

REQUEST FOR QUOTATION FOR OFFICE STATIONERIES

CARE is a humanitarian and development non-governmental organization committed to working with poor women, men, boys, girls, communities, and institutions to have a significant impact on the underlying causes of poverty. CARE seeks to contribute to economic and social transformation, unleashing the power of the most vulnerable women and girls. CARE's operations in South Sudan dates back to the early 1980s, focusing on emergency and disaster relief to the conflict affected populations. Currently, CARE South Sudan works in the six States of; Unity, Jonglei, Eastern Equatoria, Bahr el Ghazel, Central Equatoria and Upper Nile States, addressing both humanitarian and recovery/development needs. In development/recovery programming, CARE South Sudan focuses on five broad areas namely Peace Building, Gender and Protection, Food security and Livelihoods, Nutrition and Health, and Partnership and advocacy.

Description of Services/Goods

Care International South Sudan will procure goods and services on a regular basis throughout the year, as programme demands dictate. We are now calling for qualified, competent Stationery-service Providers for supplyig all Care's Office Stationeries to support a range of Care's upcoming activities. Care International South Sudan regularly procures Office stationeries in a regular basis hence would like to contract a competent and reliable service provider. In most of the procurement processes Care International South Sudan ensures that competitive prices and value for money is obtained by way of "Competitive Negotiated Procedure". Therefore, Care International South Sudan is calling for Competent reliable registered Stationery Company which will provide Care International South Sudan with the service and with whom Care International South Sudan would contract for the next 12 months to support its project implementation in South Sudan

Issuance Date	Tuesday 26 th April 2022
Closing Date	Monday 13th May 2022
Activity Title	Office Stationeries
Determination of Award	Lowest Price Technically acceptability, and availability of Stocks
Quotation	Quotations in response to this RFQ must be priced on a fixed-price basis in accordance with the specifications provided in Annex 2 – Detailed Technical Specifications.
Evaluation Criteria	Award will be made to the offeror that meets the minimum criteria and technical specificity for acceptable award at the lowest reasonable cost or price.
Award Type	Firm Fixed Price Agreement-Framework Agreement for 7 Months
Submission Deadline	Quotations must be received No-Later-Than 4:00PM Juba time, Monday 13th May, 2022

Submission Address	<p>Hard copies can be delivered into a BOX with cleared SEALED ENVELOPE clearly labeled with the name of the vendor and the RFQ activity Title to CARE Office located at NPA Building 3rd Floor Opp UNICEF Office-Juba South Sudan .</p> <p>All quotations will be done exclusively on HARD COPY Sealed submission and dropped in CARE Tender Box</p>
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Annex 1- Service Detail specification

Procurement standard specification matrix for Stationaries					
S/N	Item descriptions	Specifications	Units of Measurement (UoM)	Qty	Total Value
1	Batteries	Batteries <ul style="list-style-type: none"> • Size AA, • Packet of 2 pieces • Similar to dura or Eveready 	Pair	1	
2	Batteries	Batteries <ul style="list-style-type: none"> • Size AA, • Packet of 2 pieces • Similar to dura or Eveready 	Pair	1	
3	Binder Clips	Binder Clips. <ul style="list-style-type: none"> • Size: -2" width [big], • 12 pcs per pkt. 	Pkt	1	
4	Binder Clips	Binder Clips <ul style="list-style-type: none"> • Size: -1-1.4"-32mm width [medium], • 12 pcs per pkt 	Pkt	1	
5	Binder Clips	Binder Clips <ul style="list-style-type: none"> • Size: -1" Width 10 small, • 12 pcs per pkt 	Pkt	1	
6	Box file/ Lever Arch files	Box file/ Lever Arch files <ul style="list-style-type: none"> • 3" FC, 65.5 x24.5x36.5 CM, • A box of 50 pieces 	Box	1	
7	Business Card file Holder,	Business Card file Holder, <ul style="list-style-type: none"> • Holder size: A4, • 100 card storage 	Pkt	1	
8	Business Card file Holder,	Business Card file Holder, <ul style="list-style-type: none"> • Holder size: A6, • 100 cards storage 	Pkt	1	

