

**PRE-QUALIFICATION OF SUPPLIERS AND SERVICE
PROVIDERS FOR VARIOUS GOODS AND SERVICES FOR
AAH-I SOUTH SUDAN**

Instructions for completion of the Prequalification Form

The form should be completed in uppercase (either hand written or typed) and completed clearly and accurately ensuring that all questions are answered. The numbers below correspond to item numbers on the registration form.

- 1 Full name of Company
- 2 Profile of your company and specialization (Major trade for which company was formed)
- 3 Full legal address
- 4 Telephone number, including correct country and area codes
- 5 Fax number, including country and area codes, if any
- 6 E-mail address
- 7 Website, if any
- 8 Provide name of person (including title) or department to whom correspondence should be addressed
- 9 Full legal name of parent Company, if any
- 10 Provide names and addresses of all subsidiaries, associates and overseas representatives, if any (on a separate sheet if necessary)
- 11 (a) Nature of Business (b) Type of Business; Tick one box only. If "Other" is ticked, please specify
- 12 Indicate the year in which the company was established under the name shown in Item 1
- 13 Indicate the total number of full-time personnel in the Company
- 14 Provide license number under which the Company is registered and validity period of the license
- 15 Provide VAT number and validity period, if any
- 16 Provide TIN number
- 17 Tax Clearance Certificate Number (Must have been issued within the last six month or less)
- 18 Provide total annual volume of works in US Dollars (mil), of the Company, for the last 3 financial years
- 19 Provide full name and address of the Bank(s) used by the Company
- 20 Provide Company's bank account number and name of account (Must be Company Account)
- 21 Provide copy of the Company's most recent Annual Report or audited financial report. If available,
- 22 List all countries where the Company has local offices or representation
- 23 Please list up to 10 of your most recently completed (at least up to 60%) projects. List the National/International Quality Standard to which each item conforms
- 24 This form should be signed by the person completing it, and their name and title should be typed, along with the date.

Vendor Pre-qualification Form

SECTION 1: COMPANY DETAILS AND GENERAL INFORMATION

1. FULL LEGAL NAME OF COMPANY: _____

2. PROFILE/SPECIALIZATION:

3. STREET ADDRESS:

POSTAL CODE: _____
CITY: _____
COUNTRY: _____

4. TEL NO: _____ 6. E-MAIL ADDRESS: _____
5. FAX NO: _____ 7. WEBSITE ADDRESS: _____

8. CONTACT NAME AND TITLE: _____

9. PARENT COMPANY (Full legal name): _____

10. SUBSIDIARIES, ASSOCIATES AND/OR OVERSEAS REPRESENTATIVE(S):
(Attach list, if necessary)

11a. NATURE OF BUSINESS (Tick one box only):

Trader: Authorized Agent: Company:

Other (specify): _____

11b. TYPE OF BUSINESS:

Corporate/Limited: Partnership: NGO: Sole Proprietorship:

Other (specify): _____

12. YEAR ESTABLISHED: _____

13. NUMBER OF FULL-TIME EMPLOYEES: _____

14. TRADING/OPERATION LICENCE No: _____ VALID TILL _____

15. VAT NUMBER : _____ VALID TILL _____

16. TAX IDENTIFICATION: _____ VALID TILL _____

17. Tax Clearance Certificate No: _____

18. ANNUAL VALUE OF TOTAL REVENUE FOR THE LAST 3 YEARS:

(1) 2012 ___ US\$ ___ (2) 2013 ___ US\$ ___ (3) 2014 ___ US\$ ___

19 BANK NAME (with Branch): _____

ADDRESS: _____

SWIFT/BIC ADDRESS: _____

20 BANK ACCOUNT NUMBER: _____

ACCOUNT NAME: _____

SECTION 2: FINANCIAL INFORMATION

21 PLEASE PROVIDE COPIES OF THE COMPANY'S LAST 3 YEARS ANNUAL OR AUDITED FINANCIAL REPORT, IF AVAILABLE

SECTION 3: TECHNICAL CAPABILITY AND INFORMATION ON SERVICES OFFERED

22 INTERNATIONAL OFFICES/REPRESENTATION:
 (Countries where the Company has local offices/representation)

23. LIST BELOW UP TO 10 OF YOUR MOST RECENT RELEVANT SUCCESSFULLY COMPLETED PROJECTS.

No	Description (one line for each item)	National/International Quality Standard to which item conforms

24 CERTIFICATION:

I, the undersigned, 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 _____