

Vendor Bank Detail Form

Dear Sir,

Kindly complete Vendor Bank Detail Form as listed below and return it either to our office or e-mail to DILI.PROCUREMENT@wfp.org immediately. Thank you very much.

Sincerely yours,
Procurement unit
World Food Programme, Timor-Leste Country Office

Vendor/Supplier name: _____

Main Bank Account - ALL FIELDS MANDATORY

1. Name of Beneficiary: _____
2. Full Bank name: _____
3. Branch Name: _____
4. Full Bank Address: _____
(City/Country of the Bank to be specified) _____
5. SWIFT CODE (8 or 11 characters): _____
6. Bank Code (e.g. ABI, CAB, ABA No, Bank Number, Sort code, BLZ, etc.) _____
7. IBAN code (The international Bank Account Number (IBAN) is a European standard for numbering bank account). _____
8. Bank Account no. (must be in the name of the vendor). _____
9. Currency _____

Certified true and correct by

_____ (Signature)

Full name: _____

Date: _____

Company sealed _____

Second Bank Account (if applicable) - ALL FIELDS MANDATORY

1. Name of Beneficiary: _____
2. Full Bank name: _____
3. Branch Name: _____
4. Full Bank Address: _____
(City/Country of the Bank to be specified) _____
5. SWIFT CODE (8 or 11 characters): _____
6. Bank Code (e.g. ABI, CAB, ABA No, Bank Number, Sort code, BLZ, etc.) _____
7. IBAN code (The international Bank Account Number (IBAN) is a European standard for numbering bank account). _____
8. Bank Account no. (must be in the name of the vendor). _____
9. Currency _____

Intermediary Bank Account (if applicable) - ALL FIELDS MANDATORY

1. Name of Beneficiary: _____
2. Full Bank name: _____
3. Branch Name: _____
4. Full Bank Address: _____
(City/Country of the Bank to be specified) _____
5. SWIFT CODE (8 or 11 characters): _____
6. Bank Code (e.g. ABI, CAB, ABA No, Bank Number, Sort code, BLZ, etc.) _____
7. IBAN code (The international Bank Account Number (IBAN) is a European standard for numbering bank account). _____
8. Bank Account no. (must be in the name of the vendor). _____
9. Currency _____

Certified true and correct by

_____ (Signature)

Full name: _____

Date: _____

Company sealed _____

WFP Vendor Registration Form

Section 1: Company Details and General Information

1. Name of Company/Institution (full legal name):

2. Street Address:

3. P.O. Box and Mailing Address:

Postal Code:

City:

Country:

4. Tel (include country and area codes):

5. Fax (include country and area codes):

6. Email:

7. WWW Address:

8. Contact Name and Title:

9. Ownership and Parent Company (full legal name):

10. Name and Address of Subsidiaries, Associates and/or Overseas Representative(s) (attach a separate sheet if necessary):

11a. Nature of Business (please tick one box in each section):

Manufacturer:

Trader:

Authorised Agent:

Consulting Company:

Other (specify):

11b. Type of Business

Corporate/Limited:

Partnership:

Gov. Agency:

University:

Other (specify):

12. Year Established (under the name shown in 1):

13. Number of Full-time Employees:

14. Licence N°/State Where Registered:

15. VAT N°/Tax ID:

16. Technical Documents Available in:

English

French

Spanish

Russian

Arabic

Chinese

Other (specify)

17. Working Languages:

English

French

Spanish

Russian

Arabic

Chinese

Other (specify)

Section 2: Financial Information

18. Annual Value of Total Income for the Last 3 Financial Years:

Year ____: USD _____ million Year ____: USD _____ million Year ____: USD _____ million

19. Annual Value of Export Sales for the last 3 Financial Years:

Year ____: USD _____ million Year ____: USD _____ million Year ____: USD _____ million

20. Bank Name:

Swift/BIC Address:

Address:

21. Bank Account N°:

Account Name:

22. Please provide a copy of the company's annual or audited financial report of the last 3 years.
If available, please provide credit rating by Dun and Bradstreet or equivalent (specify which).

Section 3: Technical Capability and Information on Goods / Services Offered

23. If available, Quality Assurance Certification, e.g. ISO 9000 or National Standard. Provide a copy of your latest certificate.

