# 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). (if applicable). | 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). | | ☐ |
| 8 | Organizational Chart - brief profile of the Key Personnel. (Specify total number of employees in the Company). | | ☐ |
| 9 | References from Major clients in UAE or overseas (Projects which were awarded and completed by the named company). (Max 5 pages A4 size) | | ☐ |
| 10 | Khalifa Fund Membership (if available). | | ☐ |
| 11 | Bank account No. or latest Financial Statements or Bank Statements (if available). | | ☐ |
| 12 | Environment Health & Safety Statement (if applicable – must) | | ☐ |
| 13 | Quality Control / Quality Assurance Statement (if applicable – must ) | | ☐ |
| 14 | Insurance Polices (Workmen's ship Compensation, Third Party Lability) (if applicable – must) | | ☐ |

**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 (can not 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 | |

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## Section (A.4) – Company's employees' details (to be filled by the Supplier)

| Company's Cumulative Number of Staff | |
|---|---|

| S.I | 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)

| S.I | Name | Title | Signature | Contact Details (Mobile & Email) |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |

## Section (A.6) – Company's sustainability Initiatives (to be filled by the Supplier)

| S.I | Initiative Description | Sustainability impact |
|---|---|---|
| 1 | | |
| 2 | | |

## Section (A.7) – 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: .....

## Section (B) – Preliminary Information (to be filled by the ADNEC Procurement dept.):

| | |
|---|---|
| Reasons for Supplier Registration | ☐ Past Experience<br>☐ Suppliers of Routine or branded Items<br>☐ Audit of Facility or Capability.<br>☐ Pre-qualification Document (attach review and recommendation Report based on evaluation of Pre-qualification Document |
| Other Comments: | |

| | | | |
|---|---|---|---|
| Supplier No. | | Supplier Type | |
| Supplier Category | | | |
| Supplier Sub Category | | | |
| Date | | | |

SRF/v.1/010923

## 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 (can not 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<br>P.O. Box 5546 - Abu Dhabi, U.A.E.<br>Email: vendorhelpdesk@adnec.ae |

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

| | |
|---|---|
| Umbreen Ali | +971 2 406 3727 |
| Hamad Al Zaabi | +971 2 406 3758 |

adnecgroup.ae

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