**ANNEX D**

**SUPPLIER PROFILE FORM**

All pages to be completed by Supplier and submitted 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 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 recognizes that a breach of this provision will entitle UNICEF to terminate its contract with the supplier.**

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)(attach additional pages if space in columns is not enough - but information must be provided in the following sequence for all columns) :

**General Information** (if available please provide all documentation with English translation)

**1 Name of Company : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**1.1 Full address:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
Street **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
Postal code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
State/County/Region **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
Country **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
P.O.Box \_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postal code: \_\_\_\_\_\_\_\_\_\_\_
**1.2 Tel** (incl. country code): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
**1.3 Fax/Telex** (incl. country code): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
**1.4 Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
**1.5 Website**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1.6 Contact person authorized to deal on your behalf:**
Name Title Email address Direct Telephone number
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**1.7** **Year established**: \_\_\_\_\_\_\_\_\_\_\_ **1.8** **No. of full-time employees** : \_\_\_\_\_\_\_\_\_\_
**1.9** **Legal registration of the company – Please provide documentation of legal registration.**
**1.10** **Name change -- Please provide documentation of name change, if applicable.**
**1.11 Type of organization (one X only)**
State Enterprise: Private Company: Other (Please specify):
**1.12** **Activity category, mark X where applicable percentage business to annual sales**
Manufacturer: ----------
Consultant: ----------
Trading company: ----------
Forwarder: ----------
Authorized agent: ----------
Other (please specify): --------------------- ----------
Total of the above 100 %
**1.13 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):
**1.14 If USA-based dealer, are you a "GSA" dealer?** Y / N (If Yes, please attach certificate)
**1.15 Number of years with export sales**: \_\_\_\_\_\_\_\_\_\_\_

**2 Parent Company** (if applicable) **:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**2.1 Address** **:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**2.2 Legal relationship of the parent company to the company**
**2.3.** **Year established**: \_\_\_\_\_\_\_\_ **2.4.** **No. of full-time employees**: \_\_\_\_\_\_\_
**2.5 Website:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Financial Information**

**3. 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.
**3.1 Authorized to discuss financial issues:**
Name Title Email address Telephone number
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Contract: Date Value Product Destination Organization Name/address.**
**ref. no.**
1) \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_
2) \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_
3) \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_
4) \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_
5) \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_
6) \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_
7) \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_
8) \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4.1 What percentage of the company’s annual sales are for export markets \_\_\_\_\_\_\_\_\_\_ ?**

**4.2 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/>).

|  |  |  |
| --- | --- | --- |
| Vaccines/Biologicals  | Laboratory Supplies | Warehousing |
| Pharmaceuticals | Diagnostic Test Kits | Shelter/Field Equipment |
| Nutrition | Water & Sanitation | Clothing & Footwear |
| Medical Equipment | Printing | Agriculture |
| Medical Renewable  | Education Supplies | Identific. & Signage |
| Rehab./Disabilities  | IT & Office Supplies | Staff Supplies |
| Medical/Hygiene Kits | Transport | Architec/Engineering |
| Cold Chain Equipment | Fuel & Lubricants | Surveying Services |

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4.3 Storage/warehousing capacity** (In square meters if applicable): \_\_\_\_\_\_\_\_\_

**4.4 Size of production plant(s)** (In square meters if applicable): **\_\_\_\_\_\_\_\_\_**

**4.5 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)

**Other Information**

**5. Approved Standards** (ISO, FDA, GMP, etc)**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(Certificates of approval to be attached)

**5.1 Does your company have a statement on quality policy?**
(Circle as applicable) **Y / N if yes, kindly attach a copy.**

**5.2 Which of the following does your company implement:** (circle as applicable)
Raw material control **Y / N** Sub-component control **Y / N**
Process control **Y / N** Final/pre-delivery control **Y / N**

**5.3 Authorized contact person regarding Quality control:**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Telephone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5.4 Membership of National / International Associations?**
(Circle as applicable) **Y / N** (if yes, please enclose list of names)

**5.5 Does your company have social accountability policy?**
(Circle as applicable) **Y / N** (if yes, please provide copy of relevant document)

**5.6 Does your company have a documented environmental policy?**
(Circle as applicable) **Y / N** (if yes, please attach a copy of relevant document)

**I hereby certify that the information provided above and in all the annexures iscorrect 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**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_