



P.O. Box 1105, **BOROKO** 111, N.C.D, PAPUA NEW GUINEA  
National Office: Cnr. Wards Road / Cordia St. Hohola.

**PROCUREMENT BUSINESS UNIT | Supply Chain Management Group**

Phone: (675) 324 3433 /324 3532 /3496 | Email: [vetting@pngpower.com.pg](mailto:vetting@pngpower.com.pg)

<b>To:</b> _____	<b>Date:</b> 6 July 2020
<b>Attention:</b> _____	<b>From:</b> DANAE PALA (MRS)
<b>Subject:</b> <b>Validating New/Existing Suppliers</b>	<b>Ref. No.:</b> IMBU04-13\Rv15052020

**To Whom This May Concern**

The management of PNG POWER Ltd have in place an initiative to form potential & continuing trading relationships with Business houses in PNG and overseas.

As part of our current procurement and accounting policy review, PNG POWER Ltd requires all potential suppliers to be verified prior to conducting business. PNG POWER Ltd has established a preferred supplier registry for all confirmed suppliers. All purchasing will only be approved through business relationship as approved in this supplier registry. If you wish for your organization to be a supplier to PNG POWER Ltd, the attached Creditor Vetting & Approval form; must be completed and returned at your earliest convenience.

**A. Creditor Vetting & Approval Form**

Our office would also require copies of any official documents pertaining to your business that can be accepted as proof.

<u>For Business/Individuals providing SERVICE:</u>	<u>Other Suppliers – Delivery of PRODUCT:</u>
<ul style="list-style-type: none"> <li>• Brief Company Profile</li> <li>• IPA Certificate of Incorporation with Extracts</li> <li>• IPA Company/Business Extracts</li> <li>• Certificate of Compliance; valid ORIGINAL</li> <li>• GST Confirmation Letter copy</li> <li>• Insurance (Workers Compensation &amp; Public Liability)</li> <li>• Provincial Trading License</li> <li>• Contractor's Certificate (trade persons / small contractor businesses)</li> <li>• Electricians License (Electrical Contractors)</li> <li>• Any Certification for Nature of your Business</li> </ul>	<ul style="list-style-type: none"> <li>• Brief Company Profile</li> <li>• IPA Certificate of Incorporation</li> <li>• IPA Registration of Business Name</li> <li>• GST Confirmation Letter copy</li> <li>• Certificate of Compliance (Valid COC)</li> <li>• Insurance (Workers Compensation &amp; Public Liability)</li> <li>• Any Certification for Nature of your Business</li> </ul>

In the absence of Insurance Cover (especially pertaining to Trade Contractors), please furnish us with a **Letter of Indemnity** in the form of a Statutory Declaration ('sample' attached).

Any business entity wanting to trade with PNG POWER Ltd should comply by law on matters pertaining to business and taxation requirements. Failure to comply will result in:

- **Removal from our creditor list**
- **10% Withholding Tax applies**, if current **COC** or **GST** Registration confirmation are not provided

If you have any further queries regarding the contents of this Notice, please feel free to contact this office. Our business hours are Mon-Fri, 0800 to 1630 hrs.

Danae Pala (Mrs.)

**TL Tender, Contracts & Supplier Management**

**\*\*\* Notice Acknowledgement & Confirmation \*\*\***

<u>Company Name &amp; Address</u> _____ _____	Signature: _____
Phone: _____ Email: _____	Contact Person: _____
	Position: _____
	Date Received: _____/_____/_____

# CREDITOR VETTING & APPROVAL FORM



## COMPANY DETAILS

(Local)

Company:	Phone:	Fax:
Postal address:	Email:	
Suburb:	Section:	Allotment:
Investment Promotion Authority company registration number (IPA):		Date Issued:
Goods & Services Tax Registration Number (GST):		Date Issued:
Certificate of Compliance number (COC):	Valid From:	Valid To:

### Board of directors:

Name	Position	Phone	Address

Insurance  Public Liability?  Workers Compensation?

Banker:  Branch:

Company registered capitals:

Nature of Business: (Place a tick in the appropriate box)

Wholesaler  Retailer  Manufacturer  Service Industry  Other (specify)

Licensed Registration No:  How long has the company been operating?   
(If Builder, Electrician, etc)

Type of core product/services supplied: \_\_\_\_\_

Existing Customers/Referees: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Location of other operational sites (if any): 1. \_\_\_\_\_  
2. \_\_\_\_\_

Mode of transportation and distribution arrangement: \_\_\_\_\_

Supplier's terms of delivery: (Place a tick in the appropriate box) Supplier's Payment Terms / Credit Limit: (Please state your below)

FOB  CIF  FIS  EX-WORKS  Services

Supplier's overall turnover (Place a tick in the appropriate box)

Currency: PGK Under 100,000  100,000 – 500,000  600,000 – 1M  1M and over

### Name and position of the authorized company officer providing the information:

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Contact number: \_\_\_\_\_

#### PPL NATIONAL OFFICE USE ONLY:

Compiled By PNG Power Delegate: \_\_\_\_\_ Title: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Authorized By S M P (Procurement): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

For any further enquiries please do not hesitate to contact us at our office on + (675) 3243433



SAMPLE ONLY

# STATUTORY DECLARATION

I, (a) **ABCDE Limited of P.O Box 1526, Boroko, NCD**  
do solemnly and sincerely declare that (b)

- i.) I fully guarantee indemnity for all persons employed in the course of the company's ongoing projects;
- ii.) **ABCDE Ltd** will take full responsibility for any compensation or liability that may occur during the period of our engagement with your organization;
- iii.) This cover will cease in the event that our company provides the required cover for workers compensation and public liability;
- iv.) In the meantime, release of any outstanding orders will assist in ensuring the continuity of service to PNG Power as well as for normal operation of our business.

And I make this solemn declaration by virtue of the *Oaths, Affirmation and Statutory Declarations Act 1962* conscientiously believing the statements contained therein to be true in every particular.

Declared at Waigani  
the 26th day of  
June 20    

(c) [signature of Company Director]

Before me –

(d)

(e)



(a) Here insert name, address and occupation of person making the declaration.  
 (b) Here insert the matter declared to. Where the matter is long it should be set out in numbered paragraphs.  
 (c) Signature of person making the declaration.  
 (d) Signature of a person before whom the declaration is made.  
 (e) Here insert title of person before whom the declaration is made

**NOTE** – Any person who wilfully makes a false statement in a Statutory Declaration is guilty of an indictable offence, and is liable to imprisonment, with or without hard labour, for four (4) years.