**ANNEX GEN 3: Contractor Registration Form**

To be considered for inclusion in the contractor database your company is required to complete all parts of this form and submit it together with annual reports, brochures, Code of Conduct, certificates, etc. to <insert name of organisation and office address>.

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| **General Company Information** | |
| Parent company (legal name): |  |
| Street name and no.: |  |
| City: |  |
| Postal code: |  |
| Country: |  |
|  | |
| Phone no.: |  |
| Fax. No.: |  |
| Email: |  |
| Website: |  |
|  | |
| Sales Manager (name): |  |
| Email: |  |
| Direct phone no.: |  |
|  | |
| Director (name): |  |
| Email: |  |
| Direct phone no.: |  |
|  | |
| Other contact (title and name): |  |
| Email: |  |
| Direct phone no.: |  |
|  | |
| Year of establishment: |  |
| Number of full time employees: |  |
| Licensing authority: |  |
| Licence number (VAT no./TAX id): |  |
|  | |
| Does your company have CSR related policies in place – e.g. health and safety policy, HR policy, staff policy, energy policy, climate policy or is a member of Global Compact? Please state which policies. |  |
| Does your company have a Code of Conduct? |  |
|  | |
| Please state in which languages technical documents are available: |  |
| Working language: |  |
|  | |
| List of international quality assurance certification held by your company(a copy of each certificate shall be enclosed): |  |
| List of local and national quality assurance certification held by your company (a copy of each certificate shall be enclosed): |  |
| International trade/professional organisations of which your company is a member: |  |
| Local trade/professional organisations of which your company is a member: |  |

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| **SECTOR OF ACTIVITIES** | | | | | |
| Please list your core goods/services/ works offered: | |  | | | |
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|  | | | |
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|  | | | |
|  | | | |
|  | | | | | |
| Nature of business (tick in one box below): | | | | | |
| Importer: | Wholesaler: | | Retailer: | Manufacturer: | Authorised agent: |
|  |  | |  |  |  |
| Consultant: | Contractor: | |  |  |  |
|  |  | |  |  |  |

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| **SUBSIDIARIES, ASSOCIATES AND/OR OVERSEAS REPRESENTATIVE** | |
| Countries with registered office: |  |
|  |
|  |
| Countries with representation (agent): |  |
|  |
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| **EXPORT AND REFERENCES** | |
| Please list countries your company export to: |  |
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| Have you supplied to other NGOs, USD/SSD, UN or other international organisations?  If yes, please enclose a list with details of contracts and customer contact information for references: |  |

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| **FINANCIAL INFORMATION** | | |
| Please provide a copy of the company’s most recent annual or audited financial report | | |
| Annual income and export sales for the last 3 years (in SSD/USD): | | |
| Fiscal year | Income sales (SSD/USD) | Export sales (SSD/USD) |
| 20\_\_ |  |  |
| 20\_\_ |  |  |
| 20\_\_ |  |  |
|  | | |
| Bank name: |  | |
| Bank account no.: |  | |
| Account name: |  | |
| Bank swift/BIC address: |  | |
| Street name and no.: |  | |
| City and postal code: |  | |
| Country: |  | |
|  | | |
| Please provide credit rating: | | |
| Credit rating: |  | |
| Direct phone no.: |  | |

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| --- |
| **Confirmation of Acceptance of**  **General Terms and Conditions For supply Contracts**  **General Terms and Conditions For service Contracts**  **General Terms and& Conditions For Civil Works** |
| **For Terms and Conditions, see below link:**  [**https://www.kirkensnodhjelp.no/en/about-nca/for-contractors/general-terms-and-conditions-for-procurement-contracts/**](https://www.kirkensnodhjelp.no/en/about-nca/for-contractors/general-terms-and-conditions-for-procurement-contracts/)  YES………  NO………. (Please provide details of problematical paragraphs and attach a list if necessary (Non acceptance of the General Terms and Conditions may jeopardise award of any eventual contract to your company) |

|  |
| --- |
| **Payment terms** |
| Please state your payment terms: |
| Standard payment for supply, service and works contracts is 100% payment within 30 days after completion of contractual obligations and upon receipt of contractors invoice and supporting documents.  Prepayment is in general only acceptable against a prepayment guarantee covering the full amount of the prepayment. |

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| **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:…………………………………………………….Title/Function:…………………………………  Signature:………………………………………………...Date:…………………………………………….. |

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| **NOTE** |
| Completion of the Contractor Registration Form may facilitate business with the Contracting Authority but it does not necessarily lead to the signature of a contract with your company.  The Contracting Authority reserves the right to accept or reject registration of a potential contractor into its list of registered potential contractors. |