**Supplier profile/registration form n°.............**

**Please fill in this questionnaire in order to register. Information given in this questionnaire will be handled confidentially. Please attach all other documents requested in the questionnaire.**

**1.** Name of Company: ………………………………………………………….……………......

 Mailing Address: ………………………………………………………………….……...........

 Head office address (if different from above): ………………………………………………

 Country: ………………………………………………………………...................................

 Contact Person(s): ………………………………………………………………….…...........

 Telephone: ………………………………………………………….……………...................

 Fax: ………………………………………………………………….……..............................

 E-mail: ………………………………………………………….……………..........

 Website: …………………………………………………………………………………….….

**2. TYPE OF ORGANISATION (Please check)**

 Individual [ ]  Partnership [ ]  Non-Profit Organisation [ ]

 Private Limited Liability Company [ ]  Public Limited Liability Company [ ]

 Other ( ) Please explain:…………………………………………………………………….....

 ……………………………….…………………………………………………………………….

 Year Established:……….……. Under the laws of …………………………………….

 Quoted on the ……………………………………………………….Stock Exchange

 If organisation is a financial institution, please indicate:

 a) countries in which the institution is represented:

 ………………………………………………………………………………………………….

 …………………………………………………………………………………………………….

 b) subsidiaries, branches or partnerships with other financial institutions: ...........................................................................................................................................

 …..…………………………………………………………………………………………………

 Please attach copy of registration certificate

**3. TYPE OF BUSINESS (Please check)**

Manufacturing [ ]  Construction [ ]  Trading [ ]

 Service Provider (e.g. transport, warehousing, quality control, etc.) [ ]

 Consultancy in IT Software [ ]  IT Hardware [ ]  IT Services [ ]

 Other [ ]  Please explain: …………………………………………………………..…………...

 ……………………………………………………………………………………………………..

 Please describe your company's major business activity: ………………………………….

 ……………………………………………………………………………………………………..

 Please indicate on page 5 the main commodities/services your company offers**.**

**2. INSTITUTION RATING**

Institution rating: ………………………………………………………………………………..

 Rating agency: …..……….……………………………………………………………………..

1. **SIZE OF BUSINESS (**Please provide a copy of your latest audited financial statements)

Turnover (last financial year) Ended: \_\_/\_\_/\_\_ CHF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (previous financial year) Ended: \_\_/\_\_/\_\_ CHF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (previous financial year) Ended: \_\_/\_\_/\_\_ CHF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Annual Reports from last three years.

 No. of Employees: ……………..……….. No. of Branches: ……….…………….……….

 No. of International Offices: ………………………………………………………………….…

 Location of Factories: ……………………………………………………………...……………

 No. of Plants: ……………………………………………………………………………….……

 No. of Warehouses: ……………………………………………………………………………..

 Countries to which you do not export: ………………………………………………………...

 ……………………………………………………………………………………………………..

For IT Consultancy - Provide the type (Developer…), the number of IT specialists and their daily rates: ……………………………………………………………………………………………………..

 ……………………………………………………………………………………………………..

**5. AFFILIATED/HOLDING/SUBSIDIARY COMPANIES**

|  |  |  |
| --- | --- | --- |
| Name | Address | Nature of Affiliation |
|  |  |  |
|  |  |  |
|  |  |  |

Please attach an organisation chart

**6. PERSONS AUTHORISED TO SIGN BIDS, OFFERS AND CONTRACTS**

|  |  |  |
| --- | --- | --- |
| Name | Position | Telephone / Fax |
|  |  |  |
|  |  |  |
|  |  |  |

**7. BANKING INFORMATION**

Name: …………………………………………………………………………………………………..

Address:…………………………………………………………………………………………….…...

Account Number: ………………………………. SWIFT Code: ………………………………….

IBAN: …………………………………………………….

