



---

## 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

<b>Name:</b>
--------------

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)			





---

## 8.8 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