



**ICRC**

**International Committee of the Red Cross  
Comité International de la Croix Rouge  
19, avenue de la Paix  
CH 1202 GENEVA/ Switzerland  
Phone +41 22 730 6001 / Fax ++41 22 730 0000**

## **APPLICATION FORM FOR VENDOR REGISTRATION**

**Supplier code** (to be filled by ICRC): .....

**Please, fill in this questionnaire in order to permit the registration. Information given in the questionnaire will be handled confidentially. In the future, offers from non registered and non-validated sellers will be disregarded.**

### **1. General information**

Company name: .....

Address: .....

City: ..... Country: .....

Phone: .....

Fax: .....

E-mail: .....

Website:.....

Trade register number: ..... V.A.T. N°:.....

Country of registration: ..... Dunn & Bradstreet N° (if available): .....

Year of establishment:.....

Legal Status:.....

Ownership: .....

Total number of employees: .....

### **2. Contact information**

Contact person: ..... Fonction: .....

Mobile Phone:..... Fax:.....

E-mail: .....

### 3. Type of business / Products

- Manufacturer
- Wholesaler
- Trader
- Distributor / Authorized agent
- Other (specify): .....

Description of major business activity: .....

Main products supplied.....

### 4. Financial information

Turnover for the last 3 years (separately) with percentage of export:

Year			
Turnover			
% Export			

Bank name(s), address, and account number(s):

.....  
.....  
.....

### 5. Quality Assurance

Quality assurance certification or equivalent (please name): .....

Please provide a copy of your latest certificate(s).

### 6. Trade Organisation Membership

Please name trade organisation(s) where your company is registered:

.....  
.....

### 7. Subsidiaries, Associates/ and or Overseas Representation:

Mother company:.....

Subsidiaries / International offices / Representatives: .....

Joint-venture(s) / Agents: .....

(If possible, join an organization chart)

## 8. Experience with Aid Organisations and major customers

Please report recent Contracts with International Institutions, United Nations, Non-governmental Organisations and major customers.

Date	Organisation	Value	Goods supplied	Destination

The seller confirms that he accepts the enclosed ICRC General Conditions on purchasing. The seller understands that the completion of this questionnaire has no contractual value and represents the first step in the selection process by the ICRC. A poorly completed form will not be considered.

The undersigned .....  
certifies that all information given herein, attached pages included, is correct and takes complete responsibility for this statement including the consequences in the event of false or erroneous information.

Date:

Signature:

Stamp

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Please provide copies of the following documents with this duly filled application form:

- Trade Registration Certificate
- VAT registration or equivalent
- Quality Assurance certificate or equivalent
- Certified Annual Reports for the last 3 years
- ICRC General conditions on Purchasing duly signed and stamped
- Company profile
- Product catalogue