



# JOHANNITER

## Appendix 2: Vendor selection form

### Section 1: Company/Individuals Details

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Name of Company/Individual:		
Name of Contact Person and Title:		
Registered Address (Plot/House No.)		
Street:		
Postal Code:		
City:		
Country:		
Telephone:		
Email address:		
Website address:		
Type of Business: (Tick the relevant box)	<input type="checkbox"/> Company <input type="checkbox"/> Partnership	<input type="checkbox"/> Joint Venture <input type="checkbox"/> Other (specify):
Company Registration Number: (Attach copies of certificate of incorporation, Articles and memorandum of association)		
Trading Licence Number: (Attach Trading licence, certificate from line ministry if applicable)		
Tax Identification Number: (Attach valid Tax registration Certificate)		
Tax Clearance Certificate Number: (Attach valid Tax clearance Certificate)		
Working Languages:		



## Section 2: Nature of Business Operations

No.	Description	Response (Provide extra sheet if required)
1	Outline the scope of your business activities relevant to the category of goods, works and services that you are bidding for.	
2	How many years have you been carrying out this type of business?	
4	Do you intend to use a subcontractor if awarded this contract? If yes, outline how you will ensure quality control and provide details of sub contractor including legal documents.	
5	What is your preferred mode of payment? (Tick your preferences)	<input type="radio"/> Cash <input type="radio"/> Bank Transfer <input type="radio"/> Cheque
6	What currency does your company transact in? (Tick your preferences)	<input type="radio"/> USD <input type="radio"/> SSP <input type="radio"/> Others.....
7	What are your terms of payment?	<input type="radio"/> 30 days after delivery of invoice <input type="radio"/> 15 days after delivery of invoice <input type="radio"/> Advance <input type="radio"/> Others.....
8	Provide contact of key personnel authorised to sign/accept purchase orders/contracts.	Name:..... Title/Position:..... Contact:.....



## Section 3: Financial Declaration

No.	Description	Response (Provide extra sheet if required)
1.	What is your annual turnover for the last 3 year? (Total value of sales before any deductions)	<ul style="list-style-type: none"><li data-bbox="858 589 1461 622">○ 2020:.....</li><li data-bbox="858 656 1461 689">○ 2019:.....</li><li data-bbox="858 723 1461 757">○ 2018:.....</li></ul>
2.	Johanniter requires atleast 3 years audited accounts. Are your able to provide that? If yes, provide copies, if no explain why.	
3.	Johanniter requires atleast 12 months certified bank statement and banking reference from a bank that you have been dealing with for atleast 2 years. Are your able to provide that? If yes, provide copies, if no explain why.	
4.	Johanniter operates within the law of the country of operation and within international legal requirements. Johanniter expects all companies to fulfil their legal obligations, including meeting their tax liabilities and duties in accordance with the relevant tax legislation. Is there any issue relating to taxation that you would like us to know?	



## Section 3: Technical Capability and References

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No.	Description	Response (Provide extra sheet if required)
1.	<p>Do you confirm that you have reviewed and meet the technical specification for the goods, works or service that you are applying for as per the attached appendix 3?</p> <p>If yes please fill the price schedule provided, attach a quote on your company letter head &amp; brochure of goods, works and services that you provide.</p>	
2.	<p>Do you confirm that the prices that you have provided is the most competitive? and are there any discounts that your company is willing to provide?</p> <p>Is there any discounts, warranties or any after sales support offered by your company?</p>	
3.	<p>Are you willing to fix prices for your goods, works and services for the FA period and have it reviewed every six months?</p> <p>If no, please explain.</p>	
2.	<p>Do you confirm that your offer/proposal submitted shall be valid for 90 days?</p> <p>If no explain why.</p>	
3.	<p>Can you confirm that your company can deliver goods, works or service applied for within a the shortest timeline if issued a PO/contract?</p>	



	If yes, state your delivery period time line.	
5.	Do you have a physical presence or office within the location that you are applying to provide the goods, works or service applied for? If no, elaborate on your remote customer support structure that will ensure uninterrupted service delivery?	
6.	Have you provided a similar goods, service, works or service to Johanniter or other INGOs in the last 12 months?  If yes, provide a list of NGOS, business value and contact persons including copies of LPOs and contracts.	
8.	Do you have any current disputes, litigation or non-performance of contract in the last three (3) years?  If yes please explain, if no, provide recommendation letters showing good performance from previous satisfied customers.	
9.	Does the goods, works or service that you provide conform to international norms? If yes provide certification documents from relevant authorities e.g Drug regulatory authority for suppliers of medicaines.	

**Certification of Submission:** I, the undersigned, warrant that the information provided in this form is correct and, in the event of changes, detailed will be provided as soon as possible. I also authorize The Johanniter to validate all claims with the concerned parties:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_



**JOHANNITER**