

# SUPPLIER REGISTRATION FORM

**Instructions:**

Please complete the form as comprehensively as possible ensuring all relevant and mandatory (marked in \*) fields are completed. Failure to disclose any information / incomplete forms may result in rejection from QF supplier registration process. Please fill this form electronically, a written form by hand will not be accepted.

For any assistance in completing the form contact:

**Tel: +974 44540001- ext 6**

Email: [procurementrelations@qf.org.qa](mailto:procurementrelations@qf.org.qa)

The registered suppliers are required to immediately notify QF of any significant change(s) to their:

- o Ownership or holding
- o Any court convictions or prohibition orders from governmental agencies
- o Significant changes of range of products/services offered
- o Changes in address, phone, email, fax, contact person or other communication details

**Note:**

Submitting a completed Supplier Registration Form does not mean that you will be automatically included in QF supplier database. Registration will depend on the outcome of review and evaluation of your completed registration form and will be at the sole discretion of QF.

QF at its sole discretion may make changes or amend the supplier database based on business requirements and accordingly, shall seek additional information or new registration applications from the registered suppliers.

**1. General Information**

*Name of Company:		
*Has the name of Company been changed in the last 5 years?	Yes/No	Provide previous name of Company:
Parent Company (Full legal name – if applicable):		
Has the name of Parent Company been changed in the last 5 years?	Yes/No	Provide previous name of Parent Company:
List subsidiaries, associates and/or representative(s) in Qatar/GCC (if applicable):		

**2. Company Address**

*Street / Bldg Name:		*PO Box / ZIP Code:	
*City:		*Country:	
*Tel (with country code):		Tel (with country code):	
Fax (with country code):		Fax (with country code):	
Website:		*Email address:	

**Contact Person Details**

*Name:		*Designation:	
*City:		*Country:	
*Email address:		*Tel (with country code):	
*Mobile (with country code):		Fax (with country code):	

**\*Name of Authorized Signatories:**

Sr. No	Name	Designation	Specimen Signature
1			
2			
3			

Country of registration			
*Commercial / Legal Classification of business		^	Others, specify here
*Commercial Registration /License (Company Registration) Number (if applicable):			Enclose copy of your commercial registration / license number
*Commercial Registration /License validity (ddmmyyy):			
*Tax Card / VAT Number (if applicable):			Enclose copy of your tax card / VAT card
*Tax Card / VAT Number validity (ddmmyyy):			
*Qatar Chamber of Commerce Membership Number (if applicable):			
<b>* For Companies registered in Qatar</b>			
Sr. No	Name of Owner	Qatar ID Number	
1			
2			
3			
<b>*Nature of Business: Please select all that apply</b>			
Manufacturer	<input type="checkbox"/>	Manufacturer's Representative	<input type="checkbox"/>
Contractor	<input type="checkbox"/>	Trader	<input type="checkbox"/>
Service Provider	<input type="checkbox"/>		
Others	<input type="checkbox"/>	Please specify	
<b>3. Bank Details</b>			
*Bank Name:		*Bank Address:	
Tel (with country code):		Fax (with country code):	
* Bank Branch:		*Bank Account Name:	Bank Account Name & Supplier Company Name must be the same
*Bank Account number		*Account Currency:	
*IBAN No.(29 digits for Qatar)	It is mandatory for transfers to European countries, Lebanon and to Saudi Arabia,UAE,QATAR	*SWIFT/BIC Code	
*SORT Code(6 digit code)	It is mandatory for transfers to United Kingdom	*ABA Routing No.(9 digit code)	It is mandatory for transfers to USA
*Transit No.(5 or 8 digit code)	It is mandatory for transfers to Canada	*BSB No.(6 digit code)	It is mandatory for transfers to Australia
<b>If transfers to Vendors is through their Intermediary Bank, below additional details are mandatory:</b>			
*Intermediary Bank Name			
*Intermediary Bank Address			
*Intermediary Bank Swift /BIC code			
*Intermediary Bank ABA routing No.			
*Intermediary Bank Account number			
<b>*(Letter from Bank must be attached)</b>			
<b>^Limited liability company; Public shareholding company; Private shareholding company; Joint venture company Limited partnership; Equities partnership; Joint liability company; Others</b>			
<b>I/We acknowledge that:</b>			
<ul style="list-style-type: none"> <li>• (If applicable) The names of QF Employees who are related to the owner, partner, board member are disclosed in the attachment. We further understand that failure of this disclosure may result in delay of payment, termination of the contract and/or suspension as Supplier to Qatar Foundation;</li> <li>• it is against Qatar Foundation procurement policy to offer gifts or considerations to Qatar Foundation employee as a reward or inducement in relation to the awarding of any contract and that such action will give Qatar Foundation the right to exclude us from all future tenders/RFx;</li> <li>• any price fixing or collusion with other bidders in relation to the project shall give Qatar Foundation the right to exclude us from the procurement process and black list us from participating in any future tender/RFx as well;</li> <li>• we have read and understood the "QF Code of Conduct for Suppliers" and "QF Business Code of Ethics" and agree to abide by the policies and principles setforth in the above QF documents.</li> </ul>			

