**VENDOR REGISTRATION FORM –ANNEX IV**

**Section 1: Company Details and General Information**

1. Name of Company:

2. Street Address:      3. P.O. Box and Mailing Address:

 Postal Code:       City:

 Country:

4. Tel:       5. Fax:

6. Email:       7. WWW Address:

8. Contact Name and Title:

9. Email:

10. Parent Company (Full legal / officially registered company name):

11. Subsidiaries, Associates - name, city, country (attach a List if necessary):

12. International Offices/Representation (Countries where the Company has local Offices/Representation):

13. Type of Business (Mark one only):

 Corporate/ Limited:[ ]  Partnership:[ ]  Other (specify):

14. Nature of Business:

 Manufacturer:[ ]  Authorised Agent: [ ]  Trader:[ ]  Consulting Company:[ ]  Other (specify):

15. Year Established:      16. Number of Full-time Employees:

17. Licence no./State where registered:      18. VAT No./Tax I.D:

19. Technical Documents available in:

 English [ ]  French [ ]  Spanish[ ]  Russian[ ]  Arabic[ ]  Chinese[ ]  Other (specify)

20. Working Languages:

 English [ ]  French [ ]  Spanish[ ]  Russian [ ]  Arabic[ ]  Chinese[ ]  Other (specify)

**Section 2: Banking Information**

21. Bank Name:      22. Branch Name:

23. Branch Address:      24. Tel. number:

      25. Fax number:

26. Bank Account Number:      27. Account Name:

28. Account currency:      29. Swift/Bank Identifier Code (BIC):

30. International Bank Account Number (IBAN):

31. Routing Bank details (if applicable): full details to be provided as per above

**Section 3: Technical Capability and Information on Goods / Services Offered**

32.. Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (please provide a Copy of your latest Certificate):

33. For Goods only, do those offered for supply conform to National/International Quality Standards?

 Yes [ ]  No [ ]

34. List below up to a maximum of ten (10) of your core Goods/Services offered:

 Description (one Line for each Item) National/International Quality Standard to which Item conforms

**Section 4: Experience**

35. Annual Value of Total Sales for the last 2 Years:

Year     : PKR       Year      PKR

36. Annual Value of Export Sales for the last 3 Years: If applicable

Year     : PKR       Year      PKR      Year      PKR

1. If available, please provide a copy of the company's latest annual or audited Financial Report.

Do you have outstanding bankruptcy, judgment or pending legal action that could impair operating as a *going concern*? Yes [ ]  No[ ]

**Section 5: Official not to benefit**

46. By signing this VRF, potential vendors confirm that they have read, understood and will comply with the SHARP policy on the “zero tolerance” that strictly prohibits the acceptance of any type of gift and/or hospitality by SHARP staff members participating in the procurement process. Please confirm.

Yes [ ]  No [ ]  Any breach of this clause may lead to the termination of all contracts your Company may have with

 Name:      Functional Title:

 Signature: Date:

**Please courier the completed BID documents to:**

**Administration-Department**

**SHARP Islamabad**

**House No. 2, Postal Colony, CMT Road,**

**Golra Morr, Islamabad**