9	Calculator, Desk	Calculator, Desk <ul style="list-style-type: none"> • 16 digits, • two way power, • Casio or similar brand 	Pc	1	
10	Calculator, Desk	Calculator, Desk <ul style="list-style-type: none"> • 12 digits, • two-way power, • Casio or similar brand 	Pc	1	
11	Card Holder	Card Holder <ul style="list-style-type: none"> • Identity card holder with ribbon 	Pkt	1	
12	Cello tape, Small	Cello tape, Small <ul style="list-style-type: none"> • Scotch Magic (or similar brand) • Tape, ¾ x 1000 Inches 	Pc	1	
13	Certificate Paper,	Certificate Paper, <ul style="list-style-type: none"> • Embossed certificate papers- white plain, • Size; A4, • A packet of 50 pieces 	Pkt	1	
14	Calculators	Calculators <ul style="list-style-type: none"> • 14 digits, • two-way power, • Casio or similar brand 	Pc	1	
15	Clip Board with Cover	Clip Board with Cover <ul style="list-style-type: none"> • Legal size, • Plastic board with water resistant cover, SS clip 	Pc	1	
16	Clip Board without cover	Clip Board without cover <ul style="list-style-type: none"> • Legal size, • plastic board with ss clip 	Pc	1	
17	Color Pencil	Color Pencil <ul style="list-style-type: none"> • Assorted colors – packet of 12, Staedtler (or similar brand) 	Pkt	1	
18	Paper cutter-	Paper cutter- <ul style="list-style-type: none"> • A4 Size 	Pc	1	
19	Desk organizer	Desk organizer <ul style="list-style-type: none"> • With pen holder, cards pin tray. 	Pc	1	

20	Envelops	<p>Envelops branded with CARE logo</p> <ul style="list-style-type: none"> • Size: A3 color-Khaki/brown, • peel & seal, • 100 GSM • A packet of 50 pcs 	Pkt	1	
21	Envelops	<p>Envelops branded with care logo</p> <ul style="list-style-type: none"> • Size: A3 color-white, • peel & seal, 100 • GSM <p>A packet of 50 pcs</p>	Pkt	1	
22	Envelopes	<p>Envelopes branded with care logo</p> <ul style="list-style-type: none"> • Size: A4 color-white, • peel & seal, • 80 GSM 	Pkt	1	
23	Envelopes	<p>Envelopes branded with care logo</p> <ul style="list-style-type: none"> • Size: A4 color-Khaki/brown, • peel & seal, • 80 GSM • A packet of 50 pcs 	Pkt	1	
24	Envelopes	<p>Envelopes branded with care logo</p> <ul style="list-style-type: none"> • Size: A5 color-Khaki/brown, • peel & seal, • 80 GSM • A packet of 50 pcs 	Pkt	1	
25	Envelopes	<p>Envelopes branded with care logo</p> <ul style="list-style-type: none"> • Size: A5 color-white, • peel & seal, • 80 GSM • A packet of 50pcs 	Pkt	1	
26	Envelopes	<p>Envelopes branded with care logo</p> <ul style="list-style-type: none"> • Size: A6 color-Khaki/brown, • peel & seal, • 70 GSM • A packet of 50 pcs 	Pkt	1	
27	Envelopes	<p>Envelopes branded with care logo</p> <ul style="list-style-type: none"> • Size: A6 color-White, • peel & seal, • 70 GSM • A packet of 50 pcs 	Pkt	1	

28	Eraser Rubber	Eraser Rubber <ul style="list-style-type: none"> • High Quality Pencil Eraser (50pcs/ Pack) • Staedtler (or similar brand) 	Pc	1	
29	Exercise Book	Exercise Book <ul style="list-style-type: none"> • 120 pages ruled, • 70 GSM 	Pkt	1	
30	Exercise Book	Exercise Book <ul style="list-style-type: none"> • 86 pages ruled, • 70 GSM 	Pkt	1	
31	Exercise Book	Exercise Book <ul style="list-style-type: none"> • 36 pages ruled, • 70 GSM 	Pkt	1	
32	File divider	File divider <ul style="list-style-type: none"> • A-Z per pkt, A4, • assorted color 	Pkt	1	
33	Flip Chart rolls	Flip Chart rolls <ul style="list-style-type: none"> • Size:810mm*585mm, • 100 GSM paper, • 50 sheets per roll, Hole punched 	Roll	1	
34	Flipchart stand,	Flipchart stand, <ul style="list-style-type: none"> • Mobile with a sturdy 5 star base equipped with 5 lockable castor wheels. • The board has a magnetic, dry-wipe writing surface with an adjustable flip chart holder. • Surface: H 1070mm x W 750mm; Total height: 1610-2050mm. 	Roll	1	
35	Glue stick	Glue stick <ul style="list-style-type: none"> • Large, 38g, • 3M or similar brand, • A packet of 12 Pieces 	Pkt	1	
36	Glue Stick	Glue Stick <ul style="list-style-type: none"> • Medium, 20g, • 3M or similar brand, A packet of 12 pieces 	Pkt	1	
37	Glue stick	Glue stick <ul style="list-style-type: none"> • Small, 15g, • 3 M or similar brand, • A packet of 12 pieces 	Pkt	1	

38	High lighters	High lighters <ul style="list-style-type: none"> • Assorted colors, • packet of 10 pieces 	Pkt	1	
39	Lamination paunch	Lamination paunch <ul style="list-style-type: none"> • A4, 100 pouch/pkt, • 125 microne 	Pkt	1	
40	Manuscript Book	Manuscript Book <ul style="list-style-type: none"> • Size: A5, • 4QR, • Hard cover 	Pc	1	
41	Manuscript Book	Manuscript Book <ul style="list-style-type: none"> • Size A4, • 4QR, • Hardcover 	Pc	1	
42	Manuscript Book	Manuscript Book <ul style="list-style-type: none"> • Size A4, • 4QR, • Hardcover 	Pcs	1	
43	Masking tape	Masking tape; <ul style="list-style-type: none"> • 1" x 60 Yards Roll, • Crepe Paper, • 3M or similar 	Roll	1	
44	Mathematical set	Mathematical set <ul style="list-style-type: none"> • 180 protractor • A 15cm ruler • A 9cm pencil • A pencil sharpener • An eraser • 10mm stencil • Compass 	Pcs	1	
45	Office clamp file	Office clamp file <ul style="list-style-type: none"> • Transparent size A4, • A packet of 100 pieces 	Pkt	1	
46	Packing Tape	Packing Tape, Brown <ul style="list-style-type: none"> • Heavy Duty, • Adhesive Acrylic Base Sticks on Any Surface – • 2 Mil Thickness – 2 inches x 110 Yards 	Pc	1	
47	Packing Tape	Packing Tape – <ul style="list-style-type: none"> • 60 Yards Per Roll – • Stronger & Thicker 2.7mil, 2" width. 	Pc	1	

48	Paper bin	<p>Paper bin</p> <ul style="list-style-type: none"> • Metallic, tiny mesh, • Bottom diam 23xm, height 35cm, black, • Non-corrosive 	Pc	1	
49	Paper Clips	<p>Paper Clips</p> <ul style="list-style-type: none"> • Small size, • 33 mm, • 100 pcs/pkt • Non-corrosive 	Pc	1	
50	Paper Clips	<p>Paper Clips</p> <ul style="list-style-type: none"> • Medium size, • 50mm, • 100 pcs per pkt • Non-Corrosive 	Pkt	1	
51	Paper Clips	<p>Paper Clips</p> <ul style="list-style-type: none"> • Large size, • 78 mm, 50 pcs/pkt 	Pkt	1	
52	Paper pin remover	<p>Paper pin remover</p> <ul style="list-style-type: none"> • Kangaroo or similar 	Pc	1	
53	Paper punching machine	<p>Paper punching machine</p> <ul style="list-style-type: none"> • Heavy duty, • Kangaroo DP-900 or similar brand 	Pc	1	
54	Paper Punching machine	<p>Paper Punching machine</p> <ul style="list-style-type: none"> • Heavy duty, • Kangaroo DP-720 or similar brand 	Pc	1	
55	Paper Punching Machine	<p>Paper Punching Machine</p> <ul style="list-style-type: none"> • Small, • Kangaroo DP-520 or similar brand. 	Pc	1	
56	Paper tray	<p>Paper tray</p> <ul style="list-style-type: none"> • Metallic, "3 stack" 35cm long x30cm widex20cm, • with meshed trays, black 	Pc	1	
57	Paper trays,	<p>Paper trays,</p> <ul style="list-style-type: none"> • Plastic- For desk • With three (3) sections or level 	Pc	1	

