



VENDOR REGISTRATION FORM

*Affix Passport
Photograph*

- The details provided in this form will be used to evaluate your suitability to provide goods/services to us.
- Your response is being provided to us and will be protected from disclosures to third parties in accordance to our organization compliance and ethical Policy

DATE:

COMPANY DETAILS

Company Name		
Contact Address		
	City:	State/Country:
Phone Number		
Email Address		
Website Address		

Contact Person		
Designation		Phone:

TIN:	
Company Reg. No.	
VAT Reg. No.	

Type of Business	Public Limited Company <input type="checkbox"/>	Limited Liability <input type="checkbox"/>	Registered Business Enterprise <input type="checkbox"/>
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Branch Location 1	
Branch Location 2	
Branch Location 3	

Job Category (Please state the Category of Jobs done by your company)

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Please Note:

Bank Reference letter must include your organization's Bank Details

LIST OF MANDATORY DOCUMENTS:

All application must include the following documents:

1. Copy of Certificate of incorporation (CAC)
2. Tax Clearance Certificate
3. Copy of VAT Certificate if registered
4. Detailed company profile showing core business and years of experience; relevant experience in at least three (3) assignments of similar nature and complexity with verifiable letters of award and job completion certificates, key personnel available for the assignment and any other information that may show the applicants ability to carry out the assignment satisfactorily.
5. Technical qualifications of key personnel with evidence of experiences on similar jobs and evidence of key personnel registration with relevant professional bodies and list of equipment.
6. Current client list
7. Evidence of financial standing
8. If joint venture with foreign partners then an evidence of joint venture agreement should be provided.

ATTESTATION:

I _____ of _____ being the _____
_____ of the vendor hereby confirm that I am fully authorized to bind the vendor and that the information provided in this application is correct and we authorize your organization to make any inquiries regarding the information provided herein.

Signature of vendor Chief Executive Officer: _____

Date _____

SUBMISSION OF DOCUMENTS

- All pages of the Registration Form should be signed by the company's Managing Director or any authorized signatory.
- All prequalification documents should be bound and submitted in a sealed envelope boldly marked "PRE-QUALIFICATION FOR VENDOR REGISTRATION" at the left hand corner of the envelope. It should also clearly indicate the name of the company, mailing address, mobile number, the scope and category applied for as well as the items contained.
- Applications should be per scope and category and documents for each scope and category must be in separate envelopes or Zip folder, clearly and boldly labeled as indicated above.
- Applications should be sent to the address below on or before **26th August, 2016.**

The Head, Procurement Department

Stable Technology Limited,
10, Adamu Attah Close,
Off Samuel Jereton Mariere Road,
Zone B Extension,
Apo Legislative Quarters,
Abuja, FCT

Email: Vendors@stableenergys.com

- Alternatively, you can scan the document to Vendors@stableenergys.com as PDF. All the attached should be properly labeled and zipped into a folder.