

SECURITIES AND EXCHANGE COMMISSION, GHANA

REGISTRATION/UPDATE OF SUPPLIER DATABASE FOR THE YEAR 2018

The Securities and Exchange Commission wishes to invite existing as well as eligible prospective suppliers who are interested in doing business with the Commission to apply for pre-qualification with the aim of updating the suppliers register for the year 2018 for goods, works and services. Applicants are required to submit evidence of the following mandatory documents.

1. Introductory letter indicating the business location, address, and the major product or business lines.
2. Business Registration Certificate
3. Certificate to Commence Business
4. Valid GRA Clearance Certificate
5. Valid VAT Registration Certificate (if exempted, please provide evidence of exemption)
6. Valid SSNIT Certificate (where Necessary)
7. Pharmacy Council Certificate (drugs)
8. Certificate for Construction and civil works

Interested and eligible suppliers are invited to register with the Commission under the following Categories:

- a) I.T. Equipment and Services
- b) Stationery and Printing
- c) Medicine/Drugs
- d) Electrical and Plumbing Materials
- e) General supply of Provisions
- f) Antiseptics, Detergents/ General Sanitary items
- g) Cleaning Services and Fumigation
- h) Routine Maintenance and Servicing of Vehicles
- i) Routine Maintenance and Service of General Office Equipment
- j) Re-Filling of Fire Extinguisher/ Servicing
- k) Servicing of Air Conditioners
- l) Provision of Catering Services
- m) Records Management and Archives Administration
- n) Advertising and Creative Services

Pre-qualification documents for new suppliers and renewal for existing suppliers may be purchased from the Finance and Accounts office at a non-refundable fee of one hundred Ghana Cedis (GhC100.00) from 20th March to 6th April, 2018.

All applications for prequalification and mandatory documents must be submitted on or before 6th April, 2018 at the address below.

SECURITIES AND EXCHANGE COMMISSION
LOCATION: No. 30 3RD CIRCULAR ROAD, CANTONMENTS
P.O. BOX CT6181, CANTONMENTS, ACCRA
TEL. +233-30-2768970-2
EMAIL: procurement@sec.gov.gh