

# 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:**

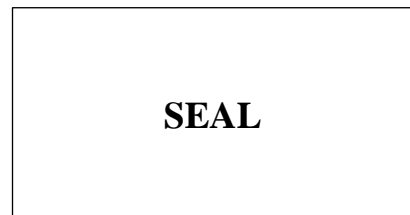
Companies/Corporates:		Individuals:	
1.	A copy of Certificate of Incorporation	1.	Copy of National Identity Card
2.	A copy of the Business Registration Card	2.	Proof of address (copy of recent utility bill)
3.	A copy of the VAT Registration Certificate	3.	Copy of Trade License (where applicable)
4.	A 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	
2.	Barcode Scanner	
3.	Binding, Laminating and Back Cover	
4.	Cabinet making and related / similar works	
5.	Carpentry works	
6.	Cartridge & Ribbons for fax and printer	
7.	Catering services	
8.	Cleaning Materials	
9.	Cleaning services	
10.	Covid related supplies & consumables	
11.	Disposal of Electronic Equipment	
12.	Disposal of office files	
13.	Disposal of office furniture and equipment	
14.	Drums/Imaging Unit for fax machine and printers	
15.	Electrical & Data cabling works	
16.	Electronic Scales	
17.	Envelopes	
18.	Fax Machine	
19.	Fire Extinguisher and related / similar items	
20.	Insurance covers	
21.	Label Printer	
22.	Laying of tiles	
23.	Legal Services including barrister, attorney, public notary and Chairman of Disciplinary Committees	
24.	Lumberjack	
25.	Masonry works and laying of tiles etc.	
26.	Office Furniture	
27.	PABX System, supplies & maintenance	
28.	Paper Ream	
29.	Personnel Protective equipment - Shoes, gloves, raincoats	
30.	Pest Control	
31.	Photocopy Machine	
32.	Plumbing	
33.	Printer	
34.	Printing of file covers, log books, banners, letterhead, annual reports	
35.	Printing of Forms	
36.	Printing of posters, magazines, newsletter and related / similar items	
37.	Project Management Services	
38.	Provision of architect and draughtsman services	

SN	Description	Tick ✓
39.	Public Relations	
40.	Receipt Printer	
41.	Repairs & Maintenance of alarm /security system	
42.	Repairs and Maintenance of CCTV camera	
43.	Repairs and servicing of motor vehicles	
44.	Repairs, Maintenance and Servicing of Computer, Printer, Fax, and Photocopy Machine, electronic scales, Motor Vehicle	
45.	Sanitact Services	
46.	Sanitary Equipment and fittings including PVC pipes and fittings and related items	
47.	Security Services	
48.	Servicing & Maintenance of Air Conditioners	
49.	Signage, Internal & External banners and related / similar items	
50.	Stationeries	
51.	Supply & Installation of CCTV camera	
52.	Supply & Installation of alarm / security system	
53.	Supply and Installation of Air Conditioners	
54.	Supply and Installations of wooden doors, windows and related / similar items	
55.	Supply of aluminium doors, windows and related / similar works	
56.	Supply of building, materials including iron bars, cement and related items	
57.	Supply of Computers and Laptops	
58.	Supply of document scanners	
59.	Supply of paint & Painting trade worker	
60.	Supply of roller shutters/ maintenance and repair of roller shutters	
61.	Supply of tarpaulin tent services including podium, lighting, tables and chairs	
62.	Supply of uniforms including shirts, trousers, caps, vests, shoes and related / similar items	
63.	Toilet Paper	
64.	Toners	
65.	Tools for masonry, cabinet making blacksmith, carpenter and related items	
66.	Tree lopping	
67.	Tyres, batteries and spare parts for cars, vans and trucks	
68.	Waterproofing works	
69.	Plastic Biodegradable	
70.	Supply of Thermal Receipt Paper	
71.	Supply of chair: Ergonomic, Executive, Tubular Chair and related/Similar item	
72.	Supply of Metal Cupboard, Filling Cabinet and related/similar items	
73.	Supply of Note Counting Machine	
74.	Supply of Tape – Plain, Printed	
75.	Metal Work	
76.	Electrical Work	
	Any other category of items (Please List): -	

Date : -----

Signature : -----

Name of Signatory : -----