

Organisation for the Prohibition of Chemical Weapons

SUPPLIER REGISTRATION FORM



Section 1: Company Details and General Information

1. Name of Company:	
2. Street Address:	3. P.O. Box and Mailing Address:
Postal Code: City:	
Country:	
4. Tel:	5. Fax:
6. Email:	7. WWW Address:
8. Contact Name and Title:	
9. Parent Company (Full legal Name) :	
10. Subsidiaries, Associates and/or Overseas Representative(s) - (attach a List if necessary):	
11. Type of Business (Mark one only): Corporate/ Limited <input type="checkbox"/> Partnership <input type="checkbox"/> Other (specify): <input type="checkbox"/>	
12. Nature of Business: Manufacturer <input type="checkbox"/> Authorised Agent <input type="checkbox"/> Trader <input type="checkbox"/> Consulting Company <input type="checkbox"/> Other (specify) <input type="checkbox"/>	
13. Year Established :	
14. Number of Full-time Employees:	
15. Licence no./State where registered:	
16. VAT No./Tax I.D:	
17. Technical Documents available in: English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Russian <input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Other (specify) <input type="checkbox"/>	
18. Working Languages : English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Russian <input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Other (specify) <input type="checkbox"/>	

Section 4: Experience

28. Recent contracts with the UN and/or other International Organizations:

<u>Organization:</u>	<u>Value:</u>	<u>Year:</u>	<u>Goods/Services Supplied:</u>	<u>Destination:</u>
_____	EUR _____	_____	_____	_____
_____	EUR _____	_____	_____	_____
_____	EUR _____	_____	_____	_____
_____	EUR _____	_____	_____	_____
_____	EUR _____	_____	_____	_____

29. To which countries has your company exported and/or managed projects over the last 3 years?

Section 4: Other

30. Does your Company have a written Statement of its Environmental Policy? (If yes, please attach a Copy)

Yes No

31. Please list any Disputes your Company has been involved in with UN or International Organizations over the last 3 Years:

32. List any National or International Trade or Professional Organizations of which your Company is a Member.

33. Certification: I, the undersigned, hereby accept the OPCW General Terms and Conditions, a copy of which has been provided to me and 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:

Please return completed form (e-mail, fax or mail) to:

ORGANISATION FOR THE PROHIBITION
OF CHEMICAL WEAPONS
Attn. Head, Procurement
Johan de Wittlaan 32
2517 JR The Hague
The Netherlands

e-mail: procurement@opcw.org
fax: +31 (0)70 4163132

INSTRUCTIONS FOR COMPLETION

The form should be typewritten in uppercase and completed clearly and accurately ensuring that all questions are answered. The numbers below correspond to item numbers on the registration form:

1. Full name of company.
2. Full street address.
3. Full mailing address (including P.O. Box, if any).
4. Telephone number, including correct country and area codes.
5. Fax number, including country and area codes.
6. Email address.
7. WWW Address.
8. Provide name of person (including title) or department to whom correspondence should be addressed.
9. Full legal name of parent company, if any.
10. Please provide, on a separate sheet if necessary, names and addresses of all subsidiaries, associates and overseas representatives if any.
11. Please tick one box. If the last box is ticked, please specify.
12. Please tick one box. If the last box is ticked, please specify. If the company is a manufacturer of some products and a trader/agent of others which they do not manufacture, both boxes should be ticked.
13. Indicate the year in which the organization was established under the name shown in Item 1.
14. Indicate the total number of full-time personnel in the company.
15. Provide the license number under which the company is registered, or the State where it is registered.
16. Provide the VAT number or Tax I.D. of the company.
17. Please tick the boxes for which languages the company is able to provide technical documents.
18. Please tick the boxes for which languages the company is able to work in.
19. Provide the total annual sales for the organization for the last 3 financial years in EUR millions.
20. Provide the total export sales for the organization for the last 3 financial years in EUR millions.
21. Provide the full name, address and SWIFT address of the bank used by the company.
22. Provide the company's bank account number and the account name.
23. Please provide a copy of your most recent annual report or audited financial report. If available, provide a rating by Dun and Bradstreet or equivalent (specify which).
24. List any Quality Assurance Certificates (e.g. ISO 9000 series) that have been issued to your company and provide a copy of the latest certificates.
25. List all countries where the company has local offices or representation.
26. Indicate whether the company's products conform to national/international standards. If yes please attach copies of the certificates.
27. Please list up to 15 of the core goods/services offered. If available, provide the UNCCS code and describe them according to the UNCCS description. A list of codes and descriptions used by the OPCW is attached. For each item, list the National/International Quality Standard to which it conforms.
28. Enter the name(s) of UN or international organizations which your company has dealt with recently. Provide the value and the year of the contract, the goods/services supplied and the country of destination of each contract. If you have had more than 5 of such contracts, please attach a separate sheet indicating the others. Documentary evidence of such contracts is required, e.g. copies of purchase orders. Organizations 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.
29. List export markets, in particular, all developing countries to which your company has exported over the last 3 years.
30. 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.a. towards promoting environmental sensitive procurement policies for goods and services. Please indicate whether your company has a written statement of its Environmental Policy and, if so, please provide a copy.
31. List all disputes with UN or international organizations which your organization has been involved in over the last 3 years. If more space is required, please use a separate sheet.
32. Provide details of all national and international trade or professional organizations to which your company belongs.
33. Please read the enclosed OPCW General Terms and Conditions carefully, as signature of the form signifies acceptance. The form should be signed by the person completing it and their name and title should be typed, along with the date.

Standard UNCCS Codes used by OPCW

UNCCS Code	Description
322310	Books/Journals
388504	NBC Detection Equipment
388505	NBC Suits
388506	NBC Respirators
388507	Decontamination Equipment
450000	Office, Accounting, and Computing Equipment/Supplies
458000	Computer Software
470000	Audio-Visual Equipment
482281	Chemical Detection Equipment
611000	Services - General Building Maintenance (location: The Hague, NL)
613100	Services - Office, Computer and Communication Equipment Maintenance & Repair
712100	Services - Freight Forwarding
753200	Services - Inspection and Testing of Equipment

UNCCS Codes are found on the [UN Global Marketplace Website](#)