



Supplier registration form

To be considered for inclusion in IRS supplier Pre-qualification your company is required to complete all parts of this form and submit it together with other MANDATORY required documents.

GENERAL COMPANY INFORMATION

Parent company (legal name)	
Street name and no.	
City	
Postal code	
Country	
Phone no.:	
Fax. no.:	
E-mail:	
web-site:	
Sales Manager (name)	
E-mail:	
Direct phone no.	
Director/Manager (Name)	
E-mail:	
Direct phone no.	
Other contact (Title & Name) if different from above	
E-mail:	
Direct phone no.	
Year of Establish	
Number of full-time employees	
Municipal License number	
Line Ministry license number	
TAX I.D/Number	
Does your company have a written statement of its environmental policy?	
Please state in which languages technical documents are available:	
Working language:	
List of International quality assurance certification	



held by your company: (A copy of each certificate shall be enclosed)	
List of local and national quality assurance certification held by your company. (A copy of each certificate shall be enclosed)	
International trade / professional organisations of which your company is a member:	
Local trade / professional organisations of which your company is a member:	

Sector of Activities

Please list your core goods / services /civil works offered	

Nature of business – tick in one box below:				
Importer:	Wholesaler:	Retailer:	Manufacturer:	Authorised agent:
Consultant:	Contractor:			

Subsidiaries, Associates an/or Overseas Representative

Countries with registered office:	
Countries with representation (agent):	

Past experiences

Please list past working experience of your company:



<p>Have you supplied to other NGO's, EU, UN and other International Organisations?</p> <p>If yes, please enclose a list with details of contracts and customer contact information for references.</p>	
Name of Organization	
Contact person	
Tel no.	
Email	
Type of service provision	
Name of Organization	
Contact person	
Tel no.	
Email	
Type of service provision	
Name of Organization	
Contact person	
Tel no.	
Email	
Type of service provision	

Financial Information

<p>Please provide a copy of the company's most recent bank statement (One year)-MANDATORY plus annual or audited financial report (Optional).</p>		
<p>Annual Income for the last 3 years</p>		
	Fiscal year	Annual Income
Year 1	2018	
Year 2	2019	
Year 3	2020	
Bank name		
Bank account no.		
Account name		
Bank swift/BIC address		
Street name and no.		
City and Postal code		
Country		

<p>CONFIRMATION OF ACCEPTANCE OF GENERAL TERMS & CONDITIONS FOR SUPPLY CONTRACTS GENERAL TERMS & CONDITIONS FOR SERVICE CONTRACTS GENERAL TERMS & CONDITIONS FOR CIVIL WORKS</p>



YES.....

NO..... (Please provide details of problematical paragraphs and attach a list if necessary (Non acceptance of IRS's General Terms & Conditions may jeopardise award of any eventual Purchase order to your company)

PAYMENT TERMS

Please state your payment terms:

IRS standard payment for supply contracts is 100% payment within 30 days after delivery of goods and upon receipt of suppliers invoice, and shipping documents.

Advance payment is NOT acceptable

Islamic Relief expects its suppliers to:

1. **Improve value for money –**
 - a) Actively seek to demonstrate and improve results, and reduce costs through the life of the Long Term Agreement, and/or Purchase Orders.
 - b) Price appropriately and honestly to reflect requirements and risks.
 - c) Proactively pursuing continuous improvement to reduce waste and improve efficiency across the organization and wider supply chain
 - d) Earn fair but not excessive rewards
2. **Act with Professionalism and integrity –**
 - a) Be honest and realistic about capacity and capability when bidding.
 - b) Islamic Relief expects that its suppliers encourage and work with their own suppliers and subcontractors to ensure that they strive to meet the principles of Ikhlas, Ihsan liiman, and be able to demonstrate this at all times.
 - c) Work collaboratively to build professional business relationships, including with Islamic Relief staff.
 - d) Act in a manner that supports the development of a mature and ethical business relationship with Islamic Relief.
 - e) Demonstrate clear, active commitment to Corporate Social Responsibility.
3. **Be accountable –**
 - a) Apply pricing structures that align payments to results and reflect a more balanced sharing of performance risk.
 - b) Expect to be held accountable for delivery and accept responsibility for their role, including being honest when things go wrong so that lessons can be learned.
4. **Align with Islamic Relief –**
 - a) Apply a strong emphasis on building local capacity by seeking ways to develop local markets and institutions, and avoid the use of restrictive exclusivity agreements.
 - b) Be able to operate across all Islamic Relief offices, including in fragile and conflict affected areas.
 - c) Share and transfer innovation and knowledge of best practices to maximize overall development impact.
 - d) Accept we work in challenging environments and act to manage uncertainty and change in a way which protects value for money.
 - e) Reflect Islamic Reliefs international development goals and demonstrate their commitment to poverty reduction.



5. **Have a strong Environmental Policy –**
- a) Islamic Relief expects its suppliers to have an effective environmental policy and comply with existing legislation and regulations to protect the environment.
 - b) Suppliers are expected to undertake initiatives to promote greater environmental responsibility and encourage the use of environmental friendly technologies.
 - c) Suppliers should obtain wherever possible, a certified quality management system.
6. **Anti-corruption and Bribery –**
- a) Islamic Relief expects its suppliers to adhere to the highest standards of moral and ethical conduct, including extortion, fraud, and bribery.
 - b) Disclose any situation that may appear as a conflict of interest.
 - c) Apply a zero tolerance approach to corruption and fraud, with top-quality risk management.

CERTIFICATION

I, the undersigned, warrants that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible

Name.....Title / Function.....

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

NOTE

Completion of the Supplier Registration Form may facilitate contracting business with IRS but is does not necessarily lead to the issue of an order to your company.

IRS reserves the right to accept or reject registration of a potential Supplier into its list of Registered Potential suppliers