

MINISTRY OF EDUCATION AND HUMAN RESOURCE

**Registration of Suppliers for
Goods, Contractors for Works and Service Providers**

REGISTRATION FORM

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

A. STATUS

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

B. DETAILS

- (i) Name:
- (ii) Business Address:
.....
- (iii) (a) Name of representative (in case of company, partnership or joint venture):
.....
- (b) Position Held:
- (c) Identity Card No:
- (d) Address of Representative:
- (iv) Telephone Number: Mobile Phone Number:
Fax Number: Email Address:

C. DOCUMENTS TO BE SUBMITTED

Applicants should submit the following documents (*as applicable*) along with their Expression of Interest:

- (i) A brief company profile / profile of Applicant;
- (ii) Copy of Business Registration Card/ Permit;
- (iii) Copy of VAT Registration Certificate;
- (iv) Copy of Small and Medium Enterprise Registration;
- (v) Copy of Micro Enterprise Registration;
- (vi) Copy of Registration of Construction Industry Authority(CIA);
- (vii) Copy of HACCP Certificate, Food Handler's Certificate as regulated by the Food Act 2022;
- (viii) Whether registered on the e-Procurement System;
- (ix) Description of goods supplied or executed works or services provided by Applicant;
- (x) Any other relevant documents.

D. LIST OF ITEMS FOR REGISTRATION

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

- ☐ Annex 2 – GOODS
- ☐ Annex 3 – SERVICES
- ☐ Annex 4 – WORKS
- ☐ Annex 5 – CONSULTANCY SERVICES

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 Ministry of Education and Human Resource. Registration does not mean that the Ministry has any contractual obligation towards them, nor will they become exclusive Suppliers for Goods, Service Providers and Contractors for Works.

Recourse to any other alternative Suppliers/Service Providers/Contractors may be envisaged whenever this is considered necessary by the Ministry of Education and HR.

Authorised Signature

Signature:.....

Name:

Position:..... (*capacity in which signing*)

Date:.....

Seal:.....

**CALL FOR EXPRESSIONS OF INTEREST FOR
REGISTRATION OF SUPPLIERS**

List of Goods

	GOODS	<i>Please “tick”</i>
1	Air Conditioners	
2	Banners and Flags	
3	Textbooks, Story Books, Magazines and Periodicals	
4	Cleaning Materials and Consumables	
5	Diaries	
6	Electrical Appliances & Equipment	
7	Electrical Materials	
8	Kitchenwares	
9	Laboratory equipment, chemicals and consumables	
10	IT Equipment, Consumables and Spare Parts	
11	Sundries (Milk, Tea, Sugar, Paper Plates, Tissue Paper, etc.)	
12	Mobile Phone	
13	Office Equipment	
14	Office Furniture	
15	Office Stationery	
16	Pharmaceutical Products	
17	Photocopiers	
18	Plumbing Materials	
19	Safety Equipment and Materials	
20	Procurement of Vehicles	
21	Tyres and Spare Parts	
22	Uniforms/materials Protective items	
23	Others (<i>please specify</i>)	

**CALL FOR EXPRESSIONS OF INTEREST
FOR REGISTRATION OF SUPPLIERS**

List of Services

	SERVICES	<i>Please “tick”</i>
1	Advertising Services	
2	Binding Services	
3	Catering Services	
4	Cleaning/ Hygiene Services	
5	Decorations for Events	
6	Printing & Publishing Services	
7	IT Services	
8	Pest Control	
9	Security Services	
10	Sound, Light and/or Public Address Systems	
11	Transport Services	
12	Recyclers / Exporters – Disposal of Waste	
13	Others (<i>please specify</i>)	

**CALL FOR EXPRESSIONS OF INTEREST FOR
REGISTRATION OF SUPPLIERS**

List of Works

	WORKS	<i>Please “tick”</i>
1	Building/Civil Engineering	
2	Building Repairs and Maintenance	
3	Demolition Works	
4	Electrical Engineering	
5	Fencing Works	
6	Land Preparation Works and Site Clearing	
7	Mechanical Engineering	
8	Plumbing Engineering	
9	Painting Works	
10	Renovation Works	
11	Waterproofing	
12	Others (<i>please specify</i>)	

CALL FOR EXPRESSIONS OF INTEREST FOR REGISTRATION OF SUPPLIERS

Consultancy Services

[illegible]