**Questionnaire for Tender**

**All requested information will be treated confidentially**.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Company name** |  | | | | |
| **Address** | Street + house number | | | City / District | Zip code |
| **Owner(s)** | Name | | | First Name | |
| **Tax and registration no.** | Tax number | | | registration number | |
| **Legal form of Company** | Ltd., Inc.,.. | | |  | |
| **Contact person** | Name | | | First Name | Contact information  Phone:  E-Mail: |
| **Which goods or services does the company offer?** |  | | | | |
| **Have you already worked with NGOs?** | Yes | No | If yes: Name(s) | | |
| **Annual Turnover for the last 12 months** |  | | | | |
| **Number of employees** |  | | | | |
| **Average delivery time of goods offered** |  | | | | |
| **Standard terms of payment** |  | | | | |
| **Do you offer support services for the goods provided** | Yes | No | If yes, please specify: | | |
| **Do you give a guarantee for your goods /services?** | Yes | No | If yes, how long and in which scale: | | |
| **How do you ensure the quality of the products/services offered?** | Sample inspection  Quality agreements  Product know-how  Supplier visits  Reference check  Work trials  Others: | | | | |
| **Do you offer a standard price list for your goods/services?** | Yes | No | Attached to file | | |
| **Are there ties between you and any employee of Union Aid?** | Yes | No | If yes, whom and in which relationship: | | |

WE DECLARE, that

* the information given above is correct
* our products and/or services are produced without the labor of children below age 15.
* we fulfil, have fulfilled, and will fulfill our obligations regarding the payment of any applicable taxes, duties, charges, and social contributions etc. related to the products or services provided.
* there are no international sanctions against the owner/s and or company in place.

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Date Signature