



NIGERIAN RED CROSS SOCIETY NATIONAL HEADQUARTERS, ABUJA

ANNEX 4

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: 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 3 the main commodities/services your company offers.

4. SIZE OF BUSINESS (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:



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**5. 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: ..... SORT Code: .....

**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 the Nigerian Red Cross Society with goods or services within the past 24 months.)

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

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

Owner(s):  
 Chief Executive Officer:  
 Chief Financial Officer:

**10. 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)



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**11. PAYMENT TERMS:** The Nigerian Red Cross Society shall make payments within 30 days following receipt of goods in good order and all requested documentation. Payments shall be made only against supplier's invoice and shall be subject to conformity of goods to specifications. For your information, the Nigerian Red Cross Society's documentation requirements frequently include an acknowledgement of delivery certificate signed by a local representative of the society. Please note that any non-acceptance of these terms may preclude your company from being considered as a potential supplier.

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

**13. GENERAL TERMS AND CONDITIONS:** Please carefully read the attached General Terms and Conditions of Nigerian Red Cross Society and confirm your acceptance of these terms and conditions as final by way of signing and returning.

**14. PRINCIPLES OF CONDUCT:** Supplier seeking to work with Nigerian Red Cross Society shall respect the following principles:

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

**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 Society 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 in the General Terms and Conditions, and must be accepted by you as a condition of contracting with Nigerian Red Cross Society. Any refusal of these terms shall constitute grounds for rejection of supplier's registration request or bid; and any violation during a contract terms shall constitute grounds for termination

**15. 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
- Grounds for suspicion of breach of established society standards (violation of the fundamental principles or social and ethical standards)
- Any refusal of any of the principles of conduct and any refusal to the respect of fundamental human rights and labour standards
- Refusal of National Society standard payment terms

**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. The same acknowledges having read and agreed to Nigerian Red Cross Society's payment terms of 30 days credit.

**Name and Title:** .....

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



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**List of Supplies and Services Provided**

Provided    Commodity/Service

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**Goods:**

- \_\_\_\_\_ Agricultural Produce
- \_\_\_\_\_ Meat, fish, fruit, vegetables, oils and fats
- \_\_\_\_\_ Dairy Products
- \_\_\_\_\_ Grain mill products
- \_\_\_\_\_ Textiles, fabrics
- \_\_\_\_\_ Fabrics, wearing apparel
- \_\_\_\_\_ Leather products, footwear
- \_\_\_\_\_ Wood, wood products
- \_\_\_\_\_ Paper, paper products
- \_\_\_\_\_ Refined petroleum products
- \_\_\_\_\_ Pharmaceutical products and vaccines
- \_\_\_\_\_ Chemical products, rubber and plastic products
- \_\_\_\_\_ Glass and glass products
- \_\_\_\_\_ Furniture, other non-metal goods not listed elsewhere
- \_\_\_\_\_ Fabricated metal products not machinery and equipment
- \_\_\_\_\_ Machinery, general purpose
- \_\_\_\_\_ Machinery, special purpose
- \_\_\_\_\_ Office, accounting, and computing machinery
- \_\_\_\_\_ Electrical apparatus, telecommunications equipment
- \_\_\_\_\_ Audio-visual equipment
- \_\_\_\_\_ Medical appliances, precision equipment
- \_\_\_\_\_ Transport equipment

**Services:**

- \_\_\_\_\_ Architecture, engineering, construction
- \_\_\_\_\_ Water resources
- \_\_\_\_\_ Maintenance and repair services
- \_\_\_\_\_ Legal services
- \_\_\_\_\_ Financial services and insurance
- \_\_\_\_\_ Trade and business services
- \_\_\_\_\_ Transportation, storage and materials handling
- \_\_\_\_\_ Information technology
- \_\_\_\_\_ Manufacturing technology and quality control
- \_\_\_\_\_ Product support and packaging
- \_\_\_\_\_ Office support, printing, small parcel services

Please note that the above list is not exhaustive. Rather, it represents those goods and services which we are most likely to require.