

Thank you for your interest in registering in the OSCE database of suppliers. The following instructions apply to all vendors wishing to respond to solicitations issued by the OSCE. To be considered for registration, it is important that potential vendors provide correct information. Bidders who are not registered with OSCE need to complete the Vendor Registration form and submit it together with supporting documents in the English/Ukrainian/Russian language:

1. Current and valid copy of license to trade.
2. Latest certified or audited financial statements, i.e. Balance sheet and income statements; or your annual report to Shareholders; or similar information on the financial reliability of your company (if you intend to be considered for awards amounting to €150,000 or more).
3. Banking information including Bank Name, Account Name, SWIFT and BIC codes, Bank Address, Bank Account Number, for payment of invoices.
4. General information about your company and the products/services offered.
5. Letter of reference from at least three (3) clients to whom your company has provided goods/services over the past 12 months

Vendor Registration Form

Section 1: Company Contact Details and General Information

1. Name of Company:			
2. Street Address:	City:	Postal Code:	Country:
3. Mailing Address and P.O. Box:			
4. Telephone Number:			
5. Fax Number:			
6. Website:			
7a. Contact Name (for Bids):			
7b. Contact Title:			
7c. Contact email address:			
8a. Contact Name (for Contract signature, if different to point 7 above):			
8b. Contact Title:			
8c. Contact email address:			
9. Parent Company, if any (full legal name):			
10. Principal subsidiaries, associates, and/or representative(s), if any:			
11. Corporate Seat:			

Section 2: Company Profile

1. Type of business	(Corporate/Limited, Partnership, Private Firm, Family Business)
2. Nature of business:	(Manufacturer, Authorised Agent, General Trader, Consulting Firm)
3. List of authorized products	
4. Year established	
5. Number of full time employees	
6. License number and Country where registered:	
7. Tax / VAT ID Number:	

Section 3: Financial Information and Experience

1. Annual value of total turnover for the last three years:				
2012		2013		2014
2. Annual value of the working capital (profit) for the last three years:				
2012		2013		2014

3. Contracts of similar scale/volume during the last three years:				
Customer Name	Value (EUR)	Year	Goods and Associated Services Provided	Country

4. Three (3) customer references:				
Company Name	Contact Name	Position	Contact email	Contact telephone

Section 4: Technical Capacity and Information on Goods/Services offered

Description of core goods / services offered:
1.
2.
3.
4.
5.
6.
7.

2. Quality Assurance Certification Number:	
3. Membership of International Trade or Professional Organisations:	

Section 5: Banking details

1. Name of Bank:	
2. Account Number:	
3. Account Name: <i>Must be in the name of the vendor</i>	
4. BIC:	
5. IBAN:	

Corporate Stamp and Signature of
Authorized Representative of Contractor:

Name:.....

Signature:.....

Date:.....