiring your staff? If so, do you have a process in place to carry out due diligence on the third party or agency? If so, please provide further details. | |  | | 1. Does the organisation employ migrant workers[[6]](#footnote-6)? | |  | | 1. Does the organisation physically hold staff passports? | |  | | 1. Do your staff frequently work in excess of 12-hour shifts per day? | |  | | 1. Does the organisation work in areas with vulnerable people or children? | |  | | | | | | |
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| **5- CONFLICT OF INTEREST** | | | | | |
| This refers to situations in which personal interests (which may include financial interests) may compromise, or have the appearance of, or potential for, compromising professional judgement and integrity that could in any way affect the outcome, including links with direct competitors or applicants as relevant. In the interests of transparency and openness, potential conflicts of interest must be declared.  A conflict of interest would not necessarily prevent Tetra Tech from working with a firm, and can include:   1. having a financial interest in a direct competitor business or any entity involved; 2. having a financial or any other personal interest in the outcome; 3. being employed by (as staff member or advisor) or providing services to a direct competitor; 4. being a member of a direct competitor’s management/executive board; 5. receiving any kind of monetary payment or non-monetary gift or incentive (including hospitality) from a direct competitor or its representatives; 6. canvassing, or negotiating with, any person with a view to entering into any of the arrangements outlined above; 7. having a close member of your family or personal friends who falls into any of the categories outlined above; and 8. having any other close relationship (current or historical) with a direct competitor.   Please disclose any circumstances, including personal, financial and business activities that will, or might, give rise to a conflict of interest by taking part in this competition or if awarded the proposed agreement. | | | | | |
| Reply Here: | | | | | |
|  | | | | | |
| [Add Organisation Name] confirms that it has, to the best of its knowledge, declared all known conflicts of interest that may prevent it from taking part in the contract/bid/proposal or have the potential to compromise the relationship and association between Tetra Tech and the firm in the response above. The Organisation also agrees to inform Tetra Tech of any additional conflicts of interest that the Organisation becomes aware of after the date of this declaration.  The Organisation confirms to the best of its knowledge that all information in this response is truthful, correct and complete and agrees to update Tetra Tech should any of the information change.  The Organisation also agrees to abide by the Tetra Tech International Development Supplier Code of Conduct inserted [here](file:///C:\Users\Lucy%20Avu\Documents\POLICY\Supplier%20Code%20of%20Conduct%202020%20Tetra%20Tech%20International%20Development.pdf) and also sent together with this document. | | | | | |

Sign and Date:……………………………………...................

[Name of Authorised Signatory, ……………………………….

Position in Organisation] ………………………………………..

for and on behalf of [Organisation’s Name] …………………. .

**Contact Person for Your Organisation**

Name………………………………………………………………..

Phone No…………………………………………………………..

Email Address…………………………………………………….

1. LTD, LLP. LLC, Charity, local equivalent or other type of organisation. If the company provides the services of a single consultant who is also its main owner and director it may be considered a “Personal Services Company”, please state LTD PSC. [↑](#footnote-ref-1)
2. If the organisation is a registered company or charity, please provide the relevant information. If the organisation is a sole trader or partnership, then only respond to 1e [↑](#footnote-ref-2)
3. To be reviewed by Risk and Compliance Team. [↑](#footnote-ref-3)
4. Sometimes included with ‘Product liability’. [↑](#footnote-ref-4)
5. Modern slavery is a violation of an individual’s basic human rights, for example, holding a person in a position of slavery or servitude, or forced or compulsory labour, or facilitating their travel with the intention of exploiting them soon after. [↑](#footnote-ref-5)
6. The term “migrant workers” means any person who migrates from their home country to any country for work. [↑](#footnote-ref-6)