

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	
	Yes	No
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

Supplier initial:

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.

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Annex Checklist *(Please attached copies of the tabulated documents below)*

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		

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Service or goods provided		
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