

SUPPLIER PARTNER REGISTRATION FORM

SPRF No:

Our company sourcing process is designed to ensure equal and fair treatment of suppliers, and requires that all of its key suppliers are qualified in accordance to Ethio Telecom requirements before business can be conducted. Suppliers wishing to participate in the process shall complete the Supplier Registration Form. If there is an alignment for the type of products or services you provide, our company procurement agent will contact you to explore potential opportunities.

We encourage your timely response to our company questions and requests.

Please note that all purchases are made in a competitive sourcing. Completing the form neither automatically include your firm on the company's potential supplier list, nor does it constitute approval as our company supplier and obligate our company to request quotations.

NO PAYMENT IS REQUIRED TO GET THIS FORM

SECTION 1: COMPANY DETAILS AND GENERAL INFORMATION

New Registration <input type="checkbox"/> Update to Registration on File <input type="checkbox"/>				
Name of Company				
Office Address:				
	Tel No		Contact Person Full Name	
	Email		Tel No	
	Web Site		Fax No	
	Fax No		Email Address	

Registration details	
a) Trade License No	
b) Tax ID	
c) VAT ID	
d) Any other Registration, if any	
If any, Local Agent profile.	

What is your Company's business ownership?	
<input type="checkbox"/> Sole proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Privet LTD <input type="checkbox"/> Other _____	
What is your Company's registration type?	
<input type="checkbox"/> Manufacturer <input type="checkbox"/> Service provider <input type="checkbox"/> Trader <input type="checkbox"/> Contractor <input type="checkbox"/> Other _____	
(Please provide current and valid copy of certificate of incorporation/business certificate or national equivalent).	
When was your Company established? (Minimum 3 years establishment required) _____ Year	
Is your Company currently involved in any legal disputes?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please provide details	

SECTION 2: FINANCIAL INFORMATION

(Please attach a certified/audited copy of your latest Balance Sheet and Income Statement or your Annual Report to Shareholders/Audited Financial Report)

Have you declared bankruptcy or changed majority ownership in the last 3 years?
 Yes No

Annual value of total sales for the past 3 years

Year:	
Year:	
Year:	
Bank Name:	
Bank Address:	
Account Name:	
Bank Account No:	

List your current ratio, revenue, and % growth in last 5 yrs.

YEAR	CURRENT RATIO	REVENUE	% GROWTH	PRODUCTION TURNOVER

What are your Company's credit terms? (Mark all that apply)

Net 30 day's
 Prompt payment discounts
 Other discounts
 Other _____

SECTION 3: WORKFORCE PROFILE

Number of Full-Time Employees				
EMPLOYMENT TYPE	NUMBER OF PERSONNEL EMPLOYED			
Management				
Technical, Production				
Quality Control				
Administration				
Skilled/Semi Skilled/ Unskilled				

SECTION 4: TECHNICAL CAPABILITY AND INFORMATION ON GOODS/SERVICES OFFERED

<p>Does your Company have Quality Assurance Certification (e.g. ISO certificate or equivalent)?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, Please provide copies.</p>	
<p>List the core goods and services offered by your Company (Authorized agents and traders must submit proof or certificates from manufacturers that they are authorized to deal with the products)</p>	
NO.	DESCRIPTION OF GOODS/SERVICES
<p>Does your Company supply goods/services or have contracts with in Ethiopia and/or public organizations?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide details.</p>	

SECTION 5: EXPERIENCE

Please list recent contracts with in Ethiopia and/or internationally				
YEAR	US\$	ORGANIZATION	GOODS/SERVICES SUPPLIED	DESTINATION
To which Countries has your Company exported and/or managed projects over the last 3 Years?				
YEAR	COUNTRIES			
1				
2				
3				

Please provide reference sources for goods supplied and/or services rendered by your Company within the last 12 months and provide copies of recommendation letters (if any).

NAME OF COMPANY	ADDRESS	TEL NO.	FAX NO

SECTION 6: DECLARATION

We declare and confirm that the information furnished above is true and correct to the best of our knowledge. We shall promptly bring to the notice of the Supplier Relation Section of Ethio Telecom, any changes in the matters of relevant information connected thereof.

Name **Signature** **Date[DD/MM/YY]**

NB: Please return this completed form to Ethio Telecom Sourcing Department Supplier Relation Section in person

Or Send through

Email: mengesha.asrat@ethiotelecom.et