

CYRC VENDOR REGISTRATION FORM

Section 1: Company Details and General Information

1a. Company name (full legal name):	
1b. Name of Individual:	
2. Street Address:	3. P.O. Box and Mailing Address:
Postal Code: City:	
Country:	
4. Tel:	5. Fax:
6. Email:	7. Company Website:
8. Contact Name and Job Title:	
9. Email:	
10. Parent Company (Full legal / officially registered company name):	
11. Names of owner(s) and principals – Subsidiaries / Affiliates / CEO / Managing Director / Managing Member and those with controlling interests if applicable (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: <input type="checkbox"/> Partnership: <input type="checkbox"/> Other (specify):	
14. Nature of Business:	
Manufacturer: <input type="checkbox"/> Authorised Agent: <input type="checkbox"/> Trader: <input type="checkbox"/> Consulting Company <input type="checkbox"/> Other (specify):	
15. Year Established ¹ :	16. Number of Full-time Employees:
17. Licence no./State where registered and validity date:	18. VATNo./TaxI.D.:

Section 2: Banking Information – OPTIONAL –to be provided only if payment from CYRC is expected

19. Bank Name (and Bank ID if any):	20. Branch Name (and Branch Code if any):
21. Branch Address:	22. Tel. number:
	23. Fax number:
24. Bank Account Number:	25. Account Name ² :
26. Account currency ³ :	27. Swift/Bank Identifier Code (BIC):
28. International Bank Account Number (IBAN):	
29. Routing Bank details (if applicable): full details to be provided as per above	

¹ 3 years of operation is a minimum.

² The Account name is the Name that the Bank uses for the Company. It should be the same as the Company Name as stated in section 1 above. A copy of a Bank Statement matching Vendor Name and Address should be provided.

³ If multiple bank accounts exist that may be relevant to UNHCR (e.g. in different currencies), please provide full details for each account. A separate proof for each Account should be provided. Payments will only be made to accounts included here. Only one Bank Account per currency can be accepted.

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

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

Yes No

31. 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

32. Do you have outstanding bankruptcy, judgment or pending legal action that could impair operating as a going concern? Yes No
If available, please provide Credit Rating by Dun and Bradstreet or equivalent:

33. Please list any Disputes and Bankruptcy your Company has been involved in with UN Organizations over the last 3 Years:

Section 5: Environment

36. Does your Company have a written Statement of its Environmental Policy? (If yes, please attach a Copy) Yes No

37. Does your organisation hold any accreditation such as ISO 14001 related to the environment?
Yes No If yes, please attach a copy.

Section 6: SEA (Sexual Exploitation and Abuse) - Self Declaration

38. Vendors who wish to do business with CYRC are required to confirm that has never been subject to sanctions (disciplinary, administrative or criminal) arising from an investigation in relation to SEA.

I hereby declare that neither me nor any employee of the company been subject to sanctions in relation to SEA

Section 7: Official not to benefit

39. By signing this VRF, potential vendors confirm that they have read, understood and will comply with the CYRC policy on the “zero tolerance” that strictly prohibits the acceptance of any type of gift and/or hospitality by CYRC 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 CYRC and removal from the approved vendor database.

Section 8: Others

40. Is your company already registered with the United Nations Global Marketplace (UNGM)? If so, please provide registration number.

41. Certification:

I, the undersigned, hereby accept the CYRC General 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:

42. Self-Declaration: I, the undersigned, declare that:

(a) Our company is not involved in any fraudulent or corrupt activities and has not been in the past, and is not currently under any investigation for any such activities which would render our company unsuitable for business dealing with CYRC.

(b) Our company is not on, or associated with a company or individual, groups, undertakings and entities that are on the consolidated list established and maintained by the committee established by the UN Resolution No. 1267 (www.un.org/sc/committees/1267/consolist.html).

(c) Our company is not on, or associated with a company or individual that are subject to the list of Independent Inquiry Committee into United Nations Oil-for-food programme (www.iic-offp.org).

(d) Our company is not currently removed, invalidated or suspended by any other UN Headquarters, or Field Offices or any other UN Agencies (including the World Bank)

Name:
Stamp and Signature:

Functional Title:
Date:

For Internal Use:

I the undersigned position.....confirm that I have reviewed the details provided by the vendor in this form and they satisfy the relevant policy criteria of the organization.

Name:

Stamp and Signature: