

**RADIATION PROTECTION AUTHORITY IN ZIMBABWE
SUPPLIER/VENDOR DATABASE REGISTRATION FORM**

COMPANY REGISTERED NAME:

PHYSICAL ADDRESS:

CATEGORY:

DELIVERY ADDRESSES

BY HAND

The Procurement Officer
Radiation Protection Authority of Zimbabwe
1 McCaw Drive
Avondale
Harare

BY EMAIL

Scanned documents should be sent to officialmail@rpaz.co.zw

SUPPLIER / VENDOR DATABASE REGISTRATION FORM TO BE COMPLETED BY ALL BUSINESSES SEEKING TO CONDUCT BUSINESS WITH THE RADIATION PROTECTION AUTHORITY OF ZIMBABWE.

The following important notes should be read carefully before the completion of this form

1. It should be noted that the Radiation Protection Authority of Zimbabwe(RPAZ) reserves the right to accept or reject any application without being obliged to give any reasons in this respect. Suppliers that have been registered onto the Suppliers/Vendor Database may have the opportunity to bid or quote on RPAZ acquisition requirements.
2. Registration onto the Supplier Database does not guarantee business opportunities.
3. This form must be completed in full and signed by the duly authorised signatory. Full signatures are required when alterations are made in this document.
4. If the information required is not applicable to your business, clearly insert the symbol "N/A" in the appropriate space.
5. If the space provided is left blank, your registration form will be regarded as incomplete and your business will NOT be registered on the database.
6. Suppliers must comply with all the registration criteria for registration to be finalised –failure to do so may result in the application being declined.
- 7 . E-mailed applications will be accepted only if they are signed and accompanied with a deposit slip of US\$10.
8. A company profile may accompany the registration form but will not be accepted as substitute for this application form –all fields on application form must be completed by applicant.
9. Applicants will be contacted via e-mail and must therefore submit an operating e-mail address –failure to comply will result in excluding the supplier from the vendor database.
10. Suppliers that have registered onto the Supplier Database should ensure that they furnish RPAZ with any change to the status of the information initially provided, as and when the information changes.
11. Suppliers are to ensure RPAZ is always in possession of an Original Valid Tax Clearance Certificate
12. Suppliers whose Tax Clearance Certificates have expired will be blocked from the RPAZ's database until such time as valid documents are submitted.

SECTION A

1. Business Profile (Please complete or tick where applicable)

Registered Company Name: -----

Trading Name (if different):-----

No of years in business: -----

Please tick appropriate box for the below

	Yes	No
Tax clearance	<input type="checkbox"/>	<input type="checkbox"/>
VAT Certificate:	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of incorporation:	<input type="checkbox"/>	<input type="checkbox"/>
CR 14	<input type="checkbox"/>	<input type="checkbox"/>
Company profile	<input type="checkbox"/>	<input type="checkbox"/>

NB: Attach all the above documents

Contact persons

Finance Department

Name:-----

Designation:-----

Tel:-----

Email:.....

Sales Department

Name:-----

Designation:-----

Tel:-----

Email:.....

BANKING DETAILS

Bank Name	
Branch Name	
Account Number	
Branch Code	

Payments will be transferred into this account

Supplier Commitment

I/we hereby submit the Supplier Database application for registration to supply all or any of the supplies and /or to render services requested on RPAZ requests for quotations. I am committed to the 21 day account as a payment method on all transactions unless prior arrangements have been negotiated.

On behalf of:.....

Full name:.....

Designation:.....

Date:.....

Date stamp: