**SUPPLIER PROFILE FORM**

To register under the **UNICEF Supplier Database**, interested organizations are required to complete this **Supplier Profile Form.**

**Requested information is for UNICEF’s and all UN agencies’ internal use only and will be treated as confidential.**

In completing and submitting this form, you confirm that:

1. Your subsidiaries, agents, intermediaries, and principals agree to cooperate with the United Nations offices 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.
2. Your company (both parent and/or subsidiaries, if applicable) is not currently removed, invalidated or suspended by the United Nations Headquarters (UN), field missions or other UN organizations (including the World Bank) and is not under investigation by a government or UN Member State.
3. You have no outstanding bankruptcy, judgment or pending legal action that could impair operating as a *going concern*.
4. The UN 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.
5. The supplier guarantees that neither the supplier’s company, nor any of its affiliates, nor any subsidiaries controlled by 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. The supplier recognizes that a breach of this provision will entitle the UN to terminate its contract with the supplier.

**IMPORTANT NOTICE:** Any false, incomplete or defective vendor registration may result in the rejection of the application or cancellation of an already existing registration.

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

**Date:** Please insert submission date.

**Name and Title:** Please insert name and title.

**Signature:**

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| **SECTION 1: GENERAL INFORMATION** *(You may provide your documentation in English)* | | | | | | | | |
| **Name of company:** | | | Please specify. | | | | | |
| **Company Description:** | | | Please Include the overall vision of the company, business concept, company profile including all supporting documents such as certificate of registration, brief history of the company. | | | | | |
| **List of Major customers** | | | Please Include a list of major customers with total contract value over the last 2 years. | | | | | |
| **Type of organization:** | | | Private Company | | | Other: Please specify. | | |
| **Parent Company (if applicable):** | | | Please specify. | | | | | |
| **Year Established:** | | Please insert date. | | | **N° of full-time employees:** | | | Please Insert the numbers. |
| **Headquarters full address (Street/ P.O. Box /Province/City) including other locations/provinces operating in Mozambique:** | | | Please specify. | | | | | |
| **Name and title of contact person(s) authorized to deal on company’s behalf:** | | | Please specify. | | | | | |
| **Tel. of contact person (incl. Country Code):** | Please specify. | | | **Email of contact person:** | | | Please specify. | |
| **E-mail address to receive Request for Quotations/Proposals: (please add at least 2 and as many as are relevant):** | Please insert email number 1.  Please insert email number 2. | | | **Internet homepage (if any):** | | | Please specify. | |
| **Activity category (Mark ‘’X’’ where applicable):** | | | | | | | | |
| Manufacturer  Consultant  Trading Company  Forwarder/Distributor  Authorized Agent  Other: Please Specify. | | | | | | | | |
| **Main products / services offered:** | | | Please provide a product/services list | | | | | |
| **Do you provide after-sale services?** | | | Please indicate types of after-sales services provided | | | | | |
| **Branches:** | | | Please attach list of Provinces where your local representative will provide Technical support and warranty services on products/services purchased from you and provide complete addresses (of your subsidiaries/agents where applicable) | | | | | |
| **Do you have in place a Waste Management system (for manufacturing companies):** | | | Please specify. | | | | | |
| **Authorized dealer for which manufacturer, exclusivity to market areas (If distributor):** | | | Please specify. | | | | | |
| **Distributors in the country/region (if manufacturer):** | | | Please specify. | | | | | |
| **If Agent / Trading House, do you hold sole / exclusive rights / license?** | | | Yes  No  (If yes, please state name and address of principals and attach documentation.) | | | | | |
| **Does the company have capacity and experience in logistics / export?** | | | Yes  No  (If yes, please provide information regarding shipping within Mozambique and Regionally.) | | | | | |
| **Type of supplies / service your company provides in accordance with UNICEF requirements[[1]](#footnote-2)**:  \* See Annexure 1 below for full description of the specific goods and services requires under the major categories UNICEF requires\* | | | Please complete **Annex 1** further below on page 6 to indicate the type of goods and services (including subcategories) that you provide, in accordance with UNICEF Requirements. | | | | | |

