

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