



MINISTRY OF LOCAL GOVERNMENT

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REGISTRATION OF POTENTIAL SUPPLIERS APPLICATION FORM

1. Name of Supplier:
(Company/ Individual)
2. Address:
3. Phone No:
4. Fax No:.....
5. E- mail address:
6. Name of Contact Person:.....
7. Name of Director/s:.....
8. Type of Business:.....
9. Certificate of incorporation: Yes/ No (*submit copy*)
10. Business Registration Number:.....(*submit copy*)
11. VAT Registration Number (if applicable).....
12. Company Profile Yes/ No (*submit copy*)
13. Whether debarred by competent authority to participate in any bidding exercise: Yes / No
If yes, specify the period.....
14. Whether convicted by any court of law for fraudulent/ corrupt/ collusive/ coercive practice: Yes/ No
15. A certificate of current standing from the Registrar of Companies including the following:
 - (i) Your company has paid all fees due and payable;
 - (ii) Your company is not in receivership;
 - (iii) Your company is not in administration;
 - (iv) Your company is not in process of being wound up and dissolved;
 - (v) The office of the Registrar has not initiated any proceedings to remove the company from the Register.
16. Are you registered on the e- Procurement System (**Procurement Policy Office**): Yes/ No

I/We hereby apply for registration to supply the goods, works and services mentioned below:

Item No	Description

The attention of the applicants is hereby drawn to the fact that this Ministry has no contractual obligation towards them and this shall not entitle them to become exclusive providers of goods and services to the Ministry.

Name:.....	Signature:
Date:	Seal: