**Appendix A: ZOA-Dorcas Supplier Registration Form**

**All details to be completed in English**

**Supplier Information**

|  |  |
| --- | --- |
| **Company name** |  |
| **Main office address** |  |
| **Location of other offices** |  |
| **Contact person name** |  |
| **Contact Person position** |  |
| **Contact person telephone numbers** |  |
| **Contact person email address** |  |
| **Company owner name (Attach Passport or ID Copy)** |  |
| **Company registration number** |  |
| **Company TIN number** |  |

 **Background**

If the answer to any of the following questions is ‘Yes’ then please explain on a separate paper:

|  |  |
| --- | --- |
| **Background Check** | **Response** |
| Has the supplier ever been bankrupt, having its affairs administered by the courts, entered into an arrangement with creditors or had suspended business activities?  | Yes | No |
| Has the supplier, owner, any director or point of contact ever been convicted of any offence concerning professional misconduct or fraud? | Yes | No |

**Goods/Services/Works Availability**

List below up to 15 of your core goods, services and works available (**Mandatory**)

If possible, also add a list of goods, services and works including prices as an annex to this document (**Optional**)

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| --- |
|  |

**Annex Checklist**

|  |  |
| --- | --- |
| **Annex document** | **Response** |
| Copy of company registration and/or main owner ID, Tax Compliance Certificate, Chamber of Commerce, Trading Licence, TIN certificate  | Yes | No |
| Signed code of conduct | Yes | No |
| List of core good/services/works | Yes | No |
| Three (3) References | Yes | No |
| 6 months’ bank statement | Yes | No |
| Office address: Tenancy agreement or Utility bills attached | Yes | No |

When registering as a Vendor with ZOA-Dorcas, you agree that the above details will be used to conduct due diligence checks, including a check to see if this company and/or its owners are not listed on any sanction lists.

I, the undersigned, warrant that the information provided in this form is correct, and in the event of changes will provide details to ZOA-Dorcas immediately if during a contract or prior to the signature of any further contracts.

|  |  |
| --- | --- |
| Name:  | Position |
| Date: | Location: |
| Signature: | Company Stamp:  |

**References**

If available, please provide references of a contract of any of the above goods, services and works provided to the UN, INGOs, international companies, Embassies or Government;

|  |  |  |
| --- | --- | --- |
| **Date of contract** | **Organisation** | **Value + currency** |
|  |  |  |
| **Service or goods or works provided** |  |
| **Client contact details** |  |

|  |  |  |
| --- | --- | --- |
| **Date of contract** | **Organisation** | **Value + currency** |
|  |  |  |
| **Service or goods or works provided** |  |
| **Client contact details** |  |

|  |  |  |
| --- | --- | --- |
| **Date of contract** | **Organisation** | **Value + currency** |
|  |  |  |
| **Service or goods or works provided** |  |
| **Client contact details** |  |

**Declaration**

I/We hereby declare:

* That the information given above is true and further state that I/We also understand the purchase of this form does not guarantee registration.
* That I/We are not insolvent/in receivership, bankrupt or being wound up, business activities not suspended/not subject to legal proceedings.
* That I/We have legal capacity to enter into contract.
* That I/We have fulfilled obligations to pay taxes/social security contributions.