# ANNEX I: VENDOR RESPONSE GUIDELINES \_FORM

In order to both facilitate the vendor’s work when preparing an answer to this RFPS and to help UNICEF compare offers efficiently, **all vendors are requested to use the following response templates.**

Company Overview

|  |  |
| --- | --- |
| **Full company name:** |  |
| **Address:** |  |
| **Country of registration:** |  |
| **RFP Contact Person and Title:** |  |
| **Legal Status (e.g. Partnership, Private Limited Company, Government Institution)** |  |
| **Year Established** |  |
| **Number of Employees** |  |
| **E-mail address:** |  |
| **Tel:** |  |
| **Web Site:** |  |
| **Previous Supply Contracts with United Nations Organizations (over the last 3 years)\*\***  ***Please provide supplementary documentation such as reference contact points.*** |  |
| **Summary of any changes in your company’s ownership during the last 5 years** |  |

Please add up to three pages of information about your company in this Annex.