

SUPPLIER PROFILE
For Suppliers to the World Food Programme



WORLD FOOD PROGRAMME, LEBANON

The Food Assistance Organization of The United Nations System

1. NAME OF COMPANY:

2. TELEPHONE: :

3. STREET ADDRESS:

CITY:

4. FAX: ...

P O BOX:

COUNTRY:

5. TELEX:

6. E-MAIL ADDRESS:

7. CONTACT PERSON: :

8. YEARS ESTABLISHED:

9. NUMBER OF EMPLOYEES:

10. GROSS ANNUAL TURNOVER (US\$M, indicative):

11. ANNUAL EXPORT TURNOVER (US\$M)

12. BANK NAME:

- BANK ADDRESS,
- BANK ACCOUNT NUMBER:

(in the country of domicile of the supplier)

Main Bank (-All fields are mandatory).

Name of Beneficiary: _____

Full Bank Name: _____

Full Bank Address in branch: _____

City: _____

Swift code: _____

IBAN code: _____

Bank Account No. (Must be in the name of the vendor): _____

Account Currency: _____

Second Bank Account (All fields ar mandatory)

Name of Beneficiary: _____

Full Bank Name: _____

Full Bank Address in branch: _____

City: _____

Swift code: _____

IBAN code: _____

Bank Account No. (must be in the name of the vendor): _____

Account Currency: _____

***This information should be sent in an original letter head of the company and it should be duly signed and stamped. As a normal business practice, our office will effect the payments via bank.**

13. TYPE OF BUSINESS:

- MANUFACTURER
- SOLE AGENT
- SUPPLIER
- BROKER
- OTHERS (Specify)

14. PREVIOUS CONTRACTS WITH OTHER ORGANISATIONS:

15. PREVIOUS CONTRACTS WITH WFP OVER THE LAST THREE YEARS – LIST SEPARATELY IF MORE THAN TWO:

- ORGANIZATION: VALUE IN US\$ EQUIVALENT:
- ORGANIZATION: VALUE IN US\$ EQUIVALENT:

REFEREES (PREVIOUS CLIENTS):

- NAME:
CONTACT PERSON:
TELEPHONE
FAX NO
E-MAIL
- NAME:
CONTACT PERSON:
TELEPHONE
FAX NO
E-MAIL
- NAME:
CONTACT PERSON:
TELEPHONE
FAX NO
E-MAIL

16. DOCUMENTS AVAILABLE IN: ENGLISH FRENCH SPANISH ARABIC

17. LIST OF COMMODITIES, GOODS, SERVICES OFFERED:

18. NAME: TITLE: SIGNATURE: DATE:
19. Please attach the necessary documents as in the instructions of No. 19 below;

INFORMATION CONCERNING REGISTRATION WITH THE WORLD FOOD PROGRAMME

A. GENERAL INFORMATION

The purpose of the Supplier Profile Form (SPF) is for the World Food Programme to be able to collect company data on potential or existing suppliers of commodities, goods and services commonly procured by World Food Programme, in order to create a vendor database. However, it must be noted that WFP will only establish direct contact with a potential supplier when the need for particular goods arises.

B. INSTRUCTIONS FOR COMPLETION

The form should be typewritten in uppercase and completed clearly and accurately ensuring that all questions are answered. The numbers below correspond to item numbers on registration form:

1. Write full name of company.
2. Provide full Street and mailing address including P.O Box if any.
3. Include complete telephone number including correct country and area codes.
4. Indicate fax number including correct country and area codes.
5. Indicate telex number.
6. Provide Electronic mail address if any.
7. Indicate person whom correspondence to the firm is to be addressed.
8. Indicate year in which the organization was established under the name shown in item 1.
9. Indicate the number of total personnel in your company.
10. Provide the gross annual sales for the organization for the last full accounting year in US\$ millions.
11. Provide the total export sales (if any) for the last full accounting year in US\$ millions.
12. Provide the full name and address of the company's bank and the company account number.
13. Indicate whether the company is a manufacturer, sole agent/trader or supplier. If the company is a manufacturer of some products and supplier of others which they do not manufacture, both boxes should be ticked.
14. In particular include all Developing Countries/Regional to which your company has previously exported.
15. Enter the name of UN organization with which your organization has dealt over the last three years, the value and the year of the contracts. If you have had more than two of such contracts, please attach a separate sheet indicating the others. Also enter any referees (previous clients) whom you have had business with.
16. Indicate in which languages your organization has documentation available. NB. In all cases documents must also be available in English
17. List the commodities produced/supplied by your company. (Please list only items that you specialize in, maximum 4) Please provide supplementary information in the form of catalogues and/or technical bulletins/brochures for all items listed.
18. The form should be signed by the person completing the form and his/her name and title should be typed, along with the date.

19. Please submit this form with the following requirements;

- (a) A cover letter, introducing the prospective supplier/service provider and a brief business profile.
- (b) Certificate of incorporation, Memorandum of Association, and Articles of Association.
- (c) Trading License for the current year.
- (d) Quality assurance process in place
- (e) Income Tax Clearance Certificate for the previous year.
- (f) VAT registration certificate.
- (g) Letters of recommendation from the company bank and at least two reputable public or United Nations Institutions/Organizations/Agencies One has to be from your bank.
- (h) A complete set of audited accounts for the last two previous years.



**WORLD FOOD PROGRAMME
LEBANON COUNTRY OFFICE**

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