



Chief Commissioner's Office

RODRIGUES REGIONAL ASSEMBLY

REGISTRATION FORM FOR SUPPLIERS

Please fill in table below and read notes

Name of Company	
Address	
Telephone Number	
Fax Number	
Particulars of Trading Licence hold	
VAT Registration Number	
Income Tax Registration Number	
Certificate of Registration Number	
Years in Business	

2. Eligibility Criteria:-

You are required to meet the following criteria to be eligible to participate in public procurement exercise:-

- (a) have the legal capacity to enter into a contract;
- (b) not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;
- (c) not have had your business activities suspended;
- (d) have fulfilled your obligations to pay taxes and social security contributions;
- (e) not to have conflict of interest in relation to this procurement requirement;
- (f) not to be subject to suspension or debarment by the Procurement Policy Office; and
- (g) not been convicted for an offence involving fraud, corruption or dishonesty.

3. The duly filled form should be returned to the Secretary, Departmental Tender Committee by 30 September 2010 at latest.

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4. Kindly note that price of these goods and services should not be submitted at this stage.
5. The attention of applicants is hereby drawn to the fact that registration does not mean that the Chief Commissioner's Office has any contractual obligations towards them and does not entitle them to become exclusive providers for the goods and services.
6. The Chief Commissioner's Office reserves the right to process with open bidding procedures in spite of the pre-registration exercise.
7. Documents Evidencing Eligibility:-

You are requested to submit copies of the following documents as evidence of your eligibility and sign the declaration below:-

1. valid trading licence or equivalent;
 2. valid certificate of registration or equivalent;
 3. income tax clearance certificate or audited balance sheet for the last financial year; and
 4. valid VAT registration.
8. NON-SUBMISSION OF THE ABOVE DOCUMENTS WILL AUTOMATICALLY RENDER YOUR COMPANY INELIGIBLE FOR PARTICIPATION IN THE PRODUCEMENT PROCESS.

We offer to supply the items listed as per annex. (Tick as appropriate)

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria as specified above.

We undertake to abide by the Code of Ethical Conduct for Bidders and Suppliers during the procurement process and the execution of any resulting contract.

Signature: Name:

Position: Date:
(DD/MM/YY)

Authorised for an on behalf of:-

Company:
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ANNEX

SN	Description	Tick as appropriate (√)
(i)	Office stationeries	
(ii)	Computers, printers, fax machines, photocopy machine and consumables	
(iii)	Foodstuffs, dry provisions, frozen foods, mineral water, juice, pastry	
(iv)	Spare parts and batteries for vehicles	
(v)	Tyres, inner tubes	
(vi)	Motor oil, lubricants	
(vii)	Marine equipment and spare parts, fibre glass boat	
(viii)	Uniforms, protective equipment (gloves, raincoats, helmets, industrial and rubber gauntlets, ear muffs, apron protection mask, mini boots, training shoes, jungle hats)	
(ix)	Electrical fittings and electrical household appliances	
(x)	Plumbing materials, poly pipes and fibre glass water tanks	
(xi)	Office and household furniture	
(xii)	Building materials, aggregates, cement, galvanised pipes, timber planks, plywood, paint	
(xiii)	Cleaning materials, soaps, washing powder, tissue paper, toilet paper	
(xiv)	Industrial Equipment	
(xv)	Medical Supplies and Equipment	
(xvi)	Civil Works	
(xvii)	Excavation works	
(xviii)	Minor renovation works and wood partitioning works	
(xix)	Consulting services	
(xx)	Cleaning services	
(xxi)	Transport services (bus & lorry)	
(xxii)	Catering services	
(xxiii)	Electrical/Plumbing/Air conditioning works	
(xxiv)	Animal feed, Agro chemicals, Agro Industrials	
(xxv)	Sports wears and sports equipment	
(xxvi)	Books for secondary schools and library	
(xxvii)	Security services	