

VENDOR PROFILE FORM (VPF) – FOR PRODUCTS/SERVICES/WORK

Instructions:

- 1) Complete both pages (2) of this form electronically.
- 2) Print
- 3) Sign and initial all the pages
- 4) If sending via email, Scan all documents and email to procurement section
- 5) If Hand Delivery, drop the sealed documents plus other attachments to MaCDA Office, addressed to procurement section.

1. Name of Company:

2. Street Address:

3. Telephone:

3. Website

4. Email: :

5: Main Contact Person:

Title:

Email:

Phone Number:

6: Alternate Contact Person:

Title:

Email

Phone Number

7. Legal Status (e.g. Partnership, Private Limited Company, Government Institution)

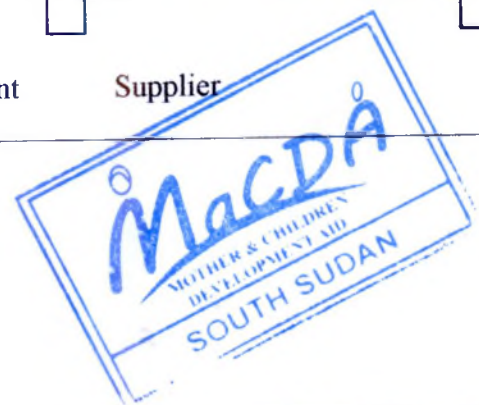
8. Year Established:

9. Registration Certificate Number:

9. Type of Business/Products: Manufacturer

Sole Agent

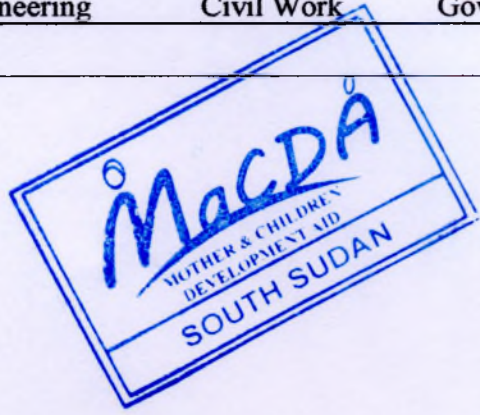
Supplier



10. Type of Business/Services/Work: Engineering

Civil Work

Governmental Institution



11. References

Reference 1

Name

Phone Number

Email

Services Provided

Reference 2

Name

Phone Number

Email

Services Provided

Reference 3

Name

Phone Number

Email

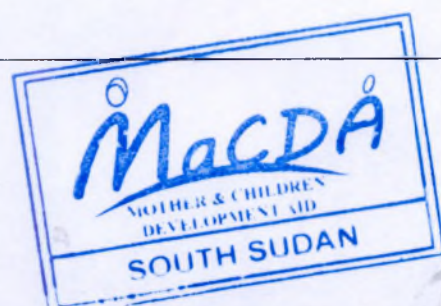
Services Provided



12. Previous Supply Contracts with United Nations Organizations/ International Organizations/ Local NGOs (over the last 3 years). Provide details of at least 5 clients.

No	Name of the organization	Goods/Services Provided	Estimated Value of goods supplied	Reference email or Telephone Number
1				
2				
3				
4				
5				

16. Any other information you may wish to provide regarding your company/firm:



13. Please use this space to list the product(s) or service(s) your company/firm offers.

Questionnaire completed by:

14. Name:

Title:

Signature:

Date:

Stamp:



FOR CTBTO USE ONLY

15. Evaluated By:

Initials

Date:

16. Updated By:

Initials

Date:

17. Remarks:

18. Vendor Registration Number Allocated:

Not Accepted:

