

Supplier /Contractor Profile Form

UNICEF oPt

UNICEF fully subscribes to the Convention on the Right of the Child and draws the attention of potential suppliers / contractors to Article 32 of the Convention which inter alia requires that a child shall be protected 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 / contractor 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 / contractor's company nor any of its affiliates, nor any subsidiaries controlled by the supplier's / contractor'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 / contractor recognizes that a breach of this provision will entitle UNICEF to terminate contract with the supplier / contractor.

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.

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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 recognises 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/about-us/un-supplier-code-conduct>

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)

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

- A. Defines for the purpose of this provision the terms set forth as follows:
 - (i) 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
 - (ii) 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;
- B. 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;
- C. 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 statement.

Company Name: _____ Date: _____

Name _____ Signature: _____

Title: _____ Company Stamp _____

1. Present Company's Name: _____

1-1. Previous Name of Company (if applicable): _____

(Please attach relevant document of name change, if applicable)

1-2. Parent Company's Name: _____

(Please provide legal relationship of parent company to the company, if applicable)

2. Address (Street): _____

(Town): _____ (Governorate): _____

Postal Code: _____

Address (P.O. Box): _____

2-1. Please attach a sketch shown the location of your office

 -

3. Telephone / Cell Number: _____

4. Fax Number: _____

6. Website: _____

Signature: _____

8. Type of Organization (only one is allowed to select and mark X)
State Enterprise: _____ Private Company: _____ Other (Please specify): _____

Manufacturer:___ Authorized Agent:___ Trading Company:___
Construction Company:___ General Contractor:___ Producer of Raw Materials:___
Transportation Company:___ Forwarder:___ Consultant:___ Service provider

10. Please indicate the main services / products, you are interested in providing to UNICEF (briefly)

(Please provide product list or catalogue)

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 Services | | |

11. Please specify previous contracts in attached Annex A. Please specifically elaborate on previous contracts with other UN Organizations.

12. If agent, trading house, do you hold sole / exclusive right / license? Yes / No

If yes please provide a copy of relevant document.

13. Does your company hold Membership of National / International Professional Association? Yes / No

(if yes, please provide a copy of relevant document)

14. Supporting Documentation for registration / establishment (Only if applicable, also please attach a copy of documents.)

14-1. Registration with Ministry of Trade Ref No. _____ Date of Issue: _____

15. Resources

15-1. Number of full time employees: _____ Male: _____ Femal: _____

15-2. Company Property / Asset total value: USD \$ _____

16. Storage / Warehouse Capacity: _____ M² (Roofed Area _____ M²) (Open Space _____ M²)

17. Size of production plant(s) (in square meters if applicable):

18. Maximum ceiling of a contract value, which company can work: USD \$_____

19. Gross Annual Turnover: Current year estimate: USD \$_____

_____ Last year USD
 \$_____

_____ Year before USD
 \$_____

20. Bank Name:

20-1. Bank Address (City & Country)_____

20-2. Bank Account No.

19-3. Account Holder: _____

20-4. Bank key (swift code)_____

20-5. IBAN value_____

20-6. Bank branch number _____

20-7 Payment Method (e.g. bank transfer or issue check or all options)_____

20-8. Currency_____

20-9. Alternative payee (if applicable, please re fill all the above information)_____

21. Approved Standard (ISO, FDA, GMP etc. please specify:_____)

21-1. Does your company have a statement on quality policy? Yes / No (If yes, please attach a copy.)

21-2. Which of the following does your company implement?

| | | | |
|-----------------------|-------|-----------------------------|-------|
| Raw Material Control: | _____ | Sub-Component Control: | _____ |
| Process Control: | _____ | Final/Pre-delivery Control: | _____ |

21-3. Authorized Contact Person regarding Quality Control:

Name: _____ Title: _____

Telephone: _____ E-Mail: _____

22. Access to raw material for production (local _____ / import _____)

22-1. Does your company subcontract for the production: Yes----- / No----- (if yes kindly provide names of the sub contractors):

22-2. Distribution Accessibility: (if applicable please mark more than one X)

Direct distribution to WB: -----/ Direct distribution to Gaza: -----

Distribution via subcontractor: ----- (if yes kindly provide names):

23. Is your company covered by any third party liability insurance? Yes / No
 (If yes, please provide a copy of relevant document,)

24. Does your company have a documented environmental policy? Yes / No
 (If yes, please provide a copy of the relevant document,)

25. Does your company have social accountability policy? Yes / No
 (if yes, please provide a copy of the relevant document)

26. Does your company employ both male and female? Yes / No

27. Does the payment differ for the same level based on the gender? Yes / No

I hereby certify that the information provided above and in all the Annexes are correct and that no person in any connection with this establishment as a principal or employee, so far as know, it employed by UNICEF, or barred by UNICEF, as a supplier / contractor for providing supplies / services.

I also understand that falsified or misleading information could result in disqualification of the company as a registered potential vendor for UNICEF.

Name _____ Signature: _____ Date:

Title: _____ Company Stamp

For Receiving SPF:

Received by: _____

Name and title Date Signature

Reviewed by: _____

Name and title Date Signature

Approved by: _____

Name and title

Date

Signature

Registered by: _____

Name and title Date Signature