

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 ☐ Consultancy ☐
Service Provider (e.g. transport, warehousing, quality control, etc.) ☐
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:

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

Turnover (last financial year) Ended: ____/____/____ US\$ _____
 (previous financial year) Ended: ____/____/____ US\$ _____
 (previous financial year) Ended: ____/____/____ US\$ _____
 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:

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 PRCS with goods or services within the past 24 months.)

Date (date/month/year)	Service or Product	Value (US\$)	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:.....

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9. NAMES OF OFFICERS, OWNERS OR PARTNERS

Owner(s):

Chief Executive Officer:

Chief Financial Officer:

10. 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)

11. PAYMENT TERMS: The PRCS 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 PRCS's documentation requirements frequently include an acknowledgement of delivery certificate signed by a local representative of the International PRCS.

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

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

13. GENERAL TERMS AND CONDITIONS: Please carefully read the attached General Terms and Conditions of the PRCS, 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.

14. PRINCIPLES OF CONDUCT: Supplier seeking to work with the PRCS shall respect the following principles:

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



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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 PRCS 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 PRCS. Any refusal of these terms shall constitute grounds for rejection of supplier's registration request or bid; and any violation during a contract terms shall constitute grounds for termination

15. 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 PRCS 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 PRCS standard payment terms

14. 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 PRCS's payment terms of 30 days credit. This certification additionally authorises PRCS to verify the information provided in this document¹.

Name and Title:.....

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

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

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

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
- _____ Information technology
- _____ Manufacturing technology and quality control
- _____ Product support and packaging
- _____ Office support, printing, small parcel services

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