Suppliers Registration Form

To be filled and returned to vendorhelpdesk@adnec.ae

Tel: +971 2 406 3666 Fax: +971 2 449 9770

ADNEC مجموعة أدنيك GROUP

Section (A.1) – Supplier documentation / Information (to be filled by the Supplier):

Supplier No.		Supplier Type	

	Registration Required Documentation	Imp.	Submission status
1	Supplier Registration Form as provided by ADNEC, duly filled with requisite details.	must	☐
2	Commercial / Trade Licenses.	must	☐
3	Acknowledgement to the Private Sector Compliance to the Contracting Stipulations with the Government entities, duly filled with requisite details – Provision of WPS (Stamp & Signature). (Mandatory for all other than Dubai and overseas Suppliers).	must	☐
4	Supplier Conflict of Interest Form. (Stamp & Signature).	must	☐
5	VAT Certificate / TRN number. (if applicable).	must	☐
6	Power of Attorney notarized from the Notary Dept (Please see section A.5).	must	☐
7	Company Profile (Max 10 pages A4 size).	must	☐
8	Account details on Supplier's company letter head. IBAN Letter from Supplier's Bank	must	☐
9	Organizational Chart - brief profile of the Key Personnel. (Specify total number of employees in the Company).		☐
10	References from Major clients in UAE or overseas (Projects which were awarded and completed by the named company). (Max 5 pages A4 size)		☐
11	Khalifa Fund Membership (if available).		☐
12	Bank account No. or latest Financial Statements or Bank Statements (if available).		☐
13	Environment Health & Safety Statement (if applicable – must)		☐
14	Quality Control / Quality Assurance Statement (if applicable – must)		☐
15	Insurance Polices (Workmen's ship Compensation, Third Party Lability) (if applicable – must)		☐
15	Compliance with relevant regulations/standards, such as ISO 27001, HIPAA/GDPR etc.		☐
16	Security policies and procedures.		☐
17	Waste Management Policy(as applicable)		☐

Note: Every year copies of all renewed licenses and certificates (wherever applicable) must be submitted, without it your registration with ADNEC shall stand automatically In-active status (cannot participate in Purchase Requirements).

Section (A.2) – Initial Information (to be filled by the Supplier):

Company Name							
Abbreviated / Short Form							
Address							
P.O. BOX		City		Tel No		Fax No	
No. of Company Branches							
Parent / Sister Company							

Section (A.3) – Company's Financial Information (to be filled by the Supplier):

TRN Number	
Beneficiary Name	
Account Number	
Currency	
Bank Name	
Bank Address	

Section (A.4) – Company's employees' details (to be filled by the Supplier)	
Company's Cumulative Number of Staff	

SN	Contact Person Name	Contact Person Title & Prime Email	Contact Number
1			
2			
3			

Section (A.5) – Power of Attorney Details (to be filled by the Supplier)				
SN	Name	Title	Signature	Contact Details (Mobile & Email)
1				
2				

Section (A.6) – Company's Sustainability Initiatives (to be filled by the Supplier)		
SN	Initiative Description	Sustainability impact
1		
2		

Section (A.7) – Company's Information Security Requirements		
SN	Information Security Requirements	Supplier's Practices (to be filled by the Supplier)
1	Supplier to disclose how they protect sensitive information, including data encryption, access controls, and secure storage practices.	
2	Suppliers to provide details of their incident response capabilities, including their ability to detect, respond to, and recover from security incidents.	
3	Suppliers to demonstrate compliance with relevant data protection and privacy regulations, such as GDPR or HIPAA, depending on the industry and nature of the data involved.	
4	Suppliers to provide information on their security awareness programs and training provided to employees to ensure they understand and follow security best practices.	

Section (A.8) – Company's Declaration (to be filled by the Supplier):

I, on behalf of.....(Co. Name), hereby declare that the details given above and the supporting documents attached herewith are true and correct to the best of my knowledge and belief.

Company Seal

Signature: .....

Full Name: .....

Designation: .....

GUIDELINES ON SUPPLIER REGISTRATION FORM

1. The Procurement dept. will develop and maintain a single Commercial Directory of Registered Suppliers to perform within their specific areas of expertise and as per the activities included in their commercial license.
2. No Supplier shall be invited to participate in ADNEC tenders unless it is properly registered in the Commercial Directory. The Supplier Registration Form will be used as a basis to register and evaluate suitability of the company as Vendors, Service Providers, Contractors and Consultants. Hence, you are requested to follow these guidelines to complete the Supplier Registration Form, which is applicable to your company.
3. The companies' representatives must fill in the Questionnaires and submit it along with an introduction letter to include a brief description of the company's activities and areas of business.
4. All information should be supported with appropriate documents. This information is required to be updated periodically and confirmed by you on a yearly basis by submitting a fresh Supplier Registration Form.
5. Please attach additional sheets, if the space provided for any information is insufficient. Write your Company's short name on each additional sheet.
6. Every year copies of all renewed licenses and certificates (wherever applicable) must be submitted, without it your registration with ADNEC shall stand automatically In-active status (cannot participate in Purchase Requirements).
7. It would be in your interest to inform the Procurement dept. in ADNEC, particularly of any change in the information provided in these forms.
8. The Supplier documentation should be submitted for evaluation to the following address:

Procurement Dept.	ADNEC Group P.O. Box 5546 - Abu Dhabi, U.A.E. Email: vendorhelpdesk@adnec.ae

In case of difficulty in filling the Questionnaire, please contact:

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