



Vendor Profile

Section 1: Company Details and General Information

1. Name of Company:

2. Street Address :

Postal Code :

Country :

City :

Zip Code :

3. P.O. Box and Mailing Address:

4. Tel: (+ ) \_\_\_\_\_

5. Fax: (+ ) \_\_\_\_\_

6. Email:

7. WWW Address:

8. Contact Name and Title:

9. Parent Company (Full legal Name):

10. Subsidiaries, Associates and/or Overseas Representative(s) - (attach a List if necessary):

11. Type of Business (Mark one only)(Please attach the company organizational chart):

Individual: ☐

Partnership: ☐

Corporate/ Limited: ☐

Other (specify):

12. Nature of Business:

Manufacturer: ☐

Authorised Agent: ☐

Trader: ☐

Consulting Company: ☐

Other (specify):

13. Year Established:

14. Number of Full-time Employees:

15. Licence no. (Please attach a copy) /State where registered:

16. VAT No. /Tax I.D:

17. Technical Documents available in:

English ☐

French ☐

Spanish ☐

Arabic ☐

Other (specify) ☐

18. Working Languages:

English ☐

French ☐

Spanish ☐

Arabic ☐

Other (specify) ☐

Section 2: Financial Information

19. Annual Value of Total Sales for the last 3 Years:

Year \_\_\_\_\_: USD \_\_\_\_\_million    Year \_\_\_\_\_: USD \_\_\_\_\_million    Year \_\_\_\_\_: USD \_\_\_\_\_million

20. Annual Value of Export Sales for the last 3 Years:

Year \_\_\_\_\_: USD \_\_\_\_\_million    Year \_\_\_\_\_: USD \_\_\_\_\_million    Year \_\_\_\_\_: USD \_\_\_\_\_million

21. Account holder :

Bank Name :

Bank Address :

Account Currency:

Swift/BIC Address:

Account no.:

22. Bank Account Number :

CHIPS (US Only) :

FED (US Only) :

ABA (US Only) :

BSB (Australia Only) :

Any other details :

IBAN (Europe and Middle East):



# United Nations Relief and Works Agency

23. Please provide a copy of the company's most recent Annual or Audited Financial Report.

## Section 3: Technical Capability and Information on Goods / Services Offered

24. Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (please provide a Copy of your latest Certificate):

25. International Offices/Representation (Countries where the Company has local Offices/Representation):

26. For Goods only, do those offered for Supply conform to National/International Quality Standards? If yes which standard

Yes ☐

No ☐

27. List below up to fifteen (15) of your Core Goods/Services offered:

UNSPSC Code	UNSPSC Description (one Line for each Item)	National/International Quality Standard to which Item conforms



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## Section 4: Experience

28. Recent Contracts with the UN and/or other International Aid Organizations:

<u>Organization:</u>	<u>Value:</u>	<u>Year:</u>	<u>Goods/Services Supplied:</u>	<u>Destination:</u>
_____	USD _____	_____	_____	_____
_____	USD _____	_____	_____	_____
_____	USD _____	_____	_____	_____
_____	USD _____	_____	_____	_____
_____	USD _____	_____	_____	_____

29. To which Countries has your Company exported and/or managed Projects over the last 3 Years?

## Section 5: Other

30. Does your Company have a written Statement of its Environmental Policy? (If yes, please attach a copy)

Yes ☐

No ☐

31. Please list any Disputes your Company has been involved in with UN Organizations over the last 3 Years:

32. List any National or International Trade or Professional Organizations of which your Company is a Member.

33. Certification:

I, the undersigned, hereby accept the basic UN General Conditions, a copy of which has been provided to me and warrant that the information provided in this form is correct, and in the event of changes details will be provided as soon as possible:

Name

Functional Title

Signature

Date

**NOTE:** Please be informed that a number of Procuring Entities of the UN system have decided not to do business with companies or any of their affiliates or subsidiaries, which engage in any practice inconsistent with the rights set forth in the convention on the Rights of the Child, regarding certain protection applicable to children performing work, or engage in the sale or manufacture of anti-personnel mines, or any significant component produced primarily for the operation thereof.



