

SMALL BUSINESS AND SMALL BUSINESS SUPPLIER COMBINED REGISTRATION FORM

Ver: 18-Feb-2019



MINISTRY
OF
TOURISM, INDUSTRY
AND COMMERCE



Promoting Entrepreneurship

SMALL BUSINESS
BUREAU

SMALL
BUSINESS
PROCUREMENT
PROGRAMME

PLEASE VERIFY YOUR STATUS AS A SMALL BUSINESS BELOW PRIOR TO REGISTRATION

To qualify for registration as an Approved Small Business and be eligible for participation in the Small Business Procurement Programme, businesses must satisfy the requirements of a small business as set out in the Small Business Act of 2004 (Section 2.(1).a-f):

Section 2.(1).a-f of the Small Business Act of 2004 states: "small business" means any person or persons, including a body corporate or unincorporate, carrying on business in Guyana for gain or profit and satisfying the criteria listed hereunder, but does not include any business having as its principal object the furtherance of a charitable or political purpose -

- (a) is incorporated or registered under the Companies Act 1991 or the Business Names (Registration) Act; or*
- (b) is a partnership under the Partnership Act; or*
- (c) is owned by a person or persons trading not under the Companies Act nor in partnership;*
- (d) is a registered cooperative society under the Co-operative Societies Act;*
- (e) is owned and controlled by those persons who hold the majority shareholding or controlling interests in the business, and is not a subsidiary or affiliate of another company; and*
- (f) satisfies at least two of the following conditions*
 - (i) employs not more than twenty-five persons;*
 - (ii) has gross annual revenues of not more than sixty million dollars;*
 - (iii) has total business assets of not more than twenty million dollars;*

TO QUALIFY FOR REGISTRATION, YOUR BUSINESS MUST: BE REGISTERED UNDER THE COMPANIES ACT 1991, BUSINESS NAMES (REGISTRATION) ACT, PARTNERSHIP ACT, OR CO-OPERATIVE SOCIETIES ACT; NOT BE A SUBSIDIARY OR AFFILIATE OF ANOTHER COMPANY; AND MEET AT LEAST TWO OF THE CONDITIONS STATED IN SUB-SECTION F.

Please apply for registration only if qualified. First time registration is free.

To apply for registration in the Small Business Procurement Programme, businesses must **COMPLETE AND SIGN BOTH PART 1 AND PART 2** of the Small Business and Small Business Supplier Combined Registration Form.

Section 11 (1) of the Small Business Act of 2004 states: "The Government shall use its best endeavours to ensure that at least twenty percent of the procurement of goods and services required annually by the Government is obtained from small businesses and for this purpose, the Council shall prepare annually a Small Business Procurement Programme".

From January 2019, with the implementation of the Small Business Procurement Programme (SBPP), all small business suppliers wishing to participate in the SBPP and bid on set-aside contracts for small business must be registered with the Small Business Bureau (SBB) as an Approved Small Business, and include their SBPP registration number in their bid/quotation submissions for all Government of the Cooperative Republic of Guyana (GCRG) procurement. These forms are available at SBB Office, Regional Help Desks, SBB Business Incubators, or by e-mail request to sbppguyana@gmail.com.

Completed forms with supporting documentation should be e-mailed to sbppguyana@gmail.com, submitted to SBB Office, Regional Help Desks, or SBB Business Incubators in-person, or mailed to The CEO, Small Business Bureau, Ministry of Business, Lot 1, La Penitence, Georgetown. GUYANA.

An e-mail acknowledging receipt of the form and its details, with an application number, will be sent by SBB to the primary contact person identified on the form (Part 1 – A.4) for verification of accuracy of the supplied data. Once SBB completes internal verification of the supplied data with its sister GCRG agencies, an e-mail of the supplier registration certificate with the supplier registration number will be sent to the primary contact person identified on the form, or can be collected from SBB. For more information please e-mail sbppguyana@gmail.com or call +592 226-8120, +592 226-8123, or +592 226-8133.

The preference is to complete the form electronically using the free Adobe Reader. When using Adobe Reader required fields are highlighted in red, and help is available if the mouse pointer is placed over the field.

Small businesses must renew registration with SBB annually. Renewal forms are available at SBB Office, Regional Help Desks, SBB Business Incubators, or by e-mail request to sbppguyana@gmail.com.

INSTRUCTIONS FOR COMPLETING THE FORM

SBB MUST BE IMMEDIATELY INFORMED OF ANY CHANGES TO THE SUPPLIED DATA IN WRITING

All required data items have an * following the data item label, e.g. A.1 Business Name* indicates that all businesses must complete it. All other items should be filled in if possible.

Complete form in blue or black ink only.

Complete all items in BLOCK letters.

ATTACH COPIES OF ALL REQUIRED DOCUMENTS: Business Registration, TIN, NIS, GRA Compliance Letter, NIS Compliance Letter, Operational License(s)/Compliance Standard(