

## Annex-16

World Vision International Nepal  
Supplier Registration Form

Section 1: General Information					
1- Name of Company (Legal)					
2-Address: District		3- Mailing address (if different)			
VDC/ Ward No					
Postal Code					
Street					
P.O. Box Number					
Country					
4- Telephone		5- Fax			
6- Website		7- Mobile			
8- Contact Name and Title:				9- Email:	
10. Nature of f Business					
Authorized Agent		Manufacturer		Trader	
Contractor:		Retailer		Other:	
Please list your core goods/services/ works offered:		1-		6-	
		2-		7-	
		3-		8-	
		4-			
		5-			
11. Year of established			12. Number of full time staffs		
12. Number of Branch			13. Location:		
14. VAT/ PAN Number:			15. License no./State, where registered		
16. Working Language: English		Nepali		Other	
17. Does your company have a Code of Conduct?					
18. Please provide a copy of the company's most recent Annual or Audited Financial Report.					
19. Does your company have CSR related policies in place – e.g. health and safety policy, HR policy, staff policy, energy policy, climate policy or is a member of Global Compact? Please state which policies					
Section 2: Financial Information					
20. Annual Value of Total Sales for the last 3 Years: (000) in NPR					
Year	NPR	Year	NPR	Year	NPR
18. Annual Value of Export Sales for the last 3 Years: (000) in NPR					
Year	NPR	Year	NPR	Year	NPR
21. Bank Name			22. A/C Name		
23. A/C Number			24. Branch address		
25. Swift code			26. Types of A/C		
Payment term					
Section 3: Technical Capability and Information on Goods / Services Offered					
27. Do you offer customers a secure, web-based ordering & tracking system? Yes No					
28. List of international quality assurance certification held by your company(a copy of each certificate shall be enclosed):			1-		
			2-		
			3-		

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	4-			
29. List of local and national quality assurance certification held by your company (a copy of each certificate shall be enclosed): e.g. ISO 9000 or Equivalent	1- 2- 3- 4-			
30. List below up to five (5) of your core Goods/Services offered:				
SN	Description Brand/Manufacturer , Model	National/International Quality Standard to which item conforms		
1				
2				
3				
4				
5				
<b>Section: 4- Experience</b>				
31. Recent Contracts with International Aid Organizations and/or the United Nations:				
Organization:	Value: NPR	Year:	Goods/Services Supplied:	Destination:
32. To which Countries has your Company exported and/or managed Projects over the last 3 Years (in particular developing countries)?				
33. Payment Terms:                      Agreed                                      Disagree If disagree, Please state your payment terms:				
WIN standard payment for supply, service and works contracts is 100% payment within 30 days after delivery of goods and upon receipt of contractors invoice and shipping documents. Prepayment is in general only acceptable against a prepayment guarantee covering the full amount of the prepayment.				
<b>34. CERTIFICATION:</b> I, the undersigned, hereby accept the basic Terms and Conditions, a copy of which has been provided to me and warrant that the information provided in this form is correct, and in the event of changes, details will be provided as soon as possible:  _____ Signature Name Designation Date				
<b>NOTE:</b> Completing this form it does not automatically mean suppliers will be added to our Approved Supplier Database. The WVIN reviews and evaluates submissions and contacts prospective suppliers as necessary.				