

PUBLIC PROCUREMENT & CONCESSIONS COMMISSION



INSTRUCTIONS FOR FILLING IN VENDOR REGISTRATION FORM (VRF)

FOR BUSINESSES AND COMPANIES

Overview of the PPCC Vendors Register

The Vendors Register is an initiative of the Public Procurement and Concessions Commission (PPCC) developed for five primary reasons, namely, to:

- 1) enhance efficiency in public procurement;
- 2) increase the level of participation of businesses and companies in public tenders;
- 3) facilitate the implementation of the Small Business Act legislated to promote the growth of Liberian-owned businesses;
- 4) formalize the informal sector of the economy; and
- 5) improve tax compliance and revenue generation.

Only businesses and companies listed in the Vendors Register will be eligible to participate in public procurement effective fiscal year 2015/2016 which begins on July 1, 2015.

Enhancing Efficiency in Public Procurement

Once the Vendors Register has been populated through the registration process, PPCC will know all capable suppliers for any given procurement contract package and be in the position to advise all procuring entities to utilize more time- and cost-efficient procurement methods thereby resulting in shorter procurement cycles and cost savings to the Government. This time efficiency will result in timely delivery of much needed services and development projects thereby accelerating Liberia's development. The cost savings will provide a space for increased value for money.

Increasing the Level of Participation of Businesses and Companies in Public Procurement

Another benefit of the Vendors Register is to ensure that all businesses, irrespective of their geographical location will have a fair chance of participation in Government tenders. Depending on the method of procurement utilized for a particular contract package, procuring entities will be required to invite all known vendors. This increase in participation will guarantee greater value for money thereby protecting the public's interest.

Facilitating the Implementation of the Small Business Act

The Small Business Act (SBA) has been promulgated to promote the growth of Liberian-owned businesses. It requires that at least 25% of all Government procurement contracts be awarded to Liberian-owned businesses. It further requires that a minimum of 5% of these contracts be awarded to Liberian women-owned businesses. This law defines a Liberian-owned business as one in which Liberians own majority shares, and for which Liberians are primary signatories to the business' bank account(s). The Vendors Register will collect pertinent information for all businesses operating in Liberia thereby allowing the PPCC to determine the businesses that are eligible to benefit from the SBA.

Formalizing the Informal Sector of the Economy

Businesses that are currently in the informal sector desirous of participating in public procurement and/or taking advantage of the affirmative actions promulgated for them in the SBA will have to be

listed in the Vendors Register. The pre-requisite for being enlisted on this register is, among other things, registering as a formal business, being tax compliant, etc. By meeting these qualification requirements of the Vendors Register, these informal businesses will become formalized.

Improving Tax Compliance and Revenue Generation

The requirements for businesses to be listed on the Vendors Register will necessarily enforce tax compliance and result in revenue generation thereby enlarging the resource envelope to enhance national development.

Registration on the PPCC Vendors Register

Companies and businesses wishing to register can do so by obtaining the Vendors Registration Form free of charge and submitting the completed form along with all supporting documents to the PPCC office on Capitol Hill and obtaining a PPCC delivery receipt. Companies and businesses in the counties may submit their completed Vendors Registration package in a sealed envelope to the office of the Superintendent and obtain a PPCC delivery receipt. The required supporting documents are listed on Page 5 of these instructions.

The Vendors Registration Form can be obtained from any one of the following sources:

- 1) PPCC office on Capitol Hill,
- 2) offices of various business umbrella organizations,
- 3) offices of county Superintendents
- 4) the Small Business Department of the Ministry of Commerce and Industry, and
- 5) the PPCC online Vendors Register website at www.ppcc.gov.lr/vr. The registration forms and instructions are in the middle right section of the page under the heading **VRF Downloads**. Click each item in the list to download.

Maintenance of the Vendor Register

The Vendor Register will be populated with information received from interested businesses through a registration process that begins on May 27, 2015 and continues on an ongoing basis. The online vendors register website is at www.ppcc.gov.lr.

