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## 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



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## 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