

MAURITIUS MUSEUMS COUNCIL

INVITATION FOR THE REGISTRATION OF SUPPLIERS FOR YEAR 2018-2021

1. The **Mauritius Museums Council** under the aegis of the Ministry of Arts and Culture invites potential Suppliers/Contractors for Registration for the goods, works and services listed below.
Procurement of Goods, Works and Services shall be conducted through Bidding Procedures according to the Public Procurement Act 2006.

2. Goods, Works and Services

Goods	Works	Services
IT Equipment, Computer consumables & softwares, Office Furniture and Equipment, Printing & Office Stationeries, Toners and Cartridges, Air Conditioners, Cleaning materials (detergents, cleaning tools), Brush Cutters, Blowers, Electrical Appliances, Pesticides & Herbicides, Protective clothes (boots, Pvc Suit), Garden Tools, Fire extinguishers, Electrical and plumbing items	Construction, Waterproofing, plumbing works, painting works, Renovation works. Maintenance works, Carpentry works, Electrical works, Supply & Installation of alarm & Fire systems.	Management and Maintenance of Buildings, Security, Cleaning, Bird / Pest/Rodent Control Provision of Tent/Salle Verte/Salle Blanche, Printing (banners, Panels) Transport, Catering, Restoration of specimens

3. **Supplier Registration Form** may be obtained by either;

(a) downloading from Mauritius Museums Council website: <http://www.mauritiumuseums.mu>

(b) or to be collected at the Registry of Mauritius Museums Council, SSR St, (ex Desforges St), Plaine Verte, Port Louis.

4. Potential Supplier/Contractor shall specify the field of his interest.

5. Suppliers Registration Form duly filled and signed, placed in a sealed envelope clearly marked “**Registration of Suppliers**” shall be addressed to the **Director, Mauritius Museums Council, SSR St (ex Desforges St) Plaine Verte, Port Louis**. Applications shall be received **not later than Monday 27th August 2018 up to 13 00 hours (local time) at latest.**

Late submissions will not be considered.

6. Price shall not be submitted at this stage.

7. Suppliers who submitted their application in the past are kindly requested to submit fresh application.

8. The **Mauritius Museums Council** shall have no contractual obligations towards any potential applicant.

20 July 2018

Mauritius Museums Council

Address: SSR St, (ex. Desforges St) Plaine Verte, Port Louis , Website: <http://www.mauritiusemuseums.mu>

Tel: 242 0053/ 289 2798 Fax: 289 2796

Supplier Registration Form

Instructions:

This form must be addressed to: **The Director, Mauritius Museums Council, SSR St, Plaine Verte, Port Louis**

All forms must be completed in ink and in English.

Incomplete or incorrect submissions may not be retained for registration.

Submission of information at fields marked ‘*’ is compulsory.

Note: All information in this document will remain in strict confidence with the **Mauritius Museums Council**

Section I – Corporate Information

1. Name of Company / Business: *

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2. Registered Address:*

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3. Mailing Address (if different from 2):

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4. Telephone No. (Head Office)*:

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5. Fax Number:

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6. Email Address if applicable:

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7. Contact Person Name and Title:

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8. Contact Person (Tel / Mobile):

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9. Contact Person Email Address:

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10. Website if applicable:

11. Type of Business:*

Corporation Sole Proprietorship Limited Partnership

Other (specify)

12. Certificate of Incorporation, Number and Date:

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13. Large National Firm or Small and Medium Enterprise*:

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14. Has company ever dealt with the Mauritius Museums Council?* Yes No

Section 11 – Financial Information

Business Registration Number*:

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V.A.T Registration Number(if Applicable):

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T.A.N:

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**Section III – Nature of Business
Goods / Works / Services**

1. Indicate category of company's nature of Business*

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2. Is company ISO Certified?

Yes No (Tick as appropriate)

If yes indicate please indicate ISO reference:

.....

3. Formal Undertaking*

I/We, the undersigned declare that all information supplied are correct and appropriate, evidence can be submitted whenever so required.

Name of Authorised Person

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Title.....

Signature.....

Date :...../...../.....

Please tick as appropriate

1.	IT Equipment	
2.	Computer Consumables & Softwares	
3.	Office Furniture and Equipment	
4.	Printing & Office Stationeries	
5.	Toners & Cartridges	
6.	Air Conditioners	
7.	Cleaning Materials (Detergents, Cleaning tools)	
8.	Brush Cutters	
9.	Blowers	
10.	Electrical Appliances	
11.	Pesticides & Herbicides	
12.	Protective Clothes (Boots, PVC Suits)	
13.	Garden Tools	
14.	Fire Extinguishers	
15.	Electrical Items	
16.	Plumbing Items	
17.	Construction Works	
18.	Waterproofing	
19.	Plumbing Works	
20.	Painting Works	
21.	Renovation Works	
22.	Maintenance Works	
23.	Carpentry Works	
24.	Electrical Works	
25.	Supply & Installation of Alarm & Fire Systems	
26.	Management & Maintenance of Buildings	
27.	Security Services	
28.	Cleaning Services	
29.	Pest/Rodent /Bird Control	
30.	Provision of Tent/ Salle Verte/ Salle Blanche	
31.	Printing (Banners, Panels)	
32.	Transport	
33.	Catering	
34.	Restoration of Specimens	

Name

Signature.....

Date

Company Seal