The Commission will update vendors' information on an ongoing basis. Vendors that have registered onto the Vendors Register should ensure that they furnish the Commission with any change(s) to the status of the information initially provided as and when the information changes. It is the vendor's responsibility to ensure that the information reflected on the Vendors Register is correct and up to date at all times.

Vendors that have registered onto the Vendors Register will be monitored continuously for their performance on contracts awarded by Procuring Entities, and copies of such reports will be forwarded to the Commission. The continuous monitoring process will form the basis to evaluate vendor performance which will have an impact on retention or debarment.

Instructions on How to Fill-in PPCC Vendor Registration Form (VRF)

Please read the below instructions and follow them exactly. The numbers in the left column correspond to those on the vendor registration form. In filling-in the form please use ink pen and write block letters; place one letter or number in each box as appropriate. Please refer to the example of the filled-in form beginning on Page 6 of these instructions.

Part 1: Company Base Data																									
1.01	Enterprise Name Please write the name of your business as it is legally registered.																								
1.02	Branch Name Please write the branch name of the company being registered. If your business has more than one branch, please register each branch separately. If your company does not have a branch, leave this blank.																								
1.03	Holding Company Name Write the name of the holding company of your company. If your company does not have a holding company, leave this blank.																								
1.04	Enterprise Code Write the enterprise code on your company's business registration certificate.																								
1.05	Branch Code Write the branch code on your company's business registration certificate, if applicable.																								
1.06	Tax Identification Number (TIN) Write TIN from your company's business registration certificate.																								
1.07	Enterprise Activity Code Write the enterprise activity code from your company's business registration certificate.																								
1.08	Bank Write the four-letter code corresponding to the bank of the business of company from the list below: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Code</th><th style="text-align: left;">Bank Name</th><th style="text-align: left;">Code</th><th style="text-align: left;">Bank Name</th></tr> </thead> <tbody> <tr> <td>ACCB</td><td>Access Bank</td><td>GTBL</td><td>Guaranty Trust Bank Liberia</td></tr> <tr> <td>EBLR</td><td>Ecobank Liberia Ltd.</td><td>IBLL</td><td>International Bank Liberia Ltd.</td></tr> <tr> <td>FABL</td><td>First Afriland Bank Liberia</td><td>LBDI</td><td>Liberia Bank for Development and Investment</td></tr> <tr> <td>FIBL</td><td>First International Bank Liberia</td><td>UBAL</td><td>United Bank for Africa Liberia</td></tr> <tr> <td>GLOB</td><td>Global Bank</td><td></td><td></td></tr> </tbody> </table>	Code	Bank Name	Code	Bank Name	ACCB	Access Bank	GTBL	Guaranty Trust Bank Liberia	EBLR	Ecobank Liberia Ltd.	IBLL	International Bank Liberia Ltd.	FABL	First Afriland Bank Liberia	LBDI	Liberia Bank for Development and Investment	FIBL	First International Bank Liberia	UBAL	United Bank for Africa Liberia	GLOB	Global Bank		
Code	Bank Name	Code	Bank Name																						
ACCB	Access Bank	GTBL	Guaranty Trust Bank Liberia																						
EBLR	Ecobank Liberia Ltd.	IBLL	International Bank Liberia Ltd.																						
FABL	First Afriland Bank Liberia	LBDI	Liberia Bank for Development and Investment																						
FIBL	First International Bank Liberia	UBAL	United Bank for Africa Liberia																						
GLOB	Global Bank																								
1.09	Initial Registration Date Write the initial registration date from your company's business registration certificate.																								
1.10	Type of Business Indicate your company's type of business by placing an "X" mark in the appropriate box.																								
1.11	Telephone Numbers Please provide your company's phone numbers.																								
1.12	Email Address Please provide your company's email address.																								
1.13	Website Address Please provide your company's website address, if applicable.																								
1.14	Postal Address of Company Please provide your company's postal address, if applicable.																								
1.15	Physical Address of Company Please indicate the physical address of your business.																								
1.16	County(ies) of Operation Please indicate the counties in which your company operates by placing an "X" mark in the appropriate box(es). Enter as many as applicable.																								
1.17	Business Specialization Category Please indicate the specialization category of your business by placing an "X" mark in the appropriate box. Please note that only one specialization category can be marked per company or branch.																								

Part 2: Contact Persons Details <i>(It is mandatory that each company or branch fill in the details of two persons)</i>	
2.01	Contact Name Please indicate names of contact persons
2.02	Job Title Please state the job titles of contact persons
2.03	Receiver of Contract? Please state whether this contact person is authorized to sign contracts on behalf of the company or branch by placing an "X" mark in the appropriate box. Only one person is allowed to be the signer of contracts.
2.04	Receiver of Bids? Please indicate whether this contact person is authorized to receive bids on behalf of the company or branch by placing an "X" mark in the appropriate box. It is allowed for both contacts to be receiver of bids.
2.05	Phone Number 1 Please write a functional phone number at which each person may be contacted.
2.06	Phone Number 2 Please provide an alternative number for each contact, if applicable.
2.07	Email Address Please state an email address for each contact person
Part 3: List of Professionals (Consulting Services Only)	
3.01 to 3.10	<p>For each professional with relevant experience in the company's area of specialization, please provide the following details:</p> <ul style="list-style-type: none"> (a) Name: State the name of the professional (b) Area of Specialization: Please state the field in which the professional is specialized (c) Certification: Indicate type of certificate earned by professional in specialized area. If a professional has more than one certification, state the most relevant on the registration form and provide the others on an extra sheet. (d) Certification #: Provide the unique number assigned the professional on the certificate (e) Principal: Please indicate whether the professional is a principal staff on assignments by placing an "X" mark in the appropriate box.
Part 4: Membership of Professional Organizations	
4.1	Please indicate membership of your business in any of the professional organizations listed by placing an "X" mark in the appropriate box(es). For consulting services, the company may indicate membership of individual consultants in any of the professional organizations. There is no limitation to the number of professional organizations that a business or consultant can hold membership.
Part 5: Business Ownership	
5.01 to 5.10	<p>For each owner of the business or company please provide the following information:</p> <p>Name, Nationality, Gender, and Percentage of shares owned.</p>
Part 6: References <i>(Please provide up to five references for your company or branch)</i>	
6.01 to 6.05	<p>For each client listed as a reference, please provide the following details:</p> <ul style="list-style-type: none"> (a) Name: State the name of the client to which the goods, works or service was provided (b) Contract Description: State the nature of the contract executed/being executed (c) Amount: Indicate the total value of the contract (d) Location: State the location (physical address) of the client (e) Phone Number: Provide a working phone number at which the client may be contacted (f) Completion Date: Write the date of completion or expected date of completion
Part 7: Declaration	
	Please read carefully each of the clauses provided in the declaration and ensure that you understand them before signing and submitting the form. By stating your name, appending your signature and position, and writing out the date, the company takes full responsibility for any information provided to the Commission and pledges to uphold each of the stated clauses.
Company Representative Authorization	
The owners/director/partners/members of the company should fill-in and sign the company representative authorization form on the last page of the Vendor Registration Form.	

Checklist of Documents to Accompany the PPCC Vendor Registration Form

It is mandatory that all of the below-listed documents are submitted along with the form in order for a company's registration to be complete. Applications not accompanied by required documentation will not be processed. All supporting documents provided must be valid for a period of at least three (3) months from the date of application, and must be issued by the appropriate authority. **ALLSUBMITTED DOCUMENTS WILL BE VERIFIED.**

