



# ELIMINATION 8

ANGOLA · BOTSWANA · MOZAMBIQUE · NAMIBIA  
SOUTH AFRICA · SWAZILAND · ZAMBIA · ZIMBABWE

## SUPPLIER PROFILE/REGISTRATION FORM

Please fill in this Registration Form in order to register.

Information given in this questionnaire will be handled confidentially. Please attach all other documents requested in the questionnaire.

1. NAME OF COMPANY: .....  
 MAILING ADDRESS: .....  
 COUNTRY: .....  
 CONTACT PERSON(S): .....  
 TELEPHONE: .....  
 INTERNET (E-mail): .....  
 WEBSITE: .....

### 2. TYPE OF ORGANISATION (Please check)

- Individual  Partnership  Non-Profit Organisation   
 Private Limited Liability Company  Public Limited Liability Company   
 Other ( ) Please explain:.....

Year Established:..... Under the laws of .....

Please attach copy of registration certificate

### 3. TYPE OF BUSINESS (Please check)

- Manufacturing  Supplier  Consultancy   
 Service Provider

Please describe your company's major business activity: .....

.....  
 .....

Please indicate on the main commodities/services your company offers and attach a company profile.

4. **SIZE OF BUSINESS** (Please provide a copy of your latest audited financial statements)  
 Turnover (last financial year) Ended:   /  /   \_\_\_\_\_(indicate currency)  
 (previous financial year) Ended:   /  /   \_\_\_\_\_(indicate currency)  
 (previous financial year) Ended:   /  /   \_\_\_\_\_(indicate currency)  
 Annual Reports from last three years.

No. of Employees: ..... No. of Branches: .....  
 No. of International Offices (if any) .....

**5. AFFILIATED/HOLDING/SUBSIDIARY COMPANIES**

Name	Address	Nature of Affiliation

Please attach an organisation chart

**6. PERSONS AUTHORISED TO SIGN BIDS, OFFERS AND CONTRACTS**

Name	Position	Telephone

**7. BANKING INFORMATION**

Name: .....  
 Address:.....  
 Account Number: ..... SWIFT Code: .....  
 IBAN: .....

**8. REFERENCES**

Recent business transactions: (Not required if you have supplied the E8 Secretariat with goods or services within the past 12 months.)

Date (date/month/year)	Service or Product	Value (Indicate Currency)	Buyer/contact and Telephone

**9. NAMES OF OFFICERS, OWNERS OR PARTNERS**

Owner(s):  
 Chief Executive Officer: (or equivalent)  
 Chief Financial Officer: (or equivalent)

**10. PAYMENT TERMS:**

E8 Secretariat shall make payments within 30 days following receipt of goods in good order/provision of services, and all requested documentation. Payments, shall be made only against supplier's invoice and shall be subject to conformity of goods to specifications. E8 Secretariat's documentation requirements frequently include an acknowledgement of delivery certificate or certificate of rendered services, signed by a local representative of the E8 Secretariat. Please note that any non-acceptance of these terms may preclude your company from being considered as a potential supplier.

**11. QUALITY ASSURANCE**

Please specify your quality assurance standards

.....  
.....

(Please attach any certificates or documents which denote quality assurance)

**12. GENERAL TERMS AND CONDITIONS:** The E8 Secretariat’s Standard Conditions of Contract for the supply of goods/provision of services will apply.

**13. PRINCIPLES OF CONDUCT:** Supplier seeking to work with the E8 Secretariat shall respect the following principles:

**Business Ethics:** supplier is expected to maintain the highest degree of business ethics when working with the E8 Secretariat.

**Transparency of information provision:** supplier shall not be involved in any fraudulent activities, misrepresent information or facts for the purpose of influencing the selection and contract awarding process in its favour.

**Fair competition:** supplier shall not be involved in any corrupt, collusive or coercive practices.

If at any time during the registration or procurement process the E8 Secretariat determines that the supplier is in violation of the above-mentioned principles, that supplier’s request for registration or bid may be rejected as ineligible.

The respect of fundamental human rights and labour standards is stipulated in the General Conditions of Contract and must be accepted by you as a condition of contracting with the E8 Secretariat. Any refusal of these terms shall constitute grounds for rejection of supplier’s registration request or bid; and any violation during a contract terms shall constitute grounds for termination

**14. REGISTRATION REJECTION:** Registration application may be rejected for the following reasons:

- Bankruptcy or a decision of legal incompetence
- Criminal conviction or civil judgement against you or your managing director (or equivalent) for the commission of any offence indicating a lack of business integrity or business honesty
- Grounds for suspicion of breach of established E8 Secretariat standards (violation of the fundamental principles or social and ethical standards)
- Any refusal of any of the principles of conduct and any refusal to the respect of fundamental human rights and labour standards
- Listed on World Bank’s Listings of Ineligible Firms and Individuals or World Bank’s Corporate Procurement Listing of Non-Responsible Vendors or in a “UN Ineligibility List” or declared as ineligible by other international donor organisations

**15. CERTIFICATION:** The undersigned, an authorised signer for the company, hereby certifies that the information provided herein, including that on any attached pages is true and correct to the best of his/her knowledge. The same acknowledges having read and agreed to the E8 Secretariat's payment terms of 30 days credit.

Name and Title:.....

Signature:..... Date: .....

<b>Office Use Only</b>	
<b>Received By</b>	
<b>Received Date</b>	