**8. REFERENCES**

 a. Dunn and Bradstreet (Dunn's) number, if available: ………………………………….

 b. Recent business transactions: (Not required if this is a renewal and you have supplied the Federation with goods or services within the past 24 months.)

|  |  |  |  |
| --- | --- | --- | --- |
| Date (date/month/year) | Service or Product | Value (CHF) | Buyer/contact and Telephone |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

 **c. Please specify your quality assurance standards**

 …………………………………………………………………………………………….

 …………………………………………………………………………………………….

**9. OTHER IMPORTANT REFERENCES**

*If the institution belongs to a group, please provide only the figures for the institution.*

Total amount of assets for last ***two*** audited financial statements

 Year ………………. Amount: …….……………………………………………………….

 Year ………………. Amount: CHF…………………………………………………………

 Amount of equity capital to cover all the financial institution’s commitments at the end of

 the last audit period:……………………………………………………………………….

 Institution guaranteed by a Government body: nature and amount of guarantee:…

 ……………………………………………………………………………………………………..

**9. NAMES OF OFFICERS, OWNERS OR PARTNERS**

 Owner(s):

 Chief Executive Officer:

 Chief Financial Officer:

1. **ENVIRONMENTAL CONSIDERATIONS**

Have you identified the main environmental impacts / risks of your activity?

[ ]  Yes [ ]  No *(If yes, please provide details)*

Have you set up any policy/ objectives in order to limit your environmental impacts?

[ ]  Yes [ ]  No *(If yes, please provide details)*

Are there any resources dedicated to environmental management, (i.e. systems, team)?

[ ]  Yes [ ]  No *(If yes, please provide details)*

1. **IT CONSIDERATIONS for IT Consultancy**

Related to your IT domain, please select the complementary information that you are providing to us as appendix with this Supplier Registration Form:

[ ]  **Support Contract** template to understand your support organisation (level 1,2,3), how to engage with you in case of incident, how you escalate the incident, what is your SLA…

[ ]  **Maintenance Contract** template to understand how you ensure the software life-cycle quality in a proactive and corrective manner. Added to that, we expect information on source code Intellectual Propriety, the post go-life period assurance, the guarantee period and the cost of change. Added to that, we would like to know if you can be engaged in fixed price contract.

[ ]  **Hosting Contract** template to understand who is the official hosting partner, is it a SaaS/PaaS/IaaS environment, who you ensure hosting security (certifications…), which indicators we could access from your hosting environment, what is your penalties policy, how to ensure disaster recovery, what are your RPO, RTO, your SLA.

[ ]  **Project Development lifecycle description** to understand how you could support our software development during the project phases.

[ ]  **Partnership Contract Agreement (Master Agreement)** to understand how you fix mutual roles and responsibilities, how to ensure partnership in a long term, what are our mutual right and duties, your training policy to ensure high qualify employees.

**12. PAYMENT TERMS:** The International Federation shall make payments within 30 days following receipt of goods in good order and all requested documentation. Payments, shall be made only against supplier's invoice and shall be subject to conformity of goods to specifications.

For your information, the International Federation's documentation requirements frequently include an acknowledgement of delivery certificate signed by a local representative of the International Federation.

Please note that any non-acceptance of these terms may preclude your company from being considered as a potential supplier.

**13. QUALITY ASSURANCE (**Please attach any certificates or documents which denote quality assurance)

**14. GENERAL TERMS AND CONDITIONS:** Please carefully read the attached General Terms and Conditions of the International Federation of Red Cross and Red Crescent Societies and confirm your acceptance of these terms and conditions as final by way of signing and returning.

For IT Consultancy: Take care on the TITLE RIGHTS chapter, alineas (b) related to source code propriety.

**15. PRINCIPLES OF CONDUCT:** Supplier seeking to work with the Federation shall respect the following principles:

**Business Ethics:** supplier is expected to maintain the highest degree of business ethics when working with the Federation.

**Transparency of information provision:** supplier shall not be involved in any fraudulent activities, misrepresent information or facts for the purpose of influencing the selection and contract awarding process in its favour.

**Fair competition:** supplier shall not be involved in any corrupt, collusive or coercive practices.

If at any time during the registration or procurement process the Federation determines that the supplier is in violation of the above mentioned principles, that supplier’s request for registration or bid may be rejected as ineligible.

The respect of fundamental human rights and labour standards is stipulated in the General Terms and Conditions, and must be accepted by you as a condition of contracting with the Federation. Any refusal of these terms shall constitute grounds for rejection of supplier’s registration request or bid; and any violation during a contract term shall constitute grounds for termination

**16. REGISTRATION REJECTION:** Registration application may be rejected for the following reasons:

- Bankruptcy or a decision of legal incompetence

- Criminal conviction or civil judgement against you or your managing director (or equivalent) for the commission of any offence indicating a lack of business integrity or business honesty

- Grounds for suspicion of breach of established Federation standards (violation of the fundamental principles or social and ethical standards)

- Any refusal of any of the principles of conduct and any refusal to the respect of fundamental human rights and labour standards

- Refusal of the Federation standard payment terms

**17. CERTIFICATION:** The undersigned, an authorised signer for the company, hereby certifies that the information provided herein, including that on any attached pages is true and correct to the best of his/her knowledge. The same acknowledges having read and agreed to the Federation's payment terms of 30 days credit. This certification additionally authorises IFRC to verify the information provided in this document[[1]](#footnote-1).

**Name and Title:**…………………………………………………………………

**Signature:**…………………..……………. Date**:** ………………………...

**List of Supplies and Services Provided**

Provided Commodity/Service

**Goods:**

\_\_\_\_\_ Agricultural Produce

\_\_\_\_\_ Meat, fish, fruit, vegetables, oils and fats

\_\_\_\_\_ Dairy Products

\_\_\_\_\_ Grain mill products

\_\_\_\_\_ Textiles, fabrics

\_\_\_\_\_ Fabrics, wearing apparel

\_\_\_\_\_ Leather products, footwear

\_\_\_\_\_ Wood, wood products

\_\_\_\_\_ Paper, paper products

\_\_\_\_\_ Refined petroleum products

\_\_\_\_\_ Pharmaceutical products and vaccines

\_\_\_\_\_ Chemical products, rubber and plastic products

\_\_\_\_\_ Glass and glass products

\_\_\_\_\_ Furniture, other non-metal goods not listed elsewhere

\_\_\_\_\_ Fabricated metal products not machinery and equipment

\_\_\_\_\_ Machinery, general purpose

\_\_\_\_\_ Machinery, special purpose

\_\_\_\_\_ Office, accounting, and computing machinery

\_\_\_\_\_ Electrical apparatus, telecommunications equipment

\_\_\_\_\_ Audio-visual equipment

\_\_\_\_\_ Medical appliances, precision equipment

\_\_\_\_\_ Transport equipment

\_\_\_\_\_ Electronics / hardware material

\_\_\_\_\_ Software product

**Services:**

\_\_\_\_\_ Architecture, engineering, construction

\_\_\_\_\_ Water resources

\_\_\_\_\_ Maintenance and repair services

\_\_\_\_\_ Legal services

\_\_\_\_\_ Financial services and insurance

\_\_\_\_\_ Trade and business services

\_\_\_\_\_ Transportation, storage and materials handling

\_\_\_\_\_ Software / Hardware Development

\_\_\_\_\_ Software / Hardware Support and maintenance

\_\_\_\_\_ Information System consultancy (Enterprise Architect, Business Analyst…)

\_\_\_\_\_ Information Technology consultancy (Administrator…)

\_\_\_\_\_ Manufacturing technology and quality control

\_\_\_\_\_ Product support and packaging

\_\_\_\_\_ Office support, printing, small parcel services

\_\_\_\_\_ Others:

 ……………………………………………………………………………………………………..

 ……………………………………………………………………………………………………..

Please note that the above list is not exhaustive. Rather, it represents those goods and services which we are most likely to require.

1. Should the information provided above be false, incorrect, ambiguous or incomplete, the financial institution may be disqualified from the pre-selection and selection procedures [↑](#footnote-ref-1)