

SUPPLIER PROFILE FORM

All pages to be completed by Supplier and submitted to UNICEF for use by all UN in Tanzania.

It should be understood that falsified or misleading information could result in disqualification of the company as a registered potential supplier for UN *Requested information is for UN's internal use only and will be treated as confidential.*

UNICEF fully subscribes to the Convention on the Rights of the Child and draws the attention of potential suppliers to Article 32 of the Convention which inter alia requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the Child's education, or to be harmful to the Child's health or physical, mental, spiritual, moral or social development.

UNICEF reserves the right to terminate any contract unconditionally and without liability in the event that the supplier is discovered to be in non-compliance with the national labour laws and regulations with respect to child employment.

The supplier guarantees that neither the supplier's company, nor any of its affiliates, nor any subsidiaries controlled by the supplier's company, is engaged in the sale or manufacture of anti-personnel mines or of components utilized in the manufacture of anti-personnel mines (taken in its broader definition). The supplier recognizes that a breach of this provision will entitle UNICEF to terminate its contract with the supplier.

I, representing the Company, acknowledge and ensure the Company's compliance with the above statements:

Name and Title: _____

Signature: _____

Date: _____

Company name: _____

(please TYPE or PRINT)

(attach additional pages if space in columns is not enough – but information must be provided in the following sequence for all columns)

GENERAL INFORMATION

(if available please provide all documentation with English translation)

1 Name of Company : _____

1.1 Full Physical address along with PO Box:

Postal code _____ City: _____ P.O. Box _____

1.2 Telephone numbers

(landline with city code) _____

(mobile) _____

1.3 Fax/Telex (including city code): _____

1.4 Email address: _____

1.5 Website: _____

1.6 Contact person authorized to deal on Company behalf:

(include Name, Title, Email address, Direct Telephone number)

1.7 No of Years established: _____

1.8 No. of full-time employees: _____

1.9 Legal registration of the company – Please provide documentation of legal registration.

1.10 Name change – Please provide documentation of name change, if applicable.

1.11 Type of organization (one X only)

State Enterprise: _____ Private Company: _____

Other (Please specify): _____

1.12 Activity category, mark X where applicable & write % business to annual sales

Manufacturer: _____

Consultant: _____

Trading company: _____

Forwarder: _____

Authorised agent: _____

Other (please specify): _____

Total of the above 100 %

1.13 If Agent/Trading House, do you hold sole/exclusive rights/license?

Yes/No

(If yes please state name and address of Principals and attach documentation):

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1.14 If USA-based dealer, are you a "GSA" dealer? Y / N

(If Yes, please attach certificate)

1.15 Number of years with export sales: _____

2 Parent Company (if applicable): _____

2.1 Address: _____

2.2 Legal relationship of the parent company to the company: _____

2.3. No. of Year established: _____

2.4. No. of full-time employees: _____

2.5 Website: _____

FINANCIAL INFORMATION

3. Audited Financial Statements or Annual Report:

Financial statements are to be submitted if your company is to either:

- a) Do business with UNICEF to exceed US\$100,000 annually, or
- b) Would like to be considered for an LTA (long-term arrangement) award(s).

Alternatively, if there is a website, with the information, this can be stated:

The financial statements are to include - balance sheet, income statements and notes thereto, with **English** translation.

The financial statements should be for the company itself, as well as the parent company, if applicable.

3.1 Authorised to discuss financial issues:

(Include name, title, email address, telephone number)

ACTIVITIES

4. Previous contracts for local delivery and export to other countries (during the last 2 years) with United Nations/International, Governmental or Non-Governmental Organizations/Private Companies, for below products/services:

Contract No.	Issue date	Issued by	Address of the issuer	Product/service name	Value

4.1 What percentage of the company’s annual sales export markets? _____

4.2 Storage/warehousing capacity (In square meters if applicable): _____

4.3 Size of production plant(s) (In square meters if applicable): _____

4.4 Local representation:

(Please attach list of countries where your local representative will provide warranty services on products/services purchased from you - provide complete addresses (of your subsidiaries/agents))

4.5 Products/services offered:

Please circle the material and/or service group you deal with in Tanzania.

General goods	Media & Advt. Services	General Office Services
Electrical goods & appliances	Health Services	ICT Services
ICT and office equipment	Logistics Services	Social Communication Services
Printed materials	Driving services	Research and Survey Services
Emergency & Relief Goods	Hospitality services	Monitoring & Evaluation Services
Construction materials	Maintenance services	

A detailed list for each group has also been attached with this Form. Please tick on that list the material and/or service you deal in each group you circled above.

OTHER INFORMATION

5. Approved Standards (ISO, FDA, GMP, etc):
(Certificates of approval to be attached)

5.1 Does your company have a statement on quality policy?
(Circle as applicable)

Y / N if yes, kindly attach a copy.