58	Pen	Pen <ul style="list-style-type: none"> • Ball point • 0.7mm • Assorted Colors, • A packet of 50pcs 	Pkt	1	
59	Permanent Board maker	Permanent Board maker <ul style="list-style-type: none"> • Assorted colors, • packet of 10, • Staedtler or similar brand 	Pkt	1	
60	Plastic document folder/wallet	Plastic document folder/wallet <ul style="list-style-type: none"> • A4/Translucent • Assorted colors 	pkt	1	
61	Post it sticker notes	Post it sticker notes <ul style="list-style-type: none"> • Size:-12.5cm*7.5cm large • Assorted colors 	pkt	1	
62	Post it sticker notes	Post it sticker notes <ul style="list-style-type: none"> • Size:7.5cm*5cm • Assorted colors 	Pkt	1	
63	Post it sticker note	Post it sticker note <ul style="list-style-type: none"> • Size:5cm*5cm Assorted colors	pkt	1	
64	Post it Sticker note	Post it Sticker note <ul style="list-style-type: none"> • Size:5cm*1.5cm, page Assorted colors	Pkt	1	
65	Printing Paper	Printing Paper <ul style="list-style-type: none"> • Double A • White, • A4 size, 80 GSM, • 500 per ream/pkt, • 5 ream per box 	Box	1	
66	Printing Paper	Printing Paper <ul style="list-style-type: none"> • Double A • White, A3 size, • 80 GSM, • 500 sheets per ream. • 5ream per box 	Box	1	
67	Ring binder file	Ring binder file <ul style="list-style-type: none"> • Legal size, • PVC/ Plastic type • A Box of 24 pieces 	Box	1	

68	Ruler	Ruler • Hard clear plastic, • 300mm long	Pc	1	
69	Ruler	Ruler • Steel rule, • 300mm long	Pc	1	
70	Scientific calculator	Scientific calculator • Casio fx-260 (or similar) • SOLAR Scientific Calculator	Pc	1	
71	Scissors	Scissors • 6" Straight Titanium Bonded Scissors.	Pc	1	
72	Scissors	Scissors 10" Straight Titanium Bonded Scissors	Pc	1	
73	Sheet protector	Sheet protector • Clear Plastic, • A4, 11 holes, • Heavy grammage, • A packet of 100pcs	Pkt	1	
74	Soft facial tissue	Soft facial tissue • 100% pure virgin pulp 200*2ply size-190mm*175cm	Pkt	1	
75	Spring File	Spring File • Legal size, PVC/ Plastic type, • A box of 50 pcs	Box	1	
76	Stamp pad	Stamp pad • Standard size	Pc	1	
77	Stamp pad ink	Stamp pad ink. • Red, blue and green ink colours, • no oil, • 28 ml bottle	Bottle	1	
78	Staples pins	Staples pins • Kangaroo • Size: No.16[24/6]' • A pack of 10	Pkt	1	
79	Staple pins	Staple pins • Kangaroo • Size: No 66/8,5000pins	Pkt	1	
80	Staple pins	Staple pins • Kangaroo • Size: No 66/11,5000pins	Pkt	1	

81	Stapler	Stapler • Kangaroo HD 23 S 13 or similar.	Pkt	1	
82	Stapler	Stapler • Kangaroo, • Model HP 45 or similar	Pc	1	
83	Sign Here/ Page marker	Sign Here/ Page marker • A packet of assorted colors, • 5x50mm	Pkt	1	
84	Sign Here/ Page marker	Sign Here/ Page marker • A packet of assorted colors, • 45mmx12mm	Pkt	1	
85	Suspension File A4 Size	Suspension File A4 Size	Box	1	
86	Table stand pen	Table stand pen • with attached pen • Adhesive tape at bottom to stick to tables • 180 degree Adjustable cap for ease of use • Double side flat printing area Comes in red, blue and white	Pc	1	
87	Waste paper Basket	Waste paper Basket • Bottom diam 17cmx height 27cm • Plastic	Pc	1	
88	White board cleaner	White board cleaner • size:-250ml/ spray bottle	Bottle	1	
89	White board maker	White board maker • Assorted colors –red, blue, black, green, • packet of 10 pcs, Staedtler or similar brand	Pkt	1	
90	Whiteboard	Whiteboard • Size 90cmx120cm	Pkt	1	
91	Whiteboard	Whiteboard • Size 90cmx150cm	Pkt	1	
92	Whiteboard	Whiteboard • Size 100cmx150cm	Pkt	1	
93	Whiteboard	Whiteboard Size 120cmx180cm	Dozen	1	

94	Writing note pad	Writing note pad • Size: A4 Spiral ruled, • 100 sheets, 70 GSM	Dozen	1	
95	Writing note pad	Writing note pad • Size: 5"x8", Spiral, ruled • 70 sheets, • 60 GSM	Dozen	1	
96	Writing note Pad	Writing note Pad • Size: A4 Spiral, • square, 100 sheets, 70 GSM	Dozen	1	
97	Writing note pad	Writing note pad • Size: 5"x8", Spiral, ruled • 70 sheets, • 60 GSM	Dozen	1	
98	Correction pen	• White – Fluid	pc	1	
99	Cash Box	• Solid steel along with keys Lockable • with external size 250x200x88mm • Any color	pc	1	

