

**APPLICATION FOR REGISTRATION OF SUPPLIERS, SERVICE PROVIDERS,  
CONTRACTORS AND CONSULTANTS**

**REGISTRATION FORM**

(Please tick (✓) and fill in where appropriate)

**1. Status**

**Select one of the Following**

- (i) Individual
- (ii) Company
- (iii) Partnership
- (iv) Joint Venture

**Registered Small and Medium Enterprise (SME) - (Yes/No): .....**

**2. Details**

(i) **Name of Enterprise:** .....

(ii) **Business address:** .....

.....

(iii) **Telephone Number:**..... **Mobile Phone Number:** .....

**Fax Number:**..... **Email Address:**.....

(iv) (a) **Name of representative** (in case of company, partnership or joint venture):

.....

(b) **Position Held:** .....

(c) **Identity Card no:** .....

(d) **Address of representative:**.....

.....

(e) **Telephone Number** ..... **Mobile Phone Number** .....

**Fax Number** ..... **Email Address** .....

(v) **Category** (Supplier, Contractor, Service provider or Consultant):.....

.....

(vi) **No. of Years in Business:**.....

(vii) **Types of Contracts** executed and **Name of Client(s):** .....

.....

.....

*(please attach sheet if space is insufficient)*

**3. Eligibility Requirements**

(i) **Business Registration Number:**.....

(ii) **VAT Registration Number:**.....

(iii) **Tax Account Number (TAN):**.....

(iv) **Tax Status** (tax clearance certificate): .....*(please attach)*

(v) **SME Registration Number:**.....  
(please attach copy of certificate)

**4. Documents to be submitted**

Copy of the following documents should be attached with the Registration Form

- (i) Certificate of Incorporation for business
- (ii) Business Registration Certificate
- (iii) Trade License/Job Contractor's Permit
- (iv) Photocopy of tax clearance certificate for last financial year
- (v) Trade Fee Receipt for current year
- (vi) Valid Operating License from relevant Regulatory Body (if applicable)

(vii) **For Consultancy Service:**

- (a) A profile of the company, its organisation and staffing (in the case of associations between two or more firms, the name, address and profile of the participating firm(s), and nature of the association (e.g., joint venture, subcontract and the like). The lead firm must be clearly identified)
- (b) Details of experience or similar assignments undertaken in the previous five years, including their locations; focus on the firms' role in similar assignments in the region or elsewhere; and
- (c) CVs of staff who could be available to work
- (d) **CV in the case of individual consultant.**

**5. Disclosure**

(i) Whether debarred by competent authority to participate in any bidding exercise

**YES**  **NO**

(if yes please specify period): From: ..... To: .....

Give Details: .....  
.....

(ii) Whether convicted for any offence including fraud, corruption or dishonesty

**YES**  **NO**

Give Details: .....  
.....

**6. List of items for Registration**

Please tick ( ✓ ) your choice of items of Goods/Services/Works for registration as per:

- **Annex 1 – GOODS**
- **Annex 2 – SERVICES**
- **Annex 3 - WORKS**

**N.B.:** The attention of all Suppliers/Services Providers/Contractors is hereby drawn to the following: Failure to provide the required information may entail your non-registration as a Supplier/Service Provider/Contractor with the Open University of Mauritius. Registration does not mean that the Open University of Mauritius has any contractual obligation towards them, nor will they become exclusive Suppliers for Goods, Service Providers and Contractors for Works.

