

Standard
Procurement Documents



Self-Certification Form – Bidding Stage

1st Edition

December 2020

*This form should be added as an additional bidding form when national bidding documents are used. The use of this self-certification form is mandatory for all procurements carried out in IFAD-financed or managed projects and they are included in IFAD’s standard bidding documents.*

Form *[insert number/reference]* : Self-Certification Form

**Preamble:**

In accordance with the IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations, the Fund may investigate and, when applicable, sanction entities and individuals, including by debarring them, either indefinitely or for a stated period of time, to participate in any IFAD-financed or IFAD-managed activity or operation. A debarment includes, *inter alia*, ineligibility to: (i) be awarded or otherwise benefit from any IFAD-financed contract, financially or in any other manner; (ii) be a sub-contractor, consultant, manufacturer, supplier, sub-supplier, agent or service provider of an otherwise eligible firm being awarded an IFAD-financed contract; and (iii) receive the proceeds of any loan or grant provided by the Fund. The Fund may also unilaterally recognize eligible debarments by any of the International Financial Institutions signatories to the Agreement for Mutual Enforcement of Debarment Decisions. [[1]](#footnote-1)

**Self-Certification Form**

This self-certification form is to be completed by the bidder. The bidder shall submit the completed form together with the bid/proposal to *[insert name of procuring entity]*. Instructions for completing this form are provided below.

|  |  |
| --- | --- |
| Full legal name of bidder: |  |
| Full legal name of bidders's legal representative and position: |  |
| Procurement title: |  |
| Procurement reference: |  |
| Date: |  |

I hereby certify that I am the authorized representative of *[name of the bidder]*, as well as that the information provided above is true and accurate in all material respects and understand that any material misstatement, misrepresentation or failure to provide the information requested in this certification may result in sanctions and remedies, including the permanent ineligibility to participate in IFAD-financed and/or IFAD-managed activities and operations, in accordance with the IFAD Procurement Guidelines, the IFAD Procurement Handbook and other applicable IFAD policies and procedures, including the **IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations** (accessible at [www.ifad.org/anticorruption\_policy](http://www.ifad.org/anticorruption_policy)) and the **IFAD** **Policy on Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse** (accessible at <https://www.ifad.org/en/document-detail/asset/40738506>).

**Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Printed Name of Signatory:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| * The bidder certifies that itself, its proprietor(s), agents, sub-consultants, sub-contractors, consortium and joint venture partners have **NOT** engaged in fraudulent, corrupt, collusive, coercive or obstructive practices in connection with the present procurement process.
* The bidder declares that the following criminal convictions, administrative sanctions (including debarments under the Agreement for Mutual Enforcement of Debarment Decisions or the "Cross-Debarment Agreement")[[2]](#footnote-2) and/or temporary suspensions have been imposed on the bidder and/or any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Nature of the measure (i.e., criminal conviction, administrative sanction or temporary suspension) | Imposed by  | Name of party convicted, sanctioned or suspended (and relationship to bidder) | Grounds for the measure (i.e., fraud in procurement or corruption in contract execution) | Date and time (duration) of measure |
|  |  |  |  |  |
|  |  |  |  |  |

If no criminal convictions, administrative sanctions or temporary suspensions have been imposed, indicate “none”. * The bidder certifies that itself, including its director(s), partner(s), proprietor(s), key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners have **NOT** engaged in acts of sexual harassment, sexual exploitation and abuse in connection with the present procurement process and this contract.
* The bidder certifies that itself, including its director(s), partner(s), proprietor(s), key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners are NOT subject to a criminal conviction, administrative sanctions and/or temporary suspensions for engaging in acts of sexual harassment, sexual exploitation and abuse.
* The bidder certifies that itself, its proprietor(s), agents, sub-consultants, sub-contractors, consortium and joint venture partners have **NO** actual, potential or reasonably perceived conflicts of interest and specifically that they:
* Do not have any actual or potential, and do not reasonably appear to have, at least one controlling partner in common with one or more other parties in the bidding process or the execution of the contract;
* Do not have any actual or potential, and do not reasonably appear to have, the same legal representative as another bidder for purposes of this bid or execution of the contract;
* Do not have any actual or potential, and do not reasonably appear to have, a relationship, directly or through common third parties, that puts them in a position to have access to undue or undisclosed information about or influence over the bid process and the execution of the contract, or influence the decisions of the procuring entity regarding the selection process for this procurement or during the execution of the contract;
* Do not participate and do not potentially or reasonably appear to participate in more than one bid/proposal in this process; and
* Do not have any actual or potential, and do not reasonably appear to have, a business or family relationship with, a member of the procuring entity’s board of directors or its personnel , the Fund or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of (i) the preparation of the bidding document, (ii) the selection process for this procurement, or (iii) execution of the contract, unless the actual, potential or reasonably conflict stemming from this relationship has been explicitly authorized by the Fund in writing.
* *[To be completed only if the previous boxes were not checked]*

The bidder declares the following actual, potential or reasonably perceived conflicts of interest, that may affect, or might reasonably be perceived by others to affect, impartiality in any matter relevant to the procurement process, including the selection process and the execution of the contract, with the understanding and acceptance that any action upon this disclosure shall be entirely under the Fund’s discretion:*[provide detailed description of any actual, potential or reasonably perceived conflicts of interest including their nature and the personnel, proprietor(s), agents, sub-consultants, sub-contractors, consortium or joint venture partners affected.]** The bidder certifies that **NO** gratuities, fees, commissions, gifts or anything else of value have been paid or exchanged or are to be paid or exchanged with respect to the present bidding process.

**OR*** *[To be completed only if previous box was not checked]*

The bidder declares that the following gratuities, fees, commissions, gifts or anything else of value have been exchanged, paid or are to be exchanged or paid with respect to the present bidding process:* [Name of Recipient/Address/Date/Reason/Amount]
* [Name of Recipient/Address/Date/Reason/Amount]
* [Name of Recipient/Address/Date/Reason/Amount]
 |

**Instructions for completing the self-certification form**

The World Bank listing of ineligible firms and individuals is a searchable database that returns a positive or negative search results page upon submission of a name to be searched, in order to document the eligibility.

**The bidder should print out, date, and attach the results page(s) to the self-certification form.**

If (a) record(s) has/have been found – i.e. the results page(s) shows one or more individuals or entities, including the bidder itself are ineligible for contracts of the World Bank on the grounds of “cross-debarment”, the bidder should provide a detailed account of these sanctions and their duration as applicable or notify the procuring entity and in case the bidder believes the finding is a “false positive”.

1. The Cross-Debarment Agreement was entered into by the World Bank Group, the Inter-American Development Bank, the African Development Bank, the Asian Development Bank and the European Bank for Reconstruction and Development, additional information may be located at: http://crossdebarment.org/. [↑](#footnote-ref-1)
2. The Cross-Debarment Agreement was entered into by the World Bank Group, the Inter-American Development Bank, the African Development Bank, the Asian Development Bank and the European Bank for Reconstruction and Development, additional information may be located at: http://crossdebarment.org/. [↑](#footnote-ref-2)