

# United Nations Nations Unies

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## REGISTRATION ACCORDING TO UNON REQUIREMENTS

In accordance with the UN Regulation & Rules, it is PTSS/UNON's policy to consider the following minimum condition in order to qualify for the registration in the UNON Vendor Roster:

- The products/services the company offers are of interest to UNON;
- The company has been in business for a minimum of 5 years for the services you are offering;
- The company is financially secured;
- The UNON's Supplier Registration Form is duly and fully completed and signed;
- List of reference sources (contact name and fax numbers) to which your company has provided goods/services over the past twelve (12) months.
- The required audited accounts for the last 3 years and all other relevant information such as, brochures, company profile, registration certificates etc. are attached;
- The company's Dun & Bradstreet (D&B) rating or equivalent, without which, we reserve the right to conduct a D&B credit reference check directly;
- The Company's ISO certification or equivalent

Application, which does not meet this minimum requirement, will not be retained nor acknowledged. If you qualify for the registration, you will be informed accordingly and you will be on our roster for a period of three years.

**PLEASE REMEMBER TO INDICATE THE APPLICABLE UNITED NATIONS COMMODITY CODES (UNCCS)**





## Section 4: Experience

27. Recent Contracts with the UN and/or national government:

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

28. To which Countries has your Company exported and/or managed Projects over the last 3 Years?

## Section 5: Other

29. Please list any current legal disputes in which your company may be involved.

30. List any national or International Trade or Professional Organisations of which your Company is a Member.

31. 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

NOTE: Please be informed that a number of Procuring Entities of the UN System have 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 of manufacture of anti-personnel mines, or any other significant component produced primarily for the operation thereof.

**Please return completed form to:**  
**The Chief,**  
**Procurement, Travel and Shipping**  
**Section, UNON**  
**P.O.Box 67578-00200, Nairobi**  
**Kenya**  
**Tel: 254 2 7624552**  
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