

SUPPLIER PROFILE FORM

All pages to be completed by Supplier and submitted to UNICEF.

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

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.

UNICEF reserves the right to terminate any contract unconditionally and without liability in the event that the supplier is discovered to be in non-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 supplier recognises that a breach of this provision will entitle UNICEF to terminate its contract with the supplier.

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 Resolution 1267 List website. (www.un.org/sc/committees/1267/consolist.shtml)

UNICEF requires that all suppliers / contractors associated with a purchase order / contract observe the highest standard of ethics during procurement and execution of the work. In pursuance of this policy UNICEF

A. Defines for the purpose of this provision the terms set forth as follows:

- (i) Corrupt practice means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in the execution of a contract, and
- (ii) Fraudulent practice means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the client, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the client of the benefits of free and open competition;

B. Will reject a proposal for award if it determines that the selected supplier / contractor has engaged in any corrupt or fraudulent practices in competing for the contract in question;

- C. Will declare a supplier / contractor ineligible, either indefinitely or for a stated period of time, to be awarded a UNICEF-financed contract if at any time it determines that it has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNICEF-financed contract.

OFFICIALS NOT TO BENEFIT

The supplier / contractor warrants that no official of UNICEF or the United Nations has received or will be offered by the supplier / contractor any direct or indirect benefit arising from this contract or the award thereof. The supplier / contractor agree that breach of this provision is a breach of an essential term of the contract.

GUIDELINES ON GIFTS AND HOSPITALITY

Suppliers / contractors 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.

DISCLOSURE OF SANCTIONS OR TEMPORARY SUSPENSION

The Contractor should not be suspended, debarred, or otherwise identified as ineligible by any organization within the World Bank Group or any other International or UN Organisation. The Contractor is therefore required to disclose to UNICEF whether its company, or any of its affiliates, is subject to any sanction or temporary suspension imposed by the World Bank Group or any other International or UN Organisation at the time of execution of this agreement and throughout the duration of the agreement period. The Contractor recognises that a breach of this provision will entitle UNICEF to terminate its supply contract with the Contractor.

Have no outstanding or pending bankruptcy, judgment or legal action that could impair a supplier / contractor's 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 United Nations during any investigative processes undertaken by them, either before during or after execution of a contract, including providing all required documents, company records, access to employees, officers and staff, as well as financial information.

I, representing the Company, acknowledge and ensure the Company's compliance

with the above statements:

Name and Title: _____

Signature: _____

Company name: _____

(please TYPE or PRINT)(attach additional pages if space in columns is not enough - but information must be provided in the following sequence for all columns):

General Information (if available please provide all documentation with English translation)

General Informations

Registration number in United Nations Global Market (UNGM) :.....

(See page 8 how to register in UNGM www.ungm.org)

1.0 Name of Company: _____

1.1 Full address: _____

Street _____

Postal code _____ City: _____

State/County/Region _____

Country _____

P.O.Box _____ City: _____ Postal code: _____

1.2 Tel (incl.country code): _____

1.3 Fax/Telex (incl. country code): _____

1.4 Email address: _____

1.5 Website: _____

1.6 Contact person authorised to deal on your behalf:

Name Title Email address Direct Telephone number

1.7 Year established: _____ 1.8 No. of full-time employees: _____

1.9 Legal registration of the company – Please provide documentation of legal registration.

1.10 Name change -- Please provide documentation of name change, if applicable.

1.11 Type of organization (Mark one X only)

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

1.12 Activity category, mark X where applicable percentage business to annual sales

Manufacturer: _____

Consultant: _____

Trading company: _____

Forwarder: _____

Authorised agent: _____

Other (please specify): _____

Total of the above 100 %

1.13 If Agent/Trading House, do you hold sole/exclusive rights/license? Y / N

(If yes please state name and address of Principals and attach documentation):

1.14 If USA-based dealer, are you a "GSA" dealer? Y/N (If Yes, please attach certificate)

1.15 Number of years with export sales: _____

2.0 Parent Company (if applicable) : _____

2.1 Address : _____

2.2 Legal relationship of the parent company to the company

2.3. Year established: _____

2.4. No. of full-time employees : _____

2.5 Website: _____

Financial Information

3.0 Audited Financial Statements or Annual Report:

Financial statements are to be submitted if your company is to either:

a) Do business with UNICEF to exceed ____USD 50,000____ annually, or

b) Would like to be considered for an LTA (long-term arrangement) award(s).

Alternatively, if there is a website, with the information, this can be stated: _____

The statements are to include - balance sheet, income statements and notes thereto

The financial statements should be for the company itself, as well as the parent company, if applicable.

