



## Contractor Registration Form

To be considered for inclusion in the contractor database your company is required to complete all parts of this form and submit it together with annual reports, brochures, certificates, etc. to:

**COOPI- Cooperazione Internazionale**

**P.O. Box 2204 - Addis Ababa Ethiopia - Bole Kefle Ketama- Kebele 10 H 013**

**Tel +251-1-16298528 , Fax +251-1-16298527**

**Email : [addis@coopi.org](mailto:addis@coopi.org) and [logistic.eth@coopi.org](mailto:logistic.eth@coopi.org)**

GENERAL COMPANY INFORMATION	
Company legal name:	
Address:	
City:	
Postal code:	
Country:	
Phone no.:	
Fax. No.:	
Email:	
Website:	
Contact person (title and name):	
Email:	
Direct phone no.:	
Year of establishment:	
Number of full time employees:	
Licensing authority:	
Licence number (VAT no./TAX id):	
Does your company have policies in place – e.g. HR policy, other policies? Please state which policies.	
Does your company have a Code of Conduct?	
Please state in which languages technical documents are available:	
Working language:	
List of international quality assurance certification held by your company(a copy of each certificate shall be enclosed):	
List of local and national quality assurance certification held by your company (a copy of each certificate shall be enclosed):	
International or local trade/professional organisations of which your company is a member:	



SECTOR OF ACTIVITIES				
Please list your core goods/services/works offered:				
Nature of business (tick in one box below):				
Importer:	Wholesaler:	Retailer:	Manufacturer:	Authorised agent:
Consultant:	Contractor:			

Fiscal year	Income sales (ETB)
20__	
20__	
20__	

PAYMENT TERMS
Please state your payment terms:
Standard payment for supply, service and works contracts is 100% payment within 30 days after delivery of goods and upon receipt of contractors invoice and shipping documents.
Prepayment is in general only acceptable against a prepayment guarantee covering the full amount of the prepayment.

CERTIFICATION
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.
Name:.....Title/Function:.....
Signature:.....Date:.....

NOTE
Completion of the Contractor Registration Form may facilitate business with the Contracting Authority but it does not necessarily lead to the signature of a contract with your company.
The Contracting Authority reserves the right to accept or reject registration of a potential contractor into its list of registered potential contractors.