**APPENDIX 1: SUPPLIER INFORMATION AND REFERENCES**

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name |  | | |
| Main contact name |  | | |
| Email Address |  | | |
| Address |  | | |
| City/Town |  | | |
| Postcode |  | Country |  |
| Telephone number |  | | |
| Account Manager for ShelterBox if known |  | | |
| Contact details |  | | |

|  |  |
| --- | --- |
| Payment Terms |  |
| Company Registration Number |  |
| VAT Number |  |
| Company Finance department contact details if different than above |  |

|  |  |
| --- | --- |
| List any governing accreditation your company has achieved in international standards (i.e. FSC, PEFC, ISO 9001 Quality Management System, ISO 14001 Environmental Management System, ISO 27001 Information Security Management, or other) |  |

|  |  |  |
| --- | --- | --- |
| Confirmation that you are willing to sign up to ShelterBox’s Supplier Code of Conduct |  | Yes  No |
| Are you or any of your employees an ex-ShelterBox employee |  | Yes  No |
| Are you or any of your employees related to a ShelterBox employee |  | Yes  No |

REFERENCE 1

|  |  |
| --- | --- |
| Name |  |
| Contact number |  |
| Email |  |
| Organisation |  |
| Position |  |
| Brief Description of the Context in which you Delivered Work to this Reference |  |
| Cost of project |  |
| Dates of work delivery |  |

REFERENCE 2

|  |  |
| --- | --- |
| Name |  |
| Contact number |  |
| Email |  |
| Organisation |  |
| Position |  |
| Brief Description of the Context in which you Delivered Work to this Reference |  |
| Cost of project |  |
| Dates of work delivery |  |

**TABLE OF LOTS**

|  |  |  |
| --- | --- | --- |
| **LOT** | **DESCRIPTION** | **BID** |
| 1 | **Accommodation** |  |
| 2 | **Flights** |  |
| 3 | **Car Hire/Drivers** |  |
| 4 | **Train/Tram/Underground** |  |
| 5 | **Taxi** |  |
| 6 | **Bus or Coach** |  |
| 7 | **Visas and Extras** |  |

Indicate which lots you are bidding for by ticking the corresponding boxes in the table below. Suppliers are not expected to necessarily bid for all lots just those suitable to your business.