



Dear Sir or Madam,

The Global Crop Diversity Trust (Crop Trust) is an international organization with its own legal personality established under the Agreement for the Establishment of the Global Crop Diversity which entered into force on 21 October 2004. The Crop Trust is headquartered in Bonn, Germany, and works to ensure the conservation and availability of crop diversity for food security worldwide. As per its Headquarters Agreement the Crop Trust is exempt from direct taxes and has immunity status.

The Crop Trust's mission is to preserve and make available the world's agricultural crop diversity, as a prerequisite for world food security. The organization is an essential funding instrument of the International Treaty on Plant Genetic Resources for Food and Agriculture of 2001.

The Crop Trust fulfills its mandate by providing long-term, sustainable financing to key international, regional and national collections of crops that are vital for food security and nutrition, particularly in least developed countries.

To fully ensure compliance with its rules and policies, the Crop Trust requests a self-assessment from its suppliers and service providers. Please answer the attached questionnaire as far as possible. Your answers will be handled strictly confidential.

We are looking forward to working with you.

Thank you very much for your cooperation.

Best wishes

MARY GHIRA
FINANCE AND PROCUREMENT OFFICER
Global Crop Diversity Trust

Enclosure:

Supplier self-assessment



Supplier Self-Assessment

Date: _____

Company Stamp:

Signature: _____



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1. Company address

Company name*:
 Mail address:
 Street*:
 Zip code / City*:
 Country*:
 Phone:
 Fax:
 Email:
 Internet Website:
 Others:
 * Obligatory fields

2. Organization and legal structure

Date of Company set up:
 Business registration number (provide copy of registration documents if possible)
 Former Company name:
 Legal structure:
 Company capital:
 Position in the corporation:
 Position in the association of enterprises:
 Branches (names, addresses):

Contact*:	Names	Phone numbers	Fax	Email
Management:				
Sales department:				
Administration:				
Technical department:				
Quality Management:				

* as applicable

Can the correspondence be done in German? Yes No
 Can the correspondence be done in English? Yes No
 Organizational Structure available? Yes No
 (If yes, please attach.)

Date: Legally binding signature:



3. Organization details

Number of staff	2016	2017	2018
Total:			
White-collar worker:			
Turnover	2016 (in €)	2017 (in €)	2018 (in €)
Total:			
Division:			
Investments:			
Is the annual report available?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have a reference list and would this list be available for us?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Reference list / Main customer: (Please attach a copy of suitable references)			
			%
			%
			%

4. Terms of payment and delivery

4.1 Do you accept our terms of payment and delivery? n/a Yes No

Delivery: DDP Bonn (Incoterms 2010)

Packing: Price incl. packing

Payment: 30 days

If not, which terms of payment and delivery can you offer us?

Delivery: _____

Packing: _____

Payment: _____

It what currency will you invoice us?

4.2 As an international organization we have TAX exempt status and do not have a TAX ID, do you agree not to charge us VAT? Yes No

In case you do charge VAT, what is the current VAT rate you will apply? _____ (Year) _____ %

Can you offer us?

- monthly invoicing Yes No

- quarterly invoicing Yes No



5. Corporate Sustainability

- 5.1 Do you respect your ethical principles (e.g. the ten principles of the UN Global Compact see Annex A) and if so, please specify? In case you have internal rules please attach a copy. Yes No
- 5.2 Do you respect ecological principles (e.g. usage of recyclable materials)? If so, please describe briefly? Yes No
-

- 5.3 Do you respect the United Nations Guiding Principles on Business and Human Rights? Yes No

6. Service Orientation / Capacity

- 6.1 Do you have the possibility to deliver a service during a possible contract duration of 2-3 years? Yes No
- 6.2 Will we have a direct contact and on which level within the company will the contact be? Yes No

7. Quality Management

- Do you have a QM certificate in accordance with ISO 9001? (please attach) Yes No
Certificate is in preparation. Conclusion planned for



Annex A: The Ten Principles of the UN Global Compact

Corporate sustainability starts with a company's value system and a principled approach to doing business. This means operating in ways that, at a minimum, meet fundamental responsibilities in the areas of human rights, labour, environment and anti-corruption. Responsible businesses enact the same values and principles wherever they have a presence, and know that good practices in one area do not offset harm in another. By incorporating the Global Compact principles into strategies, policies and procedures, and establishing a culture of integrity, companies are not only upholding their basic responsibilities to people and planet, but also setting the stage for long-term success.

The UN Global Compact's Ten Principles are derived from: the [Universal Declaration of Human Rights](#), the [International Labour Organization's Declaration on Fundamental Principles and Rights at Work](#), the [Rio Declaration on Environment and Development](#), and the [United Nations Convention Against Corruption](#).

Human Rights

[Principle 1](#): Businesses should support and respect the protection of internationally proclaimed human rights; and

[Principle 2](#): make sure that they are not complicit in human rights abuses.

Labour

[Principle 3](#): Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

[Principle 4](#): the elimination of all forms of forced and compulsory labour;

[Principle 5](#): the effective abolition of child labour; and

[Principle 6](#): the elimination of discrimination in respect of employment and occupation.

Environment

[Principle 7](#): Businesses should support a precautionary approach to environmental challenges;

[Principle 8](#): undertake initiatives to promote greater environmental responsibility; and

[Principle 9](#): encourage the development and diffusion of environmentally friendly technologies.

Anti-Corruption

[Principle 10](#): Businesses should work against corruption in all its forms, including extortion and bribery.