PLEASE SPECIFY and INCLUDE WITH YOUR QUOTATION	
Payment Terms	
Delivery Time	
Payment Schedule	
Availability of stock	
Payment Method	
Price Validity	

Instructions to Offerors:

Submission Deadline:

- Final submissions will be due no later than Friday **May 13th 2022; 1400hrs. (South Sudanese Local Time)** submitted to:
All submission will be done exclusively via:
All sealed quotations must be submitted and dropped in CARE Tender Box clearly labelled with the RFQ reference/item category.
- **Question & Answers:** Questions regarding the **RFQ- FOR OFFICE STATIONERIES-** shall be submitted no later than **May 13th 2022; 1400 hrs. (South Sudanese Local Time)**.

Care International South Sudan will not respond to questions pertaining to this RFQ over the phone. Care International South Sudan will not in any way assist Offerors in preparing their bids nor reimburse any bid preparation costs incurred by the Offeror.

Requirements

- Submit a quotation in response to this RFQ using the template provided above, all pages should be initiated and stamped officially by the vendor.
- Hard copies quotation: In case of a supplier –Vendor is submitting a hard copy quotation, it shall then be submitted in a sealed envelope, mentioning **RFQ activity Title (for reference)** shall be clearly written on this envelope and shall be registered with Care receptionist during submission.
- **Vendors are to commit to the delivery time after placing the order, which is critical and important to Care Project activities.**
- Quoted Price: Quotations in response to this RFQ must be priced on a fixed-price basis in accordance with the specifications provided for in Annex 1.
- Supplier-Vendors are requested to provide quotations on official letterhead fully stamped
- Supplier-Vendors shall provide contact list of past clients (preferably INGOs and Cooperate Business, at least three (3) they have provided services in the past 3 years, recommendation letters should be attached.
- Suppliers-Vendors are required to submit their business incorporation certificate, and tax clearance certificate updated as per below mandatory submission requirements
- Supplier-Vendors are required to submit cover letter in Annex 3 on an official letterhead, official stamped, signed by an authorized representative of the Supplier-Vendor with company/contact details
- Charges against any of the goods or services will be made against the price quoted in this RFQ in reference with terms and conditions in Annex 1.

Inspection: All Goods/ Services will be inspected against conformance to the specifications and technical description attached to this RFQ before approving any payment to the awarded vendor. Designated members of Care’s Procurement Committee will have site visits and duly compile field Assessment and reports prior contracting the potential vendor

Demonstration of Responsibility: To be deemed a responsible and responsive Supplier-Vendor, the Supplier-Vendor’s bid shall include all of the following in accordance with the instructions and terms and conditions of the RFQ:

Mandatory Submission Requirements

S/No	Documents included for vendor set up as a <u>COMPANY</u>
1.	The company profile
2.	Past work experience letter recommendations
3.	Tax identification number
4.	Tax clearance certificate
5.	Membership certificate from the responsible body where the company operates in.
6.	Registration certificate from the Ministry of Justice
7.	Operation license
8.	Trade license for specialized services like hotels, aviation, pharmaceuticals etc. in case.

9.	A filled vendor setup form (attached in this email, fill all the areas marked x with the relevant company information)
10	Vendor's questionnaire
11	First page of memorandum and articles of association and the page with shares allocation/board of directors.
12	Passports or national IDs for each of the company board of directors as the shareholders. NB: The details of the IDs should be clearly readable.
13	A copy of void cheque of the bank account provided to CARE South Sudan

- Completed Supplier-Vendor Cover Letter, signed and stamped by an authorized representative of the Supplier-Vendor with company/contact details.
- Official quotation, including specifications of offered materials/ services (see Annex 1).
- For Organizations: Copy of Supplier-Vendor's registration or business license.
- Certification of Price Guarantee or Warrantee (12 months).

Determination for Award: award will be made to a responsible Supplier-Vendor whose offer follows the RFQ instructions and provides the reasonable-cost, technically acceptable offer.

- Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed "non-responsive" and thereby disqualified from consideration.

