



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)			



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

8.4 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



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

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