

## REQUEST FOR QUOTATION

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THIS IS NOT AN ORDER

**To:** ALL BIDDERS

**CTBTO Ref. No.:** 2025-0120/SANZ  
(PLEASE QUOTE ON ALL COMMUNICATIONS) 

**Tel. No.:** +43 (1) 26030-6350  
**E-mail:** procurement@ctbto.org

**Attn.:**

Phone:  
Fax:  
Email:

**Date:** 04 Aug 2025

**Title of Request:** Local Transportation Services for the IFE26 Preparatory Visit-2 and IFE26 Scenario Task Force Site Visit in the Republic of Namibia

**Deadline for Submission:** 19 Aug 25

**Vienna Local Time:** 17:00

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The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (hereinafter referred to as the 'Commission') hereby invites you to quote the following items as per conditions listed below.

<b>Item</b>	<b>Description and Requirements</b>	<b>Quantity</b>	<b>U/M</b>
1	STF transportation Field Vehicles and Drivers#Airport transfers	1	Lot
2	IFE26 Preparatory Visit transportation Field Vehicles and Drivers#Airport transfers	1	Lot

When preparing your quotation, please follow the attached instructions. You are kindly requested to complete and return the acknowledgement form by e-mail as soon as possible. If you have any questions you should contact the e-mail address indicated above. We look forward to receiving your quotation.

Yours sincerely,



Adam Rickard,  
Procurement Officer

### **ACKNOWLEDGEMENT FORM**

<b>Solicitation No:</b> 2025-0120 <b>Title:</b> Local Transportation Services for the IFE26 Preparatory Visit-2 and IFE26 Scenario Task Force Site Visit in the Republic of Namibia	<b>Closing Date:</b> 19 Aug 25 <b>Vienna Local Time:</b> 17:00
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**Procurement Staff:** Eileen Mccarron

**CTBTO Req. No.:** 0010027576

Please complete 'A' or 'B' or 'C'  
and Return

**WITHIN FIVE (5) DAYS**

THE PREPARATORY COMMISSION FOR THE  
COMPREHENSIVE NUCLEAR-TEST-BAN TREATY ORGANIZATION (CTBTO)

**by email to**  
procurement@ctbto.org

**A: We shall submit our proposal**

By: _____	Company Name: _____
(date)	Contact Name: _____
	Email/Tel: _____

**B: We may submit and will advise**

By: _____	Company Name: _____
(date)	Contact Name: _____
	Email/Tel: _____

**C: We will not submit a proposal for the following reason(s)**

- \_\_\_ our current workload does not permit us to take on additional work at this time;
- \_\_\_ we do not have the required expertise for this specific project;
- \_\_\_ insufficient time to prepare a proper submission;
- \_\_\_ other (please specify) \_\_\_\_\_

