



## ***VENDOR REGISTRATION FORM***

### **I. GUIDELINES**

1. The soft copy of the completed registration form must be filled in English and PDF file format and emailed to the e-mail address [info@proqhospitality.com](mailto:info@proqhospitality.com)
2. Following documents must be scanned and attached in JPEG/JPG/PDF format. Along with the Vendor Pre-qualification form.
  - a. Trade License Copy
  - b. Company Profile
  - c. Financial Statements Copy (Optional)
  - d. List of Projects for the past 2 years
3. In case of any difficulties in completing the form, please email your queries to the above e-mail address.
4. Incomplete or incorrect forms will not be accepted or processed.
5. Category list can be marked or highlighted and must be attached with registration form.
6. All information must be types and should be supported with appropriate documentation. This information to be updated every two years by submitting a new registration form.
7. All Information submitted to *PROQ Hospitality Sourcing* will be treated as confidential.
8. Registration as an approved Vendor does not necessarily guarantee any tender invitation.



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### **II. SECTION 1: General Company Information**

1. Name of the company: \_\_\_\_\_
2. Date Establishment: \_\_\_\_\_
3. Address: \_\_\_\_\_
4. Registration Name and no.: \_\_\_\_\_
5. Main Telephone no.: \_\_\_\_\_
6. Web site address: \_\_\_\_\_
7. Point of Contact: \_\_\_\_\_
8. Title/Designation: \_\_\_\_\_
9. Mobile no/Email address: \_\_\_\_\_
10. Has the business changed in last 3 years: \_\_\_\_\_?

### **III. SECTION 2: Financial Information**

1. Manufacturer and supply turn over for past 3 years;

YEAR	TURN OVER



2. Do you have Parent Company? If yes, please provide details. \_\_\_\_\_

\_\_\_\_\_

3. List of Project for the past 2 years;

Client Name	Year	Total Value Contract

4. Has your company ever had its contract terminated under the terms of a contract? If yes, please attach details.

\_\_\_\_\_

5. Have you had any legal proceedings regarding patent infringement?

\_\_\_\_\_

6. Bank Details;

Bank Name	
Branch	
Account no	
Currency	
Swift code	
IBAN number	

**IV. SECTION 3: Relevant Experience and Availability**

1. Please provide range of products manufactured (catalogue):

S/N	Product Name	Manufacturing Location
1		
2		
3		
4		
5		

2. Number of sites/offices (indicate office/manufacturing location and size)

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3. Production/capacity (current volume/maximum capacity) per month

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4. Source of parts/raw materials (local or imported)

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5. Production lead time for mock up/prototype

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6. Does your product meet EU and UK standard? Please state the codes and provide copy of certification. \_\_\_\_\_

7. Have you supplied any product to UK/UAE market? Please elaborate.

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8. Ground transportation used-own vehicles/3rd party carrier? Please give the name of the logistics company you have worked with.

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**V. SECTION 4: Company Operation / Quality Assurance**

1. Is your company ISO9000, ISO14001 certified or an equivalent? Please provide copy of certification. \_\_\_\_\_

2. Percentage of spend on research and development of product.

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3. Please provide an organization chart showing your management structure. Kindly provide in separate sheet.

4. Average age of employees and average duration of employment.

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5. Please provide details of the number of people in each area of your business.

Position	Number of people directly employed	Number of people out source



6. Distribution policy (percentage of business direct vs distribution)

\_\_\_\_\_

7. Do you have any exclusivity arrangements?

\_\_\_\_\_

**VI. SECTION 5: References**

1. List three client references. Include the referee's name, address, contact name, telephone number, type and location of project (Separate Sheet)

I declare the information given on this Registration Form is true and correct that best reflects the current business situation of our company.

NAME: \_\_\_\_\_

TITLE/DESIGNATION: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

COMPANY STAMP: