Text

Description automatically generated

**ATI SUPPLIER REGISTRATION FORM**

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| Please complete this form, including attachments, and submit soft copy to: [suppliersregistration@ati-aca.org](mailto:suppliersregistration@ati-aca.org)  Phone: +254 718 246 999, 0722 205 006/7 |

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| Upon receipt of the completed form, the company will be appraised for possible registration  Note: Hard copies will not be accepted. | | | | |
| 1.Name of Company:  Click here to enter text. | | 2.Phone  Click here to enter text. | | |
| 3.Street address:  Click here to enter text. | | 4.Mail address:  Click here to enter text. | | |
| 5.Contact person  Click here to enter text. | | 6.E-mail address:  Click here to enter text. | | |
| 7. VAT Registration No. :  Click here to enter text. | | 8. Annual turnover (state currency)Click here to enter text.  TotalClick here to enter text. | | |
| 9. Bank name: Click here to enter text.  Bank address: Click here to enter text. | | | | |
| 10.List type/s of business (See attached registration categories)  Click here to enter text. | | | | |
| 11.Prepared by  (Name in capitals)  Click here to enter text. | Title:  Click here to enter text. | | Signature  Click here to enter text. | Date:  Click here to enter text. |

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| **LIST OF ATTACHMENTS** | | |
| The following attachments are essential for appraisal; please confirm by ticking that they are attached:  **(If not please explain why)** | | |
| 1. Latest Financial Report or Bank statement (Click here to enter text. ) | | |
| 1. Copy of Certificate of incorporation (or equivalent) (Click here to enter text. ) | | |
| 1. VAT Registration Certificate (Click here to enter text. ) | | |
| 1. Tax Compliance Certificate (Click here to enter text. ) | | |
| 1. PIN Certificate (Click here to enter text. ) | | |
| 1. Copy of Agency / Distributorship Agreement (If Applicable) (Click here to enter text. ) | | |
| 1. Banker’s reference (Click here to enter text. ) | | |
| 1. List of current customers and references letters (Click here to enter text. ) | | |
| 1. Other attachments (specify) (Click here to enter text. ) | | |
| **Please note that completion and submission of the supplier registration form does not guarantee business.** | | |
| **FOR INTERNAL USE ONLY**: | | |
| Evaluated by  Name: Click here to enter text.  Signature: Click here to enter text.  Date: Click here to enter text. | Decision(Accept/Reject)  Click here to enter text. | Comments  Click here to enter text. |

**Registration categories**

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| Supply of general office stationery |
| Supply of Toners |
| Supply of ICT equipment |
| Supply of office furniture ,furnishings and fitting |
| Supply of branded promotional materials |
| Supply of electrical items and accessories |
| Provision of repair and maintenance of office equipment |
| Provision of maintenance of telephone & PABX |
| Provision of printing services (Annual reports, Brochures etc.) |
| Provision of motor vehicle hiring services |
| Provision of security services |
| Provision of courier services |
| Provision of cleaning services |
| Provision of fumigation and pest control services |
| Provision of plumbing services |
| Provision of Architectural/design services |
| Contractors for minor construction, partitioning, repairs & painting of buildings |
| Provision of event organizing services |
| Provision of interior décor event services and furnishing |
| Provision of corporate video and photography services |
| Service and maintenance of air conditioners |
| Supply of servers, software and networking equipment |
| Supply and maintenance of software licenses, office applications, Microsoft licenses, anti-virus |
| Provision of public relations and media communication services |
| Supply of corporate gift items |
| Buyers of scrap ICT equipment |
| Translation services English to French and vice versa |
| Translation services English to Portuguese and vice versa |
| Translation services other languages |
| Interpretation equipment |
| Various consultancy services (Specify) |
| Others (Specify) |