

**GHANA GRID COMPANY LIMITED
SUPPLIERS' QUESTIONNAIRE**

Form No.

SU/2010/

Please, this form must be filled in block letters:

① ACCOMPANYING REQUIREMENTS

Date-----

Enclose copy each of the following certificates: (Please tick all that apply)

- ⇒ VAT Income Tax clearance Licence
 ⇒ Business Registration Certificate Certificate of Incorporation SSNIT Reg. Certificate

② COMPANY DETAILS

I. Company Name

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II.

Date business was established:

d	d	m	m	y	y	y	y

Under present Management since:

d	d	m	m	y	y	y	y

III. Company Address

Contact Person (s)

Postal Address: _____ _____ Location: _____ Phone No(s) _____ Fax No(s): _____ Web site: _____	Name: _____ Job Title: _____ Phone: _____ Email: _____ Name: _____ Job Title _____ Phone: _____ Email: _____
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IV. Please, select from attached Commodity Class List For Suppliers.

Description	Commodity Class	Sub Class
①		
②		
③		
④		
⑤		

V. Nature of Business (Please tick all that apply)

- Manufacturer Authorised Distributor Stockist of General Products General Procurement
 Wholesaler Importers / Exporters Manufacturers' Representative Others (Specify)

VI. List Products you wish to supply. (NB: For Authorised Distributors, Manufacturers, Manufacturers' Representatives, Importers / Exporters)

Products	Brand	Country Of Manufacture
①		
②		
③		
④		
⑤		

③ COMPANY FACILITIES

I. *Indicate your Office(s) / Warehouse(s) / Branch(es) / Workshop(s) / Factories*

Type of facility	Location	Phone(s)	Contact Person
①			
②			
③			
④			
⑤			

II. *Do you offer any of these sales facilities? (Please tick all that apply)*

Sales Facility	Duration in Days
Sales Credit <input type="checkbox"/> Yes <input type="checkbox"/> No.	
After Sales Service <input type="checkbox"/> Yes <input type="checkbox"/> No. <input type="checkbox"/> N/A	
Warranty <input type="checkbox"/> Yes <input type="checkbox"/> No. <input type="checkbox"/> N/A	
Spares Availability <input type="checkbox"/> Yes <input type="checkbox"/> No. <input type="checkbox"/> N/A	
Training <input type="checkbox"/> Yes <input type="checkbox"/> No. <input type="checkbox"/> N/A	

④ FORMS OF BUSINESS AND FINANCIAL POSITION:

I. *Net Worth* _____ . *(NB: Please State earnings for the previous year only)*

II. *List Banker(s), If Any: (Name, Branch, Address)*

Banker	Policy	Branch	Address	Phone(s)
①				
②				
③				
④				
⑤				

III. *Have you or any business entity in which you had an interest ever been involved in bankruptcy or insolvency or compromise with creditors?* Yes No.
If yes, Please give details:

IV. *Forms of Business (Please tick all that apply)*

Liability	Owner / Partners Name(s)	Nationality	Shares %
<input type="checkbox"/> Sole Proprietorship			
<input type="checkbox"/> Partnership			
<input type="checkbox"/> Corporation			
<input type="checkbox"/> Licensing			
<input type="checkbox"/> Franchise			
<input type="checkbox"/> Joint Stock Company			
<input type="checkbox"/> Public Ltd. Company			

CONTINUATION SHEET # 2
SUPPLIERS' QUESTIONNAIRE

⑤ COMPANY'S REFEREES & PERFORMANCE

I. *List the names of major clients you have worked for since you started business:*

Clients	Period	Contact Person & Phone #
①		
②		
③		
④		
⑤		

II. Foreign Firms Only: *Provide Name, Address, Tel/Fax/E-mail/Website of Agent in Ghana: (if any)*

Company Name(s)	Address	Contact Person & Phone #
①		
②		
③		
④		
⑤		

III. Local Firms Only: *Provide Name, Address, Tel/Fax/E-mail/Website of Principals Overseas: (if any)*


Company Name(s)	Address	Contact Person & Phone #
①		
②		
③		
④		
⑤		

⑥ OTHER RELEVANT INFORMATION

Please add any other comments in the space below or include additional sheets:

The undersigned certifies that all information and documents in respect of this questionnaire supplied are true and correct.

