**Annex 8:**

**Company profile template**

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**Annex 8**

**Company profile template**

Vendors must respond to all questions.

**8.1 Company details - vendor’s name**

**Name:**

Vendors should also insert their name in the space provided in the page footer.

**8.2 General Information**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Primary contact for |  |  |  |  |  |  |
| sales/client services |  |  |  |  |  |  |
| Address |  |  |  |  |  |  |
|  |  |  |  | |  |  |
|  |  |  |  | |  |  |
|  | Postal Code: | Country: | | |  |  |
| Telephone: |  |  |  | Fax: |  |  |
| E-mail: |  |  |  | Web site: |  |  |
| Parent company, if any |  |  |  |  |  |  |
| Subsidiaries, Associates, |  |  |  |  |  |  |
| and/or Overseas Rep(s), if |  |  |  |  |  |  |
| any |  |  |  |  |  |  |
| Year established |  |  |  |  |  |  |
| Type of organization | Public enterprise |  |  |  | ( | ) |
|  | Private company |  |  |  | ( | ) |
|  | Organization sponsored (assisted by Government) | | | | ( | ) |
|  | Other (please specify): ….. | | |  | ( | ) |
| Type of Business | Manufacturer |  |  |  | ( | ) |
|  | Retailer |  |  |  | ( | ) |
|  | Authorized Agent |  |  |  | ( | ) |
|  | Consulting Company |  |  |  | ( | ) |
|  | Other (please specify): ….. | | |  | ( | ) |
| Summary of main business |  |  |  |  |  |  |
| activities |  |  |  |  |  |  |
| No. of employees |  |  |  |  |  |  |
| (by location) |  |  |  |  |  |  |
| Staff turnover rate |  |  |  |  |  |  |
| In-house working |  |  |  |  |  |  |
| language(s) |  |  |  |  |  |  |

Annex 8: Company profile (INSERT VENDOR NAME) Page 2

**8.3 Financial Information**

Gross annual sales for last three years

Year: € or $US

Year: € or $US

Year: € or $US

Please attach your two most recent Annual Reports

1. **Prior experience with the United Nations / international organizations**

*List contracts with UN or other international organizations in the last three years. BRIEFLY list recent contracts that used relevant tools, technologies, and techniques. Attach additional sheets if necessary.*

1

2

3

4

**8.5 Environmental Policy**

Does your company have a written statement of its environmental policy ?

YES ( ) Please attach copy NO ( )

**8.6 Contract disputes**

List any disputes your company has been involved in over the last three years

**8.7 References**

*List suitable reference projects and contacts.*

*What options would there be for a site visit to a reference project and/or the vendor’s site?*

1

2

Annex 8: Company profile (INSERT VENDOR NAME) Page 3

**8.8 Partners**

*List relevant recent experience of working with partners.*

*Are there already formal or informal preferred partnership agreements in place?*

1

2

3

**8.9 Conflict of interest**

*Are there any likely circumstances or contracts in place that may introduce a conflict of interest with the parties to this contract? If so, describe the conflict of interest and explain how this will be mitigated.*

1

2

Annex 8: Company profile (INSERT VENDOR NAME) Page 4