**ANNEX 6 CHEMONICS BUSINESS CONDUCT EXPECTATIONS**

**BUSINESS CONDUCT EXPECTATIONS**

Chemonics is committed to promoting fair and healthy competition in Afghanistan and working with partners who share our commitment to honest and responsible business practices. We take a great pride in our development work in Afghanistan and worldwide, and value the partnership with local partners. We would like to remind our partners of our ethical expectations. Chemonics expects all applicants, offerors, and potential implementing business partners to strictly adhere to the following business ethics:

* + Chemonics does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.
  + Employees and agents of Chemonics are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value, or other form of compensation from current or potential vendors or suppliers. Employees who offer or accept anything of value to or from vendors or suppliers are subject to termination of employment and will be reported to USAID and the Office of the Inspector General. Partners who offer or accept anything of values to or from Chemonics employees are subject to disqualification of their RFA/RFQ and will be reported to USAID and the Office of the Inspector General. In addition, Chemonics will inform USAID and the Office of the Inspector General of any offers of money, fee, commission, credit, gift, gratuity, object of value, or compensation to obtain business.
  + Offerors responding to this RFA/RFQ must:
    - Disclose any family or financial relationship with other offerors submitting proposals or applications. For example, if the offeror’s father or any family member owns a company that is submitting another proposal, the offeror must disclose this.
    - Disclose any close, familial, or financial relationships with Chemonics or project staff. For example, if an offeror’s cousin is employed by the project, the offeror must disclose this.
    - Certify that all information in the proposal or offer or application and all supporting documentation, including the business license, are authentic and accurate.
    - Certify understanding and agreement to Chemonics’ prohibitions against fraud, bribery, and kickbacks.
    - Certify that the prices in the offer (budget) are independently submitted, with no consultation, communication, or agreement with any other offeror, competitor or project staff.

**EXAMPLES OF UNETHICAL BUSINESS CONDUCT**

* If Chemonics receives two or more applications, and realizes they are copied from each other and it is not possible for Chemonics to identify which application was copied, Chemonics will disqualify both applications or offers or proposals.
* If two family members submit two independent offers, proposals, or applications to Chemonics without disclosing their relationship, both or all offers, applications, or proposals will be disqualified.
* If two family members submit two independent offers, proposals, or applications to Chemonics and disclose their relationship, Chemonics will require certification that they did not collaborate or work together on their submissions.  Chemonics will also verify that these companies are distinct.
* If two organizations from a group of companies or a parent and child company submit offers, applications, or proposals to Chemonics without disclosing that they work under one group, both or all proposals or applications or offers will be disqualified.
* If two organizations form a group of companies or a parent and child company submit offers, applications or proposals to Chemonics and disclose that they work under one group, Chemonics will notify them that only one company from the group can submit a proposal or application or offer.

I confirm that I have read and understand the above and agree to follow Chemonics’ ethical expectations outlined above and elsewhere in the RFA/RFP/RFQ

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Name of Offeror or Applicant

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Name of offeror’s or applicant’s representative and title

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Signature

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Date