

Stanbic Bank Zambia Know Your Supplier Questionnaire

Notes:

1. All Suppliers of Goods and/or Services shall complete the questionnaire fully and submit together with the full company profile. Failure to furnish the information requested could result in rejection of the application and/or removal from current supplier list.

2. Use additional sheet(s) if required.

General Information					
Company Name					
Nature of Company (Tick applicable box)					
Private Company	Public Company	Closed Corporation	Partnership	Sole proprietorship	
Directors/Members/Partners names.					
1					
2					
3					
4					
5					
6					
Company Registration No.					
Tax Clearance Certificate No.					
Company VAT Registration No.					
Where is Company Registered			Local		Foreign
If Yes, give name of Holding Company					
Areas of Activity(Tick)					
Repair	Manufacture	Supply of commodities	Service provider	Supply of Equipment	
List of Categories interested in. (Maximum 3)					
Describe after sales support the capital provides in the chosen categories					
Does the company hold any franchises agreements					
Yes			No		
Provide list of Franchises/Agencies held. Proof must be provided					
Contact Details					
Company Name:					
Physical Address:					
Postal Address:					
Phone Number:					
Fax Number:					
E-mail address:					
Contacts:					

<i>Sales Manager Contact Person</i>			
<i>Phone Number</i>			
<i>Mobile Number</i>			
<i>Fax Number</i>			
<i>Email</i>			
<i>Account Manager's Name</i>			
<i>Phone Number</i>			
<i>Mobile Number</i>			
<i>Email Address</i>			
Resources			
What manpower is available to service the requirements of Stanbic Bank Zambia for the supply of goods and/or services and what skills do they have to offer the required support. (Should the space be insufficient, please attach schedule as annexure to this document).	Manpower numbers:		
	Skills Available:		
Do you have any training Programmes in place to improve the skills of the staff members?	YES	NO	
Describe the Quality system in place			
What equipment is available to service the requirements of Stanbic Bank Zambia (Attach schedule to document should the space be insufficient)	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
Do you have a Business Continuity plan in place?	YES (Attach Copy)	NO	
Do you have Safety Health, Environment & Quality Policy in Place	YES (Attach Copy)	NO	
E-Commerce			
Does the company have a company profile available in Electronic format	YES (Attach Copy)	NO	
Does the company have a website	YES	NO	
If yes, Furnish website			
Is the company involved in E-Commerce	YES	NO	
If yes, Furnish Details			

Does the Company have an Electronic Catalogue (if yes, attach a copy and provide link)	YES		NO			
Accreditation						
Does the company have any accreditation? If yes, provide list	YES			NO		
	Accreditation	Year Received		Accrediting Body		
	1					
	2					
	3					
	4					
	5					
	6					
	7					
Financial and Trading Details						
<i>Name of Bankers</i>						
<i>Branch Name</i>						
<i>Street</i>						
<i>Branch Code</i>						
<i>Postal Box</i>						
<i>Phone Number</i>						
<i>Bank Account Number</i>						
<i>Stanbic payment terms are 30days. please confirm if acceptable</i>						
<i>For Ease of payment, confirm if you would like to open a business account with Stanbic Bank</i>						
Provide list of Six Major Customers:		Phone No.	Contact Person	Contract Yes/No	Expiry date	
	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
Trade History – record of goods and/or services provided to other customers						
Customer	Commodity/service provided			Value of Business		
				Last 12 months		Last 24 months

****Clearly indicate the currency in which the trade was conducted.

Notes:

1. Information that will be found to be false or a misrepresentation shall immediately lead to supplier blacklisting.
2. All supporting documentation is to be attached as an annexure to this questionnaire. Stanbic Bank Zambia does not accept responsibility for the loss of original documentation. All supporting documentation e.g Trading licences etc are to be certified copies of the original
3. Stanbic Bank may request additional information from the Company
4. Stanbic Bank Zambia reserves the right to verify or request documentary evidence to verify all statements made on this questionnaire.
5. **MANDATORY** Attachments to be submitted with the Registration Questionnaire:
 - ✓ Certificate of Incorporation
 - ✓ Memorandum / Articles of Association
 - ✓ Trading Licence
 - ✓ VAT Certificate / Tax Clearance Certificate
 - ✓ Company Profile
 - ✓ Agency Distributor Agreements
 - ✓ PACRA Form 2 for Directors' Names
 - ✓ All other certificates as may be applicable like NCC, EIZ etc
6. Stanbic Bank Zambia reserves the right to inspect the premises of the Vendor prior to registration to determine the vendor's ability to supply Goods and/or services as may be required by the Bank.
7. The vendor acknowledges that registration with Stanbic Bank Zambia does not automatically mean offer of business. The vendors will compete with others within the categories.

INDEMNITY

By submission of the questionnaire, the vendor implicitly agrees to all of the afore-going notes:

1. It is acknowledged that the contents of this document have been recorded in good faith in order that the company may qualify for the supply of goods and/or services listed and defined in this questionnaire.
2. It is also irrevocably agreed that no action will be instituted against Stanbic Bank Zambia , its employees or appointed agents for any loss or damages whatsoever arising from the official use of the information contained in this questionnaire and its annexures.

Name:

Designation:

Signature:

Date: