

THE MAURITIUS POST LTD

SUPPLIER REGISTRATION FORM

Name of Supplier/Company :

Address :

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Phone Number : **Mobile Number** :

Fax Number : **Email Address** :

Trade License Number : **Validity** :

Business Registration Card Number : **VAT Registration Number** :

Number of years of experience in the selected trade/ business:

Number of employees:

Details of relevant experience in the supply of items selected at Annex:

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Documents to be submitted with the Supplier Registration Form:

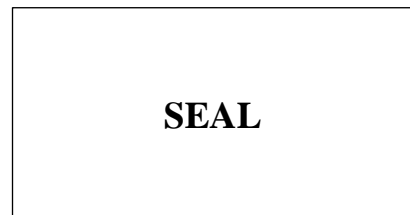
Companies/Corporates:		Individuals:	
1.	A copy of Certificate of Incorporation	1.	Copy of National Identity Card
2.	A copy of the Business Registration Card	2.	Proof of address (copy of recent utility bill)
3.	A copy of the VAT Registration Certificate	3.	Copy of Trade License (where applicable)
4.	A 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 services	
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.	Decorations for events	
12.	Disposal of Electronic Equipment	
13.	Disposal of office files	
14.	Disposal of office furniture and equipment	
15.	Drums for fax machine and printers	
16.	Electrical & Data cabling works	
17.	Electrical Works	
18.	Electronic Scales	
19.	Envelopes	
20.	Fax Machine	
21.	Fencing works	
22.	Fire Extinguisher and related / similar items	
23.	Insurance covers	
24.	Label Printer	
25.	Laying of tiles	
26.	Legal Services including barrister, attorney, public notary and Chairman of Disciplinary Committees	
27.	Lumberjack	
28.	Masonry works and laying of tiles etc.	
29.	Metal Works	
30.	Office Furniture	
31.	PABX System, supplies & maintenance	
32.	Paper Ream	

SN	Description	Tick (✓)
33.	Personnel Protective equipment - Shoes, gloves, raincoats	
34.	Pest Control	
35.	Photocopy Machine	
36.	Plastic Biodegradable	
37.	Plumbing	
38.	Printer	
39.	Printing of file covers, log books, banners, letterhead, annual reports	
40.	Printing of Forms	
41.	Printing of posters, magazines, newsletter and related / similar items	
42.	Project Management Services	
43.	Provision of architect and draughtsman services	
44.	Public Relations	
45.	Receipt Printer	
46.	Rental of IT Services	
47.	Repairs & Maintenance of alarm /security system	
48.	Repairs and Maintenance of CCTV camera	
49.	Repairs and servicing of motor vehicles	
50.	Repairs, Maintenance and Servicing of Computer, Printer, Fax, and Photocopy Machine, electronic scales, Motor Vehicle	
51.	Sanitact Services	
52.	Sanitary Equipment and fittings including PVC pipes and fittings and related items	
53.	Security Services	
54.	Servicing & Maintenance of Air Conditioners	
55.	Signage, Internal & External banners and related / similar items	
56.	Stationeries	
57.	Supply & Installation of alarm / security system	
58.	Supply & Installation of CCTV camera	
59.	Supply and Installation of Air Conditioners	
60.	Supply and Installations of wooden doors, windows and related / similar items	
61.	Supply of aluminium doors, windows and related / similar works	
62.	Supply of building, materials including iron bars, cement and related items	
63.	Supply of Chair: Ergonomic, Executive, Tubular Chair and related/Similar item	
64.	Supply of Computers and Laptops	
65.	Supply of scanners	
66.	Supply of Metal Cupboard, filling Cabinet and related/ similar items	

SN	Description	Tick (✓)
67.	Supply of Note Counting Machine	
68.	Supply of paint & Painting trade worker	
69.	Supply of roller shutters/ maintenance and repair of roller shutters	
70.	Supply of Tape-Plain, Printed	
71.	Supply of tarpaulin tent services including podium, lighting, tables and chairs	
72.	Supply of Thermal Receipts	
73.	Supply of uniforms including shirts, trousers, caps, vests, shoes and related / similar items	
74.	Toilet Paper	
75.	Toners	
76.	Tools for masonry, cabinet making blacksmith, carpenter and related items	
77.	Tree lopping	
78.	Tyres, batteries and spare parts for cars, vans and trucks	
79.	Waterproofing works	
	<i>Any other category of items (Please List): -</i>	

Signature :

Name of Signatory :

Name of Company :

Date :

