



## **Annex 8:**

### **Company profile template**

#### **Table of contents**

<b>Annex 8.....</b>	<b>2</b>
8.1 Company details - vendor's name .....	2
8.2 General Information .....	2
8.3 Financial Information .....	3
8.4 Prior experience with the United Nations / international organizations.....	3
8.5 Environmental Policy .....	3
8.6 Contract disputes.....	3
8.7 References .....	3
8.8 Partners .....	4
8.9 Conflict of interest.....	4



## 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)		





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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