

ATIDI SUPPLIER REGISTRATION FORM

Please complete this form, including attachments & submit soft copy to suppliersregistration@atidi.africa

Phone: +254 718 246 999 or +254 722 205 006/7

Upon receipt of the completed form, the company will be appraised for possible registration

Note: Hard copies will not be accepted.

1.Name of Company:		2.Phone	
3.Street address:		4.Mail address:	
5.Contact person		6.E-mail address:	
7. VAT Registration No.:		8. Annual turnover (state currency) Total	
9. Bank name: Bank address:			
10.List type/s of business (See attached registration categories)			
11.Prepared by (Name in capital)	Title:	Signature	Date:

LIST OF ATTACHMENTS

The following attachments are essential for appraisal; please confirm by ticking that they are attached:
(If not please explain why)

1. Latest Financial Report or Bank statement
2. Copy of Certificate of incorporation (or equivalent)
3. VAT Registration Certificate
4. Tax Compliance Certificate
5. PIN Certificate
6. Copy of Agency / Distributorship Agreement (If Applicable)
7. Banker's reference
8. List of current customers and references letters
9. Other attachments (specify)

Please note that completion and submission of the supplier registration form does not guarantee business.

FOR INTERNAL USE ONLY:

Evaluated by: Name: Signature: Date:	Decision (Accept/Reject):	Comments:
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Registration Categories

Supply of general office stationery
Supply of toners
Supply of ICT equipment
Supply of office furniture, furnishings and fitting
Supply of branded promotional materials
Supply of electrical items and accessories
Provision of repair and maintenance of office equipment
Provision of maintenance of telephone & PABX
Provision of printing services (annual reports, Brochures etc.)
Provision of motor vehicle hiring services
Provision of security services
Provision of courier services
Provision of cleaning services
Provision of fumigation and pest control services
Provision of plumbing services
Provision of architectural/design services
Contractors for minor construction, partitioning, repairs & painting of buildings
Provision of event organizing services
Provision of interior décor event services and furnishing
Provision of corporate video and photography services
Service and maintenance of air conditioners
Supply of servers, software and networking equipment
Supply and maintenance of software licenses, office applications, Microsoft licenses, anti-virus
Provision of public relations and media communication services
Supply of corporate gift items
Buyers of scrap ICT equipment
Translation services English to French and vice versa
Translation services English to Portuguese and vice versa
Translation services other languages
Interpretation equipment
Various consultancy services (specify)
Others (specify)