Company Name: _____
Contact Name: _____
Email/Tel: _____

## **INSTRUCTIONS TO BIDDERS**

<b>CONDITIONS</b>	
The Price	<p>The price quotation shall include costs and expenses incurred by the Supplier for the full and proper performance of all obligations under the contract (including travel, allowances, management and remuneration of the personnel, national income tax, medical, insurance and social security contribution, if applicable) and in line with a scope provided in the ToR.</p> <p>The quoted prices shall be firm and fixed.</p>
Currency	Please quote in EURO or US\$ only.
Taxes	<p>In principle the Commission is exempt from taxes. Since the arrangement under which such exemption is respected varies from country-to-country, the bidder will be informed by the Commission whether tax exemption will occur at source or whether taxes will be reimbursed by the Commission upon submission of the original supporting documentation. <b>“Taxes”</b> means all direct and indirect taxes (including value added tax, general sales tax or goods and services tax), assessments, fees, customs duties, liens and charges in as much as they are levied in conclusion or implementation of the purchase order, including customs restrictions and charges of similar nature in respect of articles imported or exported for the Commission’s official use.</p> <p>The price quoted shall be net of Taxes. All applicable Taxes payable by the bidder at the conclusion or implementation of the Purchase Order in respect of the goods/services shall be quoted separately or be separately identified on the Proposal together with information on the nature of the Tax and its method of calculation.</p>
Insurance	Insurance to be included in the quotation must be for All Risk, covering 110% of the cost of the equipment proposed, and from the date/place of the shipment to the date/place the delivery is completed. The insurance shall be in the name of the bidder and the Commission.
Validity of Quotation	Minimum 90 days as of the <b>Closing Date</b>
General Conditions	<p>General Conditions of Contract (See Annex A) incorporated herein by reference:</p> <p><a href="https://www.ctbto.org/sites/default/files/2022-09/CTBT_General_Conditions_of_Contract_08-10-2021_final.pdf">https://www.ctbto.org/sites/default/files/2022-09/CTBT_General_Conditions_of_Contract_08-10-2021_final.pdf</a></p>
Privileges & Immunities	Nothing in or relating to the Purchase Order shall be deemed to constitute an express or implied waiver of any Privileges and Immunities of the Commission.
Payment Terms	<p>Within 30 days of receipt and acceptance of the goods/services and of the following documents:</p> <p>(1) Invoice(s) showing the firm fixed price of the goods/services and delivery costs. The Supplier shall submit the invoice/s electronically, from the Supplier’s official e-mail address in PDF format, duly signed and stamped by the Supplier and submitted to <a href="mailto:Payable_Invoices@ctbto.org">Payable_Invoices@ctbto.org</a>. The invoice shall contain detailed banking instructions, including the name and address of the Supplier’s bank, account number, account holder’s name and SWIFT, IBAN and/or ABA codes for</p>

	<p>payment by electronic transfer and actual pre-paid transportation and insurance cost (if applicable);</p> <p>(2) Acknowledgement Copy of the Commission's Purchase Order with Supplier's signature; and</p> <p>(3) Any other relevant documents.</p> <p>Applicable Taxes payable by the Supplier and/or its subcontractor(s) shall be invoiced separately or be separately identified on the invoice. Actual payment of the Taxes must primarily be supported by original documentation such as invoices, bank account statements, transfer orders, or receipts issued by the local tax or customs authorities. If submission of such original documentation is not possible for justifiable reasons, their copies could be accepted by the Commission provided that they are duly signed and certified by local tax or customs authorities. In case the currency in which the Taxes are levied is not the currency of the Purchase Order, bank statements (or equivalent) showing the exchange rate used for the conversion shall be submitted to the Commission, in addition to any other supporting documentation.</p>
Other Documents	<p>Please submit, jointly with the Quotation, the following documents (attached hereto):</p> <ul style="list-style-type: none"> <li>- the Bidder's Statement, duly completed;</li> <li>- the Statement of Confirmation, duly signed;</li> <li>- the Supplier Registration Form, duly completed and signed.</li> </ul>

## OTHER INFORMATION

1. The Commission reserves the right to accept or reject bidder's quotation, partially or entirely, and to annul this procurement process at any time prior to award of the Purchase Order, without thereby incurring any liability to the bidder or any obligation to inform the bidder of the grounds for the Commission's action.
2. The bidder shall include in its quotation documentary evidence of its qualifications to perform the Purchase Order which shall establish to the Commission's satisfaction that the bidder has the financial, technical and production capability necessary to perform the Purchase Order in its entirety and to provide spare parts and other necessary on-going services as required.
3. The bidder shall bear all the costs associated with the preparation and submission of the quotation and the Commission shall not be responsible or liable for those costs, regardless of the conduct or outcome of this RFQ.
4. The bidder's price quotation shall be submitted in the English language, together with relevant technical literatures in duplicate, which shall also be in English.
5. The bidder's quotation shall be typed or written in indelible ink and signed by an official legally authorized to enter into contracts on behalf of their organization. The quotation shall not contain any inter-lineation, erasures or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be initialled by the person or persons signing the quotation.
6. The goods and services (if any) to be rendered under the Purchase Order shall have their origin in the States Signatories of the Comprehensive Nuclear-Test-Ban Treaty (CTBT) which is available in the CTBTO website at [www.ctbto.org](http://www.ctbto.org) under [Status of Signatures and Ratifications | CTBTO](http://www.ctbto.org/status-of-signatures-and-ratifications). For purposes of this paragraph, "the origin" means the place from where the materials, goods and/or from which the services are supplied.
7. Not later than 7 days before the deadline for submission of the quotations, any request for clarifications relating to the RFQ documents shall be emailed to [procurement@ctbto.org](mailto:procurement@ctbto.org), attention to Procurement Staff in charge of this matter referred to in the RFQ cover letter. If such requests are addressed to others or if additional information is obtained from others, it may lead to disqualification of the bidder. No requests for clarifications will be entertained after this time.
8. From the deadline for submission of quotation until the written notification of award, no bidder shall contact the Commission on any matter relating to its quotation, except when responding to a request from the Commission for clarification. Any effort to influence the Commission in its evaluation of the quotation(s) or its award decision shall result in the rejection of the quotation.
9. The Commission shall evaluate the compliance of the quotations with the RFQ requirements. Subject to its technical compliance, the quotations shall be examined for its contractual compliance and commercial acceptability. Based on the mentioned evaluation, the Commission will determine the quotation which is the "least costly technically acceptable". Deviation, if any, from the Commission's terms and conditions might be a factor in the decision of award. The Commission also reserves the right to split the award for this project if so deemed desirable.
10. In case of an award, the following documents shall govern the Purchase Order and in case of discrepancies or inconsistencies, the documents to prevail shall be given precedence in the following order:
  - (a) The Purchase Order
  - (b) The Commission's General Conditions (Annex A) [https://www.ctbto.org/sites/default/files/2022-09/CTBT\\_General\\_Conditions\\_of\\_Contract\\_08-10-2021\\_final.pdf](https://www.ctbto.org/sites/default/files/2022-09/CTBT_General_Conditions_of_Contract_08-10-2021_final.pdf)
  - (c) Terms of Reference (Annex B)
  - (d) The bidder's quotation (Annex C)

The quotation shall be submitted in writing to the email address below:

**[procurement@ctbto.org](mailto:procurement@ctbto.org)**

Bidders shall take note of the attached price schedule instructions when submitting the quotation.

Should there be items on our list that you cannot include in the quotation, we would appreciate you marking them, and returning the information to us, together with the names of any potential bidder(s) known to you. Please do this even if you cannot submit a quotation for any of the items and kindly don't forward the RFQ to any other parties without our knowledge.

Please confirm, within 5 working days, the receipt of this RFQ and your confirmation whether you will submit a quotation by the closing date mentioned herein.

**Attachments:**

- The Commission's Terms of Reference
- Statement of Confirmation
- Bidder's Statement
- Supplier Registration Form

**Please be informed that all open competitive tenders of the CTBTO are available on the Web.**

**For more information, please visit <http://www.ctbto.org/procurement>**

**Use of former Preparatory Commission for the CTBTO ("Commission") employees in the preparation of Quotations:**

A Bidder must not, in the absence of prior written approval from the Commission, permit a person to contribute to, or participate in, any process relating to the preparation of a Quotation or the procurement process if the person:

- a. At any time during the 12 months immediately preceding the date of issue of the Solicitation was an official, agent, servant or employee of, or otherwise engaged by the Commission;
- b. At any time during the 24 months immediately preceding the date of issue of the Solicitation was an employee of the Commission personally engaged, directly or indirectly, in the definition of the requirements, project or activity to which the Solicitation relates.

**BIDDER'S STATEMENT**  
**PLEASE STATE BELOW & SUBMIT WITH PROPOSAL**

Warranty period applicable (it shall be for a **minimum of 24 months**, starting from the acceptance of the goods/services by the Commission) – please tick below:

☐ For a two -year period ☐ For a period of .....N/A.....

