



**BUSINESS AND INTELLECTUAL
PROPERTY AUTHORITY**

Protecting Entrepreneurship and Innovation

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PROCUREMENT MANAGEMENT UNIT

EXPRESSION OF INTEREST FORM 2019/2020

**REGISTRATION OF SUPPLIERS TO RENDER GOODS, WORKS
AND SERVICES FOR THE 2019/2020 FINANCIAL YEAR**

1. SUPPLIER DETAILS

1.1 Supplier Name	:
1.2 Supplier Location	:
1.3 Cell Phone	:
1.4 Telephone	:
1.5 Fax number	:
1.6 E-mail address	:

2. GOODS AND SERVICES APPLIED FOR:

(Choose only 3 types of services that you wish to render and write them down here from the advert or Refer to the list of goods on last page of this form)

2.1

2.2

2.3

3. Have you ever rendered goods/services to BIPA before? :.....

4. Number of years' supplier has been in operation:

5. SUPPLIER REFERENCES

(Please provide references of the Companies or Offices where you previously rendered goods/services.)

(A)

5.1 Company Name :

5.2 Contact Person :

5.3 Contact Number :

5.4 Email Address :

5.5 Services Rendered :

(B)

5.6 Company Name :

5.7 Contact Person :

5.8 Contact Number :

5.9 Email Address :

5.10 Services Rendered :

6. DECLARATION

I, (*full names*), Identity number/ Passport number: in my capacity as the (*designation*) of the company/supplier: hereby declare that, the information submitted by me is correct and that my Company should be disqualified, should some information not be in good order, as requested by BIPA.

Signature: Date:

FOR OFFICE USE ONLY

1. Did the Supplier complete the Expression of Interest Document in full?
2. Did the Supplier submit all required mandatory documentations and listed them, in order?

If NO, to any of the above two questions, please disqualify the Supplier, automatically and do not submit their application for pre-qualification, registration and approval.

DISQUALIFIED BY:

Signature..... Rank: Date:

APPROVED AND REGISTERED BY:

Signature..... Rank Date



CHECKLIST ON MANDATORY DOCUMENTS

Original or Certified Copy Document	X
1. Expression of Interest Form	
2. Company Profile	
3. Company owner's Identity Documents	
4. Latest Company's Founding Statement	
5. Latest SME Registration Certificate (If Applicable)	
6. Latest Employment Equity Commission Letter	
7. Latest Good Standing Certificate (Ministry of Finance- Inland Revenue)	
8. Latest Good Standing Certificate (Social Security Commission)	
9. Latest Certified Copy of the BIPA's Proof of Annual Duties Payments (Receipt/Invoice)	

The goods, works and services on offer:

Goods	Works
<ul style="list-style-type: none"> Supply and Delivery of ICT Equipment (PC workstations, Laptops, Monitors, Keyboards, Mice, IT related spare parts and Accessories) Supply and Delivery of Office Equipment and Furniture Supply and Delivery of Office Stationeries and Consumables Supply of Printing Services (Books, Annual Report, T-shirts and Corporate Promotional Items etc.) Supply and Delivery of Cleaning Materials and Equipment Supply and delivery of Office Refreshments 	<ul style="list-style-type: none"> Provision of Land/Buildings for Offices (Country wide/Regions) Provision of Leased Premises for Office use (Country wide/Regions) Construction, Partitioning and Carpentry Services Repairs, Plumbing and Maintenance Services (Air conditioning, Doors, Taps, Toilets etc.) Electrical Services
Consultancy Services	Non- Consultancy Services
<ul style="list-style-type: none"> Provision of Business Consulting Services (Human Resources, Strategic Planning) Provision of Legal Consulting Services Provision of Training and Workshop Services Provision of Marketing-related services (Design and layout of advertising material, design and layout of branding elements, compiling and printing of Annual Report, photography etc) 	<ul style="list-style-type: none"> Provision of Safety and Security Services Provision of Catering Services Provision of Decoration Services Provision of Utility Services (Courier Services, Telephones and Fax Services, Internet) Provision of Travelling Agency Services and Travel Tickets Provision of Accommodation, Facilities and Conference Hire (Hotels, B&Bs, Guest House etc.) Supply of Motor Vehicle Maintenance Services (Wheel Alignment and Balancing, Panel Beating etc.) Rental of Photocopier Machines