

SUPPLIER REGISTRATION GUIDE

IMPORTANT INFORMATION

1. To be considered for registration, it is important that potential suppliers provide correct information. In order to fulfil registration requirements, please return:
 - a. The signed completed UN Registration Form;
 - b. The signed completed Prerequisite for Eligibility Disclosure Form;
 - c. The signed completed Bank Information Form (Afghan firms need to provide local currency account details, not USD);
 - d. Accompany Bank Information Form with a copy of latest bank statement showing the same details as per the Bank Information Form;
 - e. Copy of certificate of incorporation (privately held companies only) or business registration;
 - f. Financial Documentation: Please attach an audited and certified copy of your financial statements for the last three years i.e. Balance Sheet and Income Statement (privately held companies); **or** copy of your signed income tax return (US applicants only); **or** you Annual Report to Shareholders (publicly traded companies);
 - g. Copy of Company profile (general information about the firm and its products/services; Copy of Quality Assurance Certification;
 - h. Copy of Certificate of Manufacturer authorising your firm to offer the products indicated;
 - i. Attach a list of reference sources for services rendered by your firm within the last twenty-four (24) months. The list must include full addresses, telephone numbers, facsimile numbers, names, title of contact person/s and email address. Letters of reference from at least three (3) clients to whom your firm has provided goods/services over the past twenty-four (24) months should be attached if available.

The supporting documentation needs to be provided in .pdf format

2. Company name indicated on the UN Registration Form and company bank account name as indicated on the Bank Information Form need to match the Certificate/Business Registration.
3. Prospective Suppliers must have a minimum of two (2) years' experience/establishment in their line of business. Prospective Suppliers who do not meet the minimum two (2) years' experience/establishment **may not** proceed with UN Registration, please contact: unama-procurement@un.org to provide further feedback.

4. **Selection of Goods and Services from:** UNAMA uses the UNCCS ([United Nations Common Coding System](#)) codes to search suppliers for bidding opportunities. It is important for vendors to note only the most relevant goods/services provided by your company. Traders or Agents will be required to provide Manufacturer's Certificates confirming your company is able to trade as per list indicated. Therefore, vendors are encouraged to prioritize and limit their selection of goods/services to ensure that their "core" goods and/or services are fully represented.
5. **Change of Company Status/Information:** When the status of your company changes from the time of registration, you are required to contact unama-procurement@un.org and submit the most current and valid copy of the document issued by your public authority that confirms said status without delay.
6. **Invitations to tendering exercises:** Submitting a UN Registration does not mean that you will be automatically included in the Database. Registration will depend on the result of the evaluation. UNAMA will attempt to include all registered vendors in vendor solicitations for each commodity category.
7. **Registration Assistance and Support:** If you require further assistance in completing the registration requirements, please forward your inquiry to UNAMA Procurement at this e-mail address: unama-procurement@un.org
8. **Meeting the Registration Criteria:** It is highly recommended that your company prepare in advance to meet the registration criteria in order to efficiently process your application. Depending on the Level of Registration being applied for, the documents listed below under Levels 1 through 4 should be submitted with your registration.

UN Vendor Registration Criteria

In order to be fully registered on the United Nations vendor roster, vendors must provide the information and documents listed below depending on the Level of Registration (the level of contractual value per transaction that the vendor contemplates to undertake with the UN) selected by the Vendor.

The criteria is as follows:

LEVEL 1 (Estimated Contract Award less than US \$200,000)

1. MANDATORY: Basic vendor information (name, owners, address, contact information, telephone, e-mail, etc.).
2. MANDATORY: Current certificate of incorporation or equivalent document verifying legal status/capacity.
3. MANDATORY: Three letters of reference or a list of at least three independent, non-affiliated clients/companies whom you have conducted business with over the last year. In addition, it is a mandatory requirement that vendors wishing to register are required to have a minimum of two (2) or three (3) years of demonstrated experience in the specialized field of service.

LEVEL 2 (Estimated Contract Award US \$200,000 to less than US \$1 MILLION)

Criteria 1-3 identified above; and.

4. MANDATORY: Names of: owner(s) and principals (including parent company, subsidiaries/affiliates, CEO/Managing Director, and those with controlling interest, if applicable) and any former corporate incarnation.
5. MANDATORY: The names of intermediaries, agents and/or consultants, (if any) used in relation to United Nations contracts or bids/proposals.
6. MANDATORY: Certificate of quality standards you adhere to and evidence of quality control programme (ISO certification or equivalent).
7. MANDATORY: Financial documents (audited/certified financial statements or equivalent) for the last three years.

LEVEL 3 (Estimated Contract Award US \$1 MILLION to less than US \$5 MILLION)

Criteria 1-7 identified above; and

8. MANDATORY: Documentation and information to demonstrate sufficient production and export capacities and international scope of operation to supply regional or international markets including proof of exports such as shipping/freight documents or relevant licenses to operate business.

LEVEL 4 (Estimated Contract Award US \$5 MILLION and Above)

9. MANDATORY: A copy of the applicant's Code of Ethics and/or Anti-Fraud Compliance Programme, or equivalent.
10. OPTIONAL: Evidence of the applicant's policies on sustainable procurement practices and/or environmental risk assessment report (ISO 14000 certification, Global Compact ENVP principles, or equivalent).

9. The United Nations, on the basis of the financial soundness of the supplier, experience and relevance of the goods or services offered, will evaluate each complete application. Kindly return the aforementioned signed forms and all supporting documentation to:

**United Nations Assistance Mission in Afghanistan (UNAMA)
C/O United Nation Operation Center in Afghanistan (UNOCA)
Industrial Zone, Jalalabad Road
Kabul, Afghanistan**

Attn: Vendor Registration Officer

Email: unama-procurement@un.org
Facsimile (via New York): [212]- 963-2669
Facsimile (via Italy): 0039 - 0831 - 24-6278