3.1 Authorised to discuss financial issues:

Name Title Email address Telephone number

Activities

4.0 Previous contracts (during the last 2 years) with United Nations/International, Governmental or Non-Governmental Organizations/Private Companies.

Contract ref. no - Date - Value – Product/Service - Organization Name/address/contact person

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____

4.1 What percentage of the company's annual sales are for export markets _____ ?

4.2 Products/services offered:

Please tick off the material group your product/products fall under. To get a detailed listing of specific products within the groups, visit the UNICEF Internet site (<http://www.supply.unicef.dk/catalogue/>).

- | | | |
|---|---|--|
| <input type="checkbox"/> Vaccines/Biologicals | <input type="checkbox"/> Laboratory Supplies | <input type="checkbox"/> Warehousing |
| <input type="checkbox"/> Pharmaceuticals | <input type="checkbox"/> Diagnostic Test Kits | <input type="checkbox"/> Shelter/Field Equipment |
| <input type="checkbox"/> Nutrition | <input type="checkbox"/> Water & Sanitation | <input type="checkbox"/> Clothing & Footwear |
| <input type="checkbox"/> Medical Equipment | <input type="checkbox"/> Printing | <input type="checkbox"/> Agriculture |
| <input type="checkbox"/> Medical Renewable | <input type="checkbox"/> Education Supplies | <input type="checkbox"/> Identific. & Signage |
| <input type="checkbox"/> Rehab./Disabilities | <input type="checkbox"/> IT & Office Supplies | <input type="checkbox"/> Staff Supplies |
| <input type="checkbox"/> Medical/Hygiene Kits | <input type="checkbox"/> Transport | <input type="checkbox"/> Architec/Engineering |
| <input type="checkbox"/> Cold Chain Equipment | <input type="checkbox"/> Fuel & Lubricants | <input type="checkbox"/> Surveying Services |
| <input type="checkbox"/> Other: Please specify..... | | |

4.3 Storage/warehousing capacity (In square meters if applicable): _____

4.4 Size of production plant(s) (In square meters if applicable): _____

4.5 Local representation: (Please attach list of countries where your local representative will provide warranty services on products/services purchased from you - provide complete addresses (of your subsidiaries/agents)

Other Information

5.0 Approved Standards (ISO, FDA, GMP, etc): _____

(Certificates of approval to be attached)

5.1 Does your company have a statement on quality policy?

(Circle as applicable) Y / N if yes, kindly attach a copy.

5.2 Which of the following does your company implement: (circle as applicable)

Raw material control Y / N

Sub-component control Y / N

Process control Y / N

Final/pre-delivery control Y / N

5.3 Authorised contact person regarding Quality control:

Name: _____

Title: _____

Telephone: _____

Email: _____

5.4 Membership of National / International Associations?

(Circle as applicable) Y / N (if yes, please enclose list of names)

5.5 Does your company have social accountability policy?

(circle as applicable) Y / N (if yes, please provide copy of relevant document)

5.6 Does your company have a documented environmental policy?

(circle as applicable) Y / N (if yes, please attach a copy of relevant document)

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 disqualification of the company as a registered potential vendor for UNICEF.

Name: _____

Title: _____ **Signature:** _____

How to register in UNGM (United Nations Global Market Place)

1. Go to the website : <https://www.ungm.org/>
2. Choose french or English version, Upper ,right
3. Clic on register, always upper and right



4. Then clic on « Entreprise »

Veillez choisir votre type d'inscription en cliquant sur une des cases ci-dessous.

L'inscription en tant que **Consultant** est adapté pour les personnes qui sont intéressées par des contrats à durée limitée. Ces contrats sont associés à des projets, où des compétences spécifiques et nécessaires.

L'inscription en tant qu'**Entreprise** est dédiée aux entreprises immatriculées au Registre du Commerce et des Sociétés ou disposant d'une license. Ces entreprises fournissent des produits et/ou services aux organismes des Nations Unies.

L'inscription en tant qu'**Organisme des Nations Unies** est limitée aux membres du personnel des Nations Unies et nécessite une adresse e-mail valide et active des Nations Unies.

Il sera aussi demandé au fournisseur de lire le **Code de conduite des fournisseurs des Nations Unies**. Le fournisseur devra confirmer avoir pris connaissance de ce Code de conduite afin de pouvoir participer aux appels d'offres des Nations Unies.

Des liens vous donnant accès à des guides d'utilisation seront également fournis.



5. Follow instructions on your screen
6. At the end of the process if all is ok , a UNGM number will be attributed
7. Once the number generated put it at the head of page 3