



**APPLICATION FORM**

**PART1: SUPPLIER DETAILS**

1. Company Name: .....

2. Full address of company headquarters:

Street: ..... Building: .....

P.O. Box:..... City: .....

3. Office Tel (including area code): .....

4. Office Mobile: .....

5. E-mail address: .....

6. Internet homepage: .....

7. Contact person Name: .....

.

- Contact person Tel: .....

- Contact Person email.....

8. Title: .....

10. Branch offices (locations, if any):

.....

**PART2: COMPANY DETAILS**

1. Please state the following information about the company's director(s).

Name & Title	1	2	3	4
Shareholding %				
Citizenship				

2. Do you have a quality assurance program such as ISO 9000 or other (specify below)?

- Yes       No

.....

3. Please state when company was established (month / year):

.....

4. Please provide copy of certificate of registration / incorporation

5. Certificate number: .....

6. Please provide copy of VAT Certificate of registration.

7. VAT Registration number: .....

8. Please provide copy of Personal Identification Number Certificate.

9. PIN number: .....

10. Please provide a copy of your trading license.

11. Please provide copy of Tax Compliance Certificate.

12. Please attach your company Profile, complete with an organogram of the company.



**PART3: MANPOWER**

1. Total number of staff: .....
2. Total number of managers or core consultants if applying for Consultants category: .....
3. Total number of associate consultants (if applying for Consultants category)  
.....
4. Total number of temporary staff: .....
5. Average employee length of service with the company: .....

**PART4: FINANCIAL INVESTMENT**

1. Please attach a copy of your last 3 audited financial statement.
2. Gross annual turnover for the company

Last year: ..... Current year: .....

3. Please attach bank statements for the last 6 months.
4. Maximum value of business which you can handle at any time  
.....

**PART5: GENERAL INFORMATION**

1. What is your turn around time to respond to an RFQ/ RFA ? .....
2. What is your turn around period to deliver supplies? .....
3. What is your credit period? .....
4. Attach at least three (3) current letters of recommendation from reputable organizations that you have supplied goods, work/service performance.

5. Please describe major previous contracts with public/private companies, UN organizations, NGOs etc. in the table below. If the space is not sufficient, please use a separate sheet.

Name of Firm	Project Work	Contract Sum	Year

6. Has your company ever been involved in litigation / arbitration with clients / consultants? If yes, give details;

.....

7. Has your company ever made contract with PACT? If so, please give details or the work and contract amount.

.....

I hereby certify that the information provided above and in all the annexes is correct in all respect.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

<p>Company rubber stamp</p>
-----------------------------