

**HALO TRUST Supplier Questionnaire**

Any information that you provide will be treated in the strictest confidence.

Please answer all applicable questions

On completion, please return this questionnaire (including attachments) to:

Logistics@halolaos.org

Or submit in hard copy to any one of the following office locations:

• Vientiane Office – Phonxay village, House No.: 006/7 unit 01, Xaysetha district, Vientiane Capital, Lao PDR

• Sepon Office (HQ) - Houychengkhao Village, Road 9, Sepon District, Savannakhet, Lao PDR

The information recorded in this questionnaire will be held on a database for management purposes only and never shared with a third party. To comply with Data Protection Legislation, please sign the following waiver:

**There is no objection to the information contained within this questionnaire being incorporated in a computer database for management purposes.**

Duly authorized to sign on behalf of the company.

Name: Click or tap here to enter text. Date: Click or tap to enter a date.

Signature: Click or tap here to enter text. Position in Company: Click or tap here to enter text.

**Documents required:**

Where applicable please make sure these documents are enclosed before submitting to The HALO Trust.

Business Registration Enclosed [ ]  N/A [ ]

VAT Registration Enclosed [ ]  N/A [ ]

Tax Identification Number Registration Enclosed [ ]  N/A [ ]

Annual Financial/Tax Report Enclosed [ ]  N/A [ ]

Please note our Logistics/Finance team may be in touch for further information if required.

**ELIGIBILITY**

|  |
| --- |
| Do any of the following apply to your Firm/ Company or Organisation, or to (any of) the Director(s) / Partner(s) / Proprietor(s)   |
| Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities 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*  |
| Are you debarred, sanctioned, or included in any ineligibility lists established by the EU, UN, UK, USGOV or the World Bank? | *Yes / No*  | *If Yes give details*  |
| Have you been the subject of a final judgment or of a final administrative decision for fraud, corruption, involvement in a criminal organization, money laundering, terrorist-related offences, child labour, modern slavery, human trafficking, or any other illegal activity? | *Yes / No*  | *If Yes give details*  |
| Do you have appropriate procedures in place to prevent and respond to sexual exploitation, harassment and abuse within your organisation? | *Yes / No*  | *If Yes give details*  |

**CONFLICT OF INTEREST**

The questions and answers below provide additional information on the nature of the conflict of interest:

|  |  |
| --- | --- |
| To the best of your knowledge, have you or any employee or staff member of your organisation or firm, ever been employed by The HALO Trust?  | *Yes or No*  |
| 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, the country of employment.  | *Provide details* |
| Is any employee or staff member of your firm, company or organisation related (by blood, marriage or otherwise) to any employee of The HALO Trust?  | *Yes or No*  |
| If yes, please provide the name of your staff and the name of the HALO TRUST staff member they are related to. State the nature of the relationship.   | *Provide details*  |
| Are there any other potential conflicts of interest between you/your firm, company, or organisation and The HALO Trust or any of our donors, partners, staff, offices, contracted consultants, or vendors?  | *Yes or No*  |
| If yes, please provide further information here. | *Provide details*  |
| Any other relevant disclosures. | *Provide details*  |

**General Company Information**

**1.1 Address and Contact Details**

Company Name: Click or tap here to enter text.

Trading Name (if different) Click or tap here to enter text.

Address: Click or tap here to enter text.

 Click or tap here to enter text.

 Click or tap here to enter text.

 Click or tap here to enter text.

Postcode: Click or tap here to enter text.

Registered Address (If Different):

Address: Click or tap here to enter text.

 Click or tap here to enter text.

 Click or tap here to enter text.

 Click or tap here to enter text.

Postcode: Click or tap here to enter text.

Telephone: Click or tap here to enter text.

Website: Click or tap here to enter text.

Email: Click or tap here to enter text.

Name of contact: Click or tap here to enter text.

Position:

Name of Finance/Account Contact:

Contact Telephone Number: Click or tap here to enter text.

**1.2 Banking**

Type of company (e.g. limited company): Click or tap here to enter text.

Name of Parent Company (if applicable): Click or tap here to enter text.

Date Company Formed: Click or tap to enter a date.

Company Registration Number: Click or tap here to enter text.

Tax Identification Number: Click or tap here to enter text.

**Bank Details:** Bank Name Click or tap here to enter text.

Branch: Click or tap here to enter text.

 Account Name: Click or tap here to enter text.

 Sort Code/SWIFT: Click or tap here to enter text.

 Account Number: Click or tap here to enter text.

Payment Method: Click or tap here to enter text.

 Payment Currency: Click or tap here to enter text.

The HALO Trusts preferred payment terms, 30 days from date of invoice.

**FOR INTERNAL OFFICE USE ONLY.**

Supplier Grade:

Click or tap here to enter text.

Recommendations:

Click or tap here to enter text.

Assessed by (print name): Click or tap here to enter text.

Signature: Click or tap here to enter text. Date: Click or tap to enter a date.

Review Date: Click or tap to enter a date.