

## IHO Vender registration form

<b>Company registration details</b>	
Company Name:	
VAT Registration No:	

<b>Company Details</b>	
Email Address:	
Telephone No.	
Postal Address:	
Country:	
City / Town:	

<b>Business Information</b>	
Manufacturer	<input type="checkbox"/>
Wholesaler	<input type="checkbox"/>
Trader	<input type="checkbox"/>
Site Development/Construction	<input type="checkbox"/>
Authorized Dealer	<input type="checkbox"/>
Retailer	<input type="checkbox"/>
Importer	<input type="checkbox"/>
Consultancy	<input type="checkbox"/>
Information Services	<input type="checkbox"/>
Computer Hardware	<input type="checkbox"/>
Service Bureau	<input type="checkbox"/>
Other specify	<input type="checkbox"/> _____
Number of Years in business:	<input type="text"/>

**Key Personnel & Contacts** *(Authorized to sign and accept PO/Contracts & other commercial documents)*

Name	Title/Position	Signature
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1.		
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2.		
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3.		
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Companies with whom you have been dealing for the past two years with approximate value in US Dollars:

Company Name	Business Value	Contact Person/Tel. No.
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1.		
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2.		
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3.		
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Have you ever provided products and/or services to any mission/office of IHO?

Yes

No

Do you have any relative who worked with us at one time or another, or are presently employed with IHO? If yes, kindly state name and relationship.

**Trade Reference**

Company	Contact Person	Contact Number
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1.		
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2.		
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3.		
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**Banking Reference**

Bank	Contact Person	Contact Number
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1.		
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2.		
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3.		
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**Category (Please select what applies)**

- Mining & Well Drilling Machinery & Accessories
- Bookbinding Services
- Building & Construction Machinery & Accessories
- Material Handling & Conditioning & Storage Machinery & their Accessories & Supplies
- Commercial & Private Vehicles & their Accessories & Components
- Power Generation & Distribution Machinery & Accessories
- Electrical systems & Lighting & components & accessories & supplies
- Distribution & Conditioning Systems & Equipment & Components
- Drugs & Pharmaceutical Products
- Laboratory & Measuring & Observing & Testing Equipment
- Medical Equipment & Accessories & Supplies
- Information Technology Broadcasting & Telecommunications
- Office Equipment & Accessories & Supplies
- Printing & Photographic & Audio & Visual services
- Cleaning services
- Service Industry Machinery & Equipment & Supplies
- Sports & Recreational Equipment & Supplies & Accessories
- Food, Beverage Products
- Domestic Appliances & Supplies & Consumer Electronic Products
- Travel & Food & Lodging & Entertainment Services
- Personal & Domestic Services
- Published Products
- Furniture & Furnishings
- Educational Equipment & Materials & Accessories & Supplies
- Building & Construction & Maintenance Services
- Industrial Production & Manufacturing Services
- Industrial Cleaning Services
- Environmental Services
- Transportation & Storage & Mail Services
- Management & Business Professionals & Administrative Services
- Engineering & Research & Technology Based Services
- Editorial & Design & Graphic & Fine Art Services
- Financial & Insurance Services
- Healthcare Services
- Consultancy, Education & Training Services
- \_\_\_\_\_ Others
- specify

## REQUIREMENTS CHECK LIST

Please submit the following documents together with the Information Sheet:

	For IHO use only	
	Submitted	Not Applicable
Company Profile (including the names of owners, key officers, technical personnel)		
Company's Articles of Incorporation, Partnership or Corporation, whichever is applicable, including amendments thereto, if any.		
Certificate of Registration from host country's Security & Exchange Commission or similar government agency/department/ministry		
Valid Government Permits/Licenses		
Audited Financial Statements for the last 3 years*		
Certificates from the Principals (e.g. Manufacturer's Authorization, Certificate of Exclusive Distributorship, Any certificate for the purpose, indicating name, complete address and contact details)		
Catalogues/Brochures		
List of Plants/Warehouse/Service Facilities		
List of Offices/Distribution Centers/Service Centers		
Quality and Safety Standard Document / ISO 9001		
List of all contracts entered into for the last 3 years (indicate whether completed or ongoing )		
Certification that Non-performance of contract did not occur within the last 3 years prior to application for evaluation based on all information on fully settled disputes or litigation		
For Construction Projects: List of machines & equipment ( <i>include brand, capacity and indication if the equipment are owned or leased by the Contractor</i> )		

**Declaration**

Verification of information supplied, including information relating to preferences that the Applicant or Business may apply for:

I/we, the undersigned, who warrants that I/we are duly authorised to do so on behalf of the supplier, certifies that the information supplied in terms of this document including the Annexure(s) with additional information, is correct and accurate and acknowledges that:

1. The supplier will be required to furnish documentary proof of the information relating to preferences, if requested to do so.
2. If the information supplied is found to be incorrect, then IHO may, in addition to any remedies it may have:
  - i. (Disqualify the supplier/contractor for a particular bid/contract/project it may be considered for, or which had been awarded to the supplier/contractor;
  - ii. Recover from the supplier/contractor for all costs, losses or damages incurred or sustained by IHO as a result of breach of contract;
  - iii. Cancel the contract and claim any damages which IHO may suffer by favourable arrangements after such cancellation and/or;
  - iv. De-register the supplier registered on the Supplier Database
3. A registered supplier MUST notify Procurement Unit of any changes to information supplied on this form. Failure to do so may result in such a supplier being removed from the Supplier database and /or the cancellation of contracts awarded to the supplier, on the basis of misrepresentation.

Signed on this day \_\_\_\_\_ of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorised Representative