

# Supplier Profile and Registration Form



This Registration Form enables the Danish Refugee Council (DRC) to gather information about your company. DRC can only issue Purchase Orders and pay invoices from vendors that are registered with such information. The information is kept confidential, only authorized staff will have access to this form when filled out. Except for information mentioned in the below paragraph, all other data will be solely for internal use and not share with external parties.

When registering as a vendor with DRC, and in line with DRC donor regulations, the details in "Vendor Name", "Addresses", "Company contact details", "Banking information" and/or "Additional financial identification" will be used to conduct due diligence checks on financial information and to confirm that the vendor is not listed in any sanction lists. The data will be kept for 3 years.

Click the area you want to edit and start writing.

**Do you agree that DRC, or an external party on behalf of DRC, carries out such checks?**

Yes

No

## Section 1

### Supplier information:

*Mandatory information for all potential suppliers.*

1. Legal name:

2. Type of business:
- |   |  |
|---|--|
| <input type="checkbox"/> Community Based Organisation | <input type="checkbox"/> Corporation           |
| <input type="checkbox"/> Government                   | <input type="checkbox"/> Limited Liability Co. |
| <input type="checkbox"/> Limited Partnership          | <input type="checkbox"/> Local NGO             |
| <input type="checkbox"/> Public Institution           | <input type="checkbox"/> Sole Proprietorship   |
|   | <input type="checkbox"/> INGO                  |
|   | <input type="checkbox"/> Partnership           |
|   | <input type="checkbox"/> Individual            |

### Address:

3. Street address: \_\_\_\_\_  
Street address continued: \_\_\_\_\_
4. Zip code: \_\_\_\_\_
5. City: \_\_\_\_\_
6. Country: \_\_\_\_\_
7. PO Box: \_\_\_\_\_

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## Company contact details:

8. Phone: \_\_\_\_\_
9. E-mail: \_\_\_\_\_
10. Website: \_\_\_\_\_

## Contact person:

11. Name: \_\_\_\_\_
12. Title: \_\_\_\_\_
13. Phone: \_\_\_\_\_
14. E-mail: \_\_\_\_\_

## Banking Information:

This information is necessary to enable DRC to pay through bank transfer. It will solely be used to instruct our bank to issue payment of any legitimate invoices from your company.  
If no banking information is available, please advise on other possible payment methods.

15. Bank name: \_\_\_\_\_
16. Bank address: \_\_\_\_\_
17. Account number: \_\_\_\_\_
18. Account currency: \_\_\_\_\_
19. Account name: \_\_\_\_\_
20. Swift code: \_\_\_\_\_
21. IBAN number: \_\_\_\_\_

## Section 2:

### Additional information for business engagement exceeding [DKK 30,000](#) per year.

This information is needed to understand your capabilities to fulfill higher value goods, services or works to DRC and is part of our due diligence. This section is not mandatory if you only wish to register for an annual business engagement below DKK 30,000 per year, then check this box:

and proceed to **Section 3: Certification.**

If the information requested is not available or not applicable, please state "N/A" in your response.

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## Financial identification:

22. Parent company/Name of owner: \_\_\_\_\_
23. Company license/Registration no: \_\_\_\_\_
24. VAT no: \_\_\_\_\_
25. Tax no: \_\_\_\_\_
27. DUNS no: \_\_\_\_\_ (If available)

## Delivery capacity:

This information is gathered to assess your financial strength and capability. As a rule of thumb DRC will not award a contract with a value exceeding 33% of the company annual turnover. This information is kept confidential and not shared with any third party outside DRC. Access to this information is limited to those DRC staff assessing the capability of vendors.

28. Year established: \_\_\_\_\_
29. Number of employees: \_\_\_\_\_
30. Annual value of sales for the last 3 financial years (according to balance sheet) in US Dollars:
- Year 1: \_\_\_\_\_ Turnover: \_\_\_\_\_
- Year 2: \_\_\_\_\_ Turnover: \_\_\_\_\_
- Year 3: \_\_\_\_\_ Turnover: \_\_\_\_\_
31. Has the company been audited in the last 3 years?  Yes  No

32. If "Yes", please enclose latest balance sheet.

If "No", please advise reason for no audit: \_\_\_\_\_

## Experience:

Recent contracts with the UN, International Aid Organisations, Governments, or International companies:

33. Organisation: \_\_\_\_\_
- Contract type: \_\_\_\_\_ (Service or goods)
- Date: \_\_\_\_\_
- Value: \_\_\_\_\_
- Contact person: \_\_\_\_\_
- E-mail: \_\_\_\_\_

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34. Organisation: \_\_\_\_\_  
Contract type: \_\_\_\_\_ (Service or goods)  
Date: \_\_\_\_\_  
Value: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
E-mail: \_\_\_\_\_
35. Organisation: \_\_\_\_\_  
Contract type: \_\_\_\_\_ (Service or goods)  
Date: \_\_\_\_\_  
Value: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
E-mail: \_\_\_\_\_

## Technical capability:

List below up to 5 of your core service/goods offered with their respective UNSPSC codes. The codes can be found here <https://www.unspsc.org/>.

36. Please advise the categories and items, or services that your company sells:

- |                    |                     |
|--------------------|---------------------|
| UNSPSC code: _____ | Item/Service: _____ |
| UNSPSC code: _____ | Item/Service: _____ |
| UNSPSC code: _____ | Item/Service: _____ |
| UNSPSC code: _____ | Item/Service: _____ |
| UNSPSC code: _____ | Item/Service: _____ |

## Quality Assurance:

37. Please list any quality standards that you are certified for (e.g. ANSI, BS, ISO etc.):

- |                 |                  |
|-----------------|------------------|
| Standard: _____ | Valid for: _____ |
| Standard: _____ | Valid for: _____ |
| Standard: _____ | Valid for: _____ |
| Standard: _____ | Valid for: _____ |
| Standard: _____ | Valid for: _____ |

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## Other factors:

*If you answer "Yes" to any of the following 7 questions, then please explain on a separate note.*

- a. Has the Company ever been bankrupt, or is in the process of being wound up, having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, or is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations?  
 Yes  No
- b. Has the Company ever been convicted of an offence concerning its professional conduct by a judgment which has the force of res judicata.  
 Yes  No
- c. Has the Company ever been guilty of grave professional misconduct proven by any means?  
 Yes  No
- d. Has the Company ever not fulfilled its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established, or with those of Denmark, or those of the country where the contract is to be performed?  
 Yes  No
- e. Has the Company ever been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the European Communities' financial interests?  
 Yes  No
- f. Has the Company ever been declared to be in serious breach of contract for failure to comply with our contractual obligations, following another procurement procedure or grant award procedure financed by the European Community budget?  
 Yes  No
- g. Has the Company ever been in any disputes with any Government Agency, the UN, or International Aid Organizations?  
 Yes  No

38. List any National or International Trade or Professional Organizations which your Company is a member of: \_\_\_\_\_

### Section 3: Certification

*Mandatory information for all potential suppliers.*

I, the undersigned, warrant that the information provided in this form is correct, and in the event of changes, details will be provided as soon as possible.

I further confirm that my company will adhere to the DRC Supplier Code of Conduct and that a signed copy will be submitted with this application.

39. Name: \_\_\_\_\_

40. Date and signature: \_\_\_\_\_

41. Print name: \_\_\_\_\_

42. Title/Position: \_\_\_\_\_

43. Place/Location: \_\_\_\_\_

44. E-mail: \_\_\_\_\_

45. Phone number: \_\_\_\_\_

**Company stamp:**

*Please complete, sign, initial each page and return this form to the DRC Procurement Manager.*