\*Name: \_\_\_\_\_ \*Designation: \_\_\_\_\_

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

<b>Please select all that apply</b>							
For companies registered in Qatar, please select the categories as per CR approved business categories							
<b>Construction and Real Estate</b>							
Adhesives	<input type="checkbox"/>	Building Materials	<input type="checkbox"/>	Cement and Sand	<input type="checkbox"/>	Civil works	<input type="checkbox"/>
Construction A	<input type="checkbox"/>	Construction B	<input type="checkbox"/>	Construction C	<input type="checkbox"/>	Construction Building	<input type="checkbox"/>
Construction hardware	<input type="checkbox"/>	Construction machinery	<input type="checkbox"/>	Construction materials	<input type="checkbox"/>	Construction Road	<input type="checkbox"/>
Doors and windows	<input type="checkbox"/>	Earthwork products	<input type="checkbox"/>	Electrical Works	<input type="checkbox"/>	Fire and Safety	<input type="checkbox"/>
Fireproof materials	<input type="checkbox"/>	Flooring and tiles	<input type="checkbox"/>	Glass Works	<input type="checkbox"/>	HVAC	<input type="checkbox"/>
Interior work	<input type="checkbox"/>	Landscaping	<input type="checkbox"/>	Prefabricated and shaded structures	<input type="checkbox"/>	Real Estate	<input type="checkbox"/>
Real estate agents	<input type="checkbox"/>	Special materials	<input type="checkbox"/>	Stone and marble	<input type="checkbox"/>	Swimming pools	<input type="checkbox"/>
Timber and plank	<input type="checkbox"/>	Waterproof materials	<input type="checkbox"/>				
<b>Consultancy</b>							
Accounting services	<input type="checkbox"/>	Architecture and design	<input type="checkbox"/>	Building design	<input type="checkbox"/>	Building works	<input type="checkbox"/>
Education and research	<input type="checkbox"/>	Event management	<input type="checkbox"/>	Financial services and audit	<input type="checkbox"/>	Human Resource	<input type="checkbox"/>
IT and IT Infrastructure	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Management, business and IT	<input type="checkbox"/>	Management, business and strategy	<input type="checkbox"/>
Marketing and advertising	<input type="checkbox"/>	Public Relations and Communication	<input type="checkbox"/>	Translation services	<input type="checkbox"/>		
<b>Education</b>							
Assessment Centers	<input type="checkbox"/>	College	<input type="checkbox"/>	Library	<input type="checkbox"/>	Online Education	<input type="checkbox"/>
Schools	<input type="checkbox"/>	Training	<input type="checkbox"/>	University	<input type="checkbox"/>		
<b>Electrical and Electronics</b>							
Batteries and Charger	<input type="checkbox"/>	Circuit Breaker	<input type="checkbox"/>	Commercial Lighting	<input type="checkbox"/>	Electric Power Tools	<input type="checkbox"/>
Electronic Data Systems	<input type="checkbox"/>	Electronic Instrument	<input type="checkbox"/>	Electronic Signs	<input type="checkbox"/>	Generators	<input type="checkbox"/>
Lighting	<input type="checkbox"/>	Mobile, tablet and accessories	<input type="checkbox"/>	Motors and Engines	<input type="checkbox"/>	Multimedia	<input type="checkbox"/>
Office Electronics	<input type="checkbox"/>	Outdoor Lighting	<input type="checkbox"/>	PCB and PCBA	<input type="checkbox"/>	Radio and TV Equipment	<input type="checkbox"/>
Semiconductors	<input type="checkbox"/>	Transformers	<input type="checkbox"/>	Wires, Cables and Cable Assemblies	<input type="checkbox"/>		
<b>Gifts</b>							
Chocolates	<input type="checkbox"/>	Flowers	<input type="checkbox"/>	Promotional items	<input type="checkbox"/>	Toys	<input type="checkbox"/>
Watches	<input type="checkbox"/>						
<b>Hospitality</b>							
Catering	<input type="checkbox"/>	Clubs	<input type="checkbox"/>	Fitness and recreation	<input type="checkbox"/>	Food and beverage	<input type="checkbox"/>
Hotels and resorts	<input type="checkbox"/>	Restaurants	<input type="checkbox"/>				
<b>Information Technology</b>							
Application software	<input type="checkbox"/>	Audio and video	<input type="checkbox"/>	Computer accessories	<input type="checkbox"/>	Computer cables and connectors	<input type="checkbox"/>
Copper cabling	<input type="checkbox"/>	Digital photography and equipment	<input type="checkbox"/>	Fiber cabling	<input type="checkbox"/>	Handheld	<input type="checkbox"/>
Laptop and desktop	<input type="checkbox"/>	LCD and CRT Monitor	<input type="checkbox"/>	Network equipment	<input type="checkbox"/>	Open source software	<input type="checkbox"/>
OS software	<input type="checkbox"/>	Printers and imaging	<input type="checkbox"/>	Projector	<input type="checkbox"/>	Security software	<input type="checkbox"/>
Servers, drives and storage devices	<input type="checkbox"/>						
<b>Insurance</b>							
Assets	<input type="checkbox"/>	Automobile	<input type="checkbox"/>	Funds	<input type="checkbox"/>	Life	<input type="checkbox"/>
Medical	<input type="checkbox"/>						

