Supplier Profile and Registration Form

Section 1: Supplier Details and General Information

Name of Supplier: _____

Street Address: _____

_____

Post Code: _____ City: _____

Country: _____

PO Box: _____

Telephone: _____

Email Address: _____ Website: _____

Contact Person: Name & Position: _____

Phone No: _____ Extension No: _____

Parent Company or Name of Owner: _____

Type of Business
(check the box): ☐ Corporate/Limited ☐ Trader ☐ Manufacturer ☐ Consultants

Year Established: _____ Number of Employees (FTE[1]): _____

Company License/Registration No: _____

Section 2: Financial Information

VAT No.: _____ Tax No.: _____

Bank Name: _____

Account Number: _____

Currency of Account: _____

Account Name: _____

Swift Code: _____

[1] Full time employees only. No volunteers, interns or part time employees should be counted here

Iban No: _____

DUNS[2] No: _____

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

Year _____: _____ Year _____: _____ Year_____: _____

Has the Company been audited in the last 3 years? ☐ **Yes** ☐ **No**

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

_____

Section 3: Experience

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

Organisation: _____ Date: _____ Value: _____

Organisation: _____ Date: _____ Value: _____

Organisation: _____ Date: _____ Value: _____

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

Section 4: 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.

[2] The Data Universal Numbering System, abbreviated as DUNS or D-U-N-S, is a proprietary system developed and regulated by Dun & Bradstreet. DRC requires that its supplier register for DUNS number and provide details above. DUNS can be obtained by http://fedgov.dnb.com/webform/pages/CCRSearch.jsp

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

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

Section 5: Other factors

If the answer to any of the following 7 questions is yes then please explain on a separate paper

1. 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**

2. 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**

3. Has the Company ever been guilty of grave professional misconduct proven by any means?
☐ **Yes** ☐ **No**

4. 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**

5. 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**

6. 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**

7. Has the Company ever been in any disputes with any Government Agency, the UN, or International Aid Organisations?

☐ **Yes** ☐ **No**

8. List any National or International Trade or Professional Organisations which your Company is a member of:

_____

9. When registering as a vendor with DRC, the above details 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 6: 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.

Name: _____ Company Stamp

Signature: _____

Print Name: _____

Title/Position: _____

Date: _____

Place: _____

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

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