

Code of Conduct for Vendors

Corrupt Practices:

All vendors must adhere to the highest standards of moral and ethical conduct, to respect local laws and not engage in any form of corrupt practices, including but not limited to extortion, fraud, or bribery.

Conflict of Interest:

All vendors are expected to disclose any situation that may appear as a conflict of interest, and disclose to the Procurement Board or Chief Procurement Officer if any government official or professional intending to initiate a contract with the vendor have an interest of any kind in the vendor's business or any kind of economic ties with the vendor.

Gifts and Hospitality:

The government of Antigua and Barbuda has a "zero tolerance" policy and has barred all government employees from accepting any type of gift or any offer of hospitality. All government employees must not accept any invitations to sporting or cultural events, offers of holidays or other recreational trips, transportation, or invitations to lunches or dinners. In this regard, all vendors registered in the government vendors' database are advised not to offer any benefit such as free goods or services, employment or sales opportunity to any government employee in order to facilitate the vendors' business with government ministries or statutory bodies. Any vendor who fails to adhere to the above, either from his own volition or from that of a government employee, would be barred from participating on any future public procurement activity.

Post-employment debarment:

Government employees who participated in prior professional dealings with vendors, are barred from accepting employment from any of these vendors. Vendors are also expected to refrain from offering employment to any such person for a period of one year following separation from government service. Vendor who do not adhere to these principles will be deemed ineligible to be registered as a government vendor or to do business with the government in accordance with established policies and procedures.

Communication:

Vendors are strongly advised that all communications should be addressed to the Procurement Board (formerly Tenders Board), or channeled through the Chief Procurement officer for the attention of the Procurement Board.

Vendors are further advised that direct communications with government employees who are not authorized by the Procurement Act, or for that matter, by the Procurement Board, is a violation of the Act; whether or not such communication was initiated by the

vendor or an employee. In such violation, the Procurement Board may consider barring the vendor from future participation in public tenders.

In order to have strong channels of communication between the government and vendors, the Procurement Board will hold periodic business meetings with vendors to address procurement concerns and update them with future procurement solicitations in the pipeline. Furthermore, the public procurement website will also provide vendors with expressions of interest and other important procurement information.