**Note: The provisions of article 28 of the Commission's General Conditions of Contract apply to the services to be provided under the Purchase Order, wherever it is referred to "Goods" it shall read "Services".**

Quantity discount and early payment discount (if any):

Include documentary evidence of qualifications to perform the order, which shall establish to the Commission's satisfaction that the bidder has the financial, technical and production capability necessary to perform the order in its entirety and to provide spare parts and other necessary on-going services as required.

Included in this quotation : **Yes** ☐ **No** ☐

**Confirmation that the bidder has, the Commission's General Conditions of Contract, and agreed to all terms and conditions.**

**Yes** ☐ **No** ☐

**Remarks:**

With regards to the software provided with the equipment, state and confirm whether the software licenses are transferable to third parties, i.e. the Commission or the Commission's State Signatories (Member States).

**Yes** ☐ **No** ☐ **Not applicable** X

**Remarks:**

**Name:**

**Name & Title of Contact Person:**

**Signature & date:**

## PRICE SCHEDULE

1. The Price Schedule must provide a detailed cost breakdown for each item. Delivery costs, and other estimated costs (e.g. customs duties, VAT, etc.) shall be quoted separately.
2. Technical descriptions for each proposed item must provide sufficient detail to allow the Commission to determine compliance of Bid with specifications as per Terms of Reference of this RFQ.
3. Currency: Please quote in EURO or US\$ only.
4. The format shown below shall be used in preparing the price quotation. The format uses a specific structure that may or may not be applicable but is indicated to serve as an example only.

Price Schedule: RFQ for Goods/Equipment					
Item No.	Description of Item	Qty.	Unit	Cost per Unit	Total Cost per item
	Item 1				
	Item 2				
	Item X				
	Item Y				
	Item Z				
	TOTAL				
	OTHER COSTS (if any)				
	SUBTOTAL				
	Firm Fixed Delivery Costs*				
	Estimated Taxes, if applicable*				
	GRAND TOTAL (DDU or DDP as per the RFQ)				

SAMPLE ONLY

Signature of Bidder:

Date:

**\*Note:**

1. Please show costs for delivery and taxes separately.
2. Delivery costs shall include packing, handling, insurance, shipment, custom clearance and local delivery to final destination.
3. Applicable taxes, when authorized prior to the award of the order, will be reimbursed by the Commission on the basis of actual amounts paid and documented.
4. Make it clear that the quoted charge is **"Firm Fixed"**
5. Estimated costs (other than taxes) shall mean that the Commission shall pay the actual cost, not to exceed the estimate by more than ten (10) percent, in the event of an order.

## Annex B

### TERMS OF REFERENCE

#### Local Transportation Services for the IFE26 Preparatory Visit-2 and IFE26 Scenario Task Force Site Visit in the Republic of Namibia

#### INTRODUCTION

1. The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization with its headquarters in Vienna (hereinafter referred to as “the Commission”) is the international organization mandated to establish the global verification system foreseen under the Comprehensive Nuclear-Test-Ban Treaty (CTBT), which is the Treaty banning any nuclear weapon test explosion or any other nuclear explosions. The Treaty provides for a global verification regime, including a network of 321 stations worldwide, a communication system, an International Data Centre and On-site Inspections (OSI) to monitor compliance with the Treaty. Further information on CTBTO can be found at <https://www.ctbto.org/>
2. The Commission desires to engage one or more Contractor(s) (hereinafter referred to as a “Contractor”) for the provision of transportation services (hereinafter referred to as “Services”) in line with the requirements indicated in this Terms of Reference (hereinafter referred to as “ToR”).
3. These ToR describe the requirements for transportation services for two upcoming events:
  - IFE26 Preparatory Visit-2 in Windhoek and Swakopmund, Erongo Region, Namibia in September 2025; and
  - IFE26 Scenario Task Force Site Visit in Swakopmund, Erongo Region, Namibia in October 2025.

