



SUPPLIER REGISTRATION FORM

Name of Supplier / Company: _____

Address: _____

Phone No. (Fixed) _____ Mobile No. _____

Fax No. _____ Email Address _____

Trade License No. _____ Validity: _____

Business Registration Card No. _____ VAT Registration No. _____

No. of years relevant experience in the selected trade / business: _____

No. of employees: _____

Details of relevant experience in the supply of items selected at annex: _____

Documents to be submitted with Supplier Registration Form:

Companies / Corporates:		Individuals	
1.	A copy of Certificate of Incorporation	1.	Copy of National Identity Card
2.	A copy of the Business Registration Card	2.	Proof of address (copy of recent utility bill)
3.	A copy of the VAT Registration certificate	3.	Copy of Trade License (where applicable)
4.	A copy of the current Trade license	4.	A detailed list of goods and services provided
5.	Proof of address (copy of recent utility bill)		
6.	Job Contractor Certificate / NTC Certificate / Certificate of registration with SMEDA (where applicable)		
7.	A detailed list of goods and services provided		

Date: _____

Signature: _____

Name of Signatory: _____

Position: _____

Note: Suppliers should complete the Annex form selecting the products and services that they provide.

SUPPLIER REGISTRATION FORM
Selected Category of items for supply (tick appropriate boxes)

SN	Description	Tick √
1	Advertising and Publicity	
2	Barcode Scanner	
3	Binding, Laminating and Back Cover	
4	Cabinet making and related / similar works	
5	Carpentry works	
6	Cartridge for fax and printer	
7	Catering services	
8	Cleaning Materials	
9	Cleaning services	
10	Covid related supplies & consumables	
11	Disposal of Electronic Equipment	
12	Disposal of office files	
13	Disposal of office furniture and equipment	
14	Drums for fax machine and printers	
15	Electrical & Data cabling works	
16	Electronic Scales	
17	Envelopes	
18	Fax Machine	
19	Fire Extinguisher and related / similar items	
20	Insurance covers	
21	Label Printer	
22	Laying of tiles	
23	Legal Services including barrister, attorney, public notary and Chairman of Disciplinary Committees	
24	Lumberjack	
25	Masonry works and laying of tiles etc.	
26	Office Furniture	
27	PABX System, supplies & maintenance	
28	Paper Ream	
29	Personnel Protective equipment - Shoes, gloves, raincoats	
30	Pest Control	
31	Photocopy Machine	
32	Plumbing	
33	Printer	
34	Printing of file covers, log books, banners, letterhead, annual reports	
35	Printing of Forms	
36	Printing of posters, magazines, newsletter and related / similar items	
37	Project Management Services	
38	Provision of architect and draughtsman services	
39	Public Relations	
40	Receipt Printer	
41	Repairs & Maintenance of alarm /security system	

42	Repairs and Maintenance of CCTV camera	
43	Repairs and servicing of motor vehicles	
44	Repairs, Maintenance and Servicing of Computer, Printer, Fax, and Photocopy Machine, electronic scales, Motor Vehicle	
45	Sanitact Services	
46	Sanitary Equipment and fittings including PVC pipes and fittings and related items	
47	Security Services	
48	Servicing & Maintenance of Air Conditioners	
49	Signage, Internal & External banners and related / similar items	
50	Stationeries	
51	Supply & Installation of CCTV camera	
52	Supply & Installation of alarm / security system	
53	Supply and Installation of Air Conditioners	
54	Supply and Installations of wooden doors, windows and related / similar items	
55	Supply of aluminium doors, windows and related / similar works	
56	Supply of building, materials including iron bars, cement and related items	
57	Supply of Computers and Laptops	
58	Supply of document scanners	
59	Supply of paint & Painting trade worker	
60	Supply of roller shutters/ maintenance and repair of roller shutters	
61	Supply of tarpaulin tent services including podium, lighting, tables and chairs	
62	Supply of uniforms including shirts, trousers, caps, vests, shoes and related / similar items	
63	Toilet Paper	
64	Toners	
65	Tools for masonry, cabinet making blacksmith, carpenter and related items	
66	Tree lopping	
67	Tyres, batteries and spare parts for cars, vans and trucks	
68	Waterproofing works	
69	Any other category of items (Please List): -	
70	IT Equipment and Mobile devices (PCs, printers, phones, tablets, etc)	
71	Network & IT infrastructure	
72	Software Development	
73	Website and Mobile Development	
74	Pharmacy items (e.g First Aid Boxes & Related items)	
75	Accounting Consultancy Services	
76	Medals Cups, Trophies & Shields	
77	Paints and Paints Related Materials	
78	Provision of Transport facilities	
79	Provision of branded items including T-Shirts and any other items	
80	Tools for General Maintenance	

Name:

Signature: -----

Date:

Note: Suppliers should email the Supplier Registration Form to procurement@sil.mu