

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

Yes No

Section 1: Mandatory Information for all potential suppliers

Vendor Name

1. Legal name: _____

2. Type of Business Community Based Organisation Corporation Government

(check the box): Limited Liability Co. INGO Limited Partnership

Local NGO Partnership Public Institution

Sole Proprietorship Individual

Addresses

3. Street Address: _____

4. Post Code: _____ 5. City: _____

6. Country: _____

7. PO Box: _____

Company contact details

8. Telephone: _____

9. Email: _____

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10. Website: _____

Contact person

11. Name: _____

12. Position: _____

13. Phone No: _____

14. Extension No: _____

15. 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.

16. Bank Name: _____

17. Bank Address: _____

18. Account Number: _____

19. Account Currency: _____

20. Account Name: _____

21. Swift Code: _____

22. Iban No: _____

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. If so, please check this box , and go 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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Additional Financial identification

23. Parent Company or Name of Owner: _____

24. Company License/Registration No: _____

25. VAT No.: _____ 26. 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 (FTE): _____

30. Annual value of sales for the last 3 Financial years (according to balance sheet) in United States Dollars:

Year _____: _____ Year _____: _____ Year _____: _____

31. Has the Company been audited in the last 3 years? Yes No

32. If "No", please advise reason for no audit: _____

Experience

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

34. Organisation: _____ Date: _____ Value: _____

35. Organisation: _____ Date: _____ Value: _____

36. Organisation: _____ Date: _____ Value: _____

37. Please provide information in the table below for recent contract information:

Type of contract (Supply, service works)	Total value in USD	Name of Organisation	Contact details (email)	Name of Person to contact

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Technical capability

List below up to 15 of your core goods/services offered with their respective UNSPSC codes. The codes can be found in the link stated in first column.

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

Category (UNSPSC code)	Core Item/Service	Core Item/Service

Quality Assurance

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

_____	Valid till:	_____
_____	Valid till:	_____
_____	Valid till:	_____
_____	Valid till:	_____

Other Factors

If you answer "Yes" to any of the following 8 questions then please explain on a separate paper

- 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

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- 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 organisation 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 Organisations?
- Yes No
- H. List any National or International Trade or Professional Organisations which your Company is a member of:
- _____

Section 3: Certification

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.

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40. Name: _____

Company Stamp

41. Signature: _____

42. Print Name: _____

43. Title/Position: _____

44. Date: _____

45. Place: _____

46. Email Address: _____ *(for contact for verification purposes)*

47. Phone Number: _____ *(for contact for verification purposes)*

Please sign, initial each page and return this Form is to be completed and returned to the DRC Procurement Manager