

United Nations Relief and
Works Agency for Palestine
Refugees in the Near East

Field Procurement & Logistics
Department - UM Elhairan
P.O.Box 143464
Amman 11814 Jordan

www.unrwa.org
tel.: 4741914 – 4771741
fax: 4746361



وكالة الأمم المتحدة لإغاثة وتشغيل
اللاجئين الفلسطينيين في الشرق
الأدنى

أم الحيران دائرة التموين والنقلات
ص.ب. 143464
عمان 11814 الأردن

ت: 4771741 – 4741914
ف: 4746361

VENDOR PROFILE FORM

Section 1: Company Details and General Information

1. Name of Company:	
36. Street Address:	3. P.O. Box and Mailing Address:
Postal Code: City:	
Country:	
4. Tel:	5. Fax:
6. Email:	7. Company Website:
8. Contact Name and Title:	
9. Parent Company (Full legal Name) :	
10. Subsidiaries, Associates and/or Overseas Representative(s) - (attach a List if necessary):	
11. Type of Business (Mark one only): Corporate/ Limited <input type="checkbox"/> Partnership <input type="checkbox"/> Other (specify): <input type="checkbox"/>	
12. Nature of Business: Manufacturer <input type="checkbox"/> Authorised Agent <input type="checkbox"/> Trader <input type="checkbox"/> Consulting Company <input type="checkbox"/> Other (specify) <input type="checkbox"/>	
13. Year Established :	
14. Number of Full-time Employees:	
15. Country/State where registered and License no.:	
16. VAT No./Tax I.D.:	

United Nations Relief and
Works Agency for Palestine
Refugees in the Near East

Field Procurement & Logistics
Department - UM Elhairan
P.O.Box 143464
Amman 11814 Jordan

www.unrwa.org
tel.: 4741914 – 4771741
fax: 4746361



وكالة الأمم المتحدة لإغاثة وتشغيل
اللاجئين الفلسطينيين في الشرق
الأدنى

أم الحيران دائرة التموين والنقلات
ص.ب. 143464
عمان 11814 الأردن

ت: 4771741 – 4741914
ف: 4746361

17. Working Languages: English French Spanish Russian Arabic Chinese Other (specify)

Section 2: Financial Information

18. Annual Value of Total Sales (or, if not applicable, Revenues) for the last 5 Years:

Year ____: USD _____. Year ____: USD _____. Year ____: USD _____. Year ____: USD _____. Year ____:
USD _____.

19. Annual Value of Export Sales for the last 5 Years:

Year ____: USD _____. Year ____: USD _____. Year ____: USD _____. Year ____: USD _____. Year ____:
USD _____.

20. Bank Name:

Swift/BIC Address:

Address:

21. Bank Account Number:

Account Name:

22. Please provide certified copies of audited financial statements (balance sheet, income statement, cash flow statement and notes to the accounts) for your Company's two most recent fiscal years prepared by an internationally-recognized firm of chartered accountants and, if the latest audited financial statements are more than 12 months old, unaudited financial statements as of the fiscal quarter immediately preceding the date of submission of the proposal.

Section 3: Technical Capability and Information on Goods/Services Offered

23. Quality Assurance Certification (e.g. ISO 9000 or equivalent) (Please provide a copy of your latest certificate):

36. If your Company has a branch, representative office or local agent in the following locations, please provide name of branch, office or agent, complete address, contact person, telephone number, fax number and email address:

Jordan:

Gaza:

West Bank:

Lebanon:

Syria:

United Nations Relief and
Works Agency for Palestine
Refugees in the Near East

Field Procurement & Logistics
Department - UM Elhairan
P.O.Box 143464
Amman 11814 Jordan

www.unrwa.org
tel.: 4741914 – 4771741
fax: 4746361



unrwa
الأونروا
Peace | **السلام**
Starts Here | **يبدأ هنا**

وكالة الأمم المتحدة لإغاثة وتشغيل
اللاجئين الفلسطينيين في الشرق
الأدنى

أم الحيران دائرة الترميم والنقلات -
ص.ب. 143464
عمان 11814 الأردن

ت: 4771741 – 4741914
ف: 4746361

25. For Goods only, do those offered for supply conform to National/International Quality Standards? Yes <input type="checkbox"/> No <input type="checkbox"/>
26. List below up to fifteen (15) of your core Goods/Services offered:

Note: For UNCCS Codes, please go to United Nations Global Marketplace website (<http://www.ungm.org/Info/Unccs.aspx>).

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

27. How many clients does the Company have for whom you have implemented similar projects as the one requested under this RFP?		
28. Please list at least five (5) former and current clients of the Company (preferably those for whom the Company has provided similar goods or services or implemented similar projects as the one requested under this RFP). By providing this information, you hereby permit UNRWA to contact these clients.		
<u>Name of Client and Address</u>	<u>Contact Person, Telephone Number, Fax Number and Email Address</u>	<u>Name of Goods/Services/Project, Brief Description, Completion Date and Total Value</u>
29. Please list details of proposed staffing for this project.		
<u>Name and Title of Employee</u>	<u>Educational Level, Professional Qualification and Years of Relevant Experience</u>	<u>Proposed Role for this Project and Details of Similar Projects Involved In</u>
30. Please list details of proposed subcontractors (if any). Please note that if any part of the project will be subcontracted, you must provide a fully-accomplished Vendor Profile Form and the financial documents requested under item 22 above for each subcontractor. UNRWA approval is required for any proposed subcontracting.		
<u>Name of Subcontractor</u>	<u>Address of Subcontractor</u>	<u>Description of Project Component to be Implemented by this Subcontractor</u>

United Nations Relief and
Works Agency for Palestine
Refugees in the Near East

Field Procurement & Logistics
Department - UM Elhairan
P.O.Box 143464
Amman 11814 Jordan

www.unrwa.org
tel.: 4741914 – 4771741
fax: 4746361



unrwa
الأونروا
Peace
Starts Here | يبدأ هنا

وكالة الأمم المتحدة لإغاثة وتشغيل
اللاجئين الفلسطينيين في الشرق
الأدنى

أم الحيران دائرة التموين والنقلات
- ص.ب. 143464
عمان 11814 الأردن

ت: 4771741 – 4741914
ف: 4746361

Section 4: Experience

36. Recent contracts with UNRWA:

<u>Destination:</u>	<u>Value:</u>	<u>Year:</u>	<u>Goods/Services Supplied:</u>
USD _____	_____	_____	_____
USD _____	_____	_____	_____
USD _____	_____	_____	_____

36. Recent contracts with other organizations (including other UN Agencies, other International Organizations and private companies):

<u>Organization:</u>	<u>Value:</u>	<u>Year:</u>	<u>Goods/Services Supplied:</u>
<u>Destination:</u> _____	USD _____	_____	_____
_____	USD _____	_____	_____
_____	USD _____	_____	_____

36. To which countries has your company exported goods and/or in which countries has your company provided services or implemented projects over the last 5 years?

Section 5: Other

34. Please list and describe any dispute your Company has been involved in with any client, UN agency or International Organization in the last 5 years:

35. List any National or International Trade or Professional Organizations of which your Company is a Member.

United Nations Relief and
Works Agency for Palestine
Refugees in the Near East

Field Procurement & Logistics
Department - UM Elhairan
P.O.Box 143464
Amman 11814 Jordan

www.unrwa.org
tel.: 4741914 – 4771741
fax: 4746361



وكالة الأمم المتحدة لإغاثة وتشغيل
اللاجئين الفلسطينيين في الشرق
الأدنى

- أم الحيران دائرة التموين والنقلبات
ص.ب. 143464
عمان 11814 الأردن

ت: 4771741 – 4741914
ف: 4746361

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

Name:

Functional Title:

Signature:

Date: