



أون آي إس للتجارة العامة ش.ذ.م.م
Onis General Trading LLC

Vendor Registration Form

Company Details and General Information			
Name of Company:			
Physical Address:		Mailing Address:	
Office Tel:		Office Fax:	
Email:		Web:	
Name of Point of Contacts including Ower:		Position	Cell Numbers:
POC 1			
POC 2			
POC 3			
Parent Company Name (IF ANY):			
Subsidiaries and Overseas Representative - (Attach the list if necessary)			
1			
2			
3			
Type of Business:			
Corporate	<input type="checkbox"/>	Partnership	<input type="checkbox"/>
LLC	<input type="checkbox"/>	Govt.	<input type="checkbox"/>
Other	<input type="checkbox"/>		
Nature of Business: (If Distributor Please provide agency certificate)			
Mfr.	<input type="checkbox"/>	Distributor	<input type="checkbox"/>
Trader	<input type="checkbox"/>	Logistics	<input type="checkbox"/>
Year of Established:		License No :	
No of Employees:		Working Languages:	
Technical Capabilities & Information on Goods / Services offered by Supplier			
International Offices/Representation (Countries where the Company has local Offices/Representation):			
Quality Assurance			
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (please provide a Copy latest Certificate):			
Name of Certification:			
Standards			
For Goods only, do those offered for Supply conform to National/International Quality Standards?			
If yes which standard			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Registered Office: PO Box 50167, Suite No. M02, Amer Building 1,
Naif Area, Deira Dubai, United Arab Emirates



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List below up to (10) of your Core Goods/Services offered: (attach the list if necessary)

SI No	Description of the Goods /Services	Brand
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Past Performance of supply of the above goods for last two years: (attach the list if necessary)

No	Name of customer	Country	Year of Supply	Valume of sales Amount US\$	Duration of supply
1					
2					
3					
4					
5					

Three Business References for the supply of the goods / services

No	Name of customer	Country	Tel:	Email	POC
1					
2					
3					

Financial Capabilities / Information

Annual value of total Sales in last three years

Year	2018	2017	2016	2015
US\$				

Latest Bank Details

Name of the Bank:	Branch Name & Address:		
A/C No			
Swift / BIC No	IBAN No		
Acceptance of ONIS General Trading LLC's Standard Payment Term 45 Days Net:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Proposed Term if:

Certification

I, the undersigned, hereby accept the ONIS General Trading LLC's basic General Terms & Conditions, a copy of which has been provided to me and warrant that the information provided in this form is true & accurate:

Name Functional Title:

Date: _____

ONIS General Trading LLC General Term & Condition attached

Signature & Stamp

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INSTRUCTIONS FOR COMPLETION

The form should be typewritten in uppercase and completed clearly and accurately ensuring that all questions are answered. Please enclosed following documents to complete registration form.

- 1 Company Registration / Commercial Licenses copy
- 2 Dealership Certificate copy if vendor is Dealer / Distributor
- 3 ISO Certificate copy if any
- 4 Last 2-3 Years Past Performance or Supply Record (should include Product name, customer, qty, value)
- 5 Please provide a copy of your most recent annual report or audited financial report.
- 6 Core Product / Services List with Brand Name
- 7 3 Customer References with POC Name, Telephone, Fax No, Email ID
- 8 All Pages including terms & conditions must be signed and stamped

Standard Term & conditins:

1. All information provided to ONIS General Trading LLC through the Vendor registration from & processes are true and accurate and reflect the real status of our business entity.
2. ONIS General Trading LLC reserves the right to accept or reject applications in accordance with our business needs.
- 3 We understand & accept our responsibility to update our account in ONIS General Trading LLC's Vendor registration system with any changes in the contact information and/or business status. Failure to update the vendor system will result in not receiving any RFQ's, clarification and updates from ONIS General Trading LLC.
3. We fully understand that completing the supplier registration does not guarantee that our company will be receive RFQs, ITB or does not confer "Approved" status as ONIS General Trading LLC vendor. It is the first step of the mandatory process for doing business with ONIS General Trading LLC or its subsidiary.
4. We understand that registration is valid for one calendar year starting from the approval day; and that we are responsible to renew my business registration with ONIS General Trading LLC before completion of one year; Failure to renew your status will result in de-activation of supplier registration in ONIS General Trading LLC current supplier list.
5. We shall read and understand any received RFQ /ITB document's issued by ONIS General Trading LLC and make sure to examine and check it's requirements, terms and conditions and ensure to comply. We shall follow the instructions in the RFQ documents in preparing and submitting the proposals in response to any issued RFQ by ONIS General Trading LLC or its subsidiary.
6. We shall ensure and keep the confidentiality of ONIS General Trading LLC and not reveal the information received or provided by ONIS General Trading LLC to any unauthorized third party unless written approval is obtained from an authorized ONIS General Trading LLC personnel.
7. We are aware that our company will be black listed from doing business with ONIS General Trading LLC if any of the following acts are proven to have been committed:
 - Submission of Incorrect information forged or manipulated documents to ONIS General Trading LLC or its subsidiary.
 - Found guilty of any crime of corruption or financial dishonesty.
 - Committed misconduct in dealing with ONIS General Trading LLC and its customers.
 - Get involved directly or indirectly with the act of price fixing in association with others.
 - Misrepresentation on quality of goods or services, skills of staff, past experiences and entity know-how;
 - Poor performance and unjustifiable delays in performing contractual obligation and making timely delivery of goods and services.
 - Violation of RFQ / Ordering procedure during and prior to the award by contacting other than the Procurement Section in ONIS General Trading LLC unless advised expressly by ONIS General Trading LLC in relation to tender detail or further information.
8. We confirm that we have read, understood and agreed to abide by ONIS General Trading LLC Code of Ethics and policies and procedures.

-----The End-----

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