

APPENDIX 1

**REQUEST FOR PROPOSALS
FOR THE EXTERNAL INVESTIGATION OF ALLEGATIONS CONCERNING THE SECRETARY GENERAL**

FORMAT 1

ACCEPTANCE OF THE GENERAL CONTRACTUAL TERMS AND CONDITIONS STATEMENT

General Secretariat of the Organization of American States
1889 F Street, N.W.
Washington, D.C. 20006
USA

Attention: Department of Procurement Services and Management Oversight (DPMO)

Subject: **BID No. 09.22**

EXTERNAL INVESTIGATION OF ALLEGATIONS CONCERNING THE SECRETARY GENERAL

I _____, representative of _____ (*Bidder's name*), declare that _____ (*Bidder's name*) has read, understood, and accepted the General Contractual Terms and Conditions as per Annex C of the Request of Proposals of the BID 09.22.

Sincerely,

Legal Representative

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**REQUEST FOR PROPOSALS
FOR THE EXTERNAL INVESTIGATION OF ALLEGATIONS CONCERNING THE SECRETARY GENERAL**

FORMAT 2

CONFLICT OF INTEREST STATEMENT

General Secretariat of the Organization of American States
1889 F Street, N.W.
Washington, D.C. 20006
USA

Attention: Department of Procurement Services and Management Oversight (DPMO)

Subject: **BID No. 09.22- EXTERNAL INVESTIGATION OF ALLEGATIONS CONCERNING THE
SECRETARY GENERAL**

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

- a) A staff member of GS/OAS.
- b) 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.
- c) Any delegate, diplomatic representative, or other government employee of an OAS Member State.
- d) 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.
- e) Any relative of a representative or delegate of a Member State to the OAS.
- f) Any person who has entered a performance contract terminated by GS/OAS for a cause under Chapter 8 of the Performance Contract Rules.

- g) 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.
- h) Any person who is legally incompetent; 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.
- i) Any person who has defaulted on and/or failed to perform satisfactorily an existing or previous performance contract or procurement contract with GS/OAS.
- j) Any person who does not have a valid visa to work in the country where the performance contract is to be conducted and who cannot obtain one prior to the contract initiation date.
- k) Any elected official of an OAS Organ, unless the performance contract is not for or in relation to the organ on which the official serves.
- l) Any person, corporation, partnership, association, or other business entity, which is known to be engaged in practices inconsistent with international human rights laws and standards that prevent child labor, sexual exploitation, and trafficking in human beings.

We further declare that our firm and our employees do not have any governmental or political conflict of interests that could affect or compromise our work, judgment, decisions, or actions.

Sincerely,

Legal Representative

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FORMAT 3

**BID 09.22
EXTERNAL INVESTIGATION OF ALLEGATIONS CONCERNING THE SECRETARY GENERAL**

COMMERCIAL REFERENCES

Nº	Name and Address of the Company	Contact Person Telephone, and e-mail address	Description of Services