



Mekong River Commission

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Ban Sithane Neua, Sikhottabong District, Vientiane 01000, Lao PDR
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SUPPLIER PROFILE FORM

All pages to be completed by Supplier and submitted to MRC

It should be understood that falsified or misleading information could result in disqualification of the company as a registered potential supplier for MRC
Requested information is for MRC's internal use only and will be treated as confidential.

Mekong River Commission (MRC) is an international river basin organization built on a foundation of over 50 years of knowledge and experience in the region. On the 5th of April 1995, Cambodia, the Lao PDR, Thailand, and Viet Nam, signed the "Agreement on the Cooperation for the Sustainable Development of the Mekong River Basin". The 1995 Mekong Agreement is an inter-governmental treaty and the MRC is an inter-governmental body created to serve the Mekong countries in realizing their desires for economic prosperity, environmental soundness and social equity.

MRC reserves the right to terminate any contract unconditionally and without liability in the event that the supplier is discovered to be in non-compliance with the national labor laws.

The supplier guarantees that neither the supplier's company, nor any of its affiliates, nor any subsidiaries controlled by the supplier's company, is engaged in the sale or manufacture of anti-personnel mines or of components utilized in the manufacture of anti-personnel mines (taken in its broader definition). The supplier recognizes that a breach of this provision will entitle MRC to terminate its contract with the supplier.

I, representing the Company, acknowledge and ensure the Company's compliance with the above statements:

Name and Title: _____

Signature: _____

Date: _____

Company name: _____

(please TYPE or PRINT) (attach additional pages if space in columns is not enough - but information must be provided in the following sequence for all columns) :

General Information (please provide all documentation with English translation)

1 Name of Company : _____

1.1 Full address: _____

Street _____

Postal code _____ City: _____
State/County/Region _____
Country _____
P.O Box _____ City: _____ Postal code: _____
1.2 Tel (incl. country code): _____
1.3 Fax/Telex (incl. country code): _____
1.4 Email address: _____
1.5 Website: _____

1.6 Contact person authorized to deal on your behalf:

Name Title Email address Direct Telephone number _____

1.7 Year established: _____ **1.8 No. of full-time employees :** _____

1.8 Legal registration of the company – Please provide documentation of legal registration.

1.9 Name change -- Please provide documentation of name change, if applicable.

1.10 Type of organization (Mark one X only).

State Enterprise: Private Company: Other (Please specify):

1.11 Activity category, mark X where applicable percentage business to annual sales

Manufacturer: -----

Consultant: -----

Trading company: -----

Forwarder: -----

Authorized agent: -----

Other (please specify): -----

Total of the above 100 %

1.12 If Agent/Trading House, do you hold sole/exclusive rights/license? Y / N

(If yes please state name and address of Principals and attach documentation):

1.13 Number of years with export sales: _____

2. Parent Company (if applicable): _____

2.1 Address: _____

2.2 Legal relationship of the parent company to the company

2.3 Year established: _____

2.4 Website: _____

3. Previous export/import contracts (during the last 2 years) with United Nations/International, Governmental or Non-Governmental Organizations/Private Sectors, for below products/services:

(provide references):

Contract: Date Value Product Destination Organization Name/address.

ref. no.

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____

3.1 Products/services offered:

Please tick off the material group your product/products fall under. To get a detailed listing of

specific products within the groups as following;

Renovation/Construction works		
IT Equipment & accessories		
Laboratory/medical Supplies		
Printing Services		
Stationery Supplies		
Toner Supplies		
Any other products		

3.2 Storage/warehousing capacity (In square meters if applicable): _____

3.3 Size of production plant(s) (In square meters if applicable): _____

3.4 Local representation: (Please attach list of countries where your local representative will provide warranty services on products/services purchased from you - provide complete addresses (of your subsidiaries/agents)

Other Information

4. Approved Standards (ISO & etc): _____
(Certificates of approval to be attached)

4.1 Does your company have a statement on quality policy?
(Circle as applicable) Y / N if yes, kindly attach a copy.

4.2 Authorized contact person regarding Quality control:

Name: _____
Title: _____
Telephone: _____
Email: _____

4.3 Membership of National / International Associations?
(Circle as applicable) Y / N (if yes, please enclose list of names)

4.4 Does your company have social accountability policy?
(circle as applicable) Y / N (if yes, please provide copy of relevant document)

4.5 Does your company have a documented environmental policy?
(circle as applicable) Y / N (if yes, please attach a copy of relevant document)

I hereby certify that the information provided above and in all the annexes is correct and that no person in any connection with this establishment, as a supplier for providing material, supplies or services, or as a principal or employee, is employed by MRC, or barred by MRC. I also understand that falsified or misleading information could result in disqualification of the company as a registered potential vendor for MRC.

Name: _____ **Date:** _____

Title: _____ **Signature:** _____