



VENDOR REGISTRATION FORM

1. Name of Company:	
2. Street Address: Postal Code: City: Country:	3. P.O. Box and Mailing Address:
4. Tel:	5. Fax:
6. Email:	7. WWW Address:
8. Contact Name and Title:	
9. Email:	
10. Parent Company (Full legal Name):	
11. Subsidiaries, Associates - name, city, country (attach a List if necessary):	
12. International Offices/Representation (Countries where the Company has local Offices/Representation):	
13. Type of Business (Mark one only): Corporate/ Limited: ☐ Partnership: ☐ Other (specify):	
14. Nature of Business: Manufacturer: ☐ Authorised Agent: ☐ Trader: ☐ Consulting Company: ☐ Other (specify):	
15. Year Established:	16. Number of Full-time Employees:
17. Licence no./State where registered:	18. VAT No./Tax I.D.:
19. Technical Documents available in: English ☐ French ☐ Spanish ☐ Russian ☐ Arabic ☐ Chinese ☐ Other (specify) _____	
20. Working Languages: English ☐ French ☐ Spanish ☐ Russian ☐ Arabic ☐ Chinese ☐ Other (specify) _____	

Section 2: Banking Information

- | | |
|--|---------------------------------------|
| 21. Bank Name: | 22. Branch Name: |
| 23. Branch Address: | 24. Tel. number: |
| | 25. Fax number: |
| 26. Bank Account Number: | 27. Account Name: |
| 28. Account currency: | 29. Swift/Bank Identifier Code (BIC): |
| 30. International Bank Account Number (IBAN): | |
| 31. Routing Bank details (if applicable): full details to be provided as per above | |

If multiple bank accounts exist that may be relevant to UNHCR, please provide details for each account.

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

32.. Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (please provide a Copy of your latest Certificate):

33. For Goods only, do those offered for Supply conform to National/International Quality Standards?

Yes ☐

No ☐

34. List below up to a maximum of ten (10) of your core Goods/Services offered:

Description (one Line for each Item)	National/International Quality Standard to which Item conforms

Section 4: Experience

35. Annual Value of Total Sales for the last 3 Years:

Year ____: USD_____ Year ____: USD_____ Year ____: USD_____

36. Annual Value of Export Sales for the last 3 Years:

Year ____: USD_____ Year ____: USD_____ Year ____: USD_____

37. If available, please provide a copy of the company's latest annual or audited Financial Report. Please note that the latest audited financial report may be requested in case of a contract with NRC.

38. Recent Contracts with other International Aid Organizations:

Organization:	Value:	Year:	Goods/Services Supplied:	Destination:
_____	USD _____	_____	_____	_____
_____	USD _____	_____	_____	_____
_____	USD _____	_____	_____	_____
_____	USD _____	_____	_____	_____
_____	USD _____	_____	_____	_____

38. To which Countries has your Company exported and/or managed Projects over the last 3 Years?

Section 5: Other

40. Does your Company have a written Statement of its Environmental Policy? (If yes, please attach a Copy)

Yes ☐

No ☐

41. Please list any Disputes your Company has been involved in with NGOs/UN Organizations over the last 3 Years:

42. List any National or International Trade or Professional Organizations of which your Company is a Member.

43. We hereby confirm that we have visited www.epls.gov/epls/search.do and that neither the company nor its employees conduct business nor have dealings professional or otherwise with companies or entities listed as banned by the abovementioned website and furthermore accept that if indeed subsequently found to have a relationship with said entities or companies so listed that NRC may terminate the contract with immediate effect citing damages.

☐

44. Certification:

I, the undersigned, hereby accept the NRC 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: