**Due-Diligence Requirements Form**

IPPF may request at any time for copies of policies, and evidence of processes where required to meet the Department for International Development – UK aid (DFID) Supply Partner Code of Conduct and to fulfil due diligence checks for our subcontractor’s.

A copy of DFID’s Supply Partner Code of Conduct is provided as part of this tender (Appendix 3) and can be found by following the link below:

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/750988/Supply-Partner-Code-August-2018.pdf>

It is important that bidders carefully read and understand DFID’s Supply Partner Code of Conduct, and the required compliance level that may apply to them.

**Compliance Level 1** – value £1m or above, or two or more contracts with a combined value of £5m or above

**Compliance Level 2** - value below £1m, or two or more contracts with a value of less than £5m

**Compliance Level 3** - value below EU contracting threshold (Supply Partners that fall into this level, are required to adhere to the overarching code principles and recognize, mitigate and manage risks. These Supply Partners will not be monitored against the DFID’s KPI’s)

Please indicate by selecting **YES** or **NO** if your organisation has documented policies or evidence of your internal procedures for the following matters.

|  |  |  |
| --- | --- | --- |
| **Policies or Procedures** | **Yes**  | **No** |
| 1. Value for Money and Governance
 |  |  |
| 1. Ethical Behaviour
 |  |  |
| 1. Transparency and Delivery Chain Management
 |  |  |
| 1. Environmental Issues
 |  |  |
| 1. Terrorism and Security
 |  |  |
| 1. Safeguarding, Social Responsibility and Human Rights
 |  |  |
| 1. Please confirm that you are committed to following best practice procedures relating to the above
 |  |  |

**Certification**

This is to certify that we ……………………………………………………………… hereby confirm compliance with the DFID Supply Partner Code of Conduct.

Where the contract falls under compliance level 1 or 2, we also confirm to be able to provide the documents required by DFID for compliance level 1 or 2.

This form is to be completed by a duly authorised signatory who has full and formal legal authority to enter into any business with IPPF that results from this tender.

|  |  |
| --- | --- |
| Signature:  |  |
| Title: |  |
| Name:  |  |
| Date:  |  |