**Vendor Registration Form**

Top of Form

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Name of Company: | |  | | |
| 2. Street Address: | | City: | Postal Code: | Country: |
| 3. Mailing Address and P.O. Box: | |  | | |
| 4. Telephone Number: | |  | | |
| 5. Fax Number: | |  | | |
| 6. Website: | |  | | |
| 7a. Contact Name (for Bids): | |  | | |
| 7b. Contact Title: | |  | | |
| 7c. Contact email address: | |  | | |
| 9. Parent Company, if any (full legal name): | |  | | |
| 10. Principal subsidiaries, associates, and/or representative(s), if any: | | | | |
| 11. 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 authorized products |  | |
| 4. Year established |  | |
| 5. Number of full time employees |  | |
| 6. License number and Country where registered: |  | |
| 7. Tax / VAT ID Number: |  | |
| 8. Iran Office / Agent / Distributor Contact information: | Email: | Contact Name: |
| Web: | Phone / Cell Number: |

**Section 3: Financial Information and Experience**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Annual value of total turnover for the last three years: | | | | | |
| 2017 |  | 2018 |  | 2019 |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 3. Most important international reference during the last three years: | | | | |
| Customer Name | Value (USD) | Year | Goods and Associated Services Provided | Country |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 4. Three (3) **IRANIAN** customer references during last three years: | | | | |
| 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: |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |

|  |  |
| --- | --- |
| 2. Quality Assurance Certification Number: |  |
| 3. Membership of International Trade or Professional Organizations: |  |

**Section 5: Additional Information**

Please attach following required documents to this form and send your information package to [vendor@petrotat.com](mailto:vendor@petrotat.com)

1. Current and valid copy of license to trade.
2. Latest certified or audited financial statements, i.e. balance sheet and income statements; or your annual report to Shareholders; or similar information on the financial reliability of your company (if you intend to be considered for awards amounting to €150,000 or more).
3. General information about your company and the products/services offered. (Company Catalogues, Brochures)
4. Letter of reference from at least three (3) clients to whom your company has provided goods/services over the past 12 months.
5. Valid Quality Assurance Certificates.

**Corporate Stamp and Signature of**

**Authorized Representative of Contractor:**

Name: ……………………………………………………………….

Signature & Stamp: ……………………………………………

Date: …………………………………………………………………