**Supplier profile/registration form**

**Please fill in this questionnaire 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: ………………………………………………………….…………….................

 FAX: ………………………………………………………………….……................................

 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 …………………………………….

 Quoted on the ……………………………………………………….Stock Exchange

 Please attach copy of registration certificate

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

Manufacturing [ ]  Construction [ ]  Trading [ ]  Consultancy [ ]

 Service Provider (e.g. transport, warehousing, quality control, etc.) [ ]

 Other [ ]  Please explain:………………………………………………………………………..

 ……………………………………………………………………………………………………..

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

 ……………………………………………………………………………………………………..

 ……………………………………………………………………………………………………..

 ……………………………………………………………………………………………………..

 Please indicate on page 5 the main commodities/services your company offers**.**

1. **SIZE OF BUSINESS (**Please provide a copy of your latest audited financial statements)

Turnover (last financial year) Ended: \_\_/\_\_/\_\_ US$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (previous financial year) Ended: \_\_/\_\_/\_\_ US$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (previous financial year) Ended: \_\_/\_\_/\_\_ US$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Annual Reports from last three years.

 No. of Employees: ……………..……….. No. of Branches: ……….…………….……….

 No. of International Offices: ………………………………………………………………….…

 Location of Factories: ……………………………………………………………...……………

 No. of Plants: ……………………………………………………………………………….……

 No. of Warehouses: ……………………………………………………………………………..

 Countries to which you do not export: ………………………………………………………...

 ……………………………………………………………………………………………………..

1. **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 / Fax |
|  |  |  |
|  |  |  |
|  |  |  |

**7. BANKING INFORMATION**

Name: …………………………………………………………………………………………………..

Address:…………………………………………………………………………………………….…...

Account Number: ………………………………. SWIFT Code: ………………………………….

IBAN: …………………………………………………….

**8. REFERENCES**

 a. Dunn and Bradstreet (Dunn's) number, if available: ………………………………….

 b. Recent business transactions: (Not required if this is a renewal and you have supplied HRHF with goods or services within the past 24 months.)

|  |  |  |  |
| --- | --- | --- | --- |
| Date (date/month/year) | Service or Product | Value (US$) | Buyer/contact and Telephone |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

 **c. Please specify your quality assurance standards**

 …………………………………………………………………………………………….

 …………………………………………………………………………………………….

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

 Owner(s):

 Chief Executive Officer:

 Chief Financial Officer:

1. **ENVIRONMENTAL CONSIDERATIONS**

Have you identified the main environmental impacts / risks of your activity?

[ ]  Yes [ ]  No *(If yes, please provide details)*

Have you set up any policy/ objectives in order to limit your environmental impacts?

[ ]  Yes [ ]  No *(If yes, please provide details)*

Are there any resources dedicated to environmental management, (i.e. systems, team)?

[ ]  Yes [ ]  No *(If yes, please provide details)*

**11. QUALITY ASSURANCE (**Please attach any certificates or documents which denote quality assurance)

**12. PRINCIPLES OF CONDUCT:** Supplier seeking to work with HRHF shall respect the following principles:

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

**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 HRHF 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 and must be accepted by you as a condition of contracting with HRHF. Any refusal of this shall constitute grounds for rejection of supplier’s registration request or bid; and any violation during a contract terms shall constitute grounds for termination

**13. 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

- Any refusal to the respect of fundamental human rights and labour standards

**14. 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.

 **Name and Title:**……………………………………………………………………

 **Signature:**………………………..……………. Date**:** ………………………...