

SUPPLIER PROFILE FORM

All pages to be completed by the supplier and submitted to UNICEF.

It should be understood that falsified or misleading information could result in the disqualification of the company as a registered potential supplier for UNICEF.

The requested information is for UNICEF's internal use only and will be treated as confidential.

UNICEF fully subscribes to the Convention on the Rights of the Child and draws the attention of potential suppliers to Article 32 of the Convention which inter alia requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the Child's education, or to be harmful to the Child's health or physical, mental, spiritual, moral or social development.

Supplier to be in compliance with the National Labour Laws and Regulations with respect to child employment.

The supplier guarantees that neither the supplier's company, nor any of its affiliates, nor any subsidiaries controlled by the supplier's company, is engaged in the sale or manufacture of anti-personnel mines or of components utilized in the manufacture of anti-personnel mines (taken in its broader definition

The company, as well as any parent, subsidiary or affiliate companies:

Strive to abide by the UN Supplier Code of Conduct. (<http://www.un.org/Depts/ptd - vendors>)

Are not listed in, or associated with a company or individual listed in the UN Security Council

OFFICIALS NOT TO BENEFIT

The supplier warrants that no official of UNICEF has received or will be offered by the supplier any direct or indirect benefit arising from any future contract.

GUIDELINES ON GIFTS AND HOSPITALITY

Suppliers shall not offer gifts or hospitality to UNICEF staff members. Recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners are also prohibited. Please note that all decisions on the contracts are made by a committee and not by any local staff member.

DISCLOSURE OF SANCTIONS OR TEMPORARY SUSPENSION

Have no outstanding or pending bankruptcy, judgment or legal action that could impair a supplier ability to continue operating as a going concern.

Agents, intermediaries and other persons retained by these companies, as well as all employees agree to cooperate with the UNICEF survey processes undertaken by them, including providing all required documents, company records, access to employees, officers and staff, as well as financial information. Please note that UNICEF will inspect the original documents of copies submitted with this Form.

I, representing the Company, acknowledge and ensure the Company's compliance with the above statements:

Name and Title: _____ Signature: _____

1.0 Name of Company: _____

1.1 Full visitor address: _____

Note: Provide information for all your offices in Pakistan (national and provincial levels). UNICEF deals only with suppliers having established offices. Therefore, the premises will be visited to confirm.

1.2 Tel: _____ 1.3 Email address: _____

1.4 Website: _____

1.5 Contact person authorized to deal on your behalf: Name _____

Title _____ Email _____ Telephone _____

1.6 Year established: _____ 1.7 No. of full-time employees: _____

1.7. Legal registration of the company in Pakistan: **Please provide documentation of legal registration/ certificate of incorporation. The original documents will also be checked during the selection process.** Without the attachment, the suppliers will not be considered.

- Type of organization (Mark one X only)

State Enterprise: Private Company: Other (Please specify):

- Parent Company (if applicable): _____
- Address: _____
- Legal relationship of the parent company to the company (**attach** documents)
- Year established: _____ 2.4 No. of full-time employees: _____
- Website: _____

Financial Information

2.0 Audited Financial Statements (last two years): **Please attach** or if there is a website, with the information, this can be stated here: _____

The statements are to include - a balance sheet, income statements and notes thereto. The financial statements should be for the company itself, and the parent company, if applicable.

2.1 UNICEF Payment terms are net after delivery of service. Do you accept? Y / N

If no, please mention your Company terms: _____

Activities

3.0 Product/Services offered: Please tick off your business falls under. UNICEF deals with the suppliers who have relevant and extensive experience in the field. Therefore, please tick off **ONLY** the business which you specialize in offering. (Mark X against which you are specialized.)

Payment Aggregator Services _____ Number of years _____

Other Relevant Services (If Any) _____ Number of years _____

(UNICEF's preference is to work with suppliers having a minimum of Ten years of experience.)

3.1 Previous orders (during the last 5 years) with United Nations/International, Governmental or Non-Governmental Organizations/Private Companies for the products/services mentioned by you: **(attach only UN or INGO Contracts and the appreciation certificates issued by any department.)**

Contract No.	Date	Value	Service	Organization	address
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

3.2 Membership of National / International Associations? If yes, please **enclose** evidence.

I hereby certify that the information provided above and in all the annexures is correct and that no person in any connection with this establishment, as a supplier for providing material, supplies or services, or as a principal or employee, is employed by UNICEF, or barred by UNICEF.

I also understand that falsified or misleading information could result in the disqualification of the company as a registered potential vendor for UNICEF.

Name: _____ Date: _____

Title: _____ Signature: _____

Company STAMP: _____

Notes:

1. Any Form received without the required supporting documents will not be processed further.
2. **ONLY** the relevant or necessary documents to be submitted. Highlighted for your ease.
3. In addition to this form, please also attach your company profile as mentioned in the EoI.