Document	Specialization Category			
	Goods	Works	Consulting Service	Non-Consulting Service
Articles of Incorporation or Partnership Agreement (not applicable to sole proprietorship)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Business Registration Certificate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Central Bank of Liberia Clearance (insurance companies & brokers, only)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Copies of Professional Certification (consulting services, only)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Liberia Business Association (LIBA) Membership Certificate (Liberian-owned businesses, only)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
LMDC Certificate (hospitals & clinics, only)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
LMHPRA Certificate (drug stores & pharmacies, only)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manufacturer's Authorization (auto & specialized equipment dealers, only)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ministry of Justice Certificate (security firms, only)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MOH Certificate (restaurants & health NGOs, only)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MPW Construction Contractor Certificate (construction, supervision, & architecture firms, only)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proof of Bank Account Signatory Authority (Liberian-owned businesses, only)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Proof of Membership in a Professional Organization	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Proof of Owner's Citizenship (Must be a government-issued identification. eg. Passport)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Recent Financial Statement (for the last year of operation)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Signed Company Representative Authorization by the Board/Members/Owners/Partners. (See last page of registration form.)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Signed Contract for goods/works/services provided to each client per Part 6 of the registration form. In the case where the completion date has passed, copies of certificates of completion must be attached.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Social Security Clearance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tax Clearance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Vehicle Registration & Insurance Certificates (car rental companies, only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Warranty/After Sales (auto & specialized equipment dealers, only)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Sample

Public Procurement & Concessions Commission

Capitol Hill, Monrovia



Vendor Registration Form

Please read the instructions in the accompanying documents before filling-in the form. Please use a ball-point ink pen to provide responses to all items on this form. Please use block letters and fill one letter or digit per box unless otherwise instructed

Please note that vendors that have been registered onto the Vendors Register may have the opportunity of being invited to participate in the procurement process of any institution receiving funds from the Government of Liberia. Registration onto the Vendors Register does not guarantee award of a procurement contract as the award of all contracts will be subject to the provisions of the Public Procurement and Concessions Act of 2010 (PPCA).

Part 1: Company Base Data

1.01 Enterprise Name																										
E	X	E	C	U	T	I	V	E		O	F	F	I	C	E		S	U	P	P	L	I	E	S		
1.02 Branch Name																										
B	R	O	A	D		S	T	R	E	E	T		B	R	A	N	C	H								
1.03 Holding Company Name																										
B	U	S	I	N	E	S	S	W	O	R	L	D	,		L	T	D	.								
1.04 Enterprise Code					1.05 Branch Code					1.06 Tax Identification Number (TIN)																
0	5	1	2	3	0	0	2	1		B	0	0	1			5	0	0	1	3	8	9	1	2		
1.07 Enterprise Activity Code					1.08 Bank					1.09 Initial Registration Date																
9	4	7	6	1						E	B	L	R			0	1	0	5	0	5					
										M M D D Y Y																
1.10 Type of Business																										
<input type="checkbox"/> Public Corporation										<input type="checkbox"/> Sole Proprietorship																
<input type="checkbox"/> Partnership										<input checked="" type="checkbox"/> Private Company																
1.11 Telephone Numbers										1.12 Email Address																
a 0 8 8 6 2 0 0 0 0 0										a INFO@EXECUTIVEOFFICESUPPLIES.COM.LR																
b 0 7 7 7 2 0 0 0 0 0										b																
c 0 5 5 5 2 0 0 0 0 0										1.13 Website Address																
d 0 8 8 0 2 0 0 0 0 0										WWW.EXECUTIVEOFFICESUPPLIES.COM.LR																
1.14 Postal Address of Company										1.15 Physical Address of Company																
EXECUTIVE OFFICE SUPPLIES										BUSINESSWORLD SHOWROOM																
P.O. BOX 189										BUCHANAN & BROAD STREETS																
1000 MONROVIA 10										MONROVIA, LIBERIA																
LIBERIA																										
1.16 County(ies) of Operation																										
<input type="checkbox"/> Bomi										<input type="checkbox"/> Grand Bassa																
<input type="checkbox"/> Grand Kru										<input type="checkbox"/> Maryland																
<input type="checkbox"/> Bong										<input type="checkbox"/> Lofa																
<input checked="" type="checkbox"/> Montserrado										<input type="checkbox"/> Rivercess																
<input type="checkbox"/> Gbarpolu										<input type="checkbox"/> Grand Gedeh																
<input type="checkbox"/> Margibi										<input type="checkbox"/> Nimba																
<input type="checkbox"/> Sinoe																										
1.17 Business Specialization Category																										
<input checked="" type="checkbox"/> Goods										<input type="checkbox"/> Works																
<input type="checkbox"/> Consulting Service										<input type="checkbox"/> Non-Consulting Service																

Part 2: Contact Person(s) Details

	Person 1	Person 2
2.01 Contact Name	S I A H T A M B A	K E M A H S A A H
2.02 Job Title		
2.03 Receiver of Contract?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2.04 Receiver of Bids?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2.05 Phone Number 1	0 8 8 6 3 0 0 3 0 0	0 8 8 6 7 1 0 0 0 1
2.06 Phone Number 2	0 7 7 7 3 0 0 3 0 0	0 5 5 5 7 1 0 0 0 1
2.07 Email Address	SIAH@EXECUTIVEOFFICESUPPLIES.COM	KEMAH@EXECUTIVEOFFICESUPPLIES.COM

Part 3: List of Professionals (Consulting Services, only)

	Name	Area of Specialization	Certification	Certification #	Principal
3.01					<input type="checkbox"/> Yes <input type="checkbox"/> No
3.02					<input type="checkbox"/> Yes <input type="checkbox"/> No
3.03					<input type="checkbox"/> Yes <input type="checkbox"/> No
3.04					<input type="checkbox"/> Yes <input type="checkbox"/> No
3.05					<input type="checkbox"/> Yes <input type="checkbox"/> No
3.06					<input type="checkbox"/> Yes <input type="checkbox"/> No
3.07					<input type="checkbox"/> Yes <input type="checkbox"/> No
3.08					<input type="checkbox"/> Yes <input type="checkbox"/> No
3.09					<input type="checkbox"/> Yes <input type="checkbox"/> No
3.10					<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 4: Membership of Professional Organizations

4.1 Please indicate membership in the following

<input type="checkbox"/> African Women Entrepreneurship Program (AWEP)	<input type="checkbox"/> Liberia Chamber of Commerce (LCC)
<input type="checkbox"/> Association of Liberian Construction Contractors (ALCC)	<input type="checkbox"/> Liberia National Bar Association (LNBA)
<input type="checkbox"/> Engineering Society of Liberia (ESL)	<input type="checkbox"/> Liberia Small Business Association (LSBA)
<input type="checkbox"/> Fula Business Association (FBA)	<input checked="" type="checkbox"/> Liberia Women Chamber of Commerce
<input type="checkbox"/> Indian Business Association (IBA)	<input type="checkbox"/> Liberian Institute of Certified Public Accountants
<input checked="" type="checkbox"/> Liberia Business Association (LIBA)	<input type="checkbox"/> World Lebanese Cultural Union (WLCU)
<input type="checkbox"/> Liberia Carpenters Union (LCU)	<input type="checkbox"/> Other

Please Specify

Part 5: Business Ownership

Please give the name, nationality, and percentage share of each of the business owners.

	Name	Nationality	Gender	Percentage Share
5.01	SIAH TAMBA	LIBERIAN	<input type="checkbox"/> M <input checked="" type="checkbox"/> F	35%
5.02	BOYNNOH WORJLOH	LIBERIAN	<input type="checkbox"/> M <input checked="" type="checkbox"/> F	25%
5.03	SAYE GONKANOU	LIBERIAN	<input checked="" type="checkbox"/> M <input type="checkbox"/> F	25%
5.04	LEE CHANG	CHINESE	<input checked="" type="checkbox"/> M <input type="checkbox"/> F	15%
5.05			<input type="checkbox"/> M <input type="checkbox"/> F	
5.06			<input type="checkbox"/> M <input type="checkbox"/> F	
5.07			<input type="checkbox"/> M <input type="checkbox"/> F	
5.08			<input type="checkbox"/> M <input type="checkbox"/> F	
5.09			<input type="checkbox"/> M <input type="checkbox"/> F	
5.10			<input type="checkbox"/> M <input type="checkbox"/> F	

Part 6: References

6.01 Client 1			
<div style="border: 1px solid black; padding: 2px;">LIBERIA REVENUE AUTHORITY</div> <div style="text-align: center; font-size: small;">Name</div>	<div style="border: 1px solid black; padding: 2px;">SUPPLY OF OFFICE EQUIPMENT</div> <div style="text-align: center; font-size: small;">Contract Description</div>	<div style="border: 1px solid black; padding: 2px;">75,000.00</div> <div style="text-align: center; font-size: small;">Amount (USD)</div>	
<div style="border: 1px solid black; padding: 2px;">MONROVIA, LIBERIA</div> <div style="text-align: center; font-size: small;">City, Country</div>	<div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-between;"> 0886868686 </div> <div style="text-align: center; font-size: small;">Phone</div>	<div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-between;"> 032715 </div> <div style="text-align: center; font-size: small;">Completion Date M M D D Y Y</div>	
6.02 Client 2			
<div style="border: 1px solid black; padding: 2px;">UNITED NATIONS MISSION IN LIBERIA</div> <div style="text-align: center; font-size: small;">Name</div>	<div style="border: 1px solid black; padding: 2px;">SUPPLY OF STATIONERY & SUPPLIES</div> <div style="text-align: center; font-size: small;">Contract Description</div>	<div style="border: 1px solid black; padding: 2px;">27,892.50</div> <div style="text-align: center; font-size: small;">Amount (USD)</div>	
<div style="border: 1px solid black; padding: 2px;">MONROVIA, LIBERIA</div> <div style="text-align: center; font-size: small;">City, Country</div>	<div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-between;"> 0777777777 </div> <div style="text-align: center; font-size: small;">Phone</div>	<div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-between;"> 021915 </div> <div style="text-align: center; font-size: small;">Completion Date M M D D Y Y</div>	
6.03 Client 3			
<div style="border: 1px solid black; padding: 2px;">INTERNATIONAL RESCUE COMMITTEE</div> <div style="text-align: center; font-size: small;">Name</div>	<div style="border: 1px solid black; padding: 2px;">SUPPLY OF OFFICE FURNITURE</div> <div style="text-align: center; font-size: small;">Contract Description</div>	<div style="border: 1px solid black; padding: 2px;">43,190.00</div> <div style="text-align: center; font-size: small;">Amount (USD)</div>	
<div style="border: 1px solid black; padding: 2px;">MONROVIA, LIBERIA</div> <div style="text-align: center; font-size: small;">City, Country</div>	<div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-between;"> 0777444000 </div> <div style="text-align: center; font-size: small;">Phone</div>	<div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-between;"> 121714 </div> <div style="text-align: center; font-size: small;">Completion Date M M D D Y Y</div>	
6.04 Client 4			
<div style="border: 1px solid black; padding: 2px; height: 1.2em;"></div> <div style="text-align: center; font-size: small;">Name</div>	<div style="border: 1px solid black; padding: 2px; height: 1.2em;"></div> <div style="text-align: center; font-size: small;">Contract Description</div>	<div style="border: 1px solid black; padding: 2px; height: 1.2em;"></div> <div style="text-align: center; font-size: small;">Amount (USD)</div>	
<div style="border: 1px solid black; padding: 2px; height: 1.2em;"></div> <div style="text-align: center; font-size: small;">City, Country</div>	<div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-between;"> </div> <div style="text-align: center; font-size: small;">Phone</div>	<div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-between;"> </div> <div style="text-align: center; font-size: small;">Completion Date M M D D Y Y</div>	
6.05 Client 5			
<div style="border: 1px solid black; padding: 2px; height: 1.2em;"></div> <div style="text-align: center; font-size: small;">Name</div>	<div style="border: 1px solid black; padding: 2px; height: 1.2em;"></div> <div style="text-align: center; font-size: small;">Contract Description</div>	<div style="border: 1px solid black; padding: 2px; height: 1.2em;"></div> <div style="text-align: center; font-size: small;">Amount (USD)</div>	
<div style="border: 1px solid black; padding: 2px; height: 1.2em;"></div> <div style="text-align: center; font-size: small;">City, Country</div>	<div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-between;"> </div> <div style="text-align: center; font-size: small;">Phone</div>	<div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-between;"> </div> <div style="text-align: center; font-size: small;">Completion Date M M D D Y Y</div>	

