



AFRICAN COURT ON HUMAN AND PEOPLES' RIGHTS

**P.O BOX 6274
ARUSHA, TANZANIA
Tel.: +255 732 979506
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VENDORS' REGISTRATION FORM

All pages to be completed by Vendors and submitted to the African Court on Human and Peoples' Rights (the Court)

Requested information is for the Court official use only and will be treated as confidential.

Section 1: General Information

1. Name of Company:
- 1.1 Parent Company (if applicable).....
2. Full address of the company:
- Street:, Post Box No. :
- City:, State:
- Country:
3. Telephone No. (include Country code):
4. Fax /Telex No. (include country code):
5. Name and title of contact person:
6. Type of organization: (Tick only one)
- State enterprise: Private company: Other:
- Year established:License no.:

(Please attach a copy of your license)

7. Activity Category:
- Manufacturer: Builder: Clearing Agent:
- Wholesaler Retailer
- Trading Company: Authorized Agent: Other (please specify):

8. Area of Specialization: (please tick):

CATEGORIES		CATEGORIES	
Office Furniture		Building materials	
Stationery, Photocopy Paper and Office Supplies		Security Equipment and Services	
Computer And Accessories		Motor Vehicles and Vehicle Spare Parts and Tires	
Printing Equipment, Consumables and spare parts		Maintenance of Vehicle Services	
Conference Equipment and Services		Fuel and Lubricants	
Communication and Audio Visual equipment		Car Rental Services	
Promotional Materials		Hotels and Catering Services	
Advertising Services		Drinking Water and Refreshments	
Decorations Services		Medical Supplies	
Courier Services, Packing, Forwarding and Clearing		Medical equipment and Laboratory Materials	
Networking Services		Plumbing Materials and Services	
Electrical Materials		Cleaning Materials and Services	
Office Equipment		Pest Control Services	
Home Furniture		Carpentry services	
Household Materials		Architectural Design	
Generators and air conditioning		Library Books	
Fire Extinguishers		Uniforms	
Construction, Renovation, Maintenance & Gardening			

9. Number of employees (full time):Part time hiring:
10. If Agent/Trading house, do you hold sole/exclusive rights/license? Yes No
 (If yes, please state name and address of Principals and attach documentation):

Name	Title
.....

Section 2: Financial Statement

11. Registration/Incorporation: (please provide Incorporation Certificate, and Certificate of Name Change, if applicable) Number:
12. Payment methods: Cheque Account transfer
Preferred Payment Terms
 Payment Upon Delivery Irrevocable Letter of Credit
 Advance Payment Upon Presentation of Bank Guarantee
13. Audited Financial Statement: Yes No (please tick correctly)
 (Please attach a copy of your latest Audited Financial Statement. If not available, please provide a certified copy of your Income Tax Return)
14. Gross annual turnover: Current year estimate (US\$)
 Last year (US\$)

Section 3: Activities

15. Previous contracts (during the last 2 years) with the African Union, United Nations/International or Governmental Organizations/Private Companies, for the products/services/Work:

<u>Date</u>	<u>Value</u>	<u>Product/Service/Work</u>	<u>Organization</u>	<u>Name/address</u>
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(provide at least two (2) references):

- i.
- ii.
- iii.
- iv.

16. Provide list of local agents in Tanzania (for Foreign Company only)

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Section 4: Other Information

17. Storage/warehousing capacity (in square feet):
Transportation: Yes No (If yes, please specify number, type and capacity)

Any other information (tick as applicable): Yes No (if yes, please specify. Use additional paper if needed)

18. Membership of National/International Associations?
(Tick as appropriate Yes No (if yes, please provide a copy of relevant document)

19. Is your company covered by third party liability insurance?
(Tick as appropriate Yes No (if yes, please provide a copy of relevant document)

I hereby certify that the information provided above and in all the annexes is correct and that no person in any connection with this establishment, as a supplier for providing material, supplies or services, or as a principal or employee, is employed by African Union, or barred by African Union.

Name:
Title:
Date:
Signature:



NOTE: Kindly send this form after filling in all the required spaces and information to tender@african-court.org