

ADNOC IN-COUNTRY VALUE PROGRAM  
ICV CERTIFICATE  
REVISION 2



A. COMPANY GENERAL INFORMATION

Name		Commercial License No.	ADNOC Vendor ID (For Registered Suppliers with ADNOC only)
PENCIL OFFICE SUPPLIES		CN-1179772	10012364
Address		Contact Person Details	
Warehouse No. 155, Mina Zayed, P.O.Box. 128149, Abu Dhabi, UAE.		Name	Noble Ninan Mani
		E-mail	info@pencilos.com
		Office	02-4437911
		Mobile	050-8191817
Company Type (Select from drop down list)	SME in UAE	Company based in (Select from drop down list)	Within UAE
Financial Year	2017		
Company Business	SERVICE PROVIDER		

B. IN-COUNTRY VALUE DETAILS

Description	Applicability	Overall ICV Component
Goods Manufactured	N/A	N/A
Third Party spend	Yes	6.73%
Investment	Yes	10.00%
Investment - top up	Yes	0.00%
Manpower - Emiratisation	Yes	0.00%
Manpower - Expats	Yes	4.45%
Additional Bonus (Exports + Emirati Head counts)	Yes	0.00%
TOTAL ICV SCORE		21.19%

ORIGINAL CERTIFICATE ISSUE DATE	12 September 2019
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ICV SCORE VALID TILL	11 March 2021
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FOR SUPPLIERS RE-CERTIFICATION (CERTIFICATION BODY TO FILL THE DETAILS)

Re-certification (*) No.	NA
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(\*) When re-certified based on same financial statement used for Original ICV certificate

Reason for this Recertification	NA
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Signed by  
On behalf of Supplier  
Name: Noble Ninan Mani  
Designation: Managing Director  
Date: 12 September 2019



Verified as per ADNOC Agreed Upon Procedures (AUP)  
On behalf of Certification Body  
Name: Bulund Iqbal  
Designation: Associate Partner  
Company: Ernst & Young  
Date: 12 September 2019  
Certificate issued based on Guideline 2.1



## GENERAL QUESTIONNAIRE

**NOTE:**

1	The below questionnaire duly filled shall be submitted along with Page 1 (certified ICV summary sheet) in the commercial bid of any tender
2	All the details below shall be as per the last financial year
3	The below details are being collected for Information only. It will not be considered as part of ICV calculation or evaluation.

**1. Name & address of the Company**

Pencil Office Supplies, Warehouse No. 155, Mina Zayed, P.O. Box: 128149, Abu Dhabi, UAE.

**2. Registration Number**

**ADNOC Commercial Registration Number**

ADNOC UNIFIED ID - 10012364

**Company License Number**

CR 1179772

**Human Resource Authority Registration Number (ref. to P. of Supplier Submission Guideline)**

**3. Briefly describe the area of business**

Retail sale of stationery, Wholesale of office trade trading, Wholesale of ink and printing material trading, Onshore and offshore oil and gas fields and facilities services, Wholesale of paper trading.

**4. Ownership**

**Name of the Owner**

Mohamed Abdulla Rashed Saeed Aldhaferi

*If the Company is a subsidiary of Parent Company or part of the Holding Company Parent Company,*

<b>Name of the Parent/Holding company</b>	Giffin Graphics Company WLL
<b>Country of Parent/Holding Company</b>	United Arab Emirates

**5. Emiratization**

Organizational Structure	Emirati number	Expat Number
Senior Management: (CEO/COO/CFO/CIO etc.)	None	1
Middle Management: (Managers)	None	1
Skilled Workforce: (Technical/ Non Technical professionals)	None	8
Semi skilled & Unskilled Workforce: (Other Staff)	None	
<b>Total Emirati female at all levels</b>	None	

**6. Relationship with SMEs**

<b>Number of SMEs dealt with</b>	None
<b>Value of Goods / Services procured from SMEs (USD)</b>	None

**7. Research & Development**

<b>Amount spend on R&amp;D (USD)</b>	None
<b>Brief description of R&amp;D activities</b>	None

**8. Local Supplier Development**

<b>Number of Local Suppliers developed / under development</b>	None
<b>Amount spend on LSD (USD)</b>	None
<b>Brief description of LSD activities (name of Local Suppliers &amp; areas of)</b>	None

**9. Training & Development**

Particular	Number	Spend (USD)
Emiratis		None
Expats		None

**10. Corporate Social Responsibility**

ACTIVITY	BENEFICIARY	AMOUNT SPEND (US\$)

**إرنست ويونغ**  
 ص.ب: 136 - ابوظبي - ا.ع.م.  
**EY ERNST & YOUNG**  
 P.O.Box: 136 - Abu Dhabi - U.A.E.

