



## SUPPLIER REGISTRATION FORM

It is imperative that suppliers read, complete in full and sign the application document.

### Section A

1.												
Date of application												
2.												
Company / Supplier Name					Company / Registration Number							
3. This application is:												
Initial Application				Revision of a previously submitted application								
4. Business Category : (please tick correct box)												
Manufacturer	<input type="checkbox"/>	Distributor	<input type="checkbox"/>	Sales	<input type="checkbox"/>	Services	<input type="checkbox"/>	Contractor	<input type="checkbox"/>	Equipment	<input type="checkbox"/>	
5. Organisational size												
Small to Medium Enterprise (SME)		<input type="checkbox"/>		Large Corporation		<input type="checkbox"/>		State Enterprise / Parastatal		<input type="checkbox"/>	Multi-national	<input type="checkbox"/>

**6. Core Business – Services / Goods**

Please indicate only your main service and/or supply of goods to enable Homelink (Private) Limited to capture your information correctly.


7. Legal address to which solicitations are to be mailed:

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

8. Business telephone Numbers \_\_\_\_\_

Mobile Numbers \_\_\_\_\_

E-mail address \_\_\_\_\_

Web address \_\_\_\_\_

9. Company Director Title:

Mobile Number:

E-mail:

10. Main contact person

Title:

Phone Number:

Mobile Number:

E-mail:



16. Tax status. (attach supporting document)

17. VAT status (attach supporting document)

18. NSSA Status (attach supporting document)

19. Is your firm authorized to do business in Zimbabwe with all necessary business licenses? YES/NO

If no, please explain: \_\_\_\_\_

20. Judgements and Claims – Are there any judgements, claims, or suits pending or outstanding against you or your organisation?  
YES/NO

If yes please provide details

21. Bank reference (name and address): \_\_\_\_\_

22. Has your organisation ever performed work or provided goods/ services to Homelink? YES/ NO

If yes please provide details \_\_\_\_\_

23. Resumes of Key Personnel – Provide the requested information for key personnel who would be assigned to work on contracts awarded or who would at minimum, supervise such work.

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**24. REFERENCES**

List the three largest contracts/assignments completed by your firm in the last three years (for construction works, projects, equipment services and maintenance etc )

Work performed	For Whom	Contact Person and Telephone numbers	Contract amount

## **SECTION B**

### **Important notes-Please read carefully**

All suppliers seeking registration shall deposit a non-refundable application fee amounting to US\$100.00 or equivalent in ZWG into the following account

<b>Currency Type</b>	<b>USD NOSTRO</b>
Bank Name	ECOBANK
Account Name	HOMELINK PVT LIMITED
Account Number	5783600011636
Account Branch	Southerton

<b>Currency Type</b>	<b>ZWG</b>
Bank Name	CBZ Bank
Account Name	HOMELINK PVT LIMITED
Account Number	10722087470013
Account Branch	Kwame Nkrumah

- The questionnaire must be completed in full and signed
- A company profile shall accompany the registration form but will not be accepted as substitute for the application form. Company profile to be submitted as hardcopy or soft copy suppliers outside Zimbabwe.
- All fields on application form MUST be completed by applicant
- It should be noted that Homelink (Private) Limited Reserve the right to accept or reject any application in this respect
- Service provider must comply with all the registration criteria for registration to be finalized
- If your answer is "same," "not applicable," or "none," please write this to indicate no questions have been overlooked. It is your responsibility to notify Homelink (Private) Limited in writing if the information in this application changes.

I understand and affirm that:

- The information provided in this application is true and correct as at the time of signing. I, along with the other officers and employees, have not been convicted of bribery or attempted bribery, nor have made an admission of guilt as to such conduct that is a matter of records.
- There is no conflict of interest between our organisation and/or its agents/staff and Homelink (Private) limited and/ or its agents/staff and any future conflict of interest will be declared in writing prior to the commencement of any prospective transaction.
- Submission of this application does not constitute qualification to be on the suppliers' list and or an offer of a contract. Qualification will be considered only if my organization meets all statutory, regulatory requirements, including those not listed in this application.
- Information provided in this application may be audited by Homelink (Private) Limited or verified by other means. Provision of information in this application does not relieve me from providing the same or additional information as requested.
- All suppliers must update significant information changes in writing within 30 days of such change having taken place. Significant changes include, but are not limited to: change of legal status, ownership, name, address, as well as loss of licensure or registration, filing of bankruptcy, or suspension or debarment.
- Failure to provide accurate and reliable information required by this form shall, in accordance with any and all applicable laws, result in penalties including, but not limited to, suspension or debarment from doing business with Homelink (Private) Limited and termination of contracts.

NB: This application form shall be read together with the supplier registration advertisement and requirements stated in the advertisement should form part of the supplier registration application.

Company Stamp