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| **SECTION 2: FINANCIAL STATEMENT** *(You may provide your documentation in English or Portuguese)* | | | | |
| **Company’s annual Turnover over the last 3 years:** | **2018:** Please Specify.  **2019:** Please Specify.  **2020:** Please Specify. | | **Company’s profit over the last 3 years:** | **2018:** Please Specify.  **2019:** Please Specify.  **2020:** Please Specify. |
| **Company Registration Number:** | Please Specify. | | **NUIT number:** | Please Specify. |
| **Does the company have its financial information on website?** | | Please specify. | | |
| **Pending lawsuit if any:** | | Yes  No  (If yes please attach details.) | | |

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| **SECTION 3: ACTIVITIES** *(You may provide your documentation in English or Portuguese)* | |
| **Previous contracts (during the last 5 years) with United Nations / International or Governmental Organizations/Private Companies, based on the type of supplies / services your company provides in accordance with UNICEF requirements** | **Contract 1**  **Contract Date:** Please insert contract date.  **Value:** Please insert contract value.  **Product:** Please insert contract product.  **Destination:** Please insert contract destination.  **Organization Name / Address:** Please insert organization name / address  **Ref. n°:** Please insert contract ref. n°  **Contract 2**  **Contract Date:** Please insert contract date.  **Value:** Please insert contract value.  **Product:** Please insert contract product.  **Destination:** Please insert contract destination.  **Organization Name / Address:** Please insert organization name / address  **Ref. n°:** Please insert contract ref. n°  **Contract 3**  **Contract Date:** Please insert contract date.  **Value:** Please insert contract value.  **Product:** Please insert contract product.  **Destination:** Please insert contract destination.  **Organization Name / Address:** Please insert organization name / address  **Ref. n°:** Please insert contract ref. n°  **Contract 4**  **Contract Date:** Please insert contract date.  **Value:** Please insert contract value.  **Product:** Please insert contract product.  **Destination:** Please insert contract destination.  **Organization Name / Address:** Please insert organization name / address  **Ref. n°:** Please insert contract ref. n°  **Supplier can add more contracts as applicable:** |

**CTION 4:**

|  |  |
| --- | --- |
| **SECTION 4: COMPANY POLICIES AND PRACTICES** *(You may provide your documentation in English or Portuguese)* | |
| **Does the company possess approved standards (ISO, FDA, GMP, etc):** | Please Specify approved standards. |
| **Does the company have in place ISO 9000 certificate, Environmental Management Certification (ISO 14001) or equivalent?** | Yes  No  (If yes, please provide copy of relevant document and specify when was it awarded) |
| **Does the company have in place a Quality Assurance and/or Quality Control System?** | Yes  No  (If yes, please attach brief description of quality control system) |
| **Does the company possess membership of National/ International Associations?** | Yes  No  (If yes, please enclose list of names) |
| **Is the company covered by a third-party liability insurance?** | Yes  No  (If yes, please provide copy of relevant document) |
| **Does the company have in place applicable anti-corruption and fraud policies as well as strong structure/processes of controls and checks?** | Yes  No  (If yes, please provide copy of relevant document) |
| **Does the company have in place applicable policies, procedures and systems for Prevention of Sexual Exploitation and Abuse?** | Yes  No  (If yes, please provide copy of relevant document) |
| **Does the company have any corporate social responsibility or human rights policy?** | Yes  No  (If yes, please provide copy of relevant document) |
| **Does the company have in place any code of conduct or policy against child labor within its operations and its suppliers?** | Yes  No  (If yes, please provide copy of relevant document) |

