

Annex A – General Information

This form is mandatory for all submissions to the expression of interest. Companies not providing this information shall not be considered for the shortlist.

**Full Company Name
(As in incorporation documents)**

Fantasy name (if the company uses a different commercial brand)

A. Basic Contact Information

Headquarters	Address (Including PO Box, if any)		Country	
	Phone Number		Email Address	
Representation office in Somalia (if different)	Address (Including PO Box, if any)			
	Phone Number		Email Address	

B. Shareholder Structure

Name	Occupation	Nationality	% of Holdings

C.1 Registration, Licensing, and tax compliance certificate

Date of Incorporation		Certificate of Incorporation Number		A copy of the certificate of incorporation needs to be provided
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Tick all Federal Member States where the company can legally work:

Galmudug Hirshabelle Jubaland Puntland South West Somaliland Region

State/Region	License Number	Date of Validity	Types of business covered by the license
Galmudug			Transport & Handling <input type="checkbox"/> Custom & Freight Forwarding <input type="checkbox"/> General Trade & Construction <input type="checkbox"/> Others <input type="checkbox"/>
Hirshabelle			Transport & Handling <input type="checkbox"/> Custom & Freight Forwarding <input type="checkbox"/> General Trade & Construction <input type="checkbox"/> Others <input type="checkbox"/>
Jubaland			Transport & Handling <input type="checkbox"/> Custom & Freight Forwarding <input type="checkbox"/> General Trade & Construction <input type="checkbox"/> Others <input type="checkbox"/>
Puntland			Transport & Handling <input type="checkbox"/> Custom & Freight Forwarding <input type="checkbox"/> General Trade & Construction <input type="checkbox"/> Others <input type="checkbox"/>
South West			Transport & Handling <input type="checkbox"/> Custom & Freight Forwarding <input type="checkbox"/> General Trade & Construction <input type="checkbox"/> Others <input type="checkbox"/>
Somaliland Region			Transport & Handling <input type="checkbox"/> Custom & Freight Forwarding <input type="checkbox"/> General Trade & Construction <input type="checkbox"/> Others <input type="checkbox"/>

D. Senior Management Structure

Position	Name	Email	Phone Number
General Management/CEO			
Financial Management/CFO			
Operations Management/COO			

Number of full-time staff in Head office and worldwide.	Less than 10 <input type="checkbox"/> 11- 20 <input type="checkbox"/> Above 20 <input type="checkbox"/>	Number of full-time staff based in Somalia.	Less than 10 <input type="checkbox"/> 11- 20 <input type="checkbox"/> Above 20 <input type="checkbox"/>
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E. Financial Information

Does the company produce yearly financial statements?	Yes <input type="checkbox"/> No <input type="checkbox"/>	WFP prefers to work with companies with financial statements. If the answer is YES, provide the financial statements for the past three years.
Are financial statements audited?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Include the auditor's opinion letter if available
If no financial statement is produced, what is the total paid-up capital received by the company?		Values in US Dollar
If no financial statement is produced, what is the total amount of account payables expected to be settled within the next year?		Values in US Dollar
If no financial statement is produced, what is the total amount of account receivables expected to be settled within the next year?		Values in US Dollar
What was the company's total sales/business turnover in the last three years?		Values in US Dollar
Can you provide a 50,000 USD cash security bond/bank guarantee for any agreement signed with WFP?	Yes <input type="checkbox"/> No <input type="checkbox"/>	All contractors doing business with WFP must provide a mandatory security bond to be available for the duration of any agreement and to be returned by the end of the execution of the contracted services.
Has your company been involved, or given notice of involvement, in any litigation involving more than USD 10,000?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please provide more details on this.

F. Company Relations

Does the company have any close formal or informal relations with other companies operating in the same areas of business and who may also attempt to do business with WFP, including subsidiaries, parent and sister companies, joint ventures and alliances, companies that the shareholders may directly or indirectly control or be controlled by and/or companies with whom the board may have family ties with?

Yes No

Please list below any company with close relations as described above:

Name	Type of Relation	Area of Operations	Phone number

Attach certificate of incorporations, all relevant licenses, tax compliance certificates, and Organizational structure

I hereby certify that the information provided above is true to the best of my knowledge, and I agree that further documentation will be provided if required.

Name & Date: _____

Signature: _____

Stamp