Applicant's Name. ----- Designation -----

Applicant's Signature-----Date----- Company Stamp  {



CONTINUATION SHEET # 3
SUPPLIERS' QUESTIONNAIRE

⑦ FOR OFFICIAL USE ONLY

(Please tick all that apply)

Recommended Commodity Class	Suppliers Category	Suppliers Source
①		Foreign <input type="checkbox"/> Local <input type="checkbox"/>
②		
③		
④		
⑤		
⑥		

Supplier's Reg. #

Completed By ----- Recommended By----- Approved By-----

Signature. ----- Signature----- Signature -----

Date----- Date----- Date-----

	A	B	C	D	E	F
1	SERVICE TYPE	#	DESCRIPTION	COMMODITY CLASS	SUB-CLASS	VENDOR TYPE
2	Supplier Services	B1	Automotive & Special Batteries, Charging Equipment	834	SU030	SUPPLIER
3	Supplier Services	B2	Chemicals (Laboratory and Water Treatment)	920	SU017	SUPPLIER
4	Supplier Services	B3	Computer Application Software	817	SU012	SUPPLIER
5	Supplier Services	B4	Computer and Accessories	817	SU024	SUPPLIER
6	Supplier Services	B5	Demineralised Water Treatment Plant Equipment	584	SU004	SUPPLIER
7	Supplier Services	B6	Electrical Comsumables	586	SU005	SUPPLIER
8	Supplier Services	B7	Fasteners, Ropes, Cord, Chains, Cables	250	SU033	SUPPLIER
9		B8	Fire Fighting Equipment & Refill of CO2 gas cylinders and dry powder catridges of expended fire extinguishers	982	SU022	SUPPLIER
10	Supplier Services	B9	First Aid, Medical and Personal Hygiene Supplies	942	SU028	SUPPLIER
11	Supplier Services	B10	Fuel and Lubricants	892	SU027	SUPPLIER
12	Supplier Services	B11	Fuel tanks	583	SU003	SUPPLIER
13	Supplier Services	B12	Furniture, Lumber, Wood Products	960	SU018	SUPPLIER
14	Supplier Services	B13	Bearings (Plain, Roller, Ball types)	430	SU034	SUPPLIER
15	Supplier Services	B14	High and Low Voltage Transformer	663	SU011	SUPPLIER
16	Supplier Services	B15	Hydraulic Governor and Transformer oil	892	SU015	SUPPLIER
17	Supplier Services	B16	Laboratory Equipment	920	SU031	SUPPLIER
18	Supplier Services	B17	Measuring Instrument	615	SU010	SUPPLIER
19	Supplier Services	B18	Mechanical Consumable	586	SU006	SUPPLIER
20	Supplier Services	B19	Parts for Combustion, Steam, and Heat Recovery Turbine Generators	586	SU007	SUPPLIER
21	Supplier Services	B20	Parts for Hydro Generator	586	SU008	SUPPLIER
22	Supplier Services	B21	Parts for Mirrless Diesel Engine Generators	586	SU009	SUPPLIER
23	Supplier Services	B22	Photographic and X-Ray Equipment	20	SU032	SUPPLIER
24	Supplier Services	B23	Pipes, Tubes, Gaskets, Valves	510	SU036	SUPPLIER
25	Project Const. Serve.	B24	Printing of Annual/ Quarterly Reports/ Accounts and other Special Magazine	966	SU020	SUPPLIER
26	Project Const. Serve.	B25	Production of Souvenir Items/ Diaries/ Calenders	966	SU021	SUPPLIER
27	Supplier Services	B26	Pumps, Centrifuges and compressors	886	SU014	SUPPLIER
28	Supplier Services	B27	Refill of Medical Gases	920	SU037	SUPPLIER
29	Supplier Services	B28	Restaurant Equipment and Supplies	983	SU029	SUPPLIER
30	Supplier Services	B29	Safety Equipment	892	SU016	SUPPLIER
31	Supplier Services	B30	Spare Parts for Vehicles	872	SU013	SUPPLIER
32	Supplier Services	B31	Stationery and Office Equipment	962	SU019	SUPPLIER
33	Project Const. Serve.	B32	Supply of Equipment Distribution Materials, Equipment, Tools and Instrument	240	SU002	SUPPLIER

34	Project Const. Serve.	B33	Supply of Equipment Transmission Materials, Equipment, Tools and Instrument	240	SU001	SUPPLIER
35	Supplier Services	B34	General Tools (Hand, Electric, Pneumatic and Hydraulic Powered)	270	SU023	SUPPLIER
36	Supplier Services	B35	Tyres and Tubes	870	SU025	SUPPLIER
37	Supplier Services	B36	Vehicles, Construction and Material handling Equipment	872	SU026	SUPPLIER
38	Supplier Services		Industrial Gases	445	SU035	SUPPLIER
39	Supplier Services		Building Materials	350	SU038	SUPPLIER
40	Supplier Services		Generator Set, Emergency and Spares	586	SU039	SUPPLIER
41	Supplier Services		Construction Work Equipment	880	SU040	SUPPLIER
42	Supplier Services		Cleaning Materials and Polishes	922	SU041	SUPPLIER
43	Supplier Services		Marine Equipment and Spares	885	SU042	SUPPLIER
44	Supplier Services		Food Items		SU043	SUPPLIER
45	Supplier Services		Textiles and Textile Products		SU044	SUPPLIER