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| **SECTION 5: SUSTAINABILITY ASSESSMENT** *(You may provide your documentation in English or Portuguese)* | |
| **Is the Company a member of UN Global Impact?** | Yes  No  (If yes, please provide copy of relevant document and specify when was it awarded) |
| **Investment in community development activities in sourcing markets?** | Yes  No  (If yes, please provide details) |
| **Does the company have an environmental policy?** | Yes  No  (If yes, please provide copy of relevant document) |
| **Does the company have an environmental management system certified by external certification bodies?** | Yes  No  (If yes, please provide copy of relevant document and specify when was it awarded) |
| **Does the company make use of recycled/recyclable packaging?** | Yes  No  (If yes, please provide a brief description |
| **Does the company purchase “green” materials and resources for its production of resale?** | Yes  No  (If yes, please provide a brief description |
| **Does the company make use of renewable resources on its operations?** | Yes  No  (If yes, please provide a brief description |
| **Does the company have operational procedures for management and discard of solid and water waste?** | Yes  No  (If yes, please provide copy of relevant document) |
| **Does the company have in place a formal anti forced or compulsory labour policy?** | Yes  No  (If yes, please provide copy of relevant document) |
| **Does the company have a formal policy for the protection and safeguarding of children?** | Yes  No  (If yes, please provide copy of relevant document) |
| **Does the company have a formal workplace health and safety policy?** | Yes  No  (If yes, please provide copy of relevant document) |

I hereby certify that the information provided above and in all the annexure 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.

**Annex 1: Categories of goods and services**

This Annex provides a list of the major Supplies categories and subcategories that are the focus for UNICEF Mozambique and its supplier database. The composition of the supplies categories is based on products and services procured during the last 4-5 years, as well as requirements for the coming years.

* **How to complete:** Select and tick (x) on the relevant sub-categories that your company supplies
  1. **Commodities / Goods:**
* **Office Supplies**

|  |  |
| --- | --- |
|  | Office furniture and fixtures |
|  | Stationery |
|  | Electrical supplies and equipment |

* **Information Technology and Communication Supplies and Services**:

|  |  |
| --- | --- |
|  | Computer accessories and related peripherals (computers, laptops, modems, projectors, VCD/VCR/DVD, cameras etc.) |
|  | Communication equipment |
|  | Camera equipment |

* **Education Supplies**:

|  |  |
| --- | --- |
|  | Classroom supplies |
|  | Educational kits and equipment (blackboards, chalk, stationery, exercise books, ball point pens, etc.) |
|  | School furniture |
|  | Recreation kits (sports and indoor recreation materials/equipment) |
|  | Other learning materials. |

* **Printing and Promotional**:

|  |  |
| --- | --- |
|  | Printing (including offset printing and digital printing) of publication materials, brochures, posters, banners, stickers, folders, billboards, signage, reports, registration books, booklets, T-shirts, caps, wrist brands, exhibition stands, etc |
|  | Printing in Braille |

* **Health and Nutrition Supplies**:

|  |  |
| --- | --- |
|  | Auto-disable syringes |
|  | Safety boxes (for disposal of injection equipment) |
|  | Pharmaceuticals |
|  | Micronutrients and therapeutic foods |
|  | Other food items |

* **Water, Sanitation and Hygiene (WASH) Supplies**:

|  |  |
| --- | --- |
|  | Drilling rigs |
|  | Generator sets and spare parts |
|  | Hand pumps and submersible pumps and spare parts, |
|  | Centrifugal pumps with pipes, |
|  | Solar submersible pumps and accessories |
|  | Electric motors |
|  | UPVC pipes |
|  | Casings and fittings |
|  | Steel pipes |
|  | GI pipes |
|  | Water storage tanks (different capacities) |
|  | Water treatment chemicals |
|  | Collapsible and rigid jerry cans (10lt & 20lt) |
|  | Plastic buckets (20lt) capacity |
|  | Hygiene and sanitation supplies, such as bar soaps |
|  | Water treatment chemicals |
|  | Hygiene and dignity kits |

* **Emergency Non-food Items (NFI) Supplies**:

|  |  |
| --- | --- |
|  | Tents, tarpaulins |
|  | Blankets, |
|  | Plastic sheets |
|  | Sleeping mats |
|  | Emergency relief shelter and household supplies (cooking sets, plastic sheets, tents, etc.) |
|  | Clothing materials |
|  | Textiles blankets (fleece and wool), |
|  | Roofing sheets, etc. |
|  | Camping equipment |

