ROYAL HERITAGE HEALTH FOUNDATION
SUPPLIER PROFILE

Please fill in this questionnaire accurately. Information given in this form will be handled confidentially. Please attach all other documents requested in the form.

1. NAME OF COMPANY: ……..

MAILING ADDRESS: ……..

COUNTRY: ……

CONTACT PERSON(S): …… ……..

TELEPHONE: …… ……

EMAIL ADDRESS ……

2. TYPE OF ORGANISATION (Please check)

Individual ☐ Partnership ☐ Non-Profit Organisation ☐
Private Limited Liability Company ☐ Public Limited Liability Company ☐
Other ( ) Please explain:……..
……
Year Established:…… Under the laws of …….
Kindly attach copy of registration certificate and regulatory compliance certifications

3. TYPE OF BUSINESS (Please check)

Manufacturing ☐ Construction ☐ Trading ☐ Consultancy ☐
Service Provider (e.g. transport, warehousing, quality control, etc.) ☐
Other ☐ Please explain:……
Please describe your company's major business activity: ……
……..
……
……..

4. SIZE OF BUSINESS

Turnover (last financial year) Ended: __/__/__ NGN_____
(previous financial year) Ended: __/__/__ NGN _____
(previous financial year) Ended: __/__/__ NGN _____

No. of Employees: …….. No. of Branches: ……

No. of International Offices: ……

Location of Factories: ……

No. of Plants: ……

No. of Warehouses: ……..

Countries to which you do not export: ……..

……..

5. AFFILIATED/HOLDING/SUBSIDIARY COMPANIES

Name	Address	Nature of Affiliation

Please attach an organisation chart

6. PERSONS AUTHORISED TO SIGN BIDS, OFFERS AND CONTRACTS

Name	Position	Telephone / Fax

7. BANKING INFORMATION

Name: ……..
Address:……...
Account Number: …… Bank: …….

8. REFERENCES

a. Recent business transactions: (Not required if this is a renewal and you have supplied RHHF with goods or services within the past 24 months.)

Date (date/month/year)	Service or Product	Value (NGN)	Buyer/contact and Telephone

9. NAMES OF OFFICERS, OWNERS OR PARTNERS

Owner(s):
Chief Executive Officer:

Chief Financial Officer:

10. ENVIRONMENTAL CONSIDERATIONS

Have you identified the main environmental impacts / risks of your activity?
☐ Yes ☐ No *(If yes, please provide details)*

Have you set up any policy/ objectives in order to limit your environmental impacts?
☐ Yes ☐ No *(If yes, please provide details)*

Are there any resources dedicated to environmental management, (i.e. systems, team)?
☐ Yes ☐ No *(If yes, please provide details)*

11. PAYMENT TERMS: Royal Heritage Health Foundation shall make payments within 30 days following receipt of goods in good order and all requested documentation. Payments shall be made only against supplier's invoice and shall be subject to conformity of goods to specifications.
For your information, Royal Heritage Health Foundation documentation requirements frequently include an acknowledgement of delivery certificate signed by a representative of the organization.
Please note that any non-acceptance of these terms may preclude your company from being considered as a potential supplier.

12. QUALITY ASSURANCE (attach any certificates or documents which denote quality assurance)

13. GENERAL TERMS AND CONDITIONS: Please carefully read the attached General Terms and Conditions of Royal Heritage Health Foundation and confirm your acceptance of these terms and conditions as final by way of signing and returning.

14. PRINCIPLES OF CONDUCT: Supplier seeking to work with Royal Heritage Health Foundation shall respect the following principles:
Business Ethics: supplier is expected to maintain the highest degree of business ethics when working with the Organization.
Transparency of information provision: supplier shall not be involved in any fraudulent activities, misrepresent information or facts for the purpose of influencing the selection and contract awarding process in its favour.
Fair competition: supplier shall not be involved in any corrupt, collusive or coercive practices.

If at any time during the procurement process the organization determines that the supplier is in violation of the above-mentioned principles, that supplier's bid may be rejected as ineligible.

The respect of fundamental human rights and labour standards is stipulated in the General Terms and Conditions and must be accepted by you as a condition of contracting with Royal Heritage Health Foundation. Any refusal of these terms shall constitute grounds for rejection of supplier's bid; and any violation during a contract term shall constitute grounds for termination

15. REGISTRATION REJECTION: Registration application may be rejected for the following reasons:
- Bankruptcy or a decision of legal incompetence
- Criminal conviction or civil judgement against you or your managing director (or equivalent) for the commission of any offence indicating a lack of business integrity or business honesty
- Grounds for suspicion of breach of established society standards (violation of the fundamental principles or social and ethical standards)
- Any refusal of any of the principles of conduct and any refusal to the respect of fundamental human rights and labour standards
- Refusal of National Society standard payment terms

14. CERTIFICATION: The undersigned, an authorised signer for the company, hereby certifies that the information provided herein, including that on any attached pages is true and correct to the best of his/her knowledge.

Name and Title: ……

Signature: ……..…… Date**:** ……......

List of Supplies and Services Provided

Provided Commodity/Service

Goods:

_____ Agricultural Produce
_____ Meat, fish, fruit, vegetables, oils and fats
_____ Dairy Products
_____ Grain mill products
_____ Textiles, fabrics
_____ Fabrics, wearing apparel
_____ Leather products, footwear
_____ Wood, wood products
_____ Paper, paper products
_____ Refined petroleum products
_____ Pharmaceutical products, Maternal Health Kits and vaccines
_____ Chemical products, rubber and plastic products
_____ Toiletries and Hygiene Commodities
_____ Furniture, other non-metal goods not listed elsewhere
_____ Fabricated metal products not machinery and equipment
_____ Machinery, general purpose
_____ Machinery, special purpose
_____ Office, accounting, and computing machinery
_____ Electrical apparatus, telecommunications equipment
_____ Audio-visual equipment
_____ Medical appliances, precision equipment
_____ Transport equipment

Services:

_____ Architecture, engineering, construction
_____ Water resources
_____ Maintenance and repair services
_____ Legal services
_____ Financial services and insurance
_____ Trade and business services
_____ Transportation, storage and materials handling
_____ Information technology
_____ Manufacturing technology and quality control
_____ Product support and packaging
_____ Office support, printing, small parcel services

Please note that the above list is not exhaustive. Rather, it represents those goods and services which we are most likely to require.