

REPUBLIC OF SIERRA LEONE SUPPLIERS REGISTRATION FORM

SECTION 1: COMPANY DETAILS AND GENERAL INFORMATION

1. NAME OF COMPANY / INSTITUTION:-----
2. STREET ADDRESS:-----
POSTAL CODE: -----
CITY: -----
COUNTRY: -----
3. P.O.BOX AND MAILING ADDRESS:-----
4. TELEPHONE NO: -----
5. FAX NO :-----
6. E-MAIL ADDRESS:-----
7. WEBSITE ADDRESS:-----
8. CONTACT NAME AND TITLE :-----
9. PARENT COMPANY (full legal name):-----
10. SUBSIDIARIES, ASSOCIATE AND/OR OVERSEAS REPRESENTATIVE(S) (Attach list if necessary):-----
- 11a. NATURE OF BUSINESS (Tick one box only)
Manufacturer-----
Trader-----
Authorised Agent-----
Consulting Company-----
Other (specify)-----
- 11b. TYPE OF BUSINESS
Corporate/Limited-----
Partnership-----
Government Agency-----
University-----
Other (specify)-----
12. YEAR ESTABLISHED: -----
13. NUMBER OF FULL TIME EMPLOYEES: -----
14. LICENCE NUMBER/STATE WHERE REGISTERED: -----
15. VAT NUMBER/TAX IDENTIFICATION: -----
16. TECHNICAL DOCUMENTS ARE AVAILABLE IN: -----
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17. WORKING LANGUAGE:
English-----
French-----
Spanish-----
Russian-----
Arabic-----
Chinese-----
Other (specify) -----

SECTION 2 : FINANCIAL INFORMATION

18. ANNUAL VALUE OF TOTAL INCOME FOR THE LAST 3 YEARS:

- (1) Year-----US\$-----million
- (2) Year-----US\$-----million
- (3) Year-----US\$-----million

19. ANNUAL VALUE OF TOTAL INCOME FOR THE LAST 3 YEARS:

- (1) Year-----US\$-----million
- (2) Year-----US\$-----million
- (3) Year-----US\$-----million

20. ANNUAL VALUE OF TOTAL INCOME FOR THE LAST 3 YEARS:

- (1) Year-----US\$-----million
- (2) Year-----US\$-----million
- (3) Year-----US\$-----million

21. ANNUAL VALUE OF EXPORT SALES FOR THE LAST 3 YEARS:

- (1) Year-----Le-----million
- (2) Year-----Le-----million
- (3) Year-----Le-----million

22. BANK NAME: -----

ADDRESS:-----

SWIFT/BIC ADDRESS:-----

23. BANK ACCOUNT NUMBER: -----

ACCOUNT NAME:-----

24. PLEASE PROVIDE A COPY OF THE COMPANY’S MOST RECENT ANNUAL OR AUDITED FINANCIAL REPORT, IF AVAILABLE, PLEASE PROVIDE CREDIT RATING BY DUN AND BRADSTREET, OPR EQUIVALENT:-----

SECTION 3 : TECHNICAL CAPABILITY AND INFORMATION ON GOODS/ SERVICES OFFERED.

25. IF, AVAILABLE, PLEASE PROVIDE A COPY OR YOUR LASTEST QUALITY ASSURANCE CERTIFICATION (e.g. ISO 9000 or equivalent):-----

26. INTERNATIONAL OFFICES / REPRESENTATION (countries where the company has local offices / Representation): -----

27. LIST BELOW UP TO 15 OF YOUR CORE GOODS/ SERVICES OFFERED WITH THEIR RESPECTIVE PRODUCT CODES. A PRODUCT CODE LIST IS AVAILABLE FROM RHWE NPPA SECRETARIAT:

PRODUCT CODE	PRODUCT Description (one line for each item)	National / International Quality Standard to which item conforms

SECTION 4: EXPERIENCE

28. RECENT CONTRACTS WITH THE GOVERNMENT OF SIERRA LEONE and / or OTHER INTERNATIONAL ORGANISATIONS:

Organisation	Value in US\$	Year	Goods/Services Supplied	Destination

29. TO WHICH COUNTRIES HAD YOUR COMPANY EXPORTED and / or MANAGED PROJECTS OVER THE LAST 3 YEARS? -----

30. DOES YOUR COMPANY HAVE A WRITTEN STATEMENT OF ITS ENVIRONMENTAL POLICY? (If yes, please attached a copy) Yes ----- No-----.

31. IS YOUR COMPANY EDI ENABLED? Yes ----- No -----.

SECTION 5: OTHER

32. PLEASE LIST ANY DISPUTES YOUR COMPANY HAS BEEN INVOLVED IN WITH THE GOVERNMENT OF SIERRA LEONE OR OTHER ORGANISATIONS OVER THE LAST 3 YEARS: -----
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33. LIST ANY NATIONAL OR INTERNATIONAL TRADE OR PROFESSIONAL ORGANISATIONS OF WHICH YOUR COMPANY IS A MEMBER: -----

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34. 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:

Name-----

Functional Title-----

Signature----- Date -----

PLEASE RETURN THE COMPLETED FORM, BY FAX OR MAIL.

CONTACT ADDRESS-----
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INSTRUCTIONS FOR COMPLETION OF THE REGISTRATION FORM.

The form should be typewritten in uppercase (or written in capital letters) and completed clearly and accurately ensuring that all questions are answered. The numbers below correspond to item numbers on the registration form.

1. Full name of company
2. Full street address
3. Full mailing address (including P.O.Box, if any)
4. Telephone number, including correct country and area code
5. Fax number, including country and area codes
6. E-mail address
7. Website address
8. Provide name of person (including title or department to whom correspondence should be addressed
9. Full legal name of parent company
10. Provide names and addresses of all subsidiaries, associates and overseas representatives, if any (on a separate sheet if necessary
11. Tick one box only ,if other is ticked , please specify
12. Indicate the year in which the organization was established under the name shown in item 1
13. Indicate the total number of full time personnel in the company
14. Provide licence number under which the company is registered, or the state where it is registered
15. Provide VAT number. Or Tax ID of the company
16. All technical documents should be supplied in the language
17. Tick appropriate boxes to indicate in which language the company is able to work in
18. Provide total annual sales in US dollars (mil), of the company for the last 3 financial years or
19. Provide total annual sales in Sierra Leone Le (mil), of the company for the last 3 financial years
20. Provide total export sales in US dollars (mil), of the company , for the last 3 financial years
21. Provide total export sales in Sierra Leone Le (mil), of the company , for the last 3 financial years
22. Provide full name ,address and SWIFT address of the bank used by the company
23. Provide company's bank account number and name of account
24. Provide copy of the company's most recent annual report or audited financial reported, if available provide Rating by Dun and Bradstreet (or equivalent) – specify which
25. List any Quality Assurance Certificate (e.g. ISO 9000 series) that have been issued to your company, and Provide a copy of the latest certificate
26. List all countries where the company has local offices or representation
27. Please list up to 12 of the core goods/services offered. If available, provide the product code and describe them according to the product description. List the National / International Quality Standard to which each item conforms
28. Enter the name(s) of Ministries, Departments and Agencies of the Government of Sierra Leone, or other International organizations that your company has dealt with recently. Provide the value and the year of the contract, the goods/ services supplied and the country of destination of each contract. If you have had more than 5 such contracts, please attach a separate sheet indicating the others. Document evidence of such contracts is required, e.g copies of purchase orders
29. List export markets, in particular all developing countries to which your company has exported over the last 3 year
30. The earth summit, held in Rio de Janerio in 1992, emphasized the necessity to project and renew then earth's limited resources. AGENDA 21 was adopted by 178 government and lays emphasis on the UN to exercise leadership, i.e towards promoting environmental sensitive procurement policies for goods and services. Please indicate whether your company has a written statement of its environmental policy and , if So provide a copy

31. Is your company EDI enabled
32. List all disputes your company has been involved in within the Government of Sierra Leone or other organizations over the last 3 years. If more space is required, please use a separate sheet
33. Provide details of all national and international trade or professional organization to which your company belongs
34. This form should be signed by the person completing it and their name and title should be typed, along with the date.