IFRC

Annexure V

SUPPLIER PROFILE/REGISTRATION FORM N°.....

Please fill in this questionnaire in order to register. Information given in this questionnaire will be handled confidentially. Please attach all other documents requested in the questionnaire.

1. NAME OF COMPANY: .....
MAILING ADDRESS: .....
COUNTRY: .....
CONTACT PERSON(S): .....
TELEPHONE: .....
FAX: .....
INTERNET (E-mail): .....
WEBSITE: .....

2. TYPE OF ORGANISATION (Please check)

Individual ☐ Partnership ☐ Non-Profit Organisation ☐
Private Limited Liability Company ☐ Public Limited Liability Company ☐
Other ( ) Please explain:.....
.....
Year Established:..... Under the laws of .....
Quoted on the .....Stock Exchange
Please attach copy of registration certificate

3. TYPE OF BUSINESS (Please check)

Manufacturing ☐ Construction ☐ Trading ☐ Consultancy ☐

Service Provider (e.g. transport, warehousing, quality control, etc.) ☐
Other ☐ Please explain:.....
.....
Please describe your company's major business activity: .....
.....
.....
.....
Please indicate on page 4 the main commodities/services your company offers.

4. SIZE OF BUSINESS (Please provide a copy of your latest audited financial statements)

Turnover (last financial year) Ended: __/__/__ US$_____
(previous financial year) Ended: __/__/__ US$_____
(previous financial year) Ended: __/__/__ US$_____
Annual Reports from last three years.

No. of Employees: ..... No. of Branches: .....
No. of International Offices: .....
Location of Factories: .....
No. of Plants: .....
No. of Warehouses: .....
Countries to which you do not export: .....
.....

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5. AFFILIATED/HOLDING/SUBSIDIARY COMPANIES

Name	Address	Nature of Affiliation

Please attach an organisation chart

6. PERSONS AUTHORISED TO SIGN BIDS, OFFERS AND CONTRACTS

Name	Position	Telephone / Fax

7. BANKING INFORMATION

Bank Name:……..
Account Holder Name (as appeared on Cheque) ……..……..
Address / Branch ……...
Account Number: ……. SWIFT Code: …….
IBAN: …….

8. REFERENCES

a. Dunn and Bradstreet (Dunn's) number, if available: …….

b. Recent business transactions: (Not required if this is a renewal and you have supplied the Federation with goods or services within the past 24 months.)

Date (date/month/ year)	Service or Product	Value (US$)	Buyer/contact and Telephone

c. Please specify your quality assurance standards

……
……

9. NAMES OF OFFICERS, OWNERS OR PARTNERS

Owner(s):
Chief Executive Officer:
Chief Financial Officer:

10. ENVIRONMENTAL CONSIDERATIONS

Have you identified the main environmental impacts / risks of your activity?
☐ Yes ☐ No *(If yes, please provide details)*

Have you set up any policy/ objectives in order to limit your environmental impacts?
☐ Yes ☐ No *(If yes, please provide details)*

Are there any resources dedicated to environmental management, (i.e. systems, team)?
☐ Yes ☐ No *(If yes, please provide details)*

11. PAYMENT TERMS: The International Federation shall make payments within 30 days following receipt of goods in good order and all requested documentation. Payments,

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shall be made only against supplier's invoice and shall be subject to conformity of goods to specifications.
For your information, the International Federation's documentation requirements frequently include an acknowledgement of delivery certificate signed by a local representative of the International Federation.
Please note that any non-acceptance of these terms may preclude your company from being considered as a potential supplier.

12. QUALITY ASSURANCE (Please attach any certificates or documents which denote quality assurance)

13. GENERAL TERMS AND CONDITIONS: Please carefully read the attached General Terms and Conditions of the International Federation of Red Cross and Red Crescent Societies and confirm your acceptance of these terms and conditions as final by way of signing and returning.

14. PRINCIPLES OF CONDUCT: Supplier seeking to work with the Federation shall respect the following principles:
Business Ethics: supplier is expected to maintain the highest degree of business ethics when working with the Federation.
Transparency of information provision: supplier shall not be involved in any fraudulent activities, misrepresent information or facts for the purpose of influencing the selection and contract awarding process in its favour.
Fair competition: supplier shall not be involved in any corrupt, collusive or coercive practices.

If at any time during the registration or procurement process the Federation determines that the supplier is in violation of the above mentioned principles, that supplier's request for registration or bid may be rejected as ineligible.

The respect of fundamental human rights and labour standards is stipulated in the General Terms and Conditions, and must be accepted by you as a condition of contracting with the Federation. Any refusal of these terms shall constitute grounds for rejection of supplier's registration request or bid; and any violation during a contract terms shall constitute grounds for termination

15. REGISTRATION REJECTION: Registration application may be rejected for the following reasons:
- Bankruptcy or a decision of legal incompetence
- Criminal conviction or civil judgement against you or your managing director (or equivalent) for the commission of any offence indicating a lack of business integrity or business honesty
- Grounds for suspicion of breach of established Federation standards (violation of the fundamental principles or social and ethical standards)
- Any refusal of any of the principles of conduct and any refusal to the respect of fundamental human rights and labour standards
- Refusal of the Federation standard payment terms

14. CERTIFICATION: The undersigned, an authorised signer for the company, hereby certifies that the information provided herein, including that on any attached pages is true and correct to the best of his/her knowledge. The same acknowledges having read and agreed to the Federation's payment terms of 30 days credit.

Name and Title:……

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Signature:…….…… Date**:** ……...

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Annexure V

List of Supplies and Services Provided

Provided Commodity/Service

Goods:

_____ Agricultural Produce
_____ Meat, fish, fruit, vegetables, oils and fats
_____ Dairy Products
_____ Grain mill products
_____ Textiles, fabrics
_____ Fabrics, wearing apparel
_____ Leather products, footwear
_____ Wood, wood products
_____ Paper, paper products
_____ Refined petroleum products
_____ Pharmaceutical products and vaccines
_____ Chemical products, rubber and plastic products
_____ Glass and glass products
_____ Furniture, other non-metal goods not listed elsewhere
_____ Fabricated metal products not machinery and equipment
_____ Machinery, general purpose
_____ Machinery, special purpose
_____ Office, accounting, and computing machinery
_____ Electrical apparatus, telecommunications equipment
_____ Audio-visual equipment
_____ Medical appliances, precision equipment
_____ Transport equipment

Services:

_____ Architecture, engineering, construction
_____ Water resources
_____ Maintenance and repair services
_____ Legal services
_____ Financial services and insurance
_____ Trade and business services
_____ Transportation, storage and materials handling
_____ Information technology
_____ Manufacturing technology and quality control
_____ Product support and packaging
_____ Office support, printing, small parcel services

Please note that the above list is not exhaustive. Rather, it represents those goods and services which we are most likely to require.

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