

**HANDICAP INTERNATIONAL FEDERATION (HI) CAMBODIA - CALL FOR INTEREST 2020**

**Supplier Questionnaire**

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| **Company Name:**  |  |
| **Address:**  |  |
| **Sales Contact Person:** |  |
| **Phone Number:**  |  |
| **Email:**  |  |
| **Date of submission:** |  |

1. Detail of the products and/or services that the supplier is seeking to provide HI with:
2. Is the supplier registered in the country? Please provide a copy of the business registration.
3. Is the supplier part of an international corporation? Please detail the link (headquarters / subsidiary) and list the other manufacturing and commercial sites, in country and abroad.

1. When was the company established in the country? When was the headquarters created?
2. What is the supplier’s yearly income over the last 3 years? What is the Group (if any) yearly income? What is the profit and loss ratio over the last 3 years?
3. How many employees are working for the supplier locally? and abroad?
4. Is the supplier’s manufacturer of the products located in Cambodia?
* If yes, please detail: where is the manufacturing site? What is the production capacity?
* If not, please briefly present the distribution channel and precise if the supplier is an official reseller for these products? Please provide a copy of dealer registration
1. Is the supplier able to provide Certificates of Origin for his products?
2. Has the supplier already worked with one of HI entity? Please detail what HI entity it was, the period, the type of products / services sold, the volumes and amounts?
3. Does the supplier supply other organization (UN/NGOs or private sector)? Attach client list and request at least three customer references (customers should be from humanitarian sector and/or buy similar product).

1. Does the supplier have:
* Quality management policy?
* National quality certification?
* International quality certification?

Please provide copies of the documents.

1. Does the supplier have product stocks? Where are they located? What is the average stock level?
2. What is the warranty given by the supplier on his product (if applicable)?

1. Are the spare parts for the product available?

1. Can the supplier provide maintenance/service facilities/technical specialists?
2. What are the common payment methods?

17. Does the supplier have “Protection of beneficiaries from sexual exploitation, abuse and harassment Policy”, “Child Protection Policy”, “Code of Conduct”

**Additional question for drugs suppliers:**

18. Is the supplier able to provide manufacturer’s international quality certificates?

19. Is the supplier able to provide manufacturer’s certificates of analysis (per batch)?

20. Is the supplier able to provide certificates of analysis done locally?

**HI appreciates the suppliers’ efforts in responding to these questions. It helps HI to identify potential suppliers and facilitate/speed up the supplier selection process. Please note that the completion of this questionnaire does not equate to any contractual link between HI. HI may, but is not obligated to send restricted tender announcements and / or request for quotations to companies who completed this questionnaire.**