hulo

Appendix B: Supplier Questionnaire

Company Name: _____ **Publication reference:** LBN-HULO-2024-001

Company Name:	
Company Address:	
Contact Name:	
Contact Position / Title:	
Contact Details (Phone/ Email):	

Company Information:		
1	Is your company registered in Lebanon? **Please provide a copy of Registration** **Please provide company profile**	Yes☐ No☐
2	When was it registered?	
3	Is your company part of an international company? If yes, please specify the company.	Yes☐ No☐
4	Do you have other offices/plants in the country? Please specify where?	Yes☐ No☐
5	How many employees work for your company in Lebanon? **Please provide HR chart**	
6	Are you able to provide separate invoices (during the same month) when VAT Exempt?	Yes☐ No☐
Customer References:		
7	Please provide names and contacts of 3 customers (Humanitarian NGOs) to whom you have recently provided the same kind of products/services	
8	Please provide names and contacts of 3 customers (public or private companies)	

	to whom you have recently provided the same kind of products/services	

Technical Capacity:

9	What is your core activity?	
10	List other products / services do you offer with their UNSPC codes. Code can be found here: https://www.unspsc.org/	
11	How many trainers work for your company in Lebanon?	
12	Are your trainers certified?	**Yes☐　　　　No☐** **Describe certification:**
13	Do you provide certificates to the attendees?	**Yes☐　　　　No☐**
14	What type of trainings you can provide?	**Theoretical☐　　　　Practical☐** **Both☐**
15	Are you able to adapt your training contents if required by the organization?	**Yes☐　　　　No☐**
16	How long in advance (number of days) you need to plan for a training?	
17	What is the **maximum** number of participants you can have per session?	Road Safety Awareness Training: Basic Hostile Environments Security Awareness Training:
18	What is the **minimum** number of participants you can have per session?	Road Safety Awareness Training: Basic Hostile Environments Security Awareness Training:
19	What is the proposed duration of the training in hours?	Road Safety Awareness Training: Basic Hostile Environments Security Awareness Training:
20	What are the topics of each of the training courses?	Road Safety Awareness Training:

	Please provide training catalogue/brochure if available	Basic Hostile Environments Security Awareness Training:
21	Delivery conditions: Can you deliver the trainings to venue locations in:	Akkar: Yes☐ No☐ Tripoli: Yes☐ No☐ Beirut: Yes☐ No☐ Tyre: Yes☐ No☐ Saida: Yes☐ No☐ Zahle: Yes☐ No☐

Subcontracting:

22	Which products/services do you generally subcontract to execute the trainings?	
23	Which products/services would you specifically subcontract for these trainings?	
24	What are the names and Registration numbers of the companies you would subcontract to? Please attach this information.	

Documentation:

25	Please provide the following: - An ownership certificate showing the owner's name - A copy of the Owner's Identity Card	

Financial Conditions:

26	What is the validity of your offer? (Minimum 90 days):	
27	If you get awarded the Contract, will you offer fixed prices for the duration of the contract (one year)?	
28	In which currency do you invoice your customers?	
29	When do you issue the invoice?	
30	When do you expect payment?	

	(Ideal terms of payment at 60 days after reception of the invoice)	
31	Which is the payment modality accepted?	