#### REQUIRED SERVICES FOR THE IFE26 PREPARATORY VISIT-2

4. The Contractor shall provide the following vehicles and drivers:

Vehicle/Service	Quantity	Dates	Duration	Location	Description
Standard Sedan or Medium-SUV, e.g. Toyota Corolla with driver.	5	24 to 26 September 2025	3 Days	Windhoek	<ul style="list-style-type: none"> <li>▪ Driver to be available 08:30-17:30 (local time)</li> <li>▪ Transportation to/from meetings around Windhoek.</li> </ul>
Transfer 16 pax and luggage from Windhoek to Swakopmund		27 September 2025, c.10h30 (local time)		Windhoek to Swakopmund	<ul style="list-style-type: none"> <li>▪ Cost-effective ground transport solution requested</li> </ul>
4WD DC Pickup 4 pax, e.g. Toyota Hilux, Ford Ranger, with driver.	5	28 to 30 September 2025	3 Days	Swakopmund	<ul style="list-style-type: none"> <li>▪ Driver to be available 08:30-17:30 (local time)</li> <li>▪ Transportation to/from meetings around Swakopmund/Walvis Bay</li> </ul>



					<ul style="list-style-type: none"><li>Field missions to Khan Valley</li></ul>
Standard Sedan or Medium-SUV, e.g. Toyota Corolla with driver.	1	28 September to 1 October 2025	3 Days	Windhoek	<ul style="list-style-type: none"><li>Driver to be available 08:30-17:30 (local time)</li><li>Transportation to/from meetings around Windhoek.</li></ul>

5. The Contractor shall provide the following airport transfers:

Service	Quantity	Date	Route
Minivan 6 pax, e.g. Toyota Quantum	2	23 September 2025, time tbc	Hosea Kutako Airport to Windhoek
Minivan 6 pax, e.g. Toyota Quantum	1	25 September 2025, time tbc	Hosea Kutako Airport to Windhoek
Minivan 6 pax, e.g. Toyota Quantum	2	1 October 2025, time tbc	Swakopmund to Walvis Bay Airport
Minivan 6 pax, e.g. Toyota Quantum	1	2 October 2025, time tbc	Windhoek to Hosea Kutako Airport

## REQUIRED SERVICES FOR THE IFE26 SCENARIO TASK FORCE SITE VISIT

6. The Contractors shall provide the following field vehicles and drivers based in Swakopmund:

Service	Quantity	Dates	Duration	Description
4WD DC Pickup 4 pax, e.g. Toyota Hilux, Ford Ranger, with driver	5	1 to 6 October 2025	6 Days	<ul style="list-style-type: none"><li>Driver available 08:30-17:30</li><li>Field missions to Khan Valley</li></ul>

7. The Contractor shall provide the following airport transfers:

Service	Quantity	Date	Route
Minivan 6 pax, e.g. Toyota Quantum	2	30 September 2025, time tbc	Walvis Bay Airport to Swakopmund
Minivan 6 pax, e.g. Toyota Quantum	2	7 October 2025, time tbc	Swakopmund to Walvis Bay Airport

## CONTRACTOR REQUIREMENTS

8. The Contractor shall be able to demonstrate experience working with United Nations, international organisations or comparable firms in providing similar services at a similar scale to those outlined in these TOR, within the last five (5) years.
9. The Contractor shall be able to demonstrate at least ten (10) years of experience of the provision of vehicles and qualified drivers, similar to those outlined in this ToR.
10. The quotations provided by the Contractor shall include fuel for vehicles based on reasonable use as outlined in the descriptions above.
11. The Contractor shall ensure that all vehicles provided:



- a. are roadworthy, equipped with functioning seat belts and fully insured;
  - b. are clean and are air-conditioned;
  - c. are promptly attended to or substituted in the event of a breakdown or servicing;
  - d. are refuelled out of working hours; and
  - e. are provided with first aid kits, warning triangles, high-visibility vests, fire extinguishers and other mandatory items in accordance with national laws and regulations.
12. The Contractor shall ensure that all drivers provided:
- a. are experienced and licensed in the vehicle category being driven;
  - b. are punctual and reliable;
  - c. are available to work between up to ten (10) hours per day;
  - d. shall possess clean driving licences, including public transport licences if required;
  - e. are familiar with principal routes in the Erongo Region;
  - f. can communicate in English and adhere to instructions or guidance provided;
  - g. drive in a safe manner and adhere to all national laws and regulations;
  - h. are briefed on the rules of convoy driving; and
  - i. are experienced in “off-road” driving.
13. It is the responsibility of the Contractor and/or driver to ensure that they have sufficient water and food for the duration of their working hours in order that they are able to remain with their vehicle during field activities. The majority of journeys shall be to remote areas with no opportunity to purchase food or water.

