

4. Bidder Registration Form and other Criteria

Annex I – Other Evaluation Criteria

Dossier Reference No.: LB-DEL-0060

Validity of offer	
Warranty and replacement of defected and rejected items?	Yes/No
Previous experience with any NGO Specify:	Yes/No
Payment methods	1) Fresh Bank Transfer, Requires Higher Bank Charges on the expense of the bidder 2) Withdrawal Letter (Conditioned by low amounts) 3) Other:
Payment Schedule	1) Monthly (Statement of account) 2) Periodic (statement of account) 3) By Order 4) Other:
Delivery Lead Time	Number of Day:
Bank details <i>(please insert all bank details as requested below)</i>	
Name of the Bank:	
Address of Bank/Branch Name:	
Account Name:	
Currency of Account:	
IBAN Number:	
Swift Number:	

Date

Stamp & Signature

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Annex II - VENDOR REGISTRATION FORM

Dossier Reference No.: LB-DEL-0060

Section 1: Company Details and General Information

1. Name of Company:
2. Street Address: Postal Code: City:
3. Tel: Fax: Email:
4. Contact Name and Title:
5. Type of Business (Mark one only): Corporate/ Limited Partnership Other (specify)
6. Year Established:
7. Number of Full-time Employees:
8. License/Registration no.:
9. VAT No./Tax ID:
10. For Italian Companies- please attach 'Anti-mafia' certificate and DURC certificate for proof of eligibility:
10. Technical Documents available in: English French Arabic Other (specify) _____
11. Working Languages: English French Arabic Other (specify) _____

Section 2: Financial Information

12. Annual Value of Balance of the last three years (specify the currency) Year _____: Currency _____ Year _____: Currency _____ Year _____: Currency _____
13. Bank Name: Swift: Bank Account Number: Account Name:

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Section 3: Experience and commitment to respect social rights

14. Recent Contracts with International Aid Organizations and/or the United Nations:				
Organization:	Value:	Year:	Goods/Services/Works Supplied:	Destination:
_____	CURRENCY _____	_____	_____	_____
_____	CURRENCY _____	_____	_____	_____
_____	CURRENCY _____	_____	_____	_____
_____	CURRENCY _____	_____	_____	_____
_____	CURRENCY _____	_____	_____	_____

15. Please be informed that Terre des Hommes Italia does not do business with companies or any of their affiliates or subsidiaries that engage in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, regarding certain protection applicable to children performing work. Nor does this agency do business with companies that engage in the sale or manufacture of anti-personnel mines, or any significant component produced primarily for the operation thereof. Terre des Hommes Italia has a zero-tolerance policy towards sexual harassment, exploitation, and abuse. Please, check www.terredeshommesitalia.it to check our values, mission, vision and the relevant policies we apply.

By signing this document, you formally certify under your sole responsibility that you/your company comply with the ethical principles outlined above. Please, be informed that failure to comply with them constitutes ground for TDH Italia to terminate any valid agreement with you/your company.

Section 4. Other

16. Please list any Disputes your Company has been involved in with Intl. Aid Organisations and/or UN Organisations over the last 3 Years:
16. List any National or International Trade or Professional Organisations of which your Company is a Member.

I, the undersigned, warrant that the information provided in this form is correct.

Full Name:

Position:

Date:

Signature:

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