

**Ministry of Arts and Cultural Heritage
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:

C. DOCUMENTS TO BE SUBMITTED

Applicants should submit the following documents (*as applicable*) along with their Expression of Interest:

- (i) A brief company profile / profile of Applicant;
- (ii) Copy of Business Registration Card;
- (iii) Copy of VAT Registration Certificate;
- (iv) Copy of Registration with SMEDA;
- (v) Description of goods supplied or executed works or services provided by Applicant;
- (vi) Any other relevant documents.

D. LIST OF ITEMS FOR REGISTRATION

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

- **Annex 2 – GOODS**
- **Annex 3 – SERVICES**
- **Annex 4 – WORKS**
- **Annex 5 – CONSULTANCY SERVICES**

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 Ministry of Arts and Cultural Heritage. Registration does not mean that the Ministry of Arts and Cultural Heritage 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/Service Providers/Contractors may be envisaged whenever this is considered necessary by the **Ministry of Arts and Cultural Heritage**.

Authorised Signature

Signature:

Name:

Position: (*capacity in which signing*)

Date:

Seal:

Annex 2

CALL FOR EXPRESSIONS OF INTEREST FOR REGISTRATION OF SUPPLIERS

List of Goods

	GOODS	<i>Please "□"</i>
1	Banners and Flags	
2	Books, Magazines and Periodicals	
3	Cleaning Materials and Consumables	
4	Diaries	
5	Electrical Appliances & Equipment	
6	Electrical Materials	
7	IT Equipment, Consumables and Spare Parts	
8	General Consumables (Milk, Tea, Sugar, Paper Plates, Tissue Paper, etc.)	
9	Mobile Phone	
10	Office Equipment	
11	Office Furniture	
12	Office Stationery	
13	Procurement of Vehicles	
14	Photocopiers	
15	Plumbing Materials	
16	Safety Equipment and Materials	
17	Uniforms	
18	Others (<i>please specify</i>)	

Annex 3

CALL FOR EXPRESSIONS OF INTEREST FOR REGISTRATION OF SUPPLIERS

List of Services

	SERVICES	<i>Please "□"</i>
1	Advertising Services	
2	Binding Services	
3	Catering Services	
4	Cleaning Services	
5	Decorations for Events	
6	Printing & Publishing Services	
7	IT Services	
8	Pest Control	
9	Security Services	
10	Sound, Light and/or Public Address Systems	
11	Transport Services	
12	Others (<i>please specify</i>)	

Annex 4

CALL FOR EXPRESSIONS OF INTEREST FOR REGISTRATION OF SUPPLIERS

List of Works

	WORKS	<i>Please "☐"</i>
1	Fencing works	
2	Maintenance of Signage Panels and Installation of New Signage panels	
	Others (<i>please specify</i>)	

