## Section 1: Company Details and General Information

1. Company Name: 

2. Physical Business Address: 

3. Postal Address: 

4. Contact Details:
   - Telephone Number(s): 
   - Email Address: (1) 
   - (2) 
   - (3) 
   - Contact Person: 
   - Title: 

5. Type of Business: (e.g. PLC, Limited Company, Sole Trader, Partnership, Limited Partnership etc)

6. Nature of Business: 
   - Manufacturer: 
   - Authorised Agent: 
   - Wholesaler/Retailer: 
   - Distributor: 
   - Trader: 
   - Service Provider: 
   - Consulting Company: 
   - Other (Specify): 

7. Year Established: 

8. Company Reg No.: 

9. Number of Full Time Employees: 

---

**SUPPLIER REGISTRATION FORM**

**Category No. ____________**

---

**Practical ACTION**

---

**Page 1 of 4**
### Section 2: Financial Information

#### 10. Annual Turnover: For the last three years (2017, 2018 & 2019)

<table>
<thead>
<tr>
<th>Year</th>
<th>USD</th>
<th>OR</th>
<th>ZWL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 11. Payment Terms:

- Payment After Delivery
- 30 Day Credit
- 50% Upfront
- 100% Upfront
- Other (Specify) ________________________________________

#### 12. Banking Details

Bank Name: _____________________________  
Branch Name: __________________________ 
Account Number: _________________________  
Swift Code: _____________________________  
Currency: _______________________________

FCA (Where applicable)
Bank Name: _____________________________  
Branch Name: __________________________ 
Account Number: _________________________  
Swift Code: _____________________________  
Currency: _______________________________

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

#### 13. Quality Assurance Certification:  
Yes | No

#### 14. Branches  
Yes | No

#### 15. Professional Registration  
Yes | No

#### 16. List below up to sixteen (16) of your core goods/services offered:

1.  
2.  
3.  
4.  
5.  
6.  
7.  
8.  
9.  
10.  
11.  
12.  
13.  
14.  
15.  
16.  

---

Page 2 of 4
### Section 4: Experience and Reference

17. Recent Completed Contracts

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(1) Name of organisation/Company:  
Description of goods/services:  
Contract Period *(year)* & Value:  
Year:  
Tel. Number (s):  
Contact Person:  

(2) Name of organisation/Company:  
Description of goods/services:  
Contract Period *(year)* & Value:  
Tel. Number (s):  
Contact Person:  

(3) Name of organisation/Company:  
Description of goods/services:  
Contract Period *(year)* & Value:  
Tel. Number (s):  
Contact Person:  

### Section 5: Certification

I, the undersigned, an authorised representative for the company, hereby certify that the information provided including attachments are true and correct, and in the event of changes details will be provided as soon as possible.

Full Name: __________________________ Title: __________________________
Signature: __________________________ Date: __________________________

### For official use only

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Completed Registration form</td>
<td>Supplier Responsiveness</td>
</tr>
<tr>
<td>2. Certificate of Incorporation</td>
<td></td>
</tr>
<tr>
<td>3. CR14</td>
<td></td>
</tr>
<tr>
<td>4. Company Profile</td>
<td></td>
</tr>
<tr>
<td>5. Valid Tax Clearance Certificate</td>
<td></td>
</tr>
</tbody>
</table>

**Reason for rejection**

**Reviewed By:** __________________________  **Approved By:** __________________________

Date: __________________________  Date: __________________________
Terms and Conditions

1. Interested suppliers must submit the following
   - Completed registration form
   - Company profile
   - Certificate of Incorporation and CR14
   - Valid Tax Clearance Certificate

2. At least three reputable and verifiable references

3. Submissions must be forwarded in sealed envelopes, clearly marked with the category number

4. Suppliers with multiple services that straddle the above categories should submit separate envelopes and documentation for each category

5. Both existing and new suppliers are required to participate in the registration process

6. This process is merely an invitation to do business and NOT an offer to supply goods & services

7. Practical Action reserves the right to accept or reject an application and shall not be obliged to give any reasons for accepting or rejecting any application

8. Canvassing will lead to disqualification from vetting and selection

9. Sealed and endorsed envelopes must be submitted/delivered or posted to the following addresses:

   **Procurement Committee**
   Practical Action
   4 Ludlow Road, Newlands
   Harare

   **Procurement Committee**
   Practical Action
   719 Jacaranda Drive, Mabvazuva
   Rusape

   **Procurement Committee**
   Practical Action
   753 Jacaranda,
   Gwanda

   **Procurement Committee**
   Practical Action
   409 Rengiore
   Plumtree

Closing date for submission is