**SUPPLIER / CONTRACTOR**

**PROFILE FORM**

*(All pages MUST be completed by Supplier/Contractor and submit 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 / contractor 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 / contractor recognizes 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](http://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

1. Defines for the purpose of this provision the terms set forth as follows:
2. 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
3. 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;
4. 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;
5. 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(please TYPE or PRINT)

**1: GENERAL INFORMATION** (if available pls. provide all documentation with English translation)

1-1) Name of Company : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1-2) Full address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State/County/Region \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

P.O.Box \_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postal code: \_\_\_\_

1-3) Tel (incl. country code): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1-4) Fax/Telex (incl. country code): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1-5) Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1-6) Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1-7) Contact person authorised to deal on your behalf:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name, Title, Email address, Direct Telephone number)

1-8) Year established: \_\_\_\_\_\_\_\_\_\_\_\_\_ 1-9) No. of full-time employees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1-10) Legal registration of the company – **Please provide** documentation of legal registration such as: (a) Business Permit; (b) DTI Reg.; (c) SEC Reg.; (d) BIR Reg.; (e) other compliance papers

1-11) Name change: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - **Please provide** documentation of name change, if applicable.

1-12) Type of organization (Mark one **X** only)

State Enterprise\_\_\_\_: Private Company\_\_\_\_: Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please specify)

1-13) Activity category, mark **X** with applicable percentage business to annual sales

Manufacturer: \_\_\_\_\_\_

Consultant: \_\_\_\_\_\_

Trading company: \_\_\_\_\_\_

Forwarder: \_\_\_\_\_\_

Authorized agent: \_\_\_\_\_\_

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(please specify)

(NOTE: Total of the above must be 100 %)

1-14) 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**):

1-15) If USA-based dealer, are you a "GSA" dealer? **Y/N** (If Yes, please **attach certificate**)

1-16) Number of years with export sales: \_\_\_\_\_\_\_\_\_\_\_

**2: PARENT COMPANY** (if applicable):

2-1) Name of Parent Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2-2) Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2-3) Legal relationship of the parent company to the company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2-4) Year established: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2-5) No. of full-time employees: \_\_\_\_\_\_\_\_\_\_\_

2-6) Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3: FINANCIAL INFORMATION**

3-1) 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 \_\_\_\_\_\_\_\_\_ 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, with English translation.

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

3-2) Authorized to discuss financial issues:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name, Title, Email address, Telephone number)

**4: ACTIVITIES**

4-1) Previous contracts (during the last 2 years) with United Nations/International, Governmental or Non-Governmental Organizations/Private Companies, for below products/ services. Please provide references:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Contract ref. No. | Date | Value | Product Description | Client Name and address |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

4-2) What is the company’s annual sales turnover for local market? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4-3) What percentage of the company’s annual sales are for export markets, if any? \_\_\_\_\_\_\_\_\_

4-3) 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/>).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Stationary Supplies |  | Education Supplies |  | Multi Media Production |  | Catering Services |  |
| Medical Equipment |  | ICT & Office Equipt. |  | Printing |  | Hospitality Services |  |
| Medical Renewable |  | Shelter/Field Equipt. |  | Transport |  | Travel Services |  |
| Rehab./Disabilities |  | Clothing & Footwear |  | Warehousing |  | Evaluation Services |  |
| Medical/Hygiene Kits |  | Fuel & Lubricants |  | Surveying Services |  | Creative Design |  |
| Cold Chain Equipment |  | Nutrition |  | Architect./Engineering |  | Security Services |  |
| Laboratory Supplies |  | Water & Sanitation |  | Construction |  | Ancillary Services |  |
| Diagnostic Test Kits |  | Ident. & Signage |  | Marketing/ Advert. Services |  | Others: (*describe below*) |  |

Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4-5) Storage/warehousing capacity (In square meters if applicable): \_\_\_\_\_\_\_\_\_

4-6) Size of production plant(s) (In square meters if applicable): \_\_\_\_\_\_\_\_\_\_\_\_

4-7) 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)

**5: OTHER INFORMATION**

5-1) Approved Standards (ISO, FDA, GMP, etc): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Certificates of approval **to be attached**)

5-2) Does your company have a statement on quality policy? **Y / N**

if yes, kindly **attach a copy**  (Circle as applicable)

5-3) Which of the following does your company implement:

Raw material control **Y / N** Sub-component control **Y / N**

(Circle as applicable) (Circle as applicable)

Process control **Y / N** Final/pre-delivery control **Y / N**

(Circle as applicable) (Circle as applicable)

5-4) Authorized contact person regarding Quality control:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5-5) Membership of National / International Associations? **Y / N**

if yes, please **enclose list** of names (Circle as applicable)

5-6) Does your company have social accountability policy? **Y / N**

if yes, please **provide copy** of relevant document (Circle as applicable)

5-7) Does your company have a documented environmental policy? **Y / N**

if yes, please **attach copy** of relevant document (Circle as applicable)

**6: ACKNOWLEDGMENTS**

I hereby certify that the information provided above and in all the annexes 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Seal:

***NOTE:*** *Possible attachments are:*

1. *See 1-10 e) See 3-1*
2. *See 1-11 f) See 4-6*
3. *See 1-14 g) See 5-1 to 5-7*
4. *See 1-15*