

SUBMISSION LETTER TEMPLATE:

Done at on/...../2025

Ets: _____

Adresse: _____

Tél: _____

To the Director of the NGO ALIMA

Subject: Letter of participation in tender No.

Dear Sir

We hereby request that your humanitarian organisation add our establishment to the list of candidates for the service offer referenced in the subject line. Our submission concerns the supply/provision of:

.....

Reference LOT No.

For

We acknowledge that we have read and understood the conditions for participation in your call for tenders and all the terms and conditions of the specifications.

We consider ourselves eligible to participate and therefore provide you with the following information:

- The name of the establishment
- The address of the establishment and telephone number
- A copy of our tax identification number certified as a true copy of the original
- The name of the legal representative authorised to commit the company
- A list of technical references for our services (list of existing customers)
- Documents supporting the technical references
- Our financial proposal in accordance with your forms and service references (list of products and prices per project)
- A declaration of non-exclusion from EU contracts
- Declaration of compliance with ethical standards

We hope that our offer will be of interest to you.

Yours sincerely.

The Manager

(Date, stamp and signature)

4. DECLARATION OF NON-EXCLUSION FROM EU-FUNDED CONTRACTS

I, the undersigned/

.....

Director of the company/organisation

Located at:

address.....

Tel./Fax.....e-mail.....

Declares that I am not in any of the situations described below, which are grounds for exclusion from participation in calls for tenders for the supply of goods or services (Articles 93 and 94 of the EU Financial Regulation):

1. Being bankrupt, having my own assets seized by the courts, being in litigation with creditors, having my commercial activities suspended, or being subject to legal proceedings relating to these matters.
2. Having been found guilty of an offence relating to professional conduct.
3. Have been found guilty of serious professional misconduct.
4. Not having fulfilled all obligations relating to the payment of social security contributions or other taxes in accordance with the law in force in the country concerned by the provision or purchase
5. Have been convicted of fraud, corruption or involvement in criminal organisations.
6. Having breached contractual terms and obligations in previous procurement procedures.
7. Be subject to a conflict of interest.

I declare that I am fully aware that, in the event of falsification of the declaration concerning the information required by the NGO ALIMA in order to participate in the call for tenders, or refusal to provide such information, my company/organisation will be excluded from the call for tenders.

Finally, I declare that I am also aware that, should my company find itself in one of the situations of exclusion mentioned above, the NGO ALIMA would be entitled to terminate, without notice and unilaterally, the contract entered into with my company/organisation.

Read and approved (Surname and first name),

Place, date:

Signature (and stamp)

5. DECLARATION OF COMPLIANCE WITH ETHICAL STANDARDS FORM

I, the undersigned/

Representative of the company/organisation

Address.....

Tel./Fax.....e-mail.....

Declares that the company/business/organisation I manage has not been convicted of or is currently under investigation for any illegal activities such as:

- Production and marketing of weapons;
- Activities that have a serious negative impact on people or the environment;
- Exploitation of child labour;
- Human rights violations;
- Violation of workers' rights;
- Scientific experiments on vulnerable or unprotected subjects, whether human or animal;
- Exclusion/marginalisation of minorities and entire categories of the population;
- Direct complicity with regimes known for not respecting human rights and/or seriously involved in environmental destruction;
- Pornography, sex trafficking and paedophilia;
- gambling.

I also declare that I am fully aware that, if this declaration proves to be false, the NGO ALIMA shall be entitled to terminate the contract entered into with my company/organisation without prior notice and unilaterally.

Read and approved (First and last name),

Place, date:

Signature (and stamp)

6. SUPPLIER REGISTRATION FORM

We would be grateful if you could complete this questionnaire, which will enable us to make our selection. All information will be treated confidentially. In future, we will only accept offers from registered and approved suppliers. (Use additional sheets if necessary)

Company name :.....

Address :.....

Postal address:..... Postcode:..... City:..... Country:
.....

Tel :..... Fax: Email:

Company registration number:..... VAT number, if applicable:.....

Country of registration :..... Dunn & Bradstreet No. (if available):.....

Contact name :

Direct telephone: Fax: Email:

Sales Director: :..... Export Manager:.....

Name of Quality Manager:

Product range	Name and position of manager	Telephone / Fax

Nature of activity(ies):

☐ Wholesaler

☐ Manufacturer

☐ Trader/Broker

☐ Authorised agent

☐ For the local market

☐ For export

☐ Other (please specify)

Please describe your main activity

.....
.....

Working languages:

☐ English

☐ French

☐ Other

Year established :

Owner :.....

Legal form :

Parent company(ies) :.....

Fixed assets :.....

Reserves :.....

Factory/factories :.....

Subsidiaries / International offices /

Agents:.....

Cooperation agreement(s) :.....

(If possible, attach a company organisation chart

Quality certification(s) or equivalent. Send a copy of the valid certificate(s). Detail by type of specification (factory, production line, products, etc.)

.....
.....

Total number of employees:

..... Management

..... Managers

..... Administrative staff

..... Technicians

..... Workers

Training budget as a percentage of total salaries%

Total turnover for the previous 3 years (separately) with % of exports and breakdown

.....
.....
.....

Please attach a copy of the Annual Activity Report for the previous 3 years.

Name(s), address(es) and account number(s) of your bank(s)

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Products	Sales as % of total revenue	Stock/ Delivery times
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.....

(*Specify: finished products, raw materials, equipment, instruments and, for medicines, brand names, generics)

ANNEXES (specific questions)

Please provide the names, addresses and % of total turnover for at least 3 major customers:

.....

.....%

.....

The supplier confirms that it accepts the attached ALIMA NGO General Terms and Conditions of Purchase. The supplier acknowledges that completing this questionnaire and the ALIMA annexes referring to these same general terms and conditions has no contractual value and constitutes only the first step in the ALIMA NGO supplier selection process. Other steps include the submission of quotations, analysis of scientific data provided by the company on its products and inspection of the company's production facilities if necessary. An incorrectly completed form will be returned to the sender and no attention will be given to companies that leave this form uncompleted.

I, the undersigned (name of the person responsible for the establishment)

.....
declare that all the information provided above, including any additional sheets, is accurate and assume full responsibility for this declaration with all the consequences of false or incorrect information.

Done at: Date:

Signature:

Company stamp/seal:

To be completed by ALIMA

Pre-registration number:

Comments:

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.....

Place: Date:

Name of person responsible :

Position of person responsible :