



United Nations Population Fund (UNFPA)
Bldg. No. 10, Fatmeh Idriss Lane Al-Ghazzawi St.
West Villas, Mezzeh, Damascus, Syria
Tel: +963- 6121659 /6113764
Fax: +963 11 611-3783
Website: www.unfpa.org

Annex- 3 Bidder Identification Form

1. Organization

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| Company/Institution Name | |
| Address, City, Country | |
| Telephone/FAX | |
| Website | |
| Date of establishment | |
| Legal Representative: Name/Surname/Position | |
| Legal structure: natural person/Co. Ltd, NGO/institution/other (please specify) | |
| Organizational Type: Manufacturer, Wholesaler, Trader, Service provider, etc. | |
| Areas of expertise of the organization | |
| Current Licenses, if any, and permits (with dates, numbers and expiration dates) | |
| Years supplying to UN organizations | |
| Years supplying to UNFPA | |
| Production Capacity | |
| Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the bid) | |
| Commercial Representatives in the country: Name/Address/Phone (for international companies only) | |



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|--|--|
| Contact details of commercial banks and names of contact persons from whom UNFPA could seek feedback | |
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2. Quality Assurance Certification

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| International Quality Management System (QMS) | |
| List of other ISO certificates or equivalent certificates | |
| Presence and characteristics of in-house quality control laboratory (if relevant to bid) | |

3. Expertise of Staff

| | |
|--|--|
| Total number of staff | |
| Number of staff involved in similar supply contracts | |

4. Contact details of persons that UNFPA may contact for requests for clarification during EOI evaluation:

| | |
|---------------------------|--|
| Name/Surname | |
| Telephone Number (direct) | |
| Email address (direct) | |

P.S.: This person must be available during the next two weeks following receipt of bid