



## Supplier Registration Form (Annex C)

### SECTION 1: COMPANY DETAILS AND GENERAL INFORMATION

1. NAME OF COMPANY/INSTITUTION:

2. STREET ADDRESS:

\_\_\_\_\_

\_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ CITY: \_\_\_\_\_

COUNTRY: \_\_\_\_\_

3. P.O. BOX and MAILING ADDRESS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. TEL NO: \_\_\_\_\_ 6. E-MAIL ADDRESS: \_\_\_\_\_

5. FAX NO: \_\_\_\_\_ 7. INTERNET ADDRESS: \_\_\_\_\_

8. CONTACT NAME AND TITLE:

9. PARENT COMPANY (Full legal name):

10. SUBSIDIARIES, ASSOCIATES AND/OR OVERSEAS REPRESENTATIVE(S):  
(Attach list, if necessary)

11a. NATURE OF BUSINESS (Tick one box only):

Manufacturer:  Trader:  Authorized Agent:  Consulting Company:   
Other (specify): \_\_\_\_\_

11b. TYPE OF BUSINESS:

Corporate/Limited:  Partnership:  Government Agency:  University:   
Other (specify): \_\_\_\_\_

12. YEAR ESTABLISHED:

13. NUMBER OF FULL-TIME EMPLOYEES:

14. LICENCE NUMBER/STATE WHERE REGISTERED: \_\_\_\_\_

15. VAT NUMBER/TAX IDENTIFICATION: \_\_\_\_\_

16. TECHNICAL DOCUMENTS ARE AVAILABLE IN:

English  French  Spanish  Russian  Arabic  Chinese  Other (specify): \_\_\_\_\_

17. WORKING LANGUAGES:

English  French  Spanish  Russian  Arabic  Chinese  Other (specify):

\*adopted for common use by organizations of the United Nations System

**SECTION 2: FINANCIAL INFORMATION**

18. ANNUAL VALUE OF TOTAL INCOME FOR THE LAST 3 YEARS:

(1) Year \_\_\_\_US\$\_\_\_\_million (2) Year \_\_\_\_US\$\_\_\_\_million (3) Year \_\_\_\_US\$\_\_\_\_million

19. ANNUAL VALUE OF EXPORT SALES FOR THE LAST 3 YEARS:

(1) Year \_\_\_\_US\$\_\_\_\_million (2) Year \_\_\_\_US\$\_\_\_\_million (3) Year \_\_\_\_US\$\_\_\_\_million

20. BANK NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 SWIFT/BIC ADDRESS: \_\_\_\_\_

21. BANK ACCOUNT NUMBER: \_\_\_\_\_  
 ACCOUNT NAME: \_\_\_\_\_

22. PLEASE PROVIDE A COPY OF THE COMPANY'S MOST RECENT ANNUAL OR AUDITED FINANCIAL REPORT. IF AVAILABLE, PLEASE PROVIDE CREDIT RATING BY DUN AND BRADSTREET, OR EQUIVALENT.

**SECTION 3: TECHNICAL CAPABILITY AND INFORMATION ON GOODS/SERVICES OFFERED**

23. IF, AVAILABLE, PLEASE PROVIDE A COPY OF YOUR LATEST QUALITY ASSURANCE CERTIFICATION (e.g. ISO 9000 or equivalent).

24. INTERNATIONAL OFFICES/REPRESENTATION:  
 (Countries where the Company has local offices/representation)

25. LIST BELOW UP TO 15 OF YOUR CORE GOODS/SERVICES OFFERED WITH THEIR RESPECTIVE UNCCS CODES. A UNCCS THESAURUS CATALOGUE IS AVAILABLE FROM THE UNCSO SECRETARIAT

UNCCS Code	UNCCS Description (one line for each item)	National/International Quality Standard to which item conforms

**SECTION 4: EXPERIENCE**

26. RECENT CONTRACTS WITH THE UNITED NATIONS and/or OTHER INTERNATIONAL AID ORGANIZATIONS:

Organization	Value in US\$	Year	Goods/Services Supplied	Destination

27. TO WHICH COUNTRIES HAS YOUR COMPANY EXPORTED and/or MANAGED PROJECTS OVER THE LAST 3 YEARS?

\_\_\_\_\_

\_\_\_\_\_

28. DOES YOUR COMPANY HAVE A WRITTEN STATEMENT OF ITS ENVIRONMENTAL POLICY?  
(If YES, please attach a copy)      Yes       No