Bank Account: Awarded Bidder should provide a full bank account information for the purpose of wiring payments

CARE					
Vendor/Payee Set-Up and Change Form					
Vendor ID:				Appendix E	
				Page 1 of 2	
Vendor/Payee Type	New	Change	Discontinue	Approval Responsibility	
Procurement Vendor				Procurement Committee	
Consultant				Procurement Committee	
Discontinue Vendor				Procurement Committee	
National Employee				Human Resources	
International Employee				Human Resources	
Sub-Grantee				Program	

Donor				Program	
Utility				Administration	
Landlord				Administration	
Bank				Finance	
Vendor/Payee Details (note some information may not be applicable)					
Vendor/Payee Name					
Vendor/Payee Physical Address					
Vendor/Payee e-mail Address	-				
Vendor/Payee website					
Vendor/Payee Phone/Fax					
Vendor Short Name					
Owner Name if Different					
Trade Class (see list)					
Vendor Nationality					
Persistence	Regular				
Vendor Status	Approved		Inactive		
Currency of Payment					
Payment Method					
Payment Terms					
Vendor/Payee Bank Name					
Vendor/Payee Bank Address					
Bank Account Number					
International Bank Account Number					
Bank Code					
Branch Name & Address					
Swift Code					

Tax ID Number, Sales Tax or VAT					
Business Registration Number					
Sub-Recipient Information					
Employer Identification Number (EIN)					
DUNS Number					
PADOR Number					
				page 2 of 2	
Vendor/Payee Selection Criteria					Yes
Vendor/Payee Anti-Terror Check Completed (note this is done through the Vendor Set-Up in PeopleSoft)					
Vendor/Payee has the Necessary Goods and/or Services					
Vendor/Payee Credit and Payment Terms					
Vendor/Payee costs and prices are reasonable and competitive					
Procurement Committee Approval (Procurement Vendors and Consultants Only)					
Name	Title		Signature		Date
Name	Title		Signature		Date
Name	Title		Signature		Date
Human Resources, Program, Administration or Finance Approval (As Appropriate)					

Name	Title		Signature		Date
Revised 1 July, 2015					

Note: CARE Standard Payment Terms are 30 days from receipt of goods or service and a CARE approved invoice.

I. REQUIRED INFORMATION (Please Print Clearly)

CARE Contact Name:					
Company/Individual Name:					
Owner Name (if different from above):				Nationality of Owner:	
Contact Person:					
Full Address (Street/City, etc):					
Phone No:		Fax No:			
E-mail:		Website:			

II. CUSTOMER REFERENCES

Provide 3 current customer references, listing customer, phone number, contact person, contact's e-mail and a description of the product or service provided to the customer. (If you need additional space please use a separate page.)

1	Name of Organization/Business				
	Name of Contact Person		Title		
	E-mail:		Phone:		
	Type of product / service provided to client				
2	Name of Organization/Business				
	Name of Contact Person		Title		
	E-mail:		Phone:		
	Type of product / service provided to client				
3	Name of Organization/Business				
	Name of Contact Person		Title		

E-mail:		Phone:	
Type of product / service provided to client			

III. Indicate below the products or services sold or provided by you

[a]	[b]
[c]	[d]
[e]	[f]
[g]	[h]

IV. Registration of Business

1. Is your firm registered as a business entity with the government?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2. If YES, please provide your business registration number		
3. If applicable, please provide Sales Tax Registration Number		
4. Please provide Tax ID number		
5. Indicate how long have you been in this type of business		
6. Have you ever done business with other aid agencies? If so, provide names of agencies immediately below:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
7. Are you related to any person currently employed with CARE?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
8. If YES, please provide name and position		
9. Provide here, any additional information regarding your business		
NOTE: Government regulations may require CARE to deduct taxes on any transaction prior to effecting payment to the vendor.		

V. Certification

<p>I certify that the foregoing is true and complete to the best of my knowledge and belief and that no material changes have occurred to the business which would affect any of the above representations.</p> <p>CERTIFICATION REGARDING TERRORISM: Seller hereby certifies that it has not provided and will not provide material support or resources to any individual or organization that it knows, or has reason to know, is an individual or organization that advocates, plans, sponsors, engages in, or has engaged in an act of terrorism.</p> <p>Misrepresentation above may result in cancellation and severing all ties with the agency/person and will be deleted from CARE's database of clients. I have read the above statement and certify under oath that the information contained herein is true and accurate to the best of my knowledge and belief.</p>

Name of Person Completing Form (Please print clearly)		
Title:	Signature:	Date:

FOR PROCUREMENT USE ONLY
<input type="checkbox"/> Anti-Terrorism Check Completed <input type="checkbox"/> Customer References Verified