

MAURITIUS COLLEGE OF THE AIR

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

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:.....
- (vi) Grade of Contractor as registered with the Ministry of Public Infrastructure, Land,
Transport and Shipping
- (vii) No. of Years in Business
- (viii) Types of Contracts executed and Name of Client(s)
.....
.....
.....(please attach sheet if space is insufficient)

C. Eligibility Requirements

- (i) Business Registration Number:.....
- (ii) VAT Registration Number:.....
- (iii) Tax Account Number (TAN):.....
- (v) Tax Status (tax clearance certificate): (*please attach*)

D. Documents to be submitted

Copy of the following documents should be attached with the Registration Form

- (i) Certificate of Incorporation for business
- (ii) Business Registration Certificate
- (iii) Photocopy of tax clearance certificate for last financial year
- (iv) Trade Fee Receipt
- (v) Valid Operating License from relevant Regulatory Body (*if applicable*)
- (vi) **For Consultancy Service:**
 - (a) A profile of the company, its organisation and staffing (*in the case of associations between two or more firms, the name, address and profile of the participating firm(s), and nature of the association (e.g., joint venture, subcontract and the like). The lead firm must be clearly identified*)
 - (b) Details of experience or similar assignments undertaken in the previous five years, including their locations; focus on the firms' role in similar assignments in the region or elsewhere; and
 - (c) CVs of staff who could be available to work
 - (d) **CV in the case of individual consultant.**

E. Disclosure

- (i) Whether debarred by competent authority to participate in any bidding exercise YES NO
(if yes please specify period):.....
- (ii) Whether convicted for any offence including fraud, corruption or dishonesty YES NO

F. List of items for Registration

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

- **Annex 1 – GOODS**
- **Annex 2 – SERVICES**
- **Annex 3 - WORKS**

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 Mauritius College of the Air. Registration does not mean that the Mauritius College of the Air 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/Services Providers/Contractors may be envisaged whenever this is considered necessary by the MCA.

Authorised Signatory

Signature :.....
Name :.....
Position :.....(*capacity in which signing*)
Date :..... **Seal:**.....

