**APPENDIX 3**

**FORMAT 1**

**ACCEPTANCE OF THE CONTRACTUAL TERMS AND CONDITIONS statement**

General Secretariat of the Organization of American States

1889 F Street, N.W., 5th floor,

Washington, D.C. 20006

USA

Attention: Department of Procurement Services and Management Oversight

Subject: BID 07/22 – ANNUAL AUDIT OF GS/OAS ACCOUNTS AND FINANCIAL STATEMENTS FOR THE YEARS ENDING DECEMBER 31, 2022 – 2024.

 I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, representative of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Bidder’s name)*, declare that \_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Bidder’s name)* has read, understood, and accepted the Contractual Terms and Conditions as per Appendix 2 of the Request of Proposals of BID 07/22.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPENDIX 3**

**FORMAT 2**

**Conflict of Interest statement**

General Secretariat of the Organization of American States

1889 F Street, N.W., 5th floor,

Washington, D.C. 20006

USA

Attention: Department of Procurement Services and Management Oversight

Subject: BID 07/22 – ANNUAL AUDIT OF GS/OAS ACCOUNTS AND FINANCIAL STATEMENTS FOR THE YEARS ENDING DECEMBER 31, 2022 - 2024

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, representative of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Bidder’s name)*, declare that \_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Bidder’s name)* does not fall under the following prohibitions:

1. A staff member of GS/OAS;
2. Any person who has held the post of Secretary General or Assistant Secretary General, or a position of trust unless the contract is approved by the Secretary General or the Chief of Staff of the Secretary General;
3. Any delegate, diplomatic representative, or other government employees of an OAS Member State;
4. Any relative of a GS/OAS staff member above the P-3 level or a relative of any other GS/OAS staff member who has authority to issue the subject contract;
5. Any relative of a representative or delegate of a Member State to the OAS;
6. Any person who has entered into a performance contract terminated by GS/OAS for cause under Chapter 8 of the Performance Contract Rules;
7. Any person employed by an institution that is receiving funds from the GS/OAS as part of a GS/OAS project, except in those cases where the employee is on leave without pay from that institution;
8. Any legally incompetent person; any person who is on trial in a criminal court of any OAS Member State; or any person convicted of a serious criminal offense in one of the Member States;
9. Any person who has defaulted on and/or failed to perform satisfactorily an existing or previous performance contract or procurement contract with GS/OAS;
10. Any person who does not have a valid visa to work in the country where the performance contract is to be performed and who cannot obtain one before the contract initiation date;
11. Any elected official of an OAS Organ, unless the performance contract is not for or concerning the organ on which the official serves; and
12. Any person, corporation, partnership, association, or other business entity, is known to be engaged in practices inconsistent with international human rights laws and standards that prevent child labor, sexual exploitation, and trafficking of human beings.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPENDIX 3**

**FORMAT 3**

**COMMERCIAL REFERENCES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Nº** | **Name of the Company** | **Telephone, Address and****e-mail address** | **POC** | **Description of the Consultancy** | **Duration of the project (mm/yyyy – mm/yyyy)** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |