CREATION OF AN ECONOMIC OPERATORS REGISTER

**ANNEX B**

**REGISTRATION FORM**

Please complete the following self-declarations with accurate and reliable information.

**Other than the present REGISTRATION FORM (Annex B), the request for registration in the Economic Operators Register must include:**

* **Annex A: SELF DECLARATION FORM**
* **Annex C\_INFORMATIVE NOTE ON THE PROTECTION OF PERSONAL DATA -**

**LEGAL ENTITY**

|  |
| --- |
| OFFICIAL NAME (name in the original language and its translation in EN, if applicable):  BUSINESS NAME (if different):  ABBREVIATION:  LEGAL FORM, ORGANISATION TYPE: FOR PROFIT Yes/Not ……..  NON FOR PROFIT Yes/Not ……..    MAIN REGISTRATION NUMBER (Registration number in the national register of companies):  PLACE OF MAIN REGISTRATION (City, Country):  DATE OF MAIN REGISTRATION:  VAT NUMBER, if any:  ADDRESS OF HEAD OFFICE (Country, City, Postcode E-Mail, Phone): |

|  |
| --- |
| DATE |

|  |
| --- |
| SIGNATURE OF AUTHORISED REPRESENTATIVE |
| STAMP |

**ECONOMIC AND FINANCIAL CAPACITY**

Please complete the following table with financial data based on the entity’s annual accounts. The figures in all columns must be calculated on the same basis to allow for a direct year-on-year comparison (if the basis has changed, an explanation of the change must be provided as a footnote to the table). Any other clarification or explanation deemed necessary may also be provided. If the applicant is a public body, provide equivalent information.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Financial data** | **2017** | **2018** | **2019** | **Average [[1]](#footnote-1)** |
| Annual turnover |  |  |  |  |

**5 CATEGORIES OF INTEREST**

Please fill the column “Category of interest” in correspondence to the Register’s activities where the entity would like to be registered: **Fill the column with a Y (yes) or N (no) and a signature or stamp**.

|  |  |  |  |
| --- | --- | --- | --- |
| SERVICE CONTRACTS | | | |
| **Category n.** | **Title** | **Type of services** | **Category of interest [Yes/No]** |
| **Cat. 1** | Supply and management of human resources with specific technical expertise in:  a) Development cooperation (such as: identification, preparation, implementation and management of Development Cooperation Initiatives, coordination of development partners, Monitoring and Evaluation, Communication, Audit etc);  b) Office services (such as: cleaning, gardening, guard services etc);  c) Interpreting and /Translation services;  d) Trainings – Lecturers, including the relevant teaching and learning material;  e) Insurance for National and International Staff; | * Supply of technical experts: recruitment process management, monitoring of contractual obligations, fee payments, local tax obligations. * Management of technical experts: monitoring of contractual obligations, fee payments, local tax obligations. * Carry out Development studies and reports. * Audit | * [Y/N] |
| **Cat. 2** | Supply of communication products and activities | * Brand identity products, such as ad hoc graphic projects including brochures, banners, gadgets, photos, videos, publications and other visibility materials (from design to production), purchase and managements of visibility slots (radio, tv, newspapers and magazines, advertising boards, …), Audio-video production. | * [Y/N] |
| **Cat. 3** | Logistic support | * Supply of services such as: venues selection, audio services, interpreting, transport, catering, accommodation. * Supply of airline tickets. * Supply of Taxi Transportation. * Booking of hotel rooms. * Car rental. * Customs clearance Services. * Travel Insurance Services. | * [Y/N] |
| **Cat. 4** | Technical Consultancy | * Qualified personnel for technical advice, studies/investigations and for programs design (construction engineer, doctor, financial, lawyers etc.) | * [Y/N] |
| **Cat. 5** | Monitoring and Evaluation Agency | * Monitoring and Evaluation of AICS Initiatives/programs | * [Y/N] |
| **Cat. 6** | Financial audit services | * Financial monitoring and Audit | * [Y/N] |
| **Cat. 7** | Insurance agencies | * Health insurance for AICS local and international personnel * Office equipment Insurance * Travel insurance | * [Y/N] |
| **Cat. 8** | Private Security Companies | * Supply of security guards, installation of video surveillance systems and alarms etc. * Security Services. | * [Y/N] |
| SUPPLY CONTRACTS | | | |
| **Cat. 9** | IT services | * Supply, installation and maintenance of IT equipment, software and services: Internet Modem, Router, Uninterruptable Power Supply (UPS), VoIP Phones., Desktop and Notebook Computers. , Headsets, Servers., Multi-Function Printers, Projector Big Screen TV etc. | * [Y/N] |
| **Cat. 10** | Office Furniture’s and Maintenance | * Supply and maintenance of office furniture and equipment’s: Work Station, Storage Furniture, Seating Pieces etc. | * [Y/N] |
| **Cat. 11** | Office Stationery | * Supply of office Stationery: Pens, Highlighter, Permanent marker, Pencil, Notebooks, ruled paper, Stapler and staples, Plastic pockets, Arch folders, Folder dividers, Post-Its, Scissors, Calculator, Printer toner, Envelopes, Printer paper etc. | * [Y/N] |
| **Cat. 12** | Cleaning Supplies and Equipment | * Supply of office Cleaning Supplies: Vacuum and vacuum bags, Bucket(s) and plastic tote, Bathroom cleaners, Dish, Floor cleaner, disinfectant cleaners, Dryer sheets, Room freshener, disinfestation, etc. | * [Y/N] |
| **Cat. 13** | Fuel for office vehicles | * Supply of fuel for office vehicles | * [Y/N] |
| **Cat. 14** | Gardening items | * Supply of: Wheelbarrow, Dibber, Digging Spade, Garden Trowel, Fork Hoe, Garden Knife, Garden Secateurs, Heavy Duty Hoe. | * [Y/N] |
| OPERATORS FOR WORKS CONTRACTS | | | |
| **Cat. 15** | Small building works | * repair of electric and hydraulic lines, painting of walls, construction of small infrastructural works etc. | * [Y/N] |

**SPECIFIC EXPERIENCE OF THE ORGANIZATION (last 3 years)**

Please fill in the table below with the following requested information.

If possible, attach also **reference letters** of good performance.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name and description of the consultancy / contract | Areas of Specialization, and correspondence with selected Categories of the Register | Duration | Organizations funding the Contracts | Relevant Tasks and assignments | Other Information |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**7 CERTIFICATES OF REGISTRATION IN EGYPT**

Please provide the following certificates related the relevant category to which the entity, as an Economic Operator, belong:

1. **Company**

Legal Documents

* Documentary proof or statements required under the law of the country in which the company is effectively established.

Tax statements

* Commercial Tax Registration Certificate.

1. **Non For Profit Organization**

Legal Documents

* Certificate of Registration;
* Register of Representatives.

Tax statements

* In case the Non For Profit Organisation is granted any tax exemption, provide the relevant Memorandum of Understanding or relevant Bilateral Agreement together with the Confirmation Letter issued by the Internal Revenue Department.

1. **Free-Lance Consultant:**

Legal Document

* Certificate of Registration of the Business
* Copy of ID Card
* Curriculum Vitae

**8 STATEMENT**

I, the undersigned, being the authorised signatory of the above Economic Operator hereby declare that we have examined and accepted without reservation or restriction the entire contents of the Notice for the creation of an Economic Operators Register and of the Register Regulation.

Signed on behalf of the Economic Operator

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

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1. Amounts entered in the ‘Average’ column must be the mathematical average of the amounts entered in the three preceding columns of the same row. [↑](#footnote-ref-1)