5.2 Which of the following does your company implement:
(circle as applicable)

Raw material control **Y / N**
Process control **Y / N**

Sub-component control **Y / N**
Final/pre-delivery control **Y / N**

5.3 Authorized contact person regarding Quality control:

Name: _____

Title: _____

Telephone: _____

Email: _____

5.4 Membership of National / International Associations? Y / N

(Circle as applicable) (if yes, please enclose list of names)

5.5 Does your company have social accountability policy? Y / N

(circle as applicable) (if yes, please provide copy of relevant document)

5.6 Does your company have a documented environmental policy? Y / N

(circle as applicable) (if yes, please attach a copy of relevant document)

I hereby certify that the information provided above and in all the annexures is correct and that no person in any connection with this establishment, as a supplier for providing material, supplies or services, or as a principal or employee, is employed by UN or UNICEF, or barred by them.

I also understand that falsified or misleading information could result in disqualification of the company as a registered potential vendor for UNICEF.

Name: _____ **Date:** _____

Title: _____ **Signature:** _____

**MAIN CATEGORIES OF PRODUCTS AND SERVICES REQUIRED BY UN
AGENCIES MAINLY IN DAR ES SALAAM AND ZANZIBAR**

PLEASE TICK THE ITEMS YOU DEAL WITH

**A. CATEGORIES OF PRODUCTS TO BE COVERED UNDER THE SURVEY
INCLUDE THE FOLLOWING BUT NOT LIMITED TO:**

1. GENERAL GOODS

- T-shirts, caps
- Furniture (school, hospital and office) & Fixtures
- Leather/Synthetic Leather Goods, Bags
- Office Supplies/Stationeries
- Paper shredder
- Spiral binders
- Lamination machine
- Photocopier machines
- Fax with cartridges
- Packaging Materials
- Sports Items
- Play materials
- Musical instruments
- Hygiene & Cleaning Supplies
- Umbrella
- Fire, safety & Security Equipment
- Office provisions (Milk, Sugar etc)
- Motorcycles
- Bicycles
- Spare parts for vehicles and motorcycles
- Tyres
- Road machinery in Kigoma and Mwanza
- Handling equipment (crane, truck, fork lift) in Kigoma and Mwanza
- Khanga
- Kitenge
- School uniform
- Driver uniform, shoes, socks
- School supplies including textbooks
- Family kit
- Child protection kit
- Hygiene kit
- Household appliances (stove, microwave, fridge)
- Purified drinking water

2. ELECTRICAL GOODS & APPLIANCES

- Air-Conditioners and spare parts
- Generators and spare parts
- Instant Power Supply (IPS)
- Uninterruptible Power Supply (UPS)
- Voltage Regulators/Stabilizers
- Color TV & DVD Players
- Solar Equipment

3. ICT & OFFICE EQUIPMENT

- Computers (Hardware; Software) & Accessories
- Printers & Consumables/Toners
- Scanners
- Multimedia Projectors and Accessories
- Telephone Sets & Fax Machines
- PA equipment & Accessories
- Communication equipment including CCTV
- Audio Equipment including Video Conferencing System & Accessories

4. PRINTED MATERIALS

- Books
- Brochures
- Flipcharts
- Calendars
- File covers

5. EMERGENCY & RELIEF GOODS

- Blankets
- Tarpaulins
- Sleeping mats
- Jerry cans
- Buckets
- Plastic mugs
- Wash basin
- Tents
- Water pumps
- Water purification tablets
- Soap (multi-purpose)
- Cooking utensils

6. CONSTRUCTION MATERIALS

- Cement
- Iron sheets
- Plastic water tanks
- Iron bars & Building materials in general

B: CATEGORIES OF SERVICES TO BE COVERED UNDER THE SURVEY INCLUDE THE FOLLOWING BUT NOT LIMITED TO:

1. MEDIA & ADVERTISEMENT

- News papers
- Web
- TV
- Graphic design services
- Publishing services

2. HEALTH SERVICES

- Ambulance services
- Private Hospitals

3. LOGISTICS SERVICES

- Clearing & Forwarding
- Packers & Movers services
- Courier services
- Transportation services
- Warehouse services

4. DRIVING SERVICES

- Car Hire services
- Driving schools

5. HOSPITALITY SERVICES

- Hotel Accommodation & Conferencing

6. MAINTENANCE SERVICES

- Maintenance - Civil works
- Maintenance - Electrical works
- Maintenance- Generators
- Maintenance- Refrigerators & Air conditioners
- Maintenance – Garage Services (Motor Vehicles etc) including in Dodoma
- Maintenance - Carpentry works
- Maintenance - Fire extinguisher
- Quantity survey contractors

7. GENERAL OFFICE SERVICES

- Messenger
- Cleaning and Gardening Services
- Security Services
- Secretarial services (Photo copy, lamination etc)
- Insurance services
- Inspection and Quality control services
- Translation services
- Fire Services
- Garbage collection services
- Auction Services
- Ancillary services
- Intensive Kiswahili Course
- Fumigation Services
- Catering services
- Travel Management services
- Event management services

8. ICT SERVICES

- Internet connectivity service
- Maintenance of ICT & Communication Equipment
- Software/Data development
- Data/Link or data connection services

9. SOCIAL COMMUNICATION SERVICES

- Photography
- Video production Services

10. RESEARCH, SURVEY AND MONITORING AND EVALUATION IN FOLLOWING AREAS:

- Education, Health & Nutrition, HIV/AIDS, Child Protection, Water & Sanitation