# United Nations Relief and Works Agency

## INSTRUCTIONS FOR COMPLETION

The form should be typewritten in uppercase and completed clearly and accurately ensuring that all questions are answered. The numbers below correspond to item numbers on the registration form:

1. Full name of company.
2. Full street address.
3. Full mailing address (including P.O. Box, if any).
4. Telephone number, including correct country and area codes.
5. Fax number, including country and area codes.
6. Email address.
7. WWW Address.
8. Provide name of person (including title) or department to whom correspondence should be addressed.
9. Full legal name of parent company, if any.
10. Please provide, on a separate sheet if necessary, names and addresses of all subsidiaries, associates and overseas representatives if any.
11. Please tick one box. If the last box is ticked, please specify.
12. Please tick one box. If the last box is ticked, please specify. If the company is a manufacturer of some products and a trader/agent of others which they do not manufacture, both boxes should be ticked.
13. Indicate the year in which the organization was established under the name shown in Item 1.
14. Indicate the total number of full-time personnel in the company.
15. Provide the license number under which the company is registered, or the State where it is registered.
16. Provide the VAT number or Tax I.D. of the company.
17. Please tick the boxes for which languages the company is able to provide technical documents.
18. Please tick the boxes for which languages the company is able to work in.
19. Provide the total annual sales for the organization for the last 3 financial years in USD millions.
20. Provide the total export sales for the organization for the last 3 financial years in USD millions.
21. Provide the full name, address and SWIFT address of the bank used by the company.
22. Provide the company's bank account number and the account name.
23. Please provide a copy of your most recent annual report or audited financial report.
24. List any Quality Assurance Certificates (e.g. ISO 9000 series) that have been issued to your company and provide a copy of the latest certificates.
25. List all countries where the company has local offices or representation.
26. Indicate whether the company's products conform to national/international standards. If yes please attach copies of the certificates.
27. Please list up to 15 of the core goods/services offered. If available, provide the UNSPSC code (United Nations Standard Products and Services Code) and describe them according to the UNSPSC description. For each item, list the National/International Quality Standard to which it conforms.
28. Enter the name(s) of UN organizations which your company has dealt with recently. Provide the value and the year of the contract, the goods/services supplied and the country of destination of each contract. If you have had more than 7 of such contracts, please attach a separate sheet indicating the others. Documentary evidence of such contracts is required, e.g. copies of purchase orders. Organizations in the UN system are: UN; UNCTAD; UNEP; UNCHS(Habitat); UNICEF; UNDP; WFP; UNHCR; UNRWA; UNFPA; UNOPS; UNU; ILO; FAO; UNESCO; ICAO; WHO; WB; IMF; UPU; ITU; WMO; IMO; WTO; WIPO; IAPSO; IFAD; UNIDO; IAEA; ITC; ECA; ECE; ECLAC; ESCAP; ESCWA.
29. List export markets, in particular, all developing countries to which your company has exported over the last 3 years.
30. The Earth Summit, held in Rio de Janeiro in 1992, emphasised the necessity to protect and renew the earth's limited resources. Agenda 21 was adopted by 178 governments and lays an emphasis for the UN to exercise leadership, i.a. towards promoting environmental sensitive procurement policies for goods and services. Please indicate whether your company has a written statement of its Environmental Policy and, if so, please provide a copy.
31. List all disputes with UN organizations which your organization has been involved in over the last 3 years. If more space is required, please use a separate sheet.
32. Provide details of all national and international trade or professional organizations to which your company belongs.
33. Please read the enclosed UN General Conditions carefully, as signature of the form signifies acceptance. The form should be signed by the person completing it and their name and title should be typed, along with the date.