Lease and Rentals							
Equipment and machinery	<input type="checkbox"/>	Land, building and property	<input type="checkbox"/>	Office equipment	<input type="checkbox"/>	Vehicles	<input type="checkbox"/>
Maintenance							
Building maintenance	<input type="checkbox"/>	Facility and general services	<input type="checkbox"/>	Generators	<input type="checkbox"/>	IT infrastructure and telecom	<input type="checkbox"/>
IT software / applications	<input type="checkbox"/>	Lifts and escalators	<input type="checkbox"/>	UPS	<input type="checkbox"/>		
Material							
Chemical	<input type="checkbox"/>	Fabric and Leather	<input type="checkbox"/>	Fuels and Lubricants	<input type="checkbox"/>	Kitchenware	<input type="checkbox"/>
Lab equipment	<input type="checkbox"/>	Medical equipment	<input type="checkbox"/>	Paints and varnishes	<input type="checkbox"/>	Signs & Identifiers	<input type="checkbox"/>
Office and Stationery							
Education appliances	<input type="checkbox"/>	Graph plotter	<input type="checkbox"/>	Office furniture and fixtures	<input type="checkbox"/>	Office stationary and consumables	<input type="checkbox"/>
Photocopy and binding	<input type="checkbox"/>						
Outsourced Services							
Cleaning and janitorial	<input type="checkbox"/>	Manpower	<input type="checkbox"/>	Pantry	<input type="checkbox"/>	Pest control	<input type="checkbox"/>
Security	<input type="checkbox"/>						
Printing, Publishing and Advertising							
Advertising	<input type="checkbox"/>	Books	<input type="checkbox"/>	Electronic books	<input type="checkbox"/>	Magazines	<input type="checkbox"/>
Newspaper	<input type="checkbox"/>	Printing plate	<input type="checkbox"/>	Printing product agents	<input type="checkbox"/>	Radio and TV	<input type="checkbox"/>
Sign printing	<input type="checkbox"/>						
Recruiters							
Agencies	<input type="checkbox"/>	Online services	<input type="checkbox"/>				
Security							
Access Control Systems and Products	<input type="checkbox"/>	Alarm	<input type="checkbox"/>	Auto Security and Safety Products	<input type="checkbox"/>	CCTV Cameras and Accessories	<input type="checkbox"/>
Communications and Monitoring Products	<input type="checkbox"/>	Intruder Alarms and Sensors	<input type="checkbox"/>	Locks	<input type="checkbox"/>	Surveillance Equipment	<input type="checkbox"/>
Telecommunications Products							
Communication cables	<input type="checkbox"/>	Exchanges	<input type="checkbox"/>	Fiber optic equipment	<input type="checkbox"/>	Fiber optics communications	<input type="checkbox"/>
GPS	<input type="checkbox"/>	Mobile phones	<input type="checkbox"/>	Network communications	<input type="checkbox"/>	Phone cards	<input type="checkbox"/>
Switchboard	<input type="checkbox"/>	Telecom parts	<input type="checkbox"/>	Telecom products OEM and ODM	<input type="checkbox"/>	Telecom software	<input type="checkbox"/>
Telecom test equipment	<input type="checkbox"/>	Telephone accessories	<input type="checkbox"/>	Telephones	<input type="checkbox"/>	TV and radio station equipment	<input type="checkbox"/>
Video phones and parts	<input type="checkbox"/>	VOIP	<input type="checkbox"/>	Wi-Fi equipment	<input type="checkbox"/>	Wireless communication equipment	<input type="checkbox"/>
Transportation							
Auto Accessories	<input type="checkbox"/>	Aviation and airlines	<input type="checkbox"/>	Cargo, packaging and storage	<input type="checkbox"/>	Containers	<input type="checkbox"/>
Freight and logistics	<input type="checkbox"/>	Navigation and GPS	<input type="checkbox"/>	Post and courier	<input type="checkbox"/>	Travel agents	<input type="checkbox"/>
Others							
Banks	<input type="checkbox"/>	Entertainment	<input type="checkbox"/>	Horse equipment	<input type="checkbox"/>	Marine services	<input type="checkbox"/>
Musical Instruments	<input type="checkbox"/>						