

**ATI SUPPLIER REGISTRATION FORM**

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| Please complete this form, including attachments, and submit soft copy to: suppliersregistration@ati-aca.orgPhone: +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 registrationNote: Hard copies will not be accepted. |
| 1.Name of Company:Click here to enter text. | 2.PhoneClick here to enter text. |
| 3.Street address:Click here to enter text. | 4.Mail address:Click here to enter text. |
| 5.Contact personClick 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.  | SignatureClick 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. )
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| 1. Copy of Certificate of incorporation (or equivalent) (Click here to enter text. )
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| 1. VAT Registration Certificate (Click here to enter text. )
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| 1. Tax Compliance Certificate (Click here to enter text. )
 |
| 1. PIN Certificate (Click here to enter text. )
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| 1. Copy of Agency / Distributorship Agreement (If Applicable) (Click here to enter text. )
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| 1. Banker’s reference (Click here to enter text. )
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| 1. List of current customers and references letters (Click here to enter text. )
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| 1. Other attachments (specify) (Click here to enter text. )
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| **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. | CommentsClick 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) |