Part 7: Declaration

By completing this application form, the Business declares that:

- 7.1 All the information supplied in this application is true and correct.
- 7.2 The Business will, without protest submit itself to procedures instituted by the Public Procurement and Concessions Commission for supplier registration.
- 7.3 The Business will, if requested to do so supply further information and documentary evidence for scrutiny.
- 7.4 The Business will update their registration particulars whenever a significant change in their details occurs.
- 7.5 The Business acknowledges that any false information provided can lead to disqualification from the Supplier Register and being listed on Public Procurement and Concessions Commission debarment list.
- 7.6 The Business acknowledges that it can be penalized by the Commission for poor performance as reported by a Procuring Entity, in keeping with contractual terms.

S I A H T A M B A
Full Name

Siah Tamba
Signature

GENERAL MANAGER
Position

27-May-15
Date

End of Form

Please submit the completed form along with all required documents listed on Page 5 of the instructions booklet to the PPCC office on Capitol Hill. For businesses in the counties, please submit the application package to the Office of the Superintendent.

Do not write below this line. This section is for official use, only

Form Processing Information		Gender of Majority Owner(s)	Percentage of Liberian Ownership
Submission Date	Vendor Identification Number (VIN)	<input type="checkbox"/> F <input type="checkbox"/> M	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-between;"> </div> <div style="text-align: center; font-size: small;">D D M M Y Y</div>	<div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-between;"> </div> <div style="text-align: center; font-size: small;"></div>		
Processed by: _____			
Full Name		Signature	Date

Company Representative Authorization

The owner/directors/members/partners of the business are required to sign this resolution authorizing the company's representative.

Resolution of Owners/Directors/Members/Partners

RESOLUTION of a meeting of the Board of Directors / Members / Partners/ Owners of:

E X E C U T I V E O F F I C E S U P P L I E S

Full Legal Name of Enterprise as indicated in Item 1.01

Held at M O N R O V I A , L I B E R I A on 0 4 2 1 1 5
Place M M D D Y Y

RESOLVED that:

1 The Business submits an application to the Public Procurement and Concessions Commission for registration on PPCC's Vendor Register.

2 ☐ Mr ☐ Mrs ☒ Ms S I A H T A M B A
Name of Authorized Person

in her/his capacity as G E N E R A L M A N A G E R
Position in Enterprise

and who will sign as follows: Siah Tamba be, and is hereby, authorized
Signature of Authorized Person

to sign any documents and/or correspondence in connection with and relating to the Application Form as well as to sign any Contract, and any and all documentation on behalf of the Business.

Signed:

1	FAYIAH TAMBA Name	CHAIRMAN Capacity	Fayiah Tamba Signature
2	DECONTEE TEAH WOLLOH Name	VICE CHAIRPERSON Capacity	DT Wolloh Signature
3	SIAH TAMBA Name	SECRETARY Capacity	Tambasiah Signature
4	SHERIFF MAHMUD BAH Name	MEMBER Capacity	Smahmudbah Signature
5	ROSE-MARIE EDWARDS SOMMERVILLE Name	MEMBER Capacity	RME Sommerville Signature
6	 Name	 Capacity	 Signature
7	 Name	 Capacity	 Signature
8	 Name	 Capacity	 Signature
9	 Name	 Capacity	 Signature
10	 Name	 Capacity	 Signature