### **Flexibility**

14. The Contractor shall remain flexible to manage minor adjustments to the Services required (quantities, scheduling etc). These may be the result of external factors including revised flight schedules, cancellations and so forth. The Contractor is expected to respond promptly to such requests and confirm feasibility and revised costs, if any and as appropriate. The final invoice submitted by the Contractor shall reflect actual services delivered, with the cost of any additional services provided to be reimbursed thereafter.
15. In the event of unforeseen circumstances the Contractor shall propose alternative arrangements to ensure continuity of service with minimal disruption.

### **HEALTH, SAFETY AND SECURITY REQUIREMENTS**

16. The Contractor shall ensure that all services provided conform to national standards and regulations in the areas of health, safety and security. This includes inter alia, functioning fire suppression systems, emergency access routes, evacuation procedures, food preparation and hygiene.
17. The Contractor shall liaise with and adhere to any security guidance provided by the Commission, United Nations or responsible national authorities.

## STATEMENT OF CONFIRMATION

On behalf of (name of firm or organization): \_\_\_\_\_, I hereby attest and confirm that:

- a) The firm/organization possesses the legal status and capacity to enter into legally binding contracts with the Commission for the supply of equipment, supplies, services or work.
- b) The firm/organization is not insolvent, in receivership, bankrupt or being wound up, and not under administration by a court or a judicial officer, and that it is not subject to the suspension of its business or legal proceedings for any of the foregoing reasons.
- c) The firm/organization has fulfilled all its obligations to pay taxes and social security contributions.
- d) The firm/organization has not, and that its directors and officers have not, within the last five years been convicted of any criminal offense related to professional conduct or the making of false statements or misrepresentations as to their capacity or qualifications to enter into a procurement or supply contract.
- e) The Commission, in the event that any of the foregoing should occur at a later time, will be duly informed thereof, and in any event, will have the right to disqualify the firm/organization from any further participation in procurement proceedings.
- f) The firm/organization did not/will not attempt to influence any other bidder, organization, partnership or corporation to either submit or not submit a proposal/bid/quotation.
- g) The firm/organization will not, in the absence of a written approval from the Commission, permit a person to contribute to, or participate in, any process relating to the preparation of a Quotation/Bid/ Proposal or the procurement process if the person:
  - a. at any time during the 12 months immediately preceding the date of issue of the Solicitation was an official, agent, servant or employee of, or otherwise engaged by the Commission;
  - b. at any time during the 24 months immediately preceding the date of issue of the Solicitation was an employee of the Commission personally engaged, directly or indirectly, in the definition of the requirements, project or activity to which the Solicitation relates.
- h) Neither the organization/firm, its parent entities (if any), nor any of its subsidiary or affiliated entities (if any) have been identified on, or associated with any individual, groups, undertakings and entities identified on, the list established pursuant to the UN Security Council Resolution 1267 (Consolidated Sanctions List).<sup>1</sup>
- i) Neither the organization/firm, its parent entities (if any), nor any of its subsidiary or affiliated entities (if any) are subject to any form of sanction imposed by an organization or body within the United Nations System, including the World Bank.

