**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** |  |
| **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 and Service Availability**

List below up to 15 of your core goods and services available

If possible, also add a list of goods and service including prices as an annex to this document.

|  |
| --- |
|  |

**Annex Checklist**

|  |  |
| --- | --- |
| **Annex document** | **Response** |
| Copy of company registration and/or main owner ID | Yes | No |
| Copy of company TIN certificate | Yes | No |
| Signed code of conduct | Yes | No |
| List of goods and services including prices | Yes | No |

When registering as a Supplier 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 and services provided to the UN, INGOs or international companies

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

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

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