

**Supplier Pre-Qualification Application Form**



Reference: DRC/TUN/PQ/2026/01

**SECTION 1 – COMPANY INFORMATION**

Legal Company Name:	
Trading Name (if any):	
Registration Number:	
Tax Identification Number:	
Year Established:	
Country of Registration:	
City:	
Physical Address:	
Telephone Number:	
Email Address:	

**SECTION 2 – AUTHORIZED CONTACT PERSON**

Full Name:

Position/Title:

Phone Number:

Email:

**SECTION 3 – AUTHORIZED SIGNATORY**

Authorized Representative Name:

Position:

National ID / Passport Number:

Signature:

**Supplier Pre-Qualification Application Form****SECTION 4 – LOTS APPLIED FOR**

Please tick the LOT(s) your company wishes to apply for:

- Lot A – Catering & Refreshments
- Lot B – Vehicle rental
- Lot C – Media & Visibility Materials – Printing Material
- Lot D – Stationery
- Lot F – Air Conditioning Supply & Maintenance
- Lot G – Office Stationery
- Lot H – Office Consumables (coffee, tea, water etc.)
- Lot I – Furniture
- Lot J – Electrical & Home Appliances
- Lot K – ICT Equipment & Consumables
- Lot L – Communications Providers (Internet & Telecom)
- Lot M – Facility Maintenance & Repair Services

**SECTION 5 – TECHNICAL CAPACITY (BY LOT)**

For each LOT you selected, briefly describe your capacity, equipment, staff, facilities, and attach evidence.

LOT	Technical Capacity Summary	Facilities/Equipment	Attachments

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### SECTION 6 – PAST EXPERIENCE

Client Name	Description of Contract	Contract Value	Year	Contact Person	Phone/Email

### SECTION 7 – MANDATORY DOCUMENT CHECKLIST

Please tick all documents included in your submission:

- Company Registration Certificate
- Tax Certificate
- Legal Representative Passport
- Vice/Alternate Representative Passport
- Bank Account Letter
- DRC Supplier Registration form

### SECTION 8 – DECLARATION & SIGNATURE

I hereby declare that all information provided in this form is true and accurate. I authorize the Danish Refugee Council (DRC) to verify all submitted information and documents.

Name of Authorized Signatory:

Position:

Signature & Stamp:

Date: