



**TEMPLATE FOR SUPPLIER, CONTRACTOR AND CONSULTANT REGISTRATION. FORM (A)**

Company Name

Region

District

Ghana Post GPS

Postal Address

Company Phone Number

Email

Website

Names of Company Directors:

1.

2.

3.

4.

Name of MD/CEO:

Phone Number of MD/CEO

Email of MD/CEO

Name of Contact Person, if different from MD/CEO

Phone No. of Contact Person

Email address of Contact Person

## COMPANY INFORMATION

1. Organization Type (tick all that apply):

Sole Proprietorship

Partnership/Joint Venture

Limited Liability Company

Other

2.VAT Registration No

3.Company's TIN

4.Company's Registration Number

5.Date Incorporated

Corporate Membership of Professional Bodies:

1.

2.

3.

## **BUSINESS ACTIVITIES**

Please indicate the nature of operations, products or services applicable to your business as per your Company Registration and indicate areas of your specialization (Your selection should be guided by the Supplier Category Form B):

## **MANDATORY ELIGIBILITY DOCUMENTATION**

The following mandatory eligibility documents are required as attachment to your application form

- a. Business Registration Certificates (including certificate of incorporation, Form 3 and Form B);
- b. Valid VAT Registration Certificate;
- c. Valid SSNIT Registration Certificate;
- d. Certificate of building construction and civil works (where applicable) from Ministry of Works and Housing
- e. Labour Certificate (where applicable)
- f. Ministry of Roads Certificate for Road construction (where applicable)

**QUALIFICATION REFERENCE**

Who are your Two (2) major customers you have dealt with in the past? May we seek references?  Yes  No

a. Company:

Contact Name  Telephone No

b.. Company:

Contact Name  Telephone No

**DECLARATION OF CORRECTNESS OF INFORMATION**

I/We the undersigned, warrant that I am/we are duly authorized to do so and on behalf of

and hereby declare

- That the information contained in this document is both true and correct
- That all copies of relevant documentation are attached

If there are any changes to the information supplied on this document, the information will have to be provided within Seven (7) working days.

Signature

Name

Capacity

Date

**NOTE**

Prospective Suppliers, Consultants and Contractors are required to pay a non-refundable processing fee as determined by the Public Procurement Authority.

## SUPPLIER CATEGORY FORM (B)

All prospective Suppliers, Contractors and Consultants are required to tick one (1) or more of the categories listed on this form according to your area(s) of specialization.

### GOODS

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Chemicals and Consumables        | <input type="checkbox"/> Medical Supplies                | <input type="checkbox"/> Spare Parts  |
| <input type="checkbox"/> Clothing and Uniform             | <input type="checkbox"/> Motor Bike, bicycles etc        | <input type="checkbox"/> Sports, Recreational and Cultural Materials  |
| <input type="checkbox"/> Construction Material            | <input type="checkbox"/> Office Facilities               | <input type="checkbox"/> Teaching and Learning Materials  |
| <input type="checkbox"/> Drugs                            | <input type="checkbox"/> Office Supplies and Accessories | <input type="checkbox"/> Textbooks and Library Books  |
| <input type="checkbox"/> Electrical Accessories           | <input type="checkbox"/> Oils and Lubricants             | <input type="checkbox"/> Transport equipment (Automobiles, Ship, Plane, Automobile, Motor Bikes, Train etc) |
| <input type="checkbox"/> Furniture and fittings           | <input type="checkbox"/> General Merchants               | <input type="checkbox"/> Uniform and Protective Clothing  |
| <input type="checkbox"/> Household Items                  | <input type="checkbox"/> Petty Tools/Implements          | <input type="checkbox"/> Utilities  |
| <input type="checkbox"/> Infrastructure Assets            | <input type="checkbox"/> Printed Material and Stationery | <input type="checkbox"/> Others:  |
| <input type="checkbox"/> Machinery and equipment          | <input type="checkbox"/> Refreshment Items               | <input type="checkbox"/>  |
| <input type="checkbox"/> Materials and Office consumables | <input type="checkbox"/> Software                        | <input type="checkbox"/>  |

### WORKS

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Buildings and Structures             | <input type="checkbox"/> Roads  | <input type="checkbox"/> Railway Lines               |
| <input type="checkbox"/> Renovations/ Maintenance Works       | <input type="checkbox"/> Civil Works                                    | <input type="checkbox"/> Sewage and Drainage Systems |
| <input type="checkbox"/> Water Systems (Boreholes, Dams, etc) | <input type="checkbox"/> Power Generation / Distribution / Transmission | <input type="checkbox"/> Others:                     |
- 

### TECHNICAL SERVICES

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> General Cleaning           | <input type="checkbox"/> Rentals/Lease                    | <input type="checkbox"/> Travel and Transport             |
| <input type="checkbox"/> Repairs and Maintenance    | <input type="checkbox"/> Training, Seminar and Conference | <input type="checkbox"/> Security Services                |
| <input type="checkbox"/> Special Services/ Protocol | <input type="checkbox"/> Trade Promotion                  | <input type="checkbox"/> Banking / Financial Services     |
| <input type="checkbox"/> Emergency Services         | <input type="checkbox"/> Insurance                        | <input type="checkbox"/> Catering services                |
| <input type="checkbox"/> Media and Publicity        | <input type="checkbox"/> Advertising                      | <input type="checkbox"/> Printing                         |
| <input type="checkbox"/> IT Services                | <input type="checkbox"/> Events Management                | <input type="checkbox"/> Others: <input type="checkbox"/> |

### CONSULTANCY SERVICES

- Consultancy