



Registration of Suppliers

For

Supply of Selected Commodities

Reference: STC/REG/COM/001

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Contents

Section A – Invitation	3
1. Introduction	3
2. Objective	3
3. Eligibility criteria	3
4. Documents to be submitted	4
5. Submission Procedure	5
6. Clarifications	5
7. General conditions	5
Section B	6
REGISTRATION FORM	6

**Section A – Invitation
Registration of Suppliers
Supply of Selected Commodities**

1. Introduction

The State Trading Corporation (STC), the trading arm of the Government of Mauritius, is responsible for the procurement and commercialization of commodities, such as petroleum products, liquefied petroleum gas, fortified wheat flour, rice and other selected food commodities.

The STC is inviting eligible and qualified suppliers to register for inclusion in a Supplier Database for the supply of selected commodities to the Corporation.

This Registration Exercise aims to establish a pool of eligible, prequalified suppliers to support STC's procurement requirements.

2. Objective

2.1 The objective of this exercise is to identify and prequalify suppliers capable of ensuring consistent supply of selected commodities, at competitive pricing and compliance with all applicable quality and regulatory standards.

2.2 Product categories may include, but are not limited to, Canned products, Flour, Milk powder, Refined Edible oil and selected Pulses. Details of products are included in the Registration Form provided at **Section B**.

2.3 Interested parties may express their interest in one or more product categories without stating the Price. STC reserves the right to expand or modify the list of products as per its requirements.

2.4 Participation shall not create any contractual relationship, legitimate expectation of award, or procurement rights in favour of any participant/s.

This is strictly a registration exercise. No pricing, quotations or commercial proposals shall be submitted at this stage. Evaluation will be based solely on eligibility and qualification capacity.

3. Eligibility criteria

This Invitation is open to all entities that meet the following minimum eligibility requirements:

- (i) The applicant must be a **legally registered** entity, manufacturer, importer & exporter, or authorised distributor.
- (ii) The applicant must have the capacity and logistical **capability to supply** the selected commodities.
- (iii) The applicant must have a demonstrable **track record in the supply** of selected commodities for a minimum of two (2) years.
- (iv) The applicant must hold a valid and relevant **food safety, quality and compliance** certifications, as applicable to their product range.
- (v) The applicant must be in **good financial standing** and not be subject to any insolvency, bankruptcy, or winding-up proceedings.
- (vi) The applicant must **not be blacklisted, debarred, or excluded** from public procurement processes in any jurisdiction.

Interested parties are required to submit supporting documentation for the above-mentioned requirements, as listed at clause 4 of this Section. **False declarations shall result in exclusion from the STC database.**

4. Documents to be submitted

Applicants should submit the following documents and information:

- (i) Duly filled and signed Registration Form as per format at Section B of this document
- (ii) Certificate of Incorporation
- (iii) Business Registration Card or equivalent (where applicable)
- (iv) Valid Trade or Export Licence (where applicable)
- (v) Valid HACCP certification and other applicable food safety & quality certifications
- (vi) Declaration confirming:
 - Description of manufacturing facilities and production capacity.
 - Two (2) years experience in supply/export and client references
 - Financial solvency
 - Absence of blacklisting or debarment
- (vii) Applicant may wish to submit a certificate of good standing or equivalent as part of the KYC/due diligence exercise.

(viii) **Important:**

No pricing information shall be submitted at this stage. Any price details received will not form part of the evaluation.

5. Submission Procedure

5.1 Interested suppliers are invited to submit the duly filled and signed **Registration Form** at Section B of this document and other required documents & information, on the email address suppliers@stcmu.com

The email must clearly mention “Registration of Suppliers for Selected Commodities” in the subject line. All documents should be submitted in PDF format.

5.2 All submissions shall be in English. Product prices must **not** be provided at this stage of the exercise. Any submission containing price lists shall not be evaluated as part of the Registration exercise.

5.3 Applicants who meet the eligibility criteria will be included in STC’s supplier database.

6. Clarifications

Any request for clarification in respect of the Registration of Suppliers exercise shall be submitted on the email address: query@stcmu.com

7. General conditions

7.1 Registration does not constitute an award of contract or commitment to procure and will serve solely for the purpose of establishing a database of prequalified suppliers for future procurement exercises.

7.2 STC reserves the right to:

- a) accept or reject any submission, in whole or in part, without being required to assign any reason for its decision and without any liability to the submitting entity.
- b) request additional information, where deemed necessary

7.3 Shortlisted or registered applicants shall not be entitled to become exclusive suppliers to STC and STC reserves the right to procure from multiple approved suppliers or through open advertised bidding as and when required.

7.4 STC may, at its absolute discretion, withdraw, amend, or suspend this Registration exercise at any time prior to the conclusion of the evaluation process and not to carry out a formal bidding process following the Registration exercise.

Section B

REGISTRATION FORM

(Please tick (✓) and fill in where appropriate)

A. STATUS OF APPLICANT:

Private Company State-owned Enterprise Joint Venture Individual

Date of Incorporation:

B. DETAILS

(i) Name of entity:

(ii) Business Address:
.....

(iii) Export Registration Certificate:

(iv) Trade License Number:

(v) VAT Registration No.:

(vi) Name of representative (in case of company, partnership or joint venture):
.....

(vii) Position Held:

(viii) Telephone Number:

(ix) Mobile Phone Number:

(x) Email Address:

(xi) Fax Number:

C. BUSINESS ACTIVITIES

(i) Type of Business: Manufacturing Trading

(ii) Principal Business Activity/ies:
.....

(iii) Main export markets, if applicable:

(iv) Please indicate whether your entity is represented by any other entity in Mauritius and in such event provide details:

Yes No

.....

(v) Are you already supplying commodities to Mauritius?

Yes No

Any specific brand?

C. LIST OF ITEMS FOR REGISTRATION

Please select the product category for registration, as hereunder:

Product Category	Details of product/s	Estimated annual quantity	Capability to supply⁽¹⁾ [YES/NO]
Canned Fish	Sardines in vegetable oil in 125g can	1 – 2 TEU containers per product on a trial basis	
	Pilchards in tomato sauce in 155g		
	Pilchards in tomato sauce in 215g		
	Pilchards in tomato sauce in 425g		
	Mackerel in tomato sauce in 155g		
	Mackerel in tomato sauce in 215g		
	Mackerel in tomato sauce in 425g		
	Tuna in brine options in 170g		
	Tuna in oil options in 170g		
Canned Vegetables	Whole peeled tomatoes in 400g	1 – 2 TEU containers per product on a trial basis	
	Peas in 400g		
	Mushroom in 400g		
	Beans in 400g		
Other canned products	Luncheon meat 340g	1 – 2 TEU containers per product on a trial basis	
	Corned mutton 340g		
	Corned beef 340g		

Signature: _____

Product Category	Details of product/s	Estimated annual quantity	Capability to supply⁽¹⁾ [YES/NO]
Pulses	Lima beans in 25kg bag	1 – 2 TEU containers per product	
	White kidney beans in 25kg bag		
	Red kidney beans in 25kg bag		
	Brown lentils in 25kg bag		
	Yellow split peas in 25kg bag		
Milk Powder (100% Cow's milk)	Full cream in 1kg pouch	Around 300 Metric Tons (MT)	
	Full cream 500g pouch		
	Semi-skimmed in 1kg pouch		
	Semi-skimmed in 500g pouch		
Refined Edible Oil	Refined vegetable oil in 1Litre PET bottle	1.4 million litres	
	Sunflower oil in 1Litre PET bottle		
	Soyabean oil in 1Litre PET bottle		
Flour	Fortified Whole wheat flour 25kg	1 – 2 TEU containers on a trial basis	
	Fortified Whole wheat flour 1kg		
	Multigrain flour 1kg		
	Pearl millet 1kg		
Diapers	Adult diapers	1 – 2 TEU containers on a trial basis	
	Baby diapers		
Other commodities	As and when required		

Note (1): Applicant must fill in the data sheet confirming which product category they are interested to supply.

Signature: _____

D. LIST OF DOCUMENTS TO BE SUBMITTED

Applicants should submit the following documents, as applicable, along with the duly filled Registration Form.

- (i) Certificate of Incorporation
- (ii) Business Registration Card or equivalent (where applicable)
- (iii) Valid Trade or Export Licence (where applicable)
- (iv) Valid HACCP certification and other applicable food safety & quality certifications.
- (v) Declaration confirming:
 - Description of manufacturing facilities and production capacity.
 - Two (2) years experience in supply/export and client references
 - Financial solvency
 - Absence of blacklisting or debarment
- (vi) Applicant may wish to submit a certificate of good standing or equivalent as part of the KYC/due diligence exercise.

Authorised Signature

Signature:

Name:

Position: *(capacity in which signing)*

Date:

Company Seal:

[Applicants are required to submit the Registration Form duly filled in and signed by an authorised signatory]