

**Vendor/Supplier Registration Form**

1. **Vendor/ Company Information**

|  |  |
| --- | --- |
| **Registered Business Name** |  |
| **Business Type** |  |
| **Year Established** |  |
| **Country of Registration** |  |
| **Registration Number** |  |
| **Tax Identification Number (TIN)** |  |

1. **Contact Information**

|  |  |
| --- | --- |
| **Contact Person** |  |
| **Title/Position** |  |
| **Mobile Number** |  |
| **Email Address** |  |

1. **Vendor/Supplier Address**

|  |  |
| --- | --- |
| **City/State** |  |
| **Post/Zip Code** |  |
| **Country** |  |
| **Phone Number** |  |
| **Email Address** |  |
| **Fax** |  |
| **Website (if any)** |  |

1. **Bank information**

|  |  |
| --- | --- |
| **Bank Name** |  |
| **Bank Account Number** |  |
| **Bank Address** |  |
| **SWIFT Code** |  |
| **Currency of Payment** |  |

1. **Declaration**

I, the undersigned, certify that the information provided in this Supplier Registration Form is true and correct to the best of my knowledge. I understand that any false information may result in the rejection of this application or termination of any contracts awarded.

Nam:…………………………………….Title:………………………Date:…………………..

Signature and Stamp:

1. **For Internal Use Only (HHRO)**

|  |  |
| --- | --- |
| **Reviewed By** |  |
| **Title/ Position** |  |
| **Date Reviewed** |  |
| **Approved/Rejected** |  |
| **Comment:** | |

### **Required Documents:**

1. Supplier Registration Form, 2. RFQ Form, 3. Business Registration License,

4. Bank Account Details, 5. TIN

**Submission Instructions:**  
Please Signed and stamped all Required Document and submit this completed forms and Documents via email to [Procurement@hoodmand.org](mailto:Procurement@hoodmand.org) with the subject line "RFQ for PCs – [Your Business Name]" by 04-September-2024 on 11:00 PM.