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**Vendor Registration Form**

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| **Section 1: Company Details and General information** |
|  | Name of company: |  |
|  | Street Address:Postal Code: City:Country: |  |
|  | P.O. Box:Mailing Address: |  |
|  | Tel: |  |
|  | Fax: |  |
|  | Email Address of contact person: |  |
|  | Website: |  |
|  | Contact Name & Title: |  |
|  | Parent company (Full legal name): |  |
|  | Subsidiaries, Associates and/or Overseas representatives (Attach a list if necessary) |  |
|  | Type of business (select only one)***Corporate/Limited [ ] Partnership [ ] Other(specify)***  |  |
| 1. a
 | Nature of business (select only one)***Manufacturer [ ] Authorize Agent [ ] Trader [ ]Consulting company [ ] Other(specify)*** |  |
| 12. b | Indicate the category of goods and services your company wants to be pre-qualified for (Get the relevant categories and codes on the call for tenders) |  |
|  | Year Establishment: |  |
|  | Number of full-time employees: |  |
|  | License number/state where registered: |  |
|  | VAT No/Tax ID: |  |
| **Section 2: Financial information** |
|  | Technical document available in;***English French Spanish Other (Specify)*** |  |
|  | Indicate working Language: |  |
|  | Annual Value of total sales/income for the last 3 years | **Year: NGN:****Year: NGN:****Year: NGN:** |
|  | Bank Name: Swift/BIC Address:Address: |  |
|  | Bank Account Number:Account Name: |  |
|  | Please provide a copy of the company’s Audited financial Report of the last 3 years |  |
| **Section 3: Technical capability and information on goods and services offered** |
|  | Quality Assurance certification (e.g ISO 9000 or equivalent) provide a copy of your latest certificate |  |
|  | International Offices/Representation (Countries where the company has local Offices/Representation |  |
|  | Do the goods or services your company offer/supply conform to National/International Quality Standards? **YES [ ] NO [ ]** |   |
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| Code | Description (one Line for each Item)  | National /International Quality Standard to which Item conforms |
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| **Section 4: Experience** |
|  | Recent Contacts with International Organizations and/or the United Nations: |  |
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| Organisation | Value (NGN) | Year | Goods/Services supplied | Destination |
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|  | To which Countries has your Company exported and /or managed Project over the last 3 Year? |  |
| **Section 5: Other** |
|  | Please list any Disputes Your Company has been involved in with any client (NGOs, Government agencies, UN organizations etc.) over the last three years: |  |
|  | List any National or international Trade or Professional Organizations of which your company is a member |  |
| 1. **Certifications:**
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| I, the undersigned, hereby certify that the information provided in this form is correct and in the event of changes details will be provided as soon as possible. I accept any penalty or legal action on my company, should it be discovered that the information I have provided are falsified or not a true representation of the company. Name: Title:Signature: Date: |