

O&M/PRC/PUR/BF/046 ISSUE DATE: 17/11/23

**REVISION 00** 

# **Section 1: GENERAL INFORMATION**

### PART A: COMPANY CONTACT

	Contact Person 1
Company Name	(Name and Title)
	Contact Person 1
Telephone Number	(Phone Number)
Fax No	Email Address 1
	Contact Person 2
Address	(Name and Title)
	Contact Person 2
Website	(Phone Number)
Provide names of Subsidiaries	
and Associates (If any)	Email Address 2

### PART B: COMPANY OVERVIEW

Item	Description	Details/Information
1	Confirm whether your company is a Manufacturer, Importer, wholesaler, Retailer, Agent, or others.	
2	General details of services/good	
3	Business type	
4	Number of Years of Experience	
5	VAT registration number	
6	Business Registration Number	
7	Submit a list of similar Organisations/ Companies you have been providing goods/services for the previous years.	
8	The preferred mode of the payment at MEL is "payment within 21 working days", would you agree to extend the payment period to 60 days?	
9	The Metro Express Ltd is situated at Riche-Lieu, would you agree to deliver all items/ materials procured free of charge?	



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## **Section 2: SUPPLIER OF GOODS**

Item	Description	<b>Details/information</b>
1	Electrical Materials & Accessories	
2	Plumbing Materials & Accessories	
3	Hardware - Building Materials	
4	Air Conditioners, Extractors, Fans etc.	
5	Water heaters	
6	Kitchen equipment & related accessories	
7	Office Stationeries	
8	Furniture (Outdoor & Indoor)	
9	Signage (Sign plates, Advert etc.)	
10	Corporate items such as diaries, gifts, birthday cards etc.	
11	Specialised Tools & Equipment	
12	Spare parts for Cars, Vans, Lorries etc.	
13	Sports equipment & Accessories	
14	Toners, Cartridges, Printer Ribbons etc.	
15	Water pumps, Generators, Battery Chargers etc.	
16	Towels, Umbrellas, Caps, T Shirts etc.	
17	Banners and Flags	
18	Agricultural products	
19	Chemical products	
20	Lubricating Oil/Grease	
21	ICT Office Equipment	
22	Personal Protective Equipment	
23	Other (Please specify)	



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### **Section 3: WORK CONTRACTOR**

Item	Description	Details/Information
1	Construction works	
2	Renovation works	
3	Electrical works	
4	Plumbing works	
5	Waterproofing works	
6	Installation of Air Conditioners/ Chillers	
7	Installation of Fire Fighting system	
8	Painting works	
9	Automotive Body repairs and painting	
10	General minor works - Wooden, Concrete,	
	Metal repair etc.	
11	Other (Please specify)	

## Section 4: <u>CONSULTANCY SERVICE PROVIDER</u>

Items	Description	<b>Details/Information</b>	
1	Legal services		
2	Quantity Surveying services		
3	Interior Design services		
4	Inspection services		
5	Architectural services		
6	Mechanical & Engineering services		
7	Civil Engineering services		
8	Land Surveying services		
9	Recruitment services		
10	Provision of training		
11	Other (Please specify)		



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### **Section 5: OTHER SERVICE PROVIDER**

Item	Description	Details/Information
1	General cleaning & maintenance services	
2	Security services	
3	Cart away services	
4	Transport services	
5	Landscaping & other related services	
6	Maintenance of cameras	
7	Provision of decorations (Flowers)	
8	Provision of catering services	
9	Rental of Cars/Vans/Tents/Chairs etc.	
10	Advertising Services	
11	Insurance services	
12	Plant Hiring services	
13	Entertainment and event services	
14	Other (Please specify)	

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Metro Express Ltd.	and of impleading information provided to
Signature:	Date:



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#### **IMPORTANT NOTES: -**

- ➤ Interested parties should submit their application form in sealed envelope clearly labelled "Registration of Suppliers" and either send by post, addressed to Metro Express Ltd 3<sup>rd.</sup> Floor, SICOM Tower, Wall Street, Cybercity, Ebene 72201; or send by email to the Logistics Department on the provided email address; <a href="mailto:procurementdepot@metroexpressltd.org">procurementdepot@metroexpressltd.org</a>. All Registration Forms should reach Metro Express Ltd on or before.
- > Job Contractors/Consulting firms duly registered with Local Authorities/ Recognised Regulatory Bodies or Institutions (Such as FRC, FSC, CIDB, SME or others), should submit appropriate Certificates altogether with their submission.
- > MEL reserves the right to request any additional information that deems necessary to complete the assessment and registration process.