

New Supplier - Registration Form (V1.0)**MERCILIA TECHNOLOGY LTD**

58A, Kudirat Abiola Way,
Oregon,
Ikeja, Lagos
www.merciliatechnology.com



All sections marked with an asterisk "*" are compulsory to complete.

Section A: Company information

1.1	Company Name*					Date*		
1.2	Company Type* (E.g. Sole proprietor, Partnership, Joint Venture, etc.)							
1.3.	Company registration number* (CAC) (if applicable)							
1.4	Value Added Tax (VAT) registration number*							
1.5	What do you supply*?	Products?		Services?		Other?		
1.6	Briefly describe your company's core business:							
1.7	Experience in the supply of materials/products/services				Years		Months	
1.8	Regional Offices/ Presence	Lagos	Ogun	Oyo	Others			

Section B: References:

2.	Company/Client Name*	Contact person/s Name*	Tel & Cell number/s of reference*	E-mail Address*
2.1				
2.2				
2.3				
2.4				
2.5				

Section C: Contact Details

3.1	Contact Name 1*		Position in Company 1*			E-mail Address 1*					
3.2											
3.3	Tel 1*		Fax 1*				Cell 1*				
3.4	Contact Name 2*		Position in Company 2*			E-mail Address 2*					
3.5											
3.6	Tel 2*		Fax 2*				Cell 2*				
3.7	Management Name 3*		Position in Company 3 *			E-mail Address 3*					
3.8											
3.9	Tel 3*		Fax 3*				Cell 3*				
3.10	Address * <i>(Head Office)</i>	Physical					Postal				
3.11	Postal Code										
3.12	Company Website Address <i>(if available)</i>										

Section D: Additional Information

4.1	Please supply a copy of your Company Profile (add softcopy [CD/USB], if possible)	Yes	No	<i>Reason if "No":</i>
4.2	Please provide a valid Tax Clearance Certificate (VAT)	Yes	No	<i>Reason if "No":</i>
4.3	Official Company Letterhead	Yes	No	<i>Reason if "No":</i>
4.4	Company Registration Certificate	Yes	No	<i>Reason if "No":</i>
4.5	ISO 9000 or equivalent, provide copy of Certificate	Yes	No	<i>Reason if "No":</i>
4.6	If OEM/ official distributor/ reseller/ agent for the product/ material, please supply documented proof.	Yes	No	<i>Reason if "No":</i>
4.7	Completed and signed copy of the Mercilia General Purchase Agreement	Yes	No	<i>Reason if "No":</i>

Section E: RFP Information

If this form is completed as part of a response to a RFP, then in addition to the above, the following must be supplied:-

1. Where applicable, latest audited Financial Statements as required if not provided in the last 12 months;
2. A detailed organogram of Supplier shareholding and/or Group structure if different from any previous submission made within the past 12 months;
3. Disclosing all parties, products and roles with respect to the supply of materials, i.e. foreign suppliers, local suppliers and other parties involved.

Section E: Declaration

I/we, the undersigned (Print name/s) _____;

Certify that the information as finished in this document is correct.

Signature/s

Date

Designation

(Please initial all other pages of this document)

Product Offerings

Kindly attach a comprehensive price list (or price catalogue) of all the materials that can be provided/supplied by your firm.