24. International Offices/Representation (countries where the company has local offices/representation):

25. Please select from the list below your top 3-5 areas of activity by crossing the boxes

- | | |
|---|--|
| <input type="checkbox"/> Food & Nutrition consultancy | <input type="checkbox"/> Camping Equipment |
| <input type="checkbox"/> Food Processing Machinery | <input type="checkbox"/> Medical supplies & Consultancy |
| <input type="checkbox"/> Packaging Materials & equipment | <input type="checkbox"/> Office Administration related services |
| <input type="checkbox"/> Warehouses and warehouse equipment | <input type="checkbox"/> Media & Advocacy Consulting and training |
| <input type="checkbox"/> Light Vehicles and spare parts | <input type="checkbox"/> Legal Services & Consultancy |
| <input type="checkbox"/> Heavy vehicles and spare parts | <input type="checkbox"/> Agricultural tools Machines and Materials |
| <input type="checkbox"/> Road cleaning & Engineering equipment services & consultancy | <input type="checkbox"/> Ballistic Protection and security equipment |
| <input type="checkbox"/> Transportation services | <input type="checkbox"/> Port and railway equipment and services |
| <input type="checkbox"/> Shipping Services | <input type="checkbox"/> Office furniture and household items |
| <input type="checkbox"/> Fuel&Oil | <input type="checkbox"/> Banking and investment services & consultancy |
| <input type="checkbox"/> Fuel storage & Pumps | <input type="checkbox"/> Books and Periodicals |
| <input type="checkbox"/> IT equipment | <input type="checkbox"/> Publishing Services & Consultancy |
| <input type="checkbox"/> IT Consultancy | <input type="checkbox"/> Postal and courier services |
| <input type="checkbox"/> TC equipment | <input type="checkbox"/> Miscellaneous |
| <input type="checkbox"/> TC Consultancy | <input type="checkbox"/> Stationary & Paper |
| <input type="checkbox"/> Software & Software/WEB design & training | <input type="checkbox"/> Office consumables |
| <input type="checkbox"/> General electronics and photo equipment & Services | <input type="checkbox"/> Other |

Section 4: Experience

26. Recent contracts with the UN (see Note1) and/or other international aid organisations (attach a separate sheet if necessary). Please provide documentary evidence of such contracts is required, e.g. copies of purchase orders.

<u>Organisation</u>	<u>Value</u>	<u>Year</u>	<u>Goods/Services Supplied</u>	<u>Destination Country</u>
_____	USD _____	_____	_____	_____
_____	USD _____	_____	_____	_____
_____	USD _____	_____	_____	_____
_____	USD _____	_____	_____	_____
_____	USD _____	_____	_____	_____

27. To which countries has your company exported and/or managed projects over the last 3 years? Please list export markets, in particular development countries.

Section 5: Other

28. Does your company have a written statement of its environmental policy (see Note2) ? If yes, please provide a copy. Yes No

29. Is your company Electronic Data Interchange enabled? Yes No

30. Please list any disputes your company has been involved in with UN Organisations over the last 3 years:

31. List any national or international trade or professional Organisations of which your company is a member:

32. 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

Functional Title

Signature

Date

The legal agreement between the supplier and the organisation within the UN System shall be defined in the purchase order/contract and any associated contract(s) between the supplier and the UN organisation. Information provided to the supplier in association with the registration is provided for reference only, and in no case shall take precedence over terms in the purchase order/contract or the associated contract(s).

Please be informed that WFP has decided not to do business with companies or any of their affiliates or subsidiaries, which engage in any practice inconsistent with the rights set forth in the convention on the Rights of the Child, regarding certain protection applicable to children performing work, or engage in the sale or manufacture of anti-personnel mines, or any significant component produced primarily for the operation thereof.

Note 1: Organisations in the UN system are UN; UNCTAD; UNEP; UNCHS(Habitat); UNICEF; UNDP; WFP; UNHCR; UNRWA; UNFPA; UNOPS; UNU; ILO; FAO; UNESCO; ICAO; WHO; WB; IMF; UPU; ITU; WMO; IMO; WTO; WIPO; IAPSO; IFAD; UNIDO; IAEA; ITC; ECA; ECE; ECLAC; ESCAP; ESCWA.

Note 2: The Earth Summit, held in Rio de Janeiro in 1992, emphasised the necessity to protect and renew the earth's limited resources. Agenda 21 was adopted by 178 governments and lays an emphasis for the UN to exercise leadership, i.e. towards promoting environmental sensitive procurement policies for goods and services.

Please return completed form to:

World Food Programme

UN House – Caicoli Street

Dili, Timor-Leste

PO. Box No. 133

Telephone: 3310 503 & 3310 559

Attn. Supplier Registration - Procurement Unit

Instruction / additional requirements:

1. The form should be completed and returned to the World Food Programme office **by 30 November 2019**, in a sealed envelope containing the following documents:
 - Copies of legal Registration documents and evidence of latest Tax/VAT clearance
 - Company Profile-General information about the firm and its product/services
2. Prospective suppliers must have a minimum of two years' experience / establishment in their line of business.
3. Financial standing as evidenced by submitting the last three years audited accounts or its equivalent.
4. WFP payment terms are within 30 days after delivery.
5. This EOI does not constitute an Invitation to Bid for any tender conducted by WFP.
6. Only pre-qualified supplier will be conducted by WFP for further pre-selection process
7. Interested suppliers and service providers seeking more information can contact WFP Timor-Leste at the following mobile phone no:
+670 78649334 – Maria Belo
8. In the light of its Gender Equality and Women's Empowerment Policy, WFP encourages women suppliers and service providers to apply for its vendor roster.