

**GOVERNMENT OF ANGUILLA
PUBLIC PROCUREMENT
APPLICATION FOR REGISTRATION AS AN APPROVED SUPPLIER**

Please complete this form in BLOCK CAPITALS and submit to the Procurement Unit at the Ministry of Finance with proof of payment and copies of relevant documents.

Type of Registration:	Basic
Company Name:	
Company Address:	
Owner's Name and Address:	
Business Licence Expiry Date:	
Tax Compliance Certificate Expiry Date:	
Telephone Number:	
Fax Number:	
Email Address:	
Goods/Services/ Works Offered:	
Contact Person(s) - Name, telephone #, email:	

Relevant registration certificates, licences, tax certificates, and bank letters should be included with your application.

Evaluation of Applications: Each application will be evaluated by a GoA Evaluation Team on the basis of compliance with the eligibility, completeness and quality of information provided, relevance of the goods or services, references, experience, evidence of ability to perform, and the overall financial soundness of the vendor. Successful vendors will be notified of the completion of their registration by e-mail addressed from the Procurement Unit.

Annual Registration Fee: XCD\$100.00

GoA will attempt to include all registered vendors in each Request for Quotations for all goods and/or services valued at under XCD\$40,000 for which their company has been approved as a Supplier. Registered vendors may also be eligible for Emergency and/or Sole Source contracts. Where the list is too large to include all persons in a bidding opportunity, selection from the list may be made in accordance with specified criteria, or by rotation, or by a combination of both. Particular regard will be paid to the need for equal treatment and reasonable distribution of opportunities.

Persons who do not have a valid business licence may apply for Registration with the inclusion of a signed letter to the Accountant General advising that the Business Licence fee (please ensure the amount payable is specified) should be deducted from GoA's first payment towards any contract awarded. If the contract is to be paid in multiple installments the business licence fee (if still outstanding) MUST be deducted from the initial installment.