



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> 06 Jul 2020
<b>Attention:</b> _____	<b>From:</b> DANA E PALA (MRS)
<b>Subject:</b> <b>Validating New/Existing Suppliers</b>	<b>Ref. No.:</b> PBU\SCMG\TC&SM -1

### 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 form must be completed and returned at your earliest convenience.

Please find herewith information together with our official vetting form:

- A. Creditor Vetting & Approval Form**
- B. Terms of Trading Review Letter**

Our office would also like to request ***copies of any official documents*** pertaining to the nature of your business that can be accepted as **PROOF**.

- ☞ **Company Profile & Business Name Registration or Equivalent (e.g. ABN, etc.)**
- ☞ **Registered Incorporated Certificate of respective country**
- ☞ **Quality Assurance Certificate or Equivalent (e.g. ISO 9001:2000, etc.)**
- ☞ **Insurances (Certificates of Currencies; Workers Compensation & Public Liability)**
- ☞ **Any references pertaining to Products & Works/Services carried out and/or to the Nature of the business.**

Please fill out the section below and return email to this office, complete with your current contact details. We would appreciate a 7 working day response for the acknowledgement of this Notice, responding with completed Creditor Vetting & Approval form together with the above stated documentations.

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 Tenders, Contracts & Supplier Management

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

Company Name & Address: _____	Signature: _____
	Contact Person : _____
	Position: _____
Email: _____ Phone: _____	Date Received: _____/_____/_____

# CREDITOR VETTING & APPROVAL FORM

## COMPANY DETAILS

Company Name:	Phone:
Address:	Fax:
Suburb:	Email:
Company Business Number (ABN) or Equivalent:	Issue Date:
Goods & Services Tax Registration Number (GST):	Issue Date:
Certificate of Accreditation/ Quality Assurance:	Issue Date:

### Direct Tax

Royalty (Withholding) Tax <input type="checkbox"/>	Foreign Contractor (Withholding) Tax <input type="checkbox"/>	Has a Contract Agreement been made? Yes <input type="checkbox"/> No <input type="checkbox"/>
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If Yes, please indicate project name: \_\_\_\_\_

### Board of directors:

Name	Position	Phone	Address

Bankers:  Insurance Company:

Public liability insurance confirmed?  Workers Compensation confirmed?

Company registered capitals:  How long has the company been operating?

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

Wholesaler  Retailer  Manufacturer  Service Industry  Other (specify)

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: \_\_\_\_\_

Terms of delivery: *(Place a tick in the appropriate box)*

FOB  CIF  FIS  EX-WORKS  SERVICE ONLY

Payment Terms: *(Please state your below)*

Supplier's allowable Credit Limit:

<input type="text"/>	<input type="text"/>
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Overall Financial turnover *(Please complete below)*

Currency:  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: \_\_\_\_\_

Compiled By PNG Power Delegate: _____	Title: _____	Signature: _____	Date: ___/___/___
Authorized By Snr Manager Procurement: _____	Signature: _____	Date: ___/___/___	



P.O. Box 1105, BOROKO 111, N.C.D, PAPUA NEW GUINEA.  
National Office: Cnr. Wards Road/ Cordia St. Hohola  
Phone: (675) 324 3434 | Email: [RTamara@pngpower.com.pg](mailto:RTamara@pngpower.com.pg)

## TERMS OF TRADE & SHIPMENT

The Inventory Management Business Unit of PNG Power Ltd would like to advise our valued business partners that effective immediately all our trading partners are to adhere to the following Terms of Trade and Shipment.

Please take note that irrespective of shipping arrangements we would prefer:

- A. All product must be packed securely all packages must bear the name; **"PNG Power Ltd."** The relevant Purchase Order Number and the Shipped To Location/ Center also clearly marked on the packages.
- B. Your Commercial Invoice must bear the product codes and descriptions stipulated in our purchase orders and where applicable, any serial numbers of the product and the Official Purchase Order number.
- C. Our preferred INCOTERMS is C&F (to the specified Centre) unless specified otherwise upon negotiation of Contract or indicated on your official Quotation.
- D. Once you have delivered the product to our nominated forwarding agent or their representative, send Original Bill of Lading and Original Commercial Invoice via Door-to-Door Air Courier to:

**Senior Manager Procurement,**

PNG Power Ltd. Cnr Wards Rd / Cordia Street, Hohola.

Telephone: +(675) **324 3434** | Email: [RTamarua@pngpower.com.pg](mailto:RTamarua@pngpower.com.pg)

- E. PNG Power Ltd preferred Payment Terms are:
  - i. For Letter of Credit & Sight Draft, please forward all such documentation copies to same address as in 'D' above.
  - ii. PNG Power prefer 30 days Credit Terms.
  - iii. Other terms of credit negotiable at point of sourcing, contract negotiation etc.

Your acknowledgement for receipt of this notice via official correspondence would be much appreciated. Should you have further queries do not hesitate to contact me.

A handwritten signature in blue ink, appearing to be 'Raka Tamarua', written over a horizontal line.

**RAKA TAMARUA (Mr.)**

**Senior Manager Procurement**

Email: [RTamarua@pngpower.com.pg](mailto:RTamarua@pngpower.com.pg)