

**SUPPLIER PROFILE/REGISTRATION FORM**

Please fill in this questionnaire in order to register. Information given in this questionnaire will be handled confidentially. Please attach all other documents requested in the questionnaire.

**REGISTRY**

1. NAME OF COMPANY: **Al-Wabel Recruitment Agency**  
 MAILING ADDRESS: **P.O. Box 850646, Amman 11185, Jordan**  
 COUNTRY: **Jordan**  
 CONTACT PERSON(S): **Dr. Wisam Al-Masharqah**  
 TELEPHONE: **+962796644302**  
 FAX: **+96265825264**  
 INTERNET (E-mail): **wisam@al-wabel.net**  
 WEBSITE: **www.al-wabel.net**

2. **TYPE OF ORGANISATION (Please check)**

Individual  Partnership  Non-Profit Organisation   
 Private Limited Liability Company  Public Limited Liability Company   
 Other ( ) Please explain:.....  
 Year Established: **2001** Under the laws of **Jordan**  
 Quoted on the .....Stock Exchange  
 Please attach copy of registration certificate

3. **TYPE OF BUSINESS (Please check)**

Manufacturing  Construction  Trading  Consultancy   
 Service Provider (e.g. transport, warehousing, quality control, etc.)   
 Other  Please explain:.....  
 Please describe your company's major business activity: .....  
 Recruitment, Outsourcing, HR, Payroll, Monitoring & Evaluation, Third Party Administration, Staff Health Insurance, Work Permits, Government Compliance, Capacity Building, Freelance Umbrella, and Surveys Management.  
 Please indicate on page 3 the main commodities/services your company offers.

4. **SIZE OF BUSINESS (Please provide a copy of your latest audited financial statements)**

Turnover (last financial year) Ended: 31/12/2017 JOD 22,457  
 (previous financial year) Ended: 31/12/2016 JOD 141,768  
 (previous financial year) Ended: 31/12/2015 JOD 298,498  
 Annual Reports from last three years.  
 No. of Employees: **12** No. of Branches: **1**  
 No. of International Offices: **1**  
 Location of Factories: .....  
 No. of Plants: .....  
 No. of Warehouses: .....

Countries to which you do not export: .....

**AFFILIATED/HOLDING/SUBSIDIARY COMPANIES**

Name	Address	Nature of Affiliation

**PERSONS AUTHORISED TO SIGN BIDS, OFFERS AND CONTRACTS**

Name	Position	Telephone / Fax
Dr.Wisam Al-Masharqah	Executive Director	0796644302/06 5825264

**BANKING INFORMATION**

Name: .....Arab Bank.....  
 Address: ...No. 7 , Nassouh Tahir St., Swefiyeh  
 Account Number: 130/75954/6/500..... SWIFT Code: ARABJOAX100.....  
 IBAN: JO64 ARAB 1300 0000 0013 0075 9545 00

**8. REFERENCES**

- a. Dunn and Bradstreet (Dunn's) number, if available: 557667781.....
- b. Recent business transactions:

Date (date/month/year)	Service or Product	Value (US\$)	Buyer/contact and Telephone
March 8th, 2018	Administrative Services	USD 238,271	UNICEF/Rana Kawar 0790104944
January 1st, 2017	HR	USD184,422/ Year	Al Zaitouneg/Salim Hundileh 0796612229
February 22nd, 2013	Payroll Administration	USD 93,220/Year	French Embassy/Ahmad Saqer 0797711687

**Please specify your quality assurance standards**

.....ISO 9001:2015.....

**9. NAMES OF OFFICERS, OWNERS OR PARTNERS**

Owner(s): Dr.Riyadh Al Masharqah, Dr.Wisam Al Masharqah, Husam Al Masharqah, Hamideh Waswas  
 Chief Executive Officer: Dr.Wisam Al-Masharqah  
 Chief Financial Officer:

**10. ENVIRONMENTAL CONSIDERATIONS**

Have you identified the main environmental impacts / risks of your activity?

Yes  No (If yes, please provide details)

Stationary consumption

Have you set up any policy/ objectives in order to limit your environmental impacts?

Yes  No (If yes, please provide details)

50% stationary Recycling

Are there any resources dedicated to environmental management, (i.e. systems, team)?

Yes  No (If yes, please provide details)

**Macro sectors / Sectors / Categories / Sub-categories for which your company ask the registration in the Suppliers Register:**

<b>Macro-sector</b>	<b>E SERVICES AND CONSULTANCIES</b>
<b>Sector</b>	<b>E16 OTHER SERVICES</b>
<b>Category</b>	<b>E1604 Stff recruiting, support for competitions</b>
<b>Sub-category</b>	<b>E160401 Work administration (interim) E160403 Staff selection and evaluation</b>

**PAYMENT TERMS:**

The Italian Trade Agency – Amman Office - shall make payments within 30 days following receipt of goods/services in good order and all requested documentation. Payments shall be made only against supplier's invoice and shall be subject to conformity of goods/services to specifications.

Please note that any non-acceptance of these terms may preclude your company from being considered as a potential supplier.

**12. QUALITY ASSURANCE** (Please attach any certificates or documents which denote quality assurance)

**13. GENERAL TERMS AND CONDITIONS:** Please carefully read the attached General Terms and Conditions of the Italian Trade Agency – Amman Office - and confirm your acceptance of these terms and conditions as final by way of signing and returning.

**14. PRINCIPLES OF CONDUCT:** Supplier seeking to work with the Italian trade Agency shall respect the following principles:

**Business Ethics:** supplier is expected to maintain the highest degree of business ethics when working with the Italian trade Agency – Amman Office.

**Transparency of information provision:** supplier shall not be involved in any fraudulent activities, misrepresent information or facts for the purpose of influencing the selection and contract awarding process in its favour.

**Fair competition:** supplier shall not be involved in any corrupt, collusive or coercive practices.

If at any time during the registration or procurement process the ITA determines that the supplier is in violation of the above-mentioned principles, that supplier's request for registration or bid may be rejected as ineligible.

The respect of fundamental human rights and labour standards is stipulated in the General Terms and Conditions and must be accepted by you as a condition of contracting with the ITA Amman. Any refusal of these terms shall constitute grounds for rejection of supplier's registration request or bid; and any violation during a contract terms shall constitute grounds for termination

**15. REGISTRATION REJECTION:** Registration application may be rejected for the following reasons:

- Bankruptcy or a decision of legal incompetence
- Criminal conviction or civil judgement against you or your managing director (or equivalent) for the commission of any offence indicating a lack of business integrity or business honesty
- Grounds for suspicion of breach of established Federation standards (violation of the fundamental principles or social and ethical standards)
- Any refusal of any of the principles of conduct and any refusal to the respect of fundamental human rights and labour standards
- Refusal of the Italian Trade Agency standard payment terms

**14. CERTIFICATION:** The undersigned, an authorised signer for the company, hereby certifies that the information provided herein, including that on any attached pages is true and correct to the best of his/her knowledge. The same acknowledges having read and agreed to the Italian trade Agency's payment terms of 30 days credit.

Date October 20th, 2018

Print name and position Dr. Wisam Al-Mashrafi, Executive Director

Authorized Signature \_\_\_\_\_



**AI-Wabel**  
Recruitment Agency  
[www.al-wabel.net](http://www.al-wabel.net)

*I declare that I have read and accepted the "Regulations for the Registration of the ICE Supplier List".  
I declare that I have read the information pursuant to art. 13 of Legislative Decree no. 196 of 30/06/2003.*