29. IS YOUR COMPANY EDI ENABLED?    Yes       No

**SECTION 5: OTHER**

30. PLEASE LIST ANY DISPUTES YOUR COMPANY HAS BEEN INVOLVED IN WITH THE UNITED NATIONS ORGANIZATIONS OVER THE LAST 3 YEARS:

31. LIST ANY NATIONAL, OR INTERNATIONAL TRADE OR PROFESSIONAL ORGANIZATIONS OF WHICH YOUR COMPANY IS A MEMBER:

32. CERTIFICATION:

I, the undersigned, warrant that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible:

Name\_\_\_\_\_Functional

Title\_\_\_\_\_

Signature\_\_\_\_\_Date\_\_\_\_\_

PLEASE RETURN THE COMPLETED FORM, BY FAX OR MAIL. CONTACT ADDRESS.....

## INSTRUCTIONS FOR COMPLETION OF THE REGISTRATION FORM

The form should be typewritten in uppercase (or written in capital letters) and completed clearly and accurately ensuring that all questions are answered. The numbers below correspond to item numbers on the registration form.

- 1 Full name of Company
- 2 Full Street address
- 3 Full mailing address (including P.O. Box, if any)
- 4 Telephone number, including correct country and area codes
- 5 Fax number, including country and area codes
- 6 E-mail address
- 7 Internet address
- 8 Provide name of person (including title) or department to whom correspondence should be addressed
- 9 Full legal name of parent Company, if any
- 10 Provide names and addresses of all subsidiaries, associates and overseas representatives, if any (on a separate sheet if necessary)
- 11 Tick one box only. If "Other" is ticked, please specify
- 12 Indicate the year in which the organization was established under the name shown in Item 1
- 13 Indicate the total number of full-time personnel in the Company
- 14 Provide licence number under which the Company is registered, or the State where it is registered
- 15 Provide VAT number, or Tax ID of the Company
- 16 Tick appropriate boxes to indicate in which languages the Company is able to provide technical documents
- 17 Tick appropriate boxes to indicate in which languages the Company is able to work in
- 18 Provide total annual sales in US Dollars (mil), of the Company, for the last 3 financial years
- 19 Provide total export sales in US Dollars (mil), of the Company, for the last 3 financial years
- 20 Provide full name, address and SWIFT address of the Bank used by the Company
- 21 Provide Company's bank account number and name of account
- 22 Provide copy of the Company's most recent Annual Report or audited financial report. If available, provide rating by Dun and Bradstreet (or equivalent) - specify which
- 23 List any Quality Assurance Certificates (e.g. ISO 9000 series) that have been issued to your Company, and provide a copy of the latest certificates
- 24 List all countries where the Company has local offices or representation
- 25 Please list up to 15 of the core goods/services offered. If available, provide the UNCCS code and describe them according to the UNCCS description. List the National/International Quality Standard to which each item conforms
- 26 Enter the name(s) of UN organizations that your Company has dealt with recently. Provide the value and the year of the contract, the goods/services supplied and the country of destination of each contract. If you have had more than 7 such contracts, please attach a separate sheet indicating the others. Documentary evidence of such contracts is required, e.g. copies of purchase orders. Organizations in the UN system are: UN, UNCTAD, UNEP, UNCHS(Habitat), UNICEF, UNDP, WFP, UNHCR, UNFPA, UNOPS, UNRWA, UNU, ILO, FAO, UNESCO, ICAO, WHO, WB, IMF, UPU, ITU, WMO, IMO, WTO, WIPO, IAPSO, IFAD, UNIDO, IAEA, ITC, ECA, ECE, ECLAC, ESCAP and ESCWA
- 27 List export markets, in particular all developing countries, to which your Company has exported over the last 3 years
- 28 The Earth Summit, held in Rio de Janeiro in 1992, emphasized the necessity to protect and renew the earth's limited resources. AGENDA 21 was adopted by 178 governments and lays emphasis on the UN to exercise leadership, i.a. towards promoting environmentally sensitive procurement policies for goods and services. Please indicate whether your Company has a written statement of its Environmental Policy and, if so, provide a copy
- 29 Is your Company EDI enabled
- 30 List all disputes your Company has been involved in with UN organizations over the last 3 years. If more space is required, please use a separate sheet
- 31 Provide details of all national and international trade or professional organizations to which your Company belongs
- 32 This form should be signed by the person completing it, and their name and title should be typed, along with the date.