

## VENDOR INFORMATION FORM

(Required for procurement transactions above ₦ 550,000)

**Instructions:** KNCV Nigeria a registered non-profit and non-governmental organization, is requesting the following information for all vendors who submit quotations or bids. We request this information in order to promote fair, ethical, and legal procurement processes.

### VENDOR BUSINESS INFORMATION

Name of Business: \_\_\_\_\_

Year Established: \_\_\_\_\_ Business Registration /Tax ID No.: \_\_\_\_\_

Address: \_\_\_\_\_ Owner(s)/Proprietors: \_\_\_\_\_

\_\_\_\_\_

Business Industry/  
Sector: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

### VENDOR CONFLICT OF INTEREST DISCLOSURE

1. Do you have any of the following family members who work for KNCV Nigeria: spouse, child, parent, brother, sister, mother- or father-in-law, or brother- or sister-in-law?

No  Yes

If yes, please provide his/her name and relationship to you:

\_\_\_\_\_

2. Do you have a person who lives with you who currently works for KNCV Nigeria?

No  Yes

If yes, please provide his/her name:

\_\_\_\_\_

I/We understand that if I/we answered yes to Question 1 or 2, then I/we do have a conflict of interest with KNCV Nigeria I understand that I can still be a vendor for KNCV Nigeria even if I do have a conflict of interest if my quotation is accepted.

I also understand that failure to disclose a known conflict of interest could prevent me from being a vendor in the future.

\_\_\_\_\_  
Vendor Representative's Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date