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<sup>1</sup> The Consolidated United Nations Security Council Sanctions List can be found on the following website:  
<https://www.un.org/securitycouncil/content/un-sc-consolidated-list>

- j) Neither the organization/firm, its parent entities (if any), nor any of its subsidiary or affiliated entities (if any), is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral, or social development.
- k) Neither the organization/firm, its parent entities (if any), nor any of its subsidiary or affiliated entities (if any) will use the funds received under contracts/purchase orders with the Commission to provide support to individuals, groups, undertakings or entities associated with terrorism.
- l) The prices in the firm/organization's proposal/bid/quotation have been arrived at independently, without consultation, communication or agreement with any other interested companies, competitor or potential competitor with a view to restricting competition.
- m) The Commission shall have the right to disqualify the firm/organization from participation in any further procurement proceedings, if it offers, gives or agrees to give, directly or indirectly, to any current or former staff member of the Commission a gratuity in any form, an offer of employment or any other thing of service or value, as an inducement with respect to an act or a decision of, or a procedure followed by, the Commission in connection with a procurement proceeding.
- n) The Commission shall have the right to disqualify the firm/organization from participation in any further procurement proceedings if it does not disclose to the Commission any situation that may appear as a conflict of interest, and if it does not disclose to the Commission if any official or professional under contract with the Commission have an interest of any kind in the firm/organization's business or any kind of economic ties with the firm/organization.
- o) The firm/organization expressly agrees to abide by the United Nations Supplier Code of Conduct.<sup>1</sup>

Name (print): \_\_\_\_\_

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

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

Place (City and Country): \_\_\_\_\_

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

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<sup>1</sup> <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>

## VENDOR PROFILE FORM (VPF) – FOR PRODUCTS/SERVICES/WORK

1. Name of Company:		
2. Street Address:	3. Telephone:	
P.O. Box: City:	4. E-Mail:	
Zip Code: Country:	5. Website:	
6. Contact Person: <span style="float: right;">Title:</span>		
7. Legal Status (e.g. Partnership, Private Limited Company, Government Institution) PLEASE INCLUDE A COPY OF THE CERTIFICATE OF INCORPORATION		
8. Year Established:	9. Number of Employees:	
10. Gross Corporate Annual Turnover (US\$m)*:	11. Annual Export Turnover (US\$m)*:	
12. Type of Business/Products:    Manufacturer <input type="checkbox"/> Sole Agent <input type="checkbox"/> Supplier <input type="checkbox"/> Other <input type="checkbox"/> (please explain)		
13. Type of Business/Services/Work:    Engineering <input type="checkbox"/> Civil Work <input type="checkbox"/> Governmental Institution <input type="checkbox"/> Other <input type="checkbox"/> (please explain)		
14. References (your main customers, country, year and technical field of products, services or work): **		
15. Previous Supply Contracts with United Nations Organizations (over the last 3 years)**  <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <span>Organization:</span> <span>Value in US\$ Equivalent:</span> <span>Year:</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Organization:</span> <span>Value in US\$ Equivalent:</span> <span>Year:</span> </div>		
16. Summary of any changes in your company's ownership during the last 5 years:		

\* Please provide a copy of the most recent audited annual report and accounts. Note: Export includes services or work performed abroad or for foreign clients.  
 \*\* Please provide supplementary documentation on these items.

17. List of Products/Services/Work offered:	
Product/Service/Work #	Product/Service/Work Description

18. This section shall be **signed and stamped** by an official legally authorized to enter into contracts on behalf of your organization:

Name:	Title:	Signature:	Date:
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<b>Bank Details</b>  Bank Name:  Bank Address:  Exact Account Holder Name:	<b>Beneficiary Details</b>  Beneficiary Name: <small>(exactly as stated on bank statements)</small>  IBAN: <small>(if applicable)</small>  Account number:  SWIFT/BIC:  ABA/Sort Code:
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**Additional Details** (if applicable)  
  
 Correspondent bank:  
  
 Correspondent account number:  
  
 Correspondent SWIFT/BIC:  
  
 Tax Identification Number:

<b>FOR CTBTO USE ONLY</b>		
Evaluated By:	Initials	Date:
Updated By:	Initials	Date:
Remarks:		

\* Please provide a copy of the most recent audited annual report and accounts. Note: Export includes services or work performed abroad or for foreign clients.  
 \*\* Please provide supplementary documentation on these items.