

VENDOR REGISTRATION FORM

Section 1: Vendor Details and General Information		
Name of Vendor		
Physical Address:		
Mailing address (if different from above):		
Telephone Number:		
Email Contact:		
WWW address:		
Contact Name:		
Contact Email:		
Contact Phone:		
Parent Company (Full legal Name):		
Country of Registration		
Subsidiaries, Associates and/or Overseas Representative(s) - (attach a List if necessary):		<input type="checkbox"/> Attached
Type of Business:		
Nature of Business:		
Year Established:		
Number of Full-Time Employees:		
License/Registration Number & Details:		<input type="checkbox"/> Attached
VAT Number / Tax ID:		<input type="checkbox"/> Attached



Section 2: Financial Information

Annual Value of Total Sales for the last 3 Years:		
Year: USD:	Year: USD:	Year: USD:
Annual Value of Export Sales for the last 3 Years:		
Year: USD:	Year: USD:	Year: USD:
Bank Name:	Bank Address:	
Account Title/Name:	Swift/BIC Address:	
Bank Account Number:		
Please provide a copy of the company's most recent Annual or Audited Financial Report. If available, please provide Credit Rating by Dun and Bradstreet or equivalent:		<input type="checkbox"/> Attached

Section 3: Technical Capability and Information on Goods / Services Offered

Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (please provide a Copy of your latest Certificate):	<input type="checkbox"/> Attached	
International Offices/Representation (Countries where the Company has local Offices/Representation):	1	
	2	
	3	
	4	
	5	
For Goods only, do those offered for Supply conform to National/International Quality Standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
List below up to fifteen (15) of your core Goods/Services offered:	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	

	10	
	11	
	12	
	13	
	14	
	15	

Section 4: Experience

Recent Contracts with International Aid Organisations and/or the United Nations:

Organization Name	Value	Year	Goods/Services Provided

To which Countries has your Company exported and/or managed Projects over the last 3 Years?

Section 5: OTHER

 Does your Company have a written Statement of its Environmental Policy? (If yes, please attach a Copy):
 Yes
 No

Please list any Disputes your Company has been involved in with Intl. Aid Organisations and/or UN Organisations over the last 3 Years:

List any National or International Trade or Professional Organisations of which your Company is a Member.



Certification:

I, the undersigned, hereby accept the basic General Conditions, a copy of which has been provided to me and warrant that the information provided in this form is correct, and in the event of changes, details will be provided as soon as possible:

Name

Functional Title

Signature

Date

NOTE: Please be informed that this agency does not do business with companies or any of their affiliates or subsidiaries that engage in any practice inconsistent with the rights set forth in the convention on the Rights of the Child, regarding certain protection applicable to children performing work. Nor does this agency do business with companies that engage in the sale or manufacture of anti-personnel mines, or any significant component produced primarily for the operation thereof.

Please mail completed form to: procurement.sudan@ri.org

Or

Supplier Registration Form

Kashif Shafique

Deputy Country Director – Operations

Amarat Area, St. No' 3, Building No' 29, Block 10/A,

Khartoum State, 11111, Sudan State.

INSTRUCTIONS FOR COMPLETION

The form should be typewritten in uppercase and completed clearly and accurately ensuring that all questions are answered. The numbers below correspond to item numbers on the registration form:

If information does not fit within the format provided please provide, on a separate sheet all additional information which responds to the requested detail about your company.

Question 25: Enter the name(s) of International Aid or UN organisations, which your company has dealt with recently. Provide the value and the year of the contract, the goods/services supplied and the country of destination of each contract. If you have had more than 7 of such contracts, please attach a separate sheet indicating the others. Documentary evidence of such contracts is required, e.g. copies of purchase orders. Organisations in the UN system are: UN; UNCTAD; UNEP; UNCHS (Habitat); UNICEF; UNDP; WFP; UNHCR; UNRWA; UNFPA; UNOPS; UNU; ILO; FAO; UNESCO; ICAO; WHO; WB; IMF; UPU; ITU; WMO; IMO; WTO; WIPO; IAPSO; IFAD; UNIDO; IAEA; ITC; ECA; ECE; ECLAC; ESCAP; ESCWA.

Please read the enclosed General Conditions carefully, as signature of the form signifies acceptance. The form should be signed by the person completing it and their name and title should be typed, along with the date.