

## Tenderer's Identification Form

### **Section 1: Company Details and General Information**

1. Name of Company:

2. Address

Town/City:  
Country:

3. PO Box and office address (if different from physical address):

4. Full Name of contact person with CNIC:

5. Telephone Landline Mobile Number:

7. Email: 8. Website address:

9. Type of company:

Limited company     Individual company     Other (specify):

10. Type of activity:

Manufacturer     Exclusive distributor     Retailer     Other (specify):

If you ticked "exclusive distributor" or "retail", please provide proof or certificate(s) of the manufacturers authorising you to market their products.

Additional services:

Presence of after-sale service:     YES     NO

Delivery Capabilities at ----- :     YES     NO

11. Date of Registration of the Company: 12. Number of full-time employees:

**13. NATIONAL IDENTIFICATION (ID) No.:**

14. TAX ID No of the Company     YES     NO  
If YES, enter the number:

15. NATIONAL REGISTER OF COMMERCE (NRC) No.:     YES     NO  
If YES, enter the number:

16. Administrative Documentation Available:

Invoice (letterhead)  Purchase Orders  Delivery Slips  
 Other (specify):

17. Working Language  
 English  Urdu

18. Bank Account:  YES  NO  
If YES, please specify the Name of the Bank:

19. Accepted methods of payment:  
 Wire transfer  Cheque  Cash

20. General Payment Terms:  
 Advance  With order  Credit

If CREDIT, please specify the maximum number of days' credit granted:

**Section 2: Experience**

21. Please mention the names and contact details of at least three of your customers (NGOs, European institution, company, government agency) who can be contacted for checking your reputation.

22. Certificate:  
I, the undersigned, (*Name / Position*)  
.....  
.... certify that the information provided in this document is accurate, and in the case of changes, the details will be provided as soon as possible. The company has not received any warning from the government for non compliance to any government rule. The company has never been banned by the government due to known or unknown reasons.

Date:

Signature and stamp: