

## VENDOR REGISTRATION FORM



**Disclaimer: World Vision shall maintain in confidence all information provided by the Supplier. This information is for internal use ONLY & will not be share with a Third Party.  
The World Vision Partnership follows a "zero tolerance" rule with regard to corruption (including fraud).**

### Section I-General Information

#### 1.1-Business Type

Goods

Services

Consultancy

Commercial / Company Name : \_\_\_\_\_

1.2-Detailed Business Address: \_\_\_\_\_

#### 1.3-Business Contact Details

Name	Position	Phone Number	Email Address	Other (fax, PO Box, Website)

#### 1.4-Business Profile ( Complete as applicable )

Year Established	Number of employees	Ministry of finance Number ( VAT Number)	Ministry of economics Number (License Number)	Business Owner Name	Names of members the board of Directors

1.5-Working Languages: : English  Arabic  French

1.6-Technical Documents available in: English  Arabic  French

#### 1.7-Supporting Documentation Available ( Place X and Attach Document )

	Available and Attached	Document Not Available
Commercial Register		
Commercial Circular		
VAT Document		
Authorized Signatory ID		
Board Members ID		
Financial Report/ Audit Report		

### Section 2: Financial Information

#### 2.1 Annual Value of Total Sales for the last 3 Years

Year 200__	
Year 200__	
Year 200__	

## 2.2 Bank Details

Bank Name:	
Swift/BIC Address:	
Bank Account Number:	
Account Name:	
IBAN Number:	
Currency:	



## Section 3: Technical Capability and Information on Goods / Services Offered

### 3.1 List below your core Goods/Services offered

1	_____	6	_____
2	_____	7	_____
3	_____	8	_____

## Section 4: Experience

### 4.1 Recent Contracts with International Aid Organizations and/or the United Nations:

Organization	Value in USD	Year	Goods/Services Supplied	Destination

## Section 5: Other

### Certification:

I, the undersigned, hereby accept the basic General Conditions, a copy of which has been provided to me and warrant that the information provided in this form is correct, and in the event of changes details will be provided as soon as possible

Name \_\_\_\_\_

Functional Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

N.B.: Completing this form it does not automatically mean you will be added to our Vendor Database.

### All Suppliers/Contractors/ Consultants must provide copies of the following if available:

- 1.Certificate of Business Registration / Commercial Register/ Commercial Certificate
- 2.VAT registration Certificate
- 3.Valid Tax compliance/clearance certificate
- 4.Current trade license (if applicable)
- 5.Registration certificate in any specialized e.g. for pharmaceuticals.
- 6.References /Letter of recommendation from previous Contracts successfully executed
- 7.Detailed Company profile.
- 8.Must have a minimum of three years experience preferably with similar organizations (NGO).
- 9.Must provide list of 3 references/clients (attach evidence i.e. copies of contract document from client or orders for the last three years that best illustrate your best performance.)
- 10.Must demonstrate financial capability ,with a recommendation from a reputable bank
- 11.Must submit bids within the specified time frame.
- 12.World Vision will carry out site visits to all potential suppliers prior to final approval