

SUPPLIER PROFILE AND REGISTRATION FORM



This Registration Form enables the Together for Inclusion International (TOFI) to gather information about your company. TOFI can only issue Purchase Orders and pay invoices from vendors that are registered with such information. The information is kept confidential, only authorized staff will have access to this form when filled out. Except for information mentioned in the below paragraph, all other data will be solely for internal use and not share with external parties.

When registering as a vendor with TOFI, and in line with TOFI donor regulations, the details in “Vendor Name”, “Addresses”, “Company contact details”, “Banking information” and/or “Additional financial identification” will be used to conduct due diligence checks on financial information and to confirm that the vendor is not listed in any sanction lists. The data will be kept for 3 years.

Click the area you want to edit and start writing.

Do you agree that TOFI, or an external party on behalf of TOFI, carries out such checks?

☐

Yes

☐

No

Section 1

Supplier information:

Mandatory information for all potential suppliers.

1. Legal name:
2. Type of business:

<input type="checkbox"/> Community Based Organization	<input type="checkbox"/> Corporation
<input type="checkbox"/> Government	<input type="checkbox"/> Limited Liability Co.
<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> INGO
<input type="checkbox"/> Local NGO	<input type="checkbox"/> Partnership
<input type="checkbox"/> Public Institution	<input type="checkbox"/> Sole Proprietorship
	<input type="checkbox"/> Individual

Address:

3. Street address:
4. Street address continued:
5. Zip code:
6. City:
7. Country:
8. PO Box:

SUPPLIER PROFILE AND REGISTRATION FORM



Company contact details:

9. Phone:

10. E-mail:

11. Website:

Contact person:

12. Name:

13. Title:

14. Phone:

15. E-mail:

Banking Information:

This information is necessary to enable TOFI to pay through bank transfer. It will solely be used to instruct our bank to issue payment of any legitimate invoices from your company.

If no banking information is available, please advise on other possible payment methods.

16. Bank name:

17. Bank address:

18. Account number:

19. Account currency:

20. Account name:

21. Swift code:

22. IBAN number:

Section 2:

Additional information for business engagement exceeding USD 30,000 per year.

This information is needed to understand your capabilities to fulfill higher value goods, services or works to TOFI and is part of our due diligence. This section is not mandatory if you only wish to register for a business engagement below USD 30,000 per year, then check this box: ☐

and proceed to **Section 3: Certification.**

If the information requested is not available or not applicable, please state "N/A" in your response.

SUPPLIER PROFILE AND REGISTRATION FORM



Financial identification:

23. Parent company/Name of owner:	<input type="text"/>
24. Company license/Registration no:	<input type="text"/>
25. VAT no:	<input type="text"/>
26. Tax no:	<input type="text"/>
27. DUNS no:	<input type="text"/>

Delivery capacity

This information is gathered to assess your financial strength and capability. As a rule of thumb TOFI will not award a contract with a value exceeding 33% of the company annual turnover. This information is kept confidential and not shared with any third party outside TOFI. Access to this information is limited to those TOFI staff assessing the capability of vendors.

28. Year established:	<input type="text"/>
29. Number of employees:	<input type="text"/>

30. Annual value of sales for the last 3 financial years (according to balance sheet) in US Dollars (if other currency please state currency code):

Year 1:	<input type="text"/>	Turnover:	<input type="text"/>
Year 2:	<input type="text"/>	Turnover:	<input type="text"/>
Year 3:	<input type="text"/>	Turnover:	<input type="text"/>

31. Has the company been audited in the last 3 years? ☐ Yes ☐ No

32. If "Yes", please enclose latest balance sheet.

If "No", please advise reason for no audit: Click or tap here to enter text.

Experience:

Recent contracts with the UN, International Aid Organizations, Governments, or International companies:

33. Organization:	<input type="text"/>	
Contract type:	<input type="text"/>	(Service or goods)
Date:	<input type="text"/>	
Value:	<input type="text"/>	
Contact person:	<input type="text"/>	
E-mail:	<input type="text"/>	

SUPPLIER PROFILE AND REGISTRATION FORM



34. Organisation:

Contract type: (Service or goods)

Date:

Value:

Contact person:

E-mail:

35. Organisation:

Contract type: (Service or goods)

Date:

Value:

Contact person:

E-mail:

Technical capability:

List below up to 5 of your core service/goods offered with their respective UNSPSC codes. The codes can be found here <https://www.unspsc.org/>.

36. Please advise the categories and items, or services that your company sells:

UNSPSC code:	<input type="text"/>	Item/Service:	<input type="text"/>
UNSPSC code:	<input type="text"/>	Item/Service:	<input type="text"/>
UNSPSC code:	<input type="text"/>	Item/Service:	<input type="text"/>
UNSPSC code:	<input type="text"/>	Item/Service:	<input type="text"/>
UNSPSC code:	<input type="text"/>	Item/Service:	<input type="text"/>

Quality Assurance:

37. Please list any quality standards that you are certified for (e.g. ANSI, BS, ISO etc.):

Standard:	<input type="text"/>	Valid until:	<input type="text"/>
Standard:	<input type="text"/>	Valid until:	<input type="text"/>
Standard:	<input type="text"/>	Valid until:	<input type="text"/>
Standard:	<input type="text"/>	Valid until:	<input type="text"/>
Standard:	<input type="text"/>	Valid until:	<input type="text"/>

SUPPLIER PROFILE AND REGISTRATION FORM



Other factors:

If you answer "Yes" to any of the following 7 questions, then please explain on a separate note.

- a. Has the Company ever been bankrupt, or is in the process of being wound up, or is having its affairs administered by the courts, or has entered into an arrangement with creditors, or has had their business activities suspended, or is the subject of proceedings concerning these matters or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations?

☐ Yes ☐ No
- b. Has the Company ever been convicted of an offence concerning its professional conduct by a judgment which has the force of res judicata.

☐ Yes ☐ No
- c. Has the Company ever been guilty of grave professional misconduct proven by any means?

☐ Yes ☐ No
- d. Has the Company ever not fulfilled its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established, or with those of Denmark, or those of the country where the contract is to be performed?

☐ Yes ☐ No
- e. Has the Company ever been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the European Union's financial interests?

☐ Yes ☐ No
- f. Has the Company ever been declared to be in serious breach of contract for failure to comply with our contractual obligations, following another procurement procedure or grant award procedure financed by the European Union's budget?

☐ Yes ☐ No
- g. Has the Company ever been in any disputes with any Government Agency, the UN, or international aid organizations?

☐ Yes ☐ No

38. List any National or International Trade or Professional Organizations which your Company is a member

of:

SUPPLIER PROFILE AND REGISTRATION FORM



Section 3: Certification

Mandatory information for all potential suppliers.

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

I further confirm that my company will adhere to the TOFI Supplier Code of Conduct and that a signed copy will be submitted with this application.

39. Name:

40. Date and signature: _____

41. Print name:

42. Title/Position:

43. Place/Location:

44. E-mail:

45. Phone number:

Company stamp:

Please complete, sign, initial each page and return this form to the TOFI Procurement Manager.