SUPPLIER QUALIFICATION FORM

SUPPLIER DATA

Name of Supplier: |

Date the form submitted to Supplier: |

Data provided by:

Name: |

Title: |

Signature: |

Date: |

Date Returned to NBSZ: |

NBSZ undertakes to treat all information recorded in this questionnaire as confidential to NBSZ and will only use the recorded information when dealing with the said company.

1. COMPANY INFORMATION

1.1 Full name of Company

1.2 Registration Number

1.3 Physical Address

…… …… …… ……....

Postal Address

…… …… …… ……....

1.4 Telephone numbers

…… …… ……

Fax Numbers

…… …… ……

1.5 Principal Officers

Title	Name	Fax Number	Tel Number	Cell Number
Managing Director				
General Manager				
Financial Manager				
Quality Manager				
Marketing Manager				
Sales Manager				
Sales Representative				

1.6 Year the firm was established,

1.7 Corporate ties with others? If so please list/detail

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2. FINANCIAL INFORMATION

2.1 Document Company's VAT registration number and Tax Office

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2.2 State your payment terms and discounts.

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2.3 NBSZ would prefer to pay your Company with bank cheques and Real Time Gross Settlements (RTGS) so detail:

Bank Name		**Branch**	
Bank Code		**Town**	
Account Number		**Type of Account**	

3. PERSONNEL STRUCTURE.

3.1 Does your company have a contingency plan in case of boycotts/strikes etc. If so please detail:

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3.2 Detail what statutory Holidays your company takes and detail whether your Company closes down for any annual holidays, for what period and how long:

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3.3 State your Company's after hours service policy

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4. PRODUCTS AND SERVICES

4.1 List main Line Product(s)/Services offered.

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4.2 At what Percentage of Full Capacity are you operating against your top Five products?

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4.3 List your 5 main customers you are presently supplying products/services to. Please detail contact person for reference purposes:

No	Company Name	Contact Person	Telephone No.	Email
1				
2				
3				
4				
5				

5. QUALITY

5.1 Is your Company ISO certified or does it holds any accreditations to any national/international standards?

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5.2 Do you conduct in house Final Product Testing or do you utilize the services of external laboratories.

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6. ENVIRONMENT AND SAFETY

6.1 State your Company's Environmental Policy, if any

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6.2 Are there any special Handling and Storage requirements for the products that you supply? If so, please detail

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6.3 Are there any unique characteristics of the product supplied, eg hazardous or toxic nature we should be aware of? If so please list and supply safety data

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7. TRANSPORT

7.1 Does your Company have its own transport or do you contract out?

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7.2 Do you provide off loading terms with each delivery?

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FOR NBSZ USE ONLY

1 Reasonable assurance obtained, so register **Yes/No**

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Assessment by: ……. Signature……. Date…….....