

GOVERNMENT PRINTING DEPARTMENT

Notice of Registration of Suppliers/Service Providers

The Government Printing Department, operating under the aegis of the PRIME MINISTER'S OFFICE is updating its list of suppliers, service providers/contractors for the following categories of goods and services:

1. IT Equipment (PCs, Printers, Scanners)
2. I.T. Consumables (Toners, Drums, Fuser Kit)
3. Printing Equipment/Binding equipment
4. Consumables for Printing Equipment/Binding Equipment
5. Printing Plates
6. MAC Pros, IMAC/Softwares etc
7. Air Conditioners
8. Electrical Materials
9. Stationeries
10. Office Furniture
11. Binding Materials/Consumables
12. Plastic Bags
13. Office Equipment (photocopy machines, fax machines & consumables)
14. Supply of Textile Wastes
15. Manufacture of Envelopes
16. Electric Stacker

Services

1. Security Services
2. Maintenance of Air Conditioners
3. Maintenance of Lift/Generator
4. Maintenance of IT Equipment (hardware/software)
5. Cleaning Services
6. Provision of Transport Services (15-seaters – Mini buses)
7. Pest/rodent and anti termite control
8. Electrical Installation Works

Please note that the above list is non-exhaustive; any entity wishing to make its products/services known to this department is welcome to do so.

Prospective Suppliers/Service Providers who wish to register with this department shall fill in the Registration Form which may be collected from the Registry of this office or downloadable from the website of the department, (<http://gdp.pmo.govmu.org>). Suppliers/Service Providers shall provide along with their Registration Form, the following:

- (i) Copies of Trade Licence, Certificate of Incorporation, BRN, Job Contractor's Permit as appropriate; and
- (ii) To indicate whether your company is an SME or NOT. If the company is an SME, submit the annual turnover figures for the last two years, together with a copy of the Registration Certificate.

Prospective Suppliers/Service Providers shall take note of the following:

- (a) All procurement of goods and services will be governed by the Public Procurement Act (2006); and
- (b) This registration exercise does not imply any contractual obligation towards any Supplier/Service Provider to become exclusive providers of goods and services. This office reserves the right to look for alternative suppliers/providers of services should it be deemed necessary.

Submission of Registration Forms

The duly filled in and signed Form, together with relevant documents should be deposited at the Registry of the Government Printing Department, La Tour Koenig, Pointe-aux-Sables, not later than **Friday 08 May 2015 by 13.00 hrs.**

Ag. Government Printer

Date: 15 April 2015

GOVERNMENT PRINTING DEPARTMENT

REGISTRATION FORM

POTENTIAL SUPPLIERS/SERVICE PROVIDERS FOR GOODS AND SERVICES

Please tick/fill in where appropriate

A. STATUS

- (i) Sole Proprietor
- (ii) Company
- (iii) Partnership
- (iv) Joint Venture

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B. DETAILS

- (i) Name:.....
- (ii) Official Address:.....
- (iii) Name of Representative:.....
- (iv) Telephone Number:.....Mobile No.:.....
- (v) ID No.:.....
- (vi) Fax No.:

C. OTHER REQUIREMENTS

- (i) Business Registration Number:.....
- (ii) VAT Registration Number (if applicable):.....
- (iii) Tax Account Number (TAN):.....
- (iv) Tax Status (Tax Clearance Certificate for last Financial Year).....
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D. DOCUMENTS TO BE SUBMITTED (where appropriate)

- (i) Copy of Certificate of Incorporation of Business
- (ii) Copy of Business Registration Certificate
- (iii) Copy of ID Card
- (iv) Job Contractor's Permit
- (v) PSV License(s)

E. OTHER INFORMATION

(i) Whether debarred by competent authority to participate in any bidding exercise. Yes No

In the affirmative to inform/specify the period.....

(ii) Whether convicted by any court of law for fraudulent/corrupt/collusive/coercive practice.

Yes No

F. LIST OF REGISTERING ITEMS FOR WHICH I AM/WE ARE

| SN | Items |
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| (A) | Good/Materials |
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| (B) | Services |
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Please attach additional sheets if required

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Signature of Applicant

Name:.....

Date:.....