

Vendor Registration Form

Section 1: Company Contact Details and General Information

1. Name of Company:			
2. Street Address:	City:	Postal Code:	Country:
3. Mailing Address and P.O. Box:			
4. Telephone Number:			
5. Fax Number:			
6. Website:			
7a. Contact Name (for Bids):			
7b. Contact Title:			
7c. Contact email address:			
8a. Contact Name (for Contract signature, if different to point 7 above):			
8b. Contact Title:			
8c. Contact email address:			
9. Parent Company, if any (full legal name):			
10. Principal subsidiaries, associates, and/or representative(s), if any:			
11. Corporate Seat:			

Section 2: Company Profile

1. Type of business	(Corporate/Limited, Partnership, Private Firm, Family Business)
2. Nature of business:	(Manufacturer, Authorised Agent, General Trader, Consulting Firm)
3. List of authorized products	
4. Year established	

5. Number of full time employees	
6. License number and Country where registered:	
7. Tax / VAT ID Number:	

Section 3: Financial Information and Experience

1. Annual value of total turnover for the last three years:				
2016		2017		2018
2. Annual value of the working capital (profit) for the last three years:				
2016		2017		2018

3. Contracts of similar scale/volume during the last three years:				
Customer Name	Value (USD/AFS)	Year	Goods and Associated Services Provided	Country

4. Three (3) customer references:				
Company Name	Contact Name	Position	Contact email	Contact telephone

Section 4: Technical Capacity and Information on Goods/Services offered

1. Description of core goods / services offered:
1.
2.
3.
4.

5.	
6.	
7.	
2. Quality Assurance Certification Number:	
3. Membership of International Trade or Professional Organisations:	

Section 5: Banking details

1. Name of Bank:	
2. Account Number:	
3. Account Name: <i>Must be in the name of the vendor</i>	
4. BIC:	
5. IBAN:	

Corporate Stamp and Signature of Authorized Representative of Contractor:

Name:.....

Signature:.....

Date:.....