

## CRID VENDOR REGISTRATION FORM

Reference : CRID-SUP-REG-2026

Date : \_\_\_\_\_

### INSTRUCTIONS TO VENDORS :

1. Please fill this form in **BLOCK LETTERS**.
2. Attach copies of all mandatory legal documents listed in Section F.
3. Submission of this form does not guarantee a contract.

### SECTION A: COMPANY DETAILS

<b>1. Company Name:</b>	
<b>2. Physical Address:</b> (Street, Building, City, Region)	
<b>3. Postal Address (P.O Box):</b>	
<b>4. Contact Person (Name and Position):</b>	
<b>5. Contact Details (Phone and Email):</b>	
<b>6. Website (if any):</b>	

### SECTION B: LEGAL & FISCAL STATUS (Mandatory for Cameroon)

<b>7. Legal Structure:</b>	<input type="checkbox"/> SARL <input type="checkbox"/> SA <input type="checkbox"/> ETS/Sole Trader <input type="checkbox"/> NGO/Association <input type="checkbox"/> PLT
<b>8. Taxpayer ID (NIU):</b>	
<b>9. Commercial Register No:</b>	
<b>10. Date of Incorporation:</b>	

### SECTION C: BANKING DETAILS (For Payments)

<b>11. Bank Name:</b>	
<b>12. Branch Name/Code:</b>	
<b>13. Account Name:</b>	
<b>14. Account Number:</b>	
<b>15. RIB / IBAN:</b>	
<b>16. Swift Code:</b>	

**SECTION D: BUSINESS CATEGORY & CAPACITY****17. Core Business Area (Check maximum 3):**

- Laboratory Reagents & Chemicals  
 Scientific Equipment & Maintenance  
 IT Equipment & Software  
 Office Supplies & Stationery  
 Transport & Logistics (Car Rental)  
 General Construction / Works  
 Hotels & Catering  
 Printing & Visibility  
 Cleaning & Security Services  
 Other: \_\_\_\_\_

**18. Trade References (List 3 previous clients, preferably NGOs/Research):**

Client Name	Contact Person & Phone	Year	Contract Value (XAF)
1.			
2.			
3.			
4.			

**SECTION E: DECLARATIONS****19. Conflict of Interest:**

Do any CRID staff members or their close relatives hold shares or management positions in your company?  NO  YES (If yes, please attach details)

**20. Litigation & Sanctions:**

Is your company currently involved in bankruptcy proceedings, or listed on any UN/World Bank Sanctions list?  NO  YES

**21. Supplier Code of Conduct:**

I certify that our company adheres to ethical labor practices (no child labor) and environmental regulations.  NO  YES

**SECTION F: CHECKLIST OF ATTACHMENTS**

*Please attach copies of the following. Missing documents = Automatic Rejection.*

- Copy of Taxpayer Identification Number .  
 Copy of Commercial Register.



- Certificate of Non-Indebtedness (**Attestation de Non-Redevance**) - *Current Quarter*.
- Bank Identity (Statement) (**RIB**).
- Map/Location Plan of your Office.
- Copy of Attestation de Conformite fiscal (ACF)

## SECTION G: CERTIFICATION

I, the undersigned, declare that the information provided is true and accurate.

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(Official Company Stamp)*

## FOR CRID OFFICE USE ONLY

**Reviewed By (Procurement):** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Status:** [ ] Pass [ ] Fail

**Verified By (Finance - NIU Check):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved By (Ops Manager):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Assigned Vendor ID:** VEN-202X-\_\_\_\_\_