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

|  |  |
| --- | --- |
| 1. Name of Company: | *Please provide full and accurate name of the legal entity Also note any trading names* |
| 2. Street Address: | *City Postal Code Country* |
| 3. Mailing Address and P.O. Box: |  |
| 4. Telephone Number: |  |
| 5. Website: |  |
| 6a. Contact Name (for Bids): |  |
| 6b. Contact Title: |  |
| 6c. Contact email address: |  |
| 7a. Contact Name (for Signature): | *if different to above* |
| 7b. Contact Title: |  |
| 7c. Contact email address: |  |
| 8. Parent Company: | *if any (full legal name)* |
| 9. Related Companies: | *Note any significant subsidiaries, associates, agents, etc* |
| 10. Corporate Seat: |  |

**Section 2: Company Profile**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Type of business | | *(Corporate/Limited, Partnership, Private Firm, Family Business)* | |
| 2. Nature of business: | | *(Manufacturer, Authorized Agent, General Trader, Consulting Firm)* | |
| 3. List of authorised products | |  | |
| 4. Year established |  | 5. Number of full-time employees |  |
| 6. License number and Country where registered: | |  | |
| 7. Tax / VAT ID Number: | |  | |

**Section 3: Financial Information and Experience**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Annual value of total turnover for the last three years: | | | | | |
| 2019 |  | 2020 |  | 2021 |  |
| 2. Profit or loss for the last three years: | | | | | |
| 2019 |  | 2020 |  | 2021 |  |
| 3. Current trading conditions, announcements since last financial information: | | | | | |
|  | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 4. Contracts of similar scale/volume during the last three years: | | | | |
| Customer Name | Value (EUR) | Year | Goods and Services Provided | Country |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 5. Three (3) customer references: | | | | |
| Company Name | Contact Name | Position | Contact email | Contact telephone |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Section 4: Technical Capacity and Information on Goods/Services offered**

|  |  |  |
| --- | --- | --- |
| 1. Description of core goods / services offered: | | |
|  | | |
| 2. Quality Assurance Certification Number: | |  |
| 3. Memberships | *Note any international trade or professional organizations* | |

**Section 5: Banking details**

|  |  |
| --- | --- |
| 1. Name of Bank: |  |
| 2. Account Number: |  |
| 3. Account Name: | *Must be in the name of the vendor* |
| 4. BIC: |  |
| 5. IBAN: |  |

*The OSCE operates in Euro. Please indicate if a different currency is preferred:*

**Section 6: Data Privacy Notice**

*Any personal data provided hereby to the OSCE will be processed in line with the OSCE’s internal policies on Personal Data Protection and treated by the OSCE as restricted information. Personal data that you provide throughout the registration process will be processed by the OSCE for the specific purpose of procurement activities in performance of the OSCE mandate and may be stored on an electronic system visible to all OSCE officials. Such personal data includes, but is not limited to: names, contact information, positions, and email addresses. Subsequent to registration, you may request to access information regarding the processing of your personal data at any time in writing to* [*dataprotection@osce.org*](mailto:dataprotection@osce.org)*. The OSCE will decide on such requests on a case-by-case basis and in accordance with the internal policies on Personal Data Protection. The above is without prejudice to, and may not be construed as a waiver, either express or implied, of any of the privileges and immunities of the OSCE.*

**Corporate Stamp and Signature of Contractor:**

|  |  |
| --- | --- |
| *I hereby affirm that the information presented in this form is truthful. By signing, I confirm I am an authorised representative of the company seeking to register with the OSCE and I have read and understood the OSCE Supplier Code of Conduct and the Data Privacy Notice.* | Name: |
| Print name here |
| *Please sign here* | Date: |
|  | Date of signature |

The OSCE Supplier Code of Conduct is available from https://procurement.osce.org/vendor-registration