

# VENDOR REGISTRATION FORM

- The details provided in this form will be used to evaluate your suitability to provide goods/services to us.
- Your response is being provided to us and will be protected from disclosures to third parties in accordance to our organization compliance and ethical Policy

**DATE:**

## COMPANY DETAILS

Company Name			
Contact Address			
	City:	State/Country:	
Phone Number			
Email Address			
Website Address			
Contact Person			
Designation		Phone:	
TIN:			
Company Reg. No.			
VAT Reg. No.			
Type of Business	Public Limited Company <input type="checkbox"/>	Limited Liability <input type="checkbox"/>	Registered Business Enterprise <input type="checkbox"/>
Branch Location 1			
Branch Location 2			
Branch Location 3			

**Job Category ( Please state the Category of Jobs done by your company**

**Please Note:**  
Bank Reference letter must include your organization's Bank Details

**LIST OF MANDATORY DOCUMENTS:**

All application must include the following documents:

1. Copy of Certificate of incorporation (CAC)
2. Tax Clearance Certificate
3. Copy of VAT Certificate if registered
4. Detailed company profile showing core business and years of experience; relevant experience in at least three (3) assignments of similar nature and complexity with verifiable letters of award and job completion certificates, key personnel available for the assignment and any other information that may show the applicants ability to carry out the assignment satisfactorily.
5. Technical qualifications of key personnel with evidence of experiences on similar jobs and evidence of key personnel registration with relevant professional bodies and list of equipment.
6. Current client list
7. Evidence of financial standing
8. If joint venture with foreign partners then an evidence of joint venture agreement should be provided.

**ATTESTATION:**

I \_\_\_\_\_ of \_\_\_\_\_ being the \_\_\_\_\_

\_\_\_\_\_ of the vendor hereby confirm that I am fully authorized to bind the vendor and that the information provided in this application is correct and we authorize your organization to make any inquiries regarding the information provided herein.

**Signature of vendor Chief Executive Officer:** \_\_\_\_\_

Date \_\_\_\_\_

## **SUBMISSION OF DOCUMENTS**

- All pages of the Registration Form should be signed.
- All prequalification documents should be bound - and "QUALIFICATION FOR VENDOR REGISTRATION" at the left hand indicate the name of the company, mailing address, mobile number, the scope and category applied for as well as the items contained.
- Applications should be sent to the address below on or before **12:00pm on 26th August, 2016.**

**The Head, Procurement Department**

Supra Investments Limited,  
10, Adamu Attah Close,  
Off Samuel Jereton Mariere Road,  
Zone B Extension,  
Apo Legislative Quarters,  
Abuja, FCT

**Email:** [contractorsupply2016@suprainv.com](mailto:contractorsupply2016@suprainv.com)

- Alternatively, you can scan the document to [contractorsupply2016@suprainv.com](mailto:contractorsupply2016@suprainv.com) as PDF. All the attached should be properly labeled and zipped into a folder. Applications should be per scope and category and documents for each scope and category must be in separate envelopes or Zip folder, clearly and boldly labeled as indicated above.