

VENDOR POOL REGISTRATION FORM

Registration of Local Suppliers and Service Providers

Section A - Vendor Information

Company Name

Business Registration Number

TIN Number

Contact Person

Designation

Phone Number

Email Address for RFQs

Island / City

Business Address

Delivery Coverage Area

Website / Social Media Page (optional)

MoFT Registration Status

☐ Already registered with MoFT

☐ Not yet registered with MoFT / Requires vendor creation

MoFT Vendor Number (if already registered)

Section B - Vendor Categories

☐ **1. IT, Computer & Network Supplies**

Computers, laptops, desktop parts, computer accessories, monitors, keyboards, mouse, UPS, network items, routers, switches, cables, CCTV-related IT items, mobile phones, mobile accessories, and other electronic items.

☐ **2. Printers, Scanners & Printer Consumables**

Printers, scanners, photocopiers, printer parts, printer servicing, ink, toner and cartridges.

☐ HP Toner

☐ **3. Air-Conditioning Supplies, Service & Spare Parts**

Air-conditioning units, installation, servicing, repair, aircon spare parts, refrigerant gas, compressors, capacitors, filters, pipes and accessories.

☐ **4. Electrical, Lighting & Power Supplies**

Electrical cables, switches, sockets, breakers, light bulbs, LED lights, fans, electrical fittings, electrical repair materials and related services.

☐ **5. Generator Supplies, Service & Spare Parts**

Generators, generator servicing, repairs, batteries, filters, engine parts, control panels, fuel-related parts and accessories.

☐ **6. Water Purifier & RO Plant Systems**

Water purifier systems, RO plants, filters, membranes, pumps, installation, maintenance, repairs and spare parts.

☐ **7. Gas Supplies & Gas Equipment**

Gas cylinders, gas stoves, regulators, hoses, gas-related equipment, installation and related services.

☐ **8. Construction, Hardware & Building Materials**

Cement, sand, blocks, tiles, roofing materials, plumbing items, tools, locks, hinges, screws, nails, fittings and general construction materials.

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Section B - Vendor Categories (continued)

- ☐ **9. Aluminium, Timber & Stainless-Steel Works**
Aluminium doors and windows, glass work, timber, woodwork, cupboards, stainless-steel fabrication, railings, shelves, tables and custom metal work.
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- ☐ **10. Paint, Painting Materials & Services**
Interior and exterior paint, brushes, rollers, thinners, spray paint, wall preparation materials and painting services.
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- ☐ **11. Furniture, Curtains & Interior Items**
Office furniture, chairs, tables, cabinets, sofas, curtains, blinds, interior fittings and related repair work.
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- ☐ **12. Carpet, Nevilon & Flooring Materials**
Carpet, nevilon, vinyl flooring, mats, floor tiles, installation materials and flooring services.
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- ☐ **13. Chair Covers, PVC Tarpaulin & Custom Cover Works**
Chair covers, table covers, PVC tarpaulin, event covers, outdoor covers, waterproof covers and custom-made cover work.
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- ☐ **14. Nameboards, Signage & Branding Works**
Nameboards, directional signs, stickers, banners, printing, engraving, branding materials and display boards.
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- ☐ **15. Tailoring, Garments & Uniform Items**
Uniforms, shirts, trousers, caps, badges, tailoring, alterations, custom garments and related accessories.
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- ☐ **16. Refrigerators & Cooling Appliances**
Refrigerators, freezers, water coolers, cooling appliances, repairs, servicing and spare parts.
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- ☐ **17. Washing Machines & Laundry Appliances**
Washing machines, dryers, laundry equipment, repairs, servicing and spare parts.
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- ☐ **18. Televisions, Displays & Audio-Visual Equipment**
Televisions, display screens, projectors, projector screens, speakers, microphones, sound systems and audio-visual accessories.
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- ☐ **19. Vehicle Repair, Service & Spare Parts**
Vehicle servicing, mechanical repair, electrical repair, aircon repair, tyres, batteries, filters, brake parts, engine parts, body work and vehicle accessories.
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- ☐ **20. Vessel Repair, Service & Spare Parts**
Vessel engine repair, marine engine parts, propellers, pumps, electrical work, hull maintenance, vessel servicing and marine repair materials.
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- ☐ **21. Marine Equipment & Marine Supplies**
Marine safety items, ropes, anchors, life jackets, navigation items, boat accessories, fishing-related equipment and general marine supplies.
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- ☐ **22. Fire Safety & Anti-Fire Equipment**
Fire extinguishers, fire alarms, smoke detectors, fire hoses, fire cabinets, safety signs, servicing and refilling.
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- ☐ **23. Pharmacy & Medical Supplies**
Medicines, first-aid items, medical consumables, PPE, gloves, masks, sanitizers and health-related supplies.
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- ☐ **24. Pesticide & Pest-Control Services**
Pest-control chemicals, mosquito control, rodent control, fumigation, spraying services and related equipment.
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Section B - Vendor Categories (continued)

- ☐ **25. Bookshop, Stationery & Office Supplies**
Paper, files, pens, notebooks, folders, office stationery, calculators, stamps, binding materials and general office supplies.
- ☐ **26. Sports Items & Sports Equipment**
Football items, volleyball items, badminton items, gym equipment, sports uniforms, cones, whistles, nets, balls and other sports equipment.
- ☐ **27. Other General Goods & Services**
Items or services not covered under the above categories. Vendors should clearly specify the exact goods or services they provide.

Annex A - Vendor Capability & Supporting Information

Vendors are encouraged to attach Annex A, a company profile, catalogue, product list, service list, brochure, quotation, price list or other relevant supporting information. Providing details of available goods, brands, models, services, repair capability, spare parts or previous experience will help us verify the vendor's capacity, identify suitable Vendor Pool categories and send relevant RFQs. Submission of a detailed list is not compulsory for Vendor Pool registration. However, sufficient information may be needed to confirm a vendor's capability for particular categories or future procurement requirements.

SECTION C - SUPPORTING DOCUMENTS & INFORMATION

For vendors requiring creation in MoFT

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|--|--|
| ☐ Quotation / Invoice | ☐ Business Registration Copy |
| ☐ GST Registration Copy (if applicable) | ☐ Official Letter confirming email address, contact number and bank account details |
| ☐ Bank Account Slip | |

Optional supporting information for Vendor Pool assessment

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| ☐ Annex A - Vendor Capability & Supporting Information Cover Page attached | ☐ Company Profile |
| ☐ Product Catalogue | ☐ Goods / Product List |
| ☐ Service List | ☐ Brand List |
| ☐ Price List | ☐ Repair / Maintenance Capability Details |
| ☐ Warranty Information | ☐ Delivery Coverage Information |
| ☐ Previous Supply Experience / Reference Information | ☐ Relevant Licence or Permit, where applicable |
| ☐ Other Supporting Information | |

Vendors already registered with MoFT do not need to submit the documents listed under Part 1, provided the MoFT Vendor Number is stated in Section A. Supporting information under Part 2 is optional but helps us assess vendor capability, confirm suitable categories and send relevant RFQs.

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Section D - Declaration

I confirm that the information provided in this form is true and correct. I understand that registration in the Vendor Pool does not guarantee the receipt of RFQs, purchase orders or contract awards.

Authorized Person Name

Designation

Signature

Date

Company Stamp

For official use only

Received By

Date Received

Vendor Reference Number