

## ANNEX B- VENDOR INVITATION LETTER



Υπατη Αρμοστέία του ΟΗΕ για τους Πρόσφυγες  
Γραφείο στην Ελλάδα

Ταγιαπιέρα 12,

115 25 Αθήνα, Ελλάδα

File Code/Dossier: GREAT/HCR/280

Subject/Objet: **Invitation for Registration as Vendor with UNHCR**

Date: 20 November 2012

Dear Sir/Madam,

As part of its procurement policy, UNHCR maintains a “List of Approved Vendors” in its database. To become an “Approved Vendor”, you are kindly requested to fill in the enclosed form and submit, together with the form, the required documentation. This will be subject to careful review and assessment based on a set criterion for approval.

UNHCR Vendor Registration Form (Rev Feb 10)

UNHCR General Conditions of Contract for the Provision of Goods and Services (January 2010 version)

Duly completed, signed and sealed with your company stamp, the Vendor Registration Form should be submitted to UNHCR at the address that appears at the bottom of the form together with copies of the following documents – duly attested/certified as applicable:

Firm/Company/Factory registration certificate Registration with Tax/VAT, as applicable, Company’s annual report

Audit certificate/report from a competent/independent audit firm – *UNHCR may inquire directly with the audit firms should it deem necessary.*

Brochures on your company’s products or services, Your company’s environmental policy, if any Quality Assurance Certificate (ISO)

And any other important documents related to your company, if any

You will be informed of UNHCR’s decision as to whether your company’s has been registered as vendor or otherwise. Your registration with UNHCR as an approved vendor does not commit UNHCR in any way to do business with your company. Your company will however remain on UNHCR’s database for three years subject to satisfactory performance.

Below is a brief overview of UNHCR and its mandate. For more information on UNHCR, please visit our website: <http://www.unhcr.org>.

## BASIC FACTS

Established by the United Nations General Assembly on 14 December 1950, the organization is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Over the last five decades, an estimated 50 million people have benefited from the organization's work in restarting their lives. Today, UNHCR continues to help 33.9 million people with its 7,735 staff in more than 126 countries around the globe.

### **Mission Statement in Brief**

To safeguard the rights and well-being of refugees and ensure that everyone can exercise the right to seek asylum and find safe refuge in another country and to return home voluntarily.

UNHCR's work is mandated by its Statute and guided by the 1951 United Nations Convention relating to the status of refugees and its 1967 Protocol.

With the authorization of the UN General Assembly and its own Executive Committee, it is also involved with other group of people such as former refugees, internally displaced people (IDP), stateless people and people whose nationality is disputed.

UNHCR encourages States and other institution to create conditions which are conducive to the protection of human rights and peaceful resolution of disputes which can ultimately contribute towards averting the recurrence of refugee-producing situations.

UNHCR is an impartial organization and offers protection and assistance to refugees and others on the basis of their needs irrespective of their race, religion, political opinion or gender.

In its efforts to protect refugees, UNHCR works in partnership with governments, regional organizations, international and non-governmental organizations.

UNHCR also endeavors to promote the principle of United Nations Charters of maintaining international peace and security, developing friendly relations among nations and encouraging respect for human right and fundamental freedom.

Please visit our website: <http://www.unhcr.org/admin> for more information on "Doing Business with UNHCR"

Thank you for your interest in doing business with UNHCR.

UNHCR Greece