* **Logistics/Transport Equipment and Spare Parts**:

|  |  |
| --- | --- |
|  | Vehicles |
|  | Motorcycles |
|  | Bicycles |
|  | Ambulances |
|  | Trucks (water tankers) |
|  | Boat rental |
|  | Tyres |
|  | Warehousing equipment |
|  | Storage containers |
|  | Fuel bladders and relevant supplies/spare parts |

* **Assistive Technology Equipment** / **assistive equipment for adults and children with disabilities**

|  |  |
| --- | --- |
|  | Wheelchairs |
|  | Dolphin screeners |
|  | Braille voice recorders |
|  | Braille printing suppliers |
|  | Magnifiers |
|  | Folding sticks |
|  | Braille equipment |

* **COVID-19-related Supplies**:

|  |  |
| --- | --- |
|  | Personal protective equipment |
|  | Diagnostics (testing kits, reagents, consumables, etc.) |
|  | Medical equipment (ventilators, oxygen concentrators and accessories, consumables, etc.) |
|  | Laboratory equipment |

* **Other Miscellaneous Supplies**:

|  |  |
| --- | --- |
|  | Sports and indoor recreation materials/equipment |
|  | Electrical supplies |
|  | Voltage regulators |
|  | Security enhancement |
|  | Metal detectors |
|  | X-ray machines |
|  | CCTV cameras |
|  | Digital doorway |
|  | First aid equipment |
|  | Cholera beds |
|  | Solar equipment and power systems |
|  | Industrial equipment |
|  | PDA and chargers |
|  | Braille machines |
|  | Trailers |
|  | Bay bulk - filing cabinets |
|  | Air-conditioners (installation and maintenance) |
|  | Hospital, medical and laboratory supplies and equipment, machinery,  tools, generators and spare parts. |

* 1. **Institutional Services:**
* **Administrative Services**:

|  |  |
| --- | --- |
|  | Office cleaning |
|  | Messengers |
|  | Security |
|  | Travel management |
|  | Hotel and conferencing facilities |
|  | Car hire |
|  | Hotels |
|  | Catering |
|  | Vehicle insurance, rental and maintenance including taxi services |

* **Logistics Services**:

|  |  |
| --- | --- |
|  | Transport |
|  | Customs clearing |
|  | Freight forwarding |
|  | Warehousing/storage and management |

* **Professional Consultancy Services**:

|  |  |
| --- | --- |
|  | Research and surveys |
|  | Monitoring and evaluation |
|  | KAP study |
|  | Feasibility studies |
|  | Capacity assessments |
|  | Development in health, nutrition, education, water and sanitation, child protection, social and behavioural change, communication for development sectors |
|  | Software development |
|  | Fundraising services |
|  | Training and capacity development services |
|  | Micro-Assessment Services and spot checks |
|  | Third Party Monitoring |

* **Professional Human Resources services**

|  |  |
| --- | --- |
|  | Companies that provides professional human resources for frequently used professional services for UNICEF (Nutrition monitors, WASH, office assistants, receptionist, security guards, ICT services) |

* **Cash Transfer services**

|  |  |
| --- | --- |
|  | Assessment of financial institutions |
|  | Mobile networks and other related 3pl |

* **Other Services**:

|  |  |
| --- | --- |
|  | Graphic design |
|  | Photography, video and audio services |
|  | Website design, development and maintenance |
|  | Writing |
|  | Editing |
|  | Design and layout |
|  | Advertising agencies to support events and campaigns |
|  | Events planning and management services |
|  | Quality assurance including pre and post-delivery inspections |
|  | Third party inspection |
|  | Interpretation |
|  | Translation and simultaneous translation/equipment |
|  | Financial auditing |
|  | Generator maintenance |
|  | Office renovation |
|  | Events management |

1. See Annexure 1 below for full description of the specific goods and services requires under the major categories [↑](#footnote-ref-2)