

Annex 3 – Administration (Company Profile & Details)



Tender Reference:

CWW-SYR-CON-33312/44104-0523-WASH

SECTION 1 (GENERAL – COMPANY STRUCTURE)		
1	Name of Tenderer	
2	Company Name	
3	Email address	
4	Telephone Number	
5	Website Address (if applicable)	
6	Registered Company Address, including city and country Registered address of company	
7	Year Established	
8	Provide information on the Company Profile and current business activities. Include organizational chart	
9	Indicate your core activities, services and or product by reflecting the percentage of your business it represents. List all other products or services in the same manner: (Use extra pages if required).	
10	List the products and/or services provided by your Company (use extra pages if required) and advise whether you are a service provider, broker or agent of the services mentioned	
11	Names of 1. CEO 2. Managing Director 3. COO (Please provide copy of ID)	1. 2. 3.
12	Main Contact Person – Name and contact details	
13	Second Contact Person – Name and contact details	
14	Company Registration Details : License Number / Expiry Date	
15	How many years has your company been in business under its present name?	

16	Have you ever provided products, services or works to an NGO before? If yes, please specify the commodities/services/works supplied and date delivered	
17	Do you publish brochures/catalogues/price lists? If yes, please attach copies.	
SECTION 2 (FINANCIAL)		
18	What were your company's total sales for the past two years?	2021 2022
19	What was your company's net profit for the past two years?	2021 2022
20	What was your average sale size for 2019? Specify currency	Average Minimum Maximum
21	Has your company (either under current or previous name) ever been affiliated with any type of bankruptcy? If yes, provide details	
SECTION 3 (PRODUCTION & SUPPLY MANAGEMENT)		
22	Average total number of employees	
23	Submit 3 appropriate client references for contracts undertaken within the past 24 months that would be similar in nature to requirements. Please obtain approval from the referees that they may be contacted	Please use the Annex 4 to reply
SECTION 4 (QUALITY MANAGEMENT, SERVICE SUPPORT)		
24	Is there quality control for supply provision?	Yes No
25	Please explain these controls	
26	What facilities are used for inspection of Finished Goods/services/works	
27	Does your company hold an ISO certification or equivalent?	Yes No

28	If yes, please state date of certification	
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COMPANY DECLARATION

I, the undersigned, confirm that the information contained in this Annex 3 – Administration (Company Profile & Details) response is correct at the time of completion.

Any changes relevant to this requirement will be notified to the concerned without undue delay.

Signature: _____

Signed By: _____

Position: _____

Company Name: _____

Company Stamp: