

**VENDOR REGISTRATION FORM**

Supplier Ref Number	
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*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 has a "zero tolerance policy" on corruption and fraud*

**Section 1-General Information**

**1.1-Business Type**

Goods ☐ Services ☐ Construction/Works ☐ Consultancy ☐

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

**1.2-Detailed Business Address:**

Address		City/Town		Postal Code	
Telephone Number		Country			

**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)	Government Registration Number/License Number	Business Owner Name	Names of members the Board of Directors

1.5-Working Languages: : English ☐ Arabic ☐ French ☐ Other: \_\_\_\_\_ Kurdish

1.6-Technical Documents available in: English ☐ Arabic ☐ French ☐ Other: \_\_\_\_\_ Kurdish

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

		Available (Y/N)	Notes
1	Certified copy of business registration, Company Profile docs or any other official		
2	Certificate of incorporation, business license or similar document		
3	Other Document ( Specify )		

**Section 2: Financial Information**

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

Year 2017	
Year 2018	
Year 2019	

**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


**Section 4: Experience**

4.1 Recent Contracts& References from International Aid Organizations, the United Nations agencies and others :

Organization	Value in USD	Year	Goods/Services Supplied / Location	Reference Name / Phone number and email
			As Attached List	

**Section 5: General Questions**

Questions	Supplier Answers
Are you or any of the employees and staff within your organisation beneficiaries of WV Services ? If the answers is YES provide details	
Are you envolved in any legal disputes that ended in Court in the past three years. If the answers is YES provide details	
Have you ever been involved in, supported, or encouraged terrorist activities in any country? Have you, ever been a member of, or given support to an organisation that has been concerned in terrorism If the answers is YES provide details	
Do you provide WV with the consent to conduct back ground checks on the company and its board of directors including the watch dog screening (where applicable)? If the answers is NO provide details	

Name

\_\_\_\_\_

Functional Title

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

N.B.: Completing this form it does not automatically mean you will be added to our Vendor Database.  
World Vision will carry out site visits to all potential suppliers prior to final approval

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