

Ref : T/FA/10/CLEANING AND KITCHEN SUPPLIES/ERB/04022019/001

PART I: INFORMATION

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A. Company Details and	l Genera	I Information	า			
Name of Company					Trading As	
Address (headquarters)					Telephone	
Zip Code (headquarters)					Fax	
City (headquarters)					E-mail address 1	
PO Box					E-mail address 2	
Country (headquarters)					Website address	
Country (neadquarters)						
Parent Company or					Subsidiaries/ Associates/	
name of owner					Overseas Representative	
Sales Person's Name					Sales Person's Position	
Sales Person's phone					Sales Persons' E-mail	
Governance of the company.		an, Vice-Chairn	nan, Treasurer or Secreta	ry of the Board of Directors	or Board of Trustees	
Name (as in passport or othe	er				Date of birth (mm/dd/yyyy)	
government-issued photo ID)					
Government-issued photo					Type of ID	
Identification Document (ID)	number					
. ,					Rank or title in organization	
ID country of issuance					Rank of the in organization	
Other names used (nickname	les or				Gender (e.g. male, female)	
pseudonyms not listed as "N	lame")					
Current employer and job title	e:				Occupation	
Address of residence					Citizenship(s)	
Province/Region					E-mail address	
-						
Is the individual a U.S. citizer	n or				Professional Licenses – State	
legal permanent resident?		Yes	No		Issued Certifications	
Management of the company		Executive Direc	tor Doputy Director Pres	ident or Vice President	Issued Certifications	
· · · ·		.xeculive Direc	ior, Deputy Director, Fres		Dete of high (man (dd/ cos)	
Name (as in passport or othe					Date of birth (mm/dd/yyyy)	
government-issued photo ID)					
Government-issued photo					type of ID	
Identification Document (ID)	number					
ID country of issuance	-				Rank or title in organization	
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Other names used (nicknown					Condex (o a mole female)	
Other names used (nicknam					Gender (e.g. male, female)	
pseudonyms not listed as "N						
Current employer and job title	e:				Occupation	
Address of residence					Citizenship(s)	
Province/Region					E-mail addresses	
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Is the individual a U.S. citizer	n or	Vec			Professional Licenses – State	
legal permanent resident?		Yes	No		Issued Certifications	
Management of the s	Ohist F		an Objet Assessments			
Management of the company		inance Officer	or Uniet Accountant			
Name (as in passport or othe					Date of birth (mm/dd/yyyy)	
government-issued photo ID)					
Government-issued photo					type of ID	
Identification Document (ID)	number					
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ID country of issuance						Rank or title in organization					
Other names used (nicknames or pseudonyms not listed as "Name")						Gender (e.	g. male, female)				
Curre	ent employer and job	title:				Occupation	I				
Addre	ess of residence					Citizenship	(s)				
Provi	ince/Region					E-mail addr	resses				
Is the individual a U.S. citizen or legal permanent resident?						Professiona Issued Cert	al Licenses – State				
	pany's staff & insura										
	Full Time Employees	:					average work wage			_	
	Men to Women: of Children:						vee(s) with relatives num wage paid?	working with ACI	ED?	Yes Yes	
	nat capacity?						ons are offered?			Yes	
	t are their ages?						working hours offe				
	e of insurance comp	anv:					ed by health insurance?				
	ription of the Compa						,				
	of Business	Manufact	turina			Authorise	ed Agent	Trader			
`	iple choices		-			_					
possi	ible): or of Business		ng Company				ease Specify)				
	iple choices	Goods/Su	upplies			Equipmer	nt	Works			
possi		Services				Other (Pl	ease Specify)				
	Established:					Country of I	registration:				
Licen	nce number:					Valid until:					
Work	king languages:	En Ara		French			Spanish Other (Please Spe	Russi	an		
	nical documents	En	-	French			Spanish	Russ	an		
	able in:		abic	Chinese			Other (Please Spe	ecity)			
B. Fi	inancial Informat	ion						-			
VAT	Number:					Tax Numbe	er:				
Bank	Name:					Bank Accou	unt Number:				
Bank	Address:					Account Na	ame:				
Swift/	/BIC number:					Standard P	ayment Terms:				
Has t	the company been a	udited in the la	ast 3 years	\$?				Yes	No		
Pleas	se attach a copy of th	ne company's	most rece	nt Annual or Audited Financial Report				Attache	d		
Annu	Please attach a copy of the company's most recent Annual or Audited Financial Report Annual Value of Total Sales for the last 3 Years:					1100			USD:		
Annual Value of Export Sales for the last 3 years						USD.		Year.			
Annu			st 3 years	Year:		USD:		Year:			
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3) 8) 4) 9) 5) 10)					
E. Miscellaneous					
Does your company have an Environmental Policy? (Yes/No)	Yes	No			
Does your company have an Ethical Trading Policy? (Yes/No)					
Does your company have an Anti-terrorist Policy? (Yes/No)					
s your company compliant with the EU General Data Protection Regulation (or equivalent)? (Yes/No)					
If you answered yes to the above two questions, please attach copies of your policy:		Attached			
Has your company ever been bankrupt, or is in the process of being wound up, having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning these matters, or is in any analogous situation arising from a similar procedure provided for in national law?					
If you answered yes, please provide details:					
Has your company ever been convicted of an offence concerning its professional conduct by a judgment which as force of res judicata?		Yes			
If you answered yes, please provide details:					
Has your company ever been guilty of grave professional misconduct proven by other means?					
If you answered yes, please provide details:					
Has your company ever not fulfilled its obligations relating to the payment of social security contributions, or the payment of taxes in accordance with the law of the country in which it is established, or with those of France, or those of the country where the contract is to be performed?					
If you answered yes, please provide details:					
Has your company ever been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity?					
If you answered yes, please provide details:					
Has your company ever been declared to be in serious breach of contract for failure to comply with its contractual obligations, following another procurement procedure or grant award procedure financed by a donor country?					
If you answered yes, please provide details:					

Has your company ever been declared to be in serious breach of contract for failure to comply with its contractual obligations, following another procurement procedure or grant award procedure financed by a donor country?							
If you answered yes, please provide details:							
Has your company ever been in any dispute with any Government Agency, the United Nations, or International Aid Organisations (including ACTED)?						Yes	
If you answered yes, please provide details:				-			
Do you agree with terms	of payment of 30 days?	Yes	No	Do you accept visit of ACTED your office?	staff & external auditors to	Yes No	
		PART II	: CERTIFICATI	N			
I, the undersigned warrant that the information provided in this form is correct, and in the event of changes, details will be provided to ACTED as soon as possible in writing. I also understand that ACTED does not do business with companies, or any affiliates or subsidiaries, which engage in any practices that are in breach of ACTED's Child Protection, Sexual Exploitation and Abuse Protection, Conflict of Interest, Anti-fraud, Anti-terrorism Policy and Data Protection Policies (available on request).							
Title/Position				Place:			
E-mail address (for contact for verification purposes): Phone number (for contact for verification purposes):				Signature: Company Stamp:			
Check list of support	ing documents			For ACTED use	e only		
1) Trading license				Attached	Checked		
VAT registration/ta:	x clearance certificate			Attached	Checked		
 Company profile 	Company profile			Attached			
, ,	 Proof of trading/dealership/agent 			Attached	Checked		
Evidence of similar	Evidence of similar contracts			Attached	Checked		
6) References	3) References				Checked		
Particulars of CEO	and key personnel		Attached	Checked			
 Articles of Associat 	tion & Certificate of incor	poration	Attached	Checked			
9) Financial statements (latest)				Attached	Checked		
10) Other (specify):				Attached	Checked		