



## Supplier Profile and Registration Form

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### Section 1: Supplier Details and General Information

1. Name of Supplier: \_\_\_\_\_
2. Street Address: \_\_\_\_\_  
\_\_\_\_\_
- Post Code: \_\_\_\_\_ City: \_\_\_\_\_
3. PO Box: \_\_\_\_\_
4. Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_
5. Email Address: \_\_\_\_\_ Website: \_\_\_\_\_
6. Contact Person: Name: \_\_\_\_\_  
Position/Title: \_\_\_\_\_  
Phone No: \_\_\_\_\_
7. Parent Company or Name of Owner: \_\_\_\_\_
8. Type of Business: Corporate/Limited \_\_\_ Trader: \_\_\_ Manufacturer: \_\_\_
9. Year Established: \_\_\_\_\_
10. Number of Employees: Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_
11. Company Licence/Registration No. \_\_\_\_\_

### Section 2: Financial Information

12. VAT No.: \_\_\_\_\_ Tax No.: \_\_\_\_\_
13. Bank Name: \_\_\_\_\_
14. Bank Account: \_\_\_\_\_
15. Account Name: \_\_\_\_\_
16. Annual value of sales for the last 3 years:  
2022: \_\_\_\_\_ 2021: \_\_\_\_\_ 2020: \_\_\_\_\_
17. Has the Company been audited in the last 3 years? **Yes/No**
18. If Yes, please attached a copy of the Audit Report

**Section 3: Experience**

19. Recent contracts with the UN, International Aid Organisations, Governments, or International companies:

Organisation: \_\_\_\_\_ Date: \_\_\_\_\_ Value: \_\_\_\_\_

Organisation: \_\_\_\_\_ Date: \_\_\_\_\_ Value: \_\_\_\_\_

Organisation: \_\_\_\_\_ Date: \_\_\_\_\_ Value: \_\_\_\_\_

\* A copy of a reference letter from each organization or international company stated above should be provided

**Section 4: Technical Capability**

20. Please advise the categories and items, or services that your company sells:

Category	Item	Item

**Section 5: Other factors**

*If the answer to any of the following 7 questions is yes then please explain on a separate paper*

21. Has the Company ever been bankrupt, or is in the process of being wound up, having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, or is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations? **Yes/No**
22. Has the Company ever been convicted of an offence concerning its professional conduct by a judgment which has the force of res judicata. **Yes/No**
23. Has the Company ever been guilty of grave professional misconduct proven by any means? **Yes/No**

24. Has the Company ever not fulfilled its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established, or those of the country where the contract is to be performed? **Yes/No**
25. Has the Company ever been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the European Communities' financial interests? **Yes/No**
26. Has the Company ever been declared to be in serious breach of contract for failure to comply with our contractual obligations, following another procurement procedure or grant award procedure financed by the European Community budget? **Yes/No**
27. Has the Company ever been in any disputes with any Government Agency, the UN, or International Aid Organisations? **Yes/No**
28. List any National or International Trade or Professional Organisations which your Company is a member.
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**Section 6: Certification**

I, the undersigned warrant that the information provided in this form is correct, and in the event of changes, details will be provided as soon as possible.

Name: \_\_\_\_\_

Company Stamp

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Email Address: \_\_\_\_\_ (for contact for verification purposes)

Phone Number: \_\_\_\_\_ (for contact for verification purposes)

*NOTE: Please be informed that AVSI has decided not to do business with companies, or any affiliates or subsidiaries, which engage in any practice inconsistent with AVSI Code of Ethics, a copy is available on request*

*Please sign, initial each page and return this Form is to be completed and returned to the AVSI Procurement Manager*

## Annex D – Eligibility Declaration

AVSI Syria,  
Ummayad Hotel, Brazil Street  
Damascus-Syria,  
Tel: +963 987 930521; E-mail : logistic.syria@avsi.org.lb

### Procedure N. AVSI-SYR-2023-53

#### ELIGIBILITY DECLARATION

The undersigned legal representative of (*name of the organization and full details - stamp or simply name, surname and contact details in case of individual*)

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hereby certify that the above mentioned organization (individual) and its representative/s

- is not bankrupt or being wound up, having its affairs administered by the courts, have entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, or is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- has not been convicted of an offence concerning its professional conduct by a judgment that has the force of *res judicata*;
- has not been guilty of grave professional misconduct proven by any means that the contracting authority can justify;
- has not failed to fulfill obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- has not been the subject of a judgment that has the force of *res judicata* for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to other countries' financial interests;
- has not been declared to be on serious breach of contract for failure to comply with their contractual obligations towards any contracts awarded in the normal course of business
- no AVSI staff has an interest in the company directly or indirectly, and that any relationship that may exist between the company and any AVSI staff has been disclosed.
- will supply completely and without omissions all the information requested by the AVSI Foundation as a condition to participate to the present selection procedure.
- abide to the standards established by UNICEF in relation to the protection of children's rights and adhere to the principles of non-exploitation of child labour and the respect of basic social rights and working conditions in full respect of the national and local law.
- abide to labour standards as requested by national and local law with respect to rights of workers, safe and hygienic working conditions.
- abide to the environmental standards and comply with all statutory and other legal requirements relating to the environmental impacts of its business
- will guarantee, in case of contract eventually awarded, to the AVSI Internal Auditor or an external and independent auditor, indicated in written by AVSI, appropriate right of access to its financial and accounting documents for the purposes of checks and audits, as the case may be.
- to not be in any case in one of the exclusion grounds mentioned in the document named "Procurement and Grants for European Union external actions – A Practical Guide", applicable on the date of signing of this document.

Done in \_\_\_\_\_, on the \_\_\_\_\_

Name, Title and Signature: \_\_\_\_\_ (Stamp)