

SUPPLIER APPLICATION FORM

UN Business Seminar 2024

Welcome to the supplier application form.

Please allow 30 minutes to complete the form.

We look forward to receiving your reply by 9th AUGUST 2024.

Questionnaire	Choices
Section 1: Details and General Information	
1. Company name (Full legal name):	
2. Address:	
3. City:	
4. Country:	
5. P.O. Box:	
6. Tel (enter starting with +254) Ex: +25477223211	
7. Email: Format : example@example.com	
8. Website: Format: www.example.com	
9. Last Name & First Name(s) of contact person(s):	
10. Function of contact person: Ex: CEO, Managing Director, Manager, ...	
11. Registered office and Representative office/branch of the company (full legal name):	
12. Name and address of foreign branches/subsidiaries, agencies/associates and/or representative offices: If Not Applicable, enter "NA"	
13. Nature of business:	<ul style="list-style-type: none"><input type="radio"/> Manufacturer<input type="radio"/> Retailer<input type="radio"/> Brand Agent/Brand Representative<input type="radio"/> Consulting firm<input type="radio"/> Other (specify)
13.1. If Other, please specify :	
14. Entity type	<ul style="list-style-type: none"><input type="radio"/> Manufacturer

SUPPLIER APPLICATION FORM

UN Business Seminar 2024

	<ul style="list-style-type: none">○ Retailer○ Brand Agent/Brand Representative○ Consulting firm○ Other (specify)
14.1. If Other, please specify :	
15. Year of establishment (under name in point 1) Please enter a year greater than or equal to 1900	
16. Number of full-time employees Number of employees must be greater than or equal to 1	
17. License no.	
18. Trade Register No.	
19. Country of registration	
20. VAT / ID tax If Not Applicable, enter "NA"	
Section 2: Financial information	
21. Annual income for the last three years:	
1st Year Please enter a year greater than or equal to 2020	
Revenue for 1st Year (FCFA)	
2nd Year Please enter a year greater than or equal to 2020	
Revenue for 2nd Year (FCFA)	
3rd Year Please enter a year greater than or equal to 2020	
Revenue for 3rd Year (FCFA)	
27. Copies of the company's annual reports or financial audits for the last three years: Accepted file types (pdf, doc, docx, zip, txt, xls,xlsx). Maximum size per file = 100 Mb	
Attachment - 1st Year :	

SUPPLIER APPLICATION FORM

UN Business Seminar 2024

Attachment - 2nd Year :	
Attachment - 3rd Year :	
Section 3: Technical Possibilities / Capabilities and Information on Provided Products / Services	
28. Quality Assurance Certification, i.e. ISO 9000 or National Standard <i>Accepted file types (pdf, doc, docx, zip, txt, xls, xlsx). Maximum size per file = 100 Mb</i>	
29. International Offices / Representations (countries where the Company has Representations): <i>If Not Applicable, enter "NA"</i>	
30. Indicate the type of your business in the list below. Please tick the boxes corresponding to your activities or services.	<ul style="list-style-type: none">○ ICT/IT: Laptops and accessories, TV Screens, Cameras and phones / Google products - like Google Meet kit for conferencing, Chrome books.○ Food and Nutrition supplies including inspection companies○ Pharmaceutical and medical supplies○ Construction: Small and medium scale contractors, design implementation of solar projects, development of cities' master plans○ Agriculture: seeds, irrigation tools, farm machinery, tanks○ Water and sanitation
30.1 If Other, please specify:	
Section 4: Experience	
31. List at least three contracts in the last two years relevant to the categories indicated in question 30.	
Organisation's Name	
Value (FCFA)	

SUPPLIER APPLICATION FORM

UN Business Seminar 2024

Year	
Provided Products/Services	
Country of destination	
32. Provide the necessary attachments <i>Accepted file types (pdf, doc, docx, zip, txt, xls, xlsx). Maximum size per file = 100 Mb</i>	
Documentation proving contracts (copies of purchase orders, etc.):	
Provide two other references among the latest contracts:	
Other attachments:	
33. To which countries has your company exported and/or managed projects in the last 3 years? Please indicate export markets. <i>If Not Applicable, enter "NA"</i>	
Section 5: Other	
34. Does your company have any documents on its environmental policy (see Note 2)?	<input type="radio"/> Yes <input type="radio"/> No
34.1. If yes, please provide 1 copy <i>Accepted file types (pdf, doc, docx, zip, txt, xls, xlsx). Maximum size per file = 100 Mb</i>	
35. Can your company communicate electronically?	<input type="radio"/> Yes <input type="radio"/> No

SUPPLIER APPLICATION FORM

UN Business Seminar 2024

36. Please indicate any dispute/conflict in which your company has been involved with UN (one of UN organizations) in the last 3 years <i>If Not Applicable, enter "NA"</i>	
37. Please indicate the national or international business structures and professional organizations to which your company belongs: If Not Applicable, enter "NA"	
38. Please indicate your preference regarding attending the UN Business Seminar to be held in Nairobi, Kenya.	<input type="checkbox"/> In person attendance <input type="checkbox"/> Virtual attendance
<p>The legal agreement between the Supplier and any of United Nations organizations shall be defined on the purchase order/contract or in any other similar document between the Supplier and Nations organization. Any information provided to the Supplier in association with the legislation will be given for reference purposes only and shall in no way override the terms of the purchase order or any associated contract.</p> <p>Please note that WFP has decided not to enter into business with companies, associates or branches that engage in practices in violation of the Convention on Children Rights, in particular those concerning child labor. Nor will WFP do business with companies or their associates who engage in the trade or manufacture of anti-personnel mines or any other components produced for this purpose.</p>	
<p>Note 1: The organizations of United Nations system are : UN; UNCTAC; UNEP; UNCHS (Habitat); UNICEF; UNDP; WFP; UNRWA; UNFPA; UNOPS; UNU; INO; FAO; UNESCO; ICAO; WHO; WB; IMF; UPU ITU; WTU; WIPO; IOIPSO; IFAD; UNIDO; IAEA; ITC; ECA; ECE; ECLEC; ESCAP; ESCWA.</p>	
<p>Note 2: The Earth Summit held in Rio de Janeiro in 1992 emphasized the need to protect and renew the earth's limited resources. The Agenda 21 program was adopted by 178 governments, who mandated United Nations to lead the exercise to promote policies for the environmentally sound supply of goods, food and services.</p>	
<p>Certification: I, the undersigned, certify that the information provided in this form is correct and that in the event of any changes, the information/details will be provided as soon as possible. This certification takes the place of a signature.</p>	
Full name of company representative :	
Function / Title of representative :	
Today's date :	