

## SUPPLIER REGISTRATION FORM

### SECTION I: COMPANY DETAILS AND GENERAL INFORMATION

NAME OF COMPANY / INSTITUTION:
STREET ADDRESS:
POSTAL CODE:
CITY:
COUNTRY:
P.O. BOX and MAILING ADDRESS:
TELEPHONE Number:
E-MAIL ADDRESS:
FAX No:
INTERNET ADDRESS:
CONTACT NAME AND TITLE:
PARENT COMPANY (Full legal name):
SUBSIDIARIES, ASSOCIATES AND/OR OVERSEAS REPRESENTATIVE(S): (Attach list, if necessary)
NATURE OF BUSINESS (Tick one only): Manufacturer: <input type="checkbox"/> Trader: <input type="checkbox"/> Authorized Agent: <input type="checkbox"/> Consulting Company: <input type="checkbox"/> Other (specify): <input type="checkbox"/>
TYPE OF BUSINESS: Corporate/Limited: <input type="checkbox"/> Partnership: <input type="checkbox"/> Government Agency: <input type="checkbox"/> University: <input type="checkbox"/> Other (specify): <input type="checkbox"/>
YEAR ESTABLISHED:
NUMBER OF FULL-TIME EMPLOYEES:
LICENCE NUMBER/STATE WHERE REGISTERED:
VAT NUMBER/TAX IDENTIFICATION:
TECHNICAL DOCUMENTS ARE AVAILABLE IN: English: <input type="checkbox"/> French: <input type="checkbox"/> Spanish: <input type="checkbox"/> Russian: <input type="checkbox"/> Arabic: <input type="checkbox"/> Chinese: <input type="checkbox"/> Other (specify): <input type="checkbox"/>
WORKING LANGUAGES: English: <input type="checkbox"/> French: <input type="checkbox"/> Spanish: <input type="checkbox"/> Russian: <input type="checkbox"/> Arabic: <input type="checkbox"/> Chinese: <input type="checkbox"/> Other (specify): <input type="checkbox"/>

**SECTION 2: FINANCIAL INFORMATION**

ANNUAL VALUE OF TOTAL INCOME FOR THE LAST 3 YEARS:

First year: \_\_\_\_\_ US \$ \_\_\_\_\_ million

Second year: \_\_\_\_\_ US \$ \_\_\_\_\_ million

Third year: \_\_\_\_\_ US \$ \_\_\_\_\_ million

ANNUAL VALUE OF EXPORT SALES FOR THE LAST 3 YEARS:

First year: \_\_\_\_\_ US \$ \_\_\_\_\_ million

Second year: \_\_\_\_\_ US \$ \_\_\_\_\_ million

Third year: \_\_\_\_\_ US \$ \_\_\_\_\_ million

BANK NAME:

ADDRESS:

SWIFT / BIC ADDRESS:

BANK ACCOUNT NUMBER:

ACCOUNT NAME:

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 4: EXPERIENCE**

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

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

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

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

DOES YOUR COMPANY HAVE A WRITTEN STATEMENT OF ITS ENVIRONMENTAL POLICY? IF YES, please attach a copy)

YES:  NO:

IS YOUR COMPANY EDI ENABLED:

YES:  NO:

**SECTION 5: OTHER**

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

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**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: \_\_\_\_\_

## 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 license 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.

## ADDITIONAL DOCUMENTS REQUIRED – ( ANNEX No. 2)

- ⇒ Local representative in East Jerusalem, West Bank and Gaza (if available)
- ⇒ Catalogues
- ⇒ Registration Certificate issued by the Palestinian Ministry of Finance (applicable for suppliers from the West Bank and Gaza)
- ⇒ Valid Trade License (applicable for local sellers)
- ⇒ Entity's profile (goods, civil works, consultancy, non-consultancy services).