



## APPLICATION FOR INCLUSION IN THE CARICOM SECRETARIAT'S VENDORS DATABASE

Please supply requested information, which will assist the CARICOM Secretariat to assess you/your company (i.e. the entity making this application) suitability to be listed in the Secretariat's database of approved vendors of goods and services. Please provide the following documents, where applicable:

1.
  - a. Certificate of Registration
  - b. GRA Certificate of Compliance (Proof of Tax Obligation)
  - c. NIS Compliance
  - d. VAT Certificate (if company makes in excess of G\$15m p.a.)

Please be assured that all information provided, will be treated confidentially, and will be used solely for the purpose for which it is intended.

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### 2. SUBMITTED by (i.e. the identity of the Applicant)

	Name of the individual <sup>1</sup> /legal entity <sup>2</sup> ( for e.g. a company) making application
Name	

### 3. CONTACT PERSON

Name	
Organisation	
Address	
Telephone	
Fax	
e-mail	

#### 4. ECONOMIC AND FINANCIAL CAPACITY<sup>3</sup>

Please complete the following table of financial data based on your annual accounts and your latest projections. If annual accounts are not yet available for this year or last year, please provide your latest estimates, clearly identifying estimated figures in italics. Figures in all columns must be calculated on the same basis to allow a direct, year-on-year comparison to be made (or, if the basis has changed, please provide an explanation of the change as a footnote to the table). Any other clarification or explanation which is judged necessary may also be provided. If the applicant is a public body, please provide equivalent information.

Financial data	2 years before last year <sup>4</sup> <insert currency>	Year before last year <insert currency>	Last year <insert currency>	Average <sup>5</sup> <insert currency>	This year <insert currency>
Annual turnover <sup>6</sup> , excluding this contract					
Current Assets <sup>7</sup>					
Current Liabilities <sup>8</sup>					

#### 5. STAFF

Please provide the following statistics on staff for the current year and the two previous years.<sup>9</sup>

Staff	Last Year Overall	This Year Overall
Permanent staff <sup>10</sup>		
Other staff <sup>11</sup>		
Total		

## 6. AREAS OF SPECIALISATION (Goods, Services & Works)

Please fill in the table below to indicate goods, services and works that are offered by you/your company

Name of Goods/Services/Works	Description
1	
2	
3	
4	
etc	

## 7. EXPERIENCE

Please fill in the table below to summarise the examples of goods and services that you have successfully supplied/provided during the past 5 years. The number of references to be provided must not exceed 10 for the entire application.

Details of goods and services provided	Years of experience in providing this item/service/works	Country where goods/services /works were supplied	Overall contract/ purchase order value [insert currency] <sup>12</sup>	Date of award of contract /purchase order and Name of client	Dates	Comments

## 8. STATEMENT

I, the undersigned, the authorised signatory of the above Application, hereby declare that the information provided is accurate and complete at the time of submission.

Signed on behalf of the Applicant:

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

Applications should be sent to:

Programme Manager, Procurement  
CARICOM Secretariat  
Turkeyen, Greater Georgetown  
Guyana  
Email: [procurement@ caricom.org](mailto:procurement@caricom.org)  
Queries: Tel. 222 0001-6; Extension 2310 or 2243



## LEGAL IDENTIFICATION

LEGAL FORM

NAMES

ABBREVIATION

ADDRESS OF HEAD  
OFFICE

POST CODE

P.O BOX

TOWN/CITY

COUNTRY

VAT NO

PLACE OF REGISTRATION

DATE OF REGISTRATION

D D

M M

Y Y Y Y

REGISTRATION NO.

PHONE

FAX

EMAIL

**THIS FORM SHOULD BE COMPLETED AND SUBMITTED ALONG WITH THE FOLLOWING:**

1. A copy of the VAT Registration document, where applicable.
2. A copy of the official company registration document, showing the name of the legal entity, the address of the headoffice and the registration number that was assigned that was assigned by the Companies Registry

Name and position of authorised representative

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- <sup>1</sup> Applicant must submit a form of identification, for example an ID card or passport.
- <sup>2</sup> Applications submitted by a company must complete the Legal Entity form, which is attached
- <sup>3</sup> Only applicable to Legal entities, like a company
- <sup>4</sup> Last year = last accounting year for entity.
- <sup>5</sup> Amounts entered in the 'Average' column must be the mathematical average of the amounts entered in the three preceding columns of the same row.
- <sup>6</sup> The gross inflow of economic benefits (cash, receivables, other assets) generated from the ordinary operating activities of the enterprise (such as sales of goods, sales of services, interest, royalties, and dividends) during the year.
- <sup>7</sup> A balance sheet account that represents the value of all assets that are reasonably expected to be converted into cash within one year in the normal course of business. Current assets include cash, accounts receivable, inventory, marketable securities, prepaid expenses and other liquid assets that can be readily converted to cash.
- <sup>8</sup> A company's debts or obligations that are due within one year. Current liabilities appear on the company's balance sheet and include short term debt, accounts payable, accrued liabilities and other debts.
- <sup>9</sup> If this application is submitted by a consortium, the data in the table above must be the sum of the data in the corresponding tables in the declarations provided by the consortium members — see point 7 of this application form.
- <sup>10</sup> Staff directly employed by the candidate on a permanent basis (i.e., under indefinite contracts).
- <sup>11</sup> Other staff not directly employed by the candidate on a permanent basis (i.e., under fixed-term contracts).

Disclaimer: By submitting this form, you acknowledge and agree that the information provided will be collected, processed, and stored in accordance with the Data Protection Act 18 of 2023 and our internal privacy policies. The data will be used solely for the purpose of supplier/vendor registration, evaluation, and communication. We will not share your information with unauthorized third parties.