

## Section 1: Company details and General information

Name & core business	
Name of company	
Sector	
Description of core products and services	

Address details	
Office address	
Post/zip code	
City	
Country	
Telephone (incl. country code)	
Fax (incl. country code)	
Email	
Web site address	

Contact person (for communications regarding bids/proposals)	
Name	
Position	
Telephone (incl. country code)	
Email	

Parent company	
Full legal name of parent or holding company or group (if any)	

Subsidiaries and overseas representatives (State if partially, fully owned or agent and attach a list if necessary)

Business details	
Type: (e.g. Public limited company, Limited company, Sole trader, Partnership, Others (specify))	
Nature:	

(e.g. Manufacturer, Licensed distributor, Retail agent, Consulting firm, Wholesaler, Other (specify))	
Year established	
Registered (license) number & country of registration	
TAX / VAT ID number	
Number of permanent staff	
Names and titles of the individuals who will sign contracts on behalf of the company. <i>Provide an explanation or documentation showing their legal authorization to sign contracts on behalf of your company (eg. registration with commercial registry or similar authorization)</i>	

**Section 2: Financial information**

(Please attach a certified/audited copy of your latest Balance Sheet and Income Statement or your Annual report to Shareholders if available)

Annual figures	
Annual turnover for the last 3 years (year, currency, amount)	
Pre-tax profit for the last 3 years (year, currency, amount)	

Insurance details	
Employers liability (expires, currency, limit)	
Public/products liability (expires, currency, limit)	
Professional indemnity (expires, currency, limit)	

Bank details	
Bank name	
Address	
Swift / BIC address	
Bank account number	
IBAN (if any)	
Account holder name	

**Section 3: Others**

General questions
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Have you previously supplied any Medair sites (please list) ?	
Have you previously supplied any other NGO and if so, which ones ?	
Has your organization been convicted in the last 3 years of breaching any national or international legislation ?	
Acceptance of payment terms and other discounts: <ul style="list-style-type: none"> <li>- 30 days net</li> <li>- Prompt payment discount</li> <li>- Other discounts (specify)</li> </ul>	

If you have 50 or more employees worldwide the following additional questions are mandatory:

Environmental & Ethical policy	
Do you have a written health & safety policy	
Do you hold quality assurance accreditation to ISO standard (e.g. ISO9000 or its equivalent International or national certification for quality assurance). Please list any quality assurance certificates that have been issued to your company and provide a copy of your latest certificates.	
Do you have a written environmental policy	
Do you have a certified environmental management system (if yes, please specify)	
Do you have an equal opportunity policy	
Do you have a training & development policy	
Do you carry out supplier assessment programmes	
Do you subcontract/outsource production/support of goods or services (if yes, give details and company names/country)	

References (details of two sources we may contact to seek references in relation to services rendered by your business)	
Business name	
Address	
Contact name	
Telephone number	
Number of years providing goods/services to the business	
Goods/services provided	

Business name	
Address	
Contact name	
Telephone number	
Number of years providing goods/services to the business	
Goods/services provided	

<b>Certification</b>
<p>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. I am aware that any false presentation or omittance of the information required in this form entitles Medair to terminate the relation immediately upon notification to the supplier without any cost to Medair.</p> <p>By signing this forms I confirm that I or my company are not in any of the situation listed in Annex 1.</p> <p>I, the undersigned also understand that Medair is expecting me and my company to follow ethical business practices and be socially accountable as set up in Medair's Code of Ethics available in ANNEX 2 or <a href="https://www.medair.org/wp-content/uploads/2022/01/Medair-Code-of-Ethics.pdf">https://www.medair.org/wp-content/uploads/2022/01/Medair-Code-of-Ethics.pdf</a></p> <p>Name:</p> <p>Position:</p> <p>Date:</p> <p>Signature:</p>

**ANNEX 1**

- a. They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in a situation arising from a similar procedure provided for in national legislation or regulations.
- b. They have been convicted of an offence concerning their professional conduct by a judgment that has the force of res judicata (= a matter already settled in court, cannot be raised again).
- c. They have been guilty of grave professional misconduct proven by any means that Medair can justify.
- d. They have not fulfilled 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 they are established, or with those of the country of the contracting authority or those of the country where the contract is to be performed.
- e. They have been the subject of a judgment that has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity.
- f. They have been declared in serious breach of contract for failure to comply with their contractual obligations by another NGO.

**ANNEX 2**

<https://www.medair.org/wp-content/uploads/2022/01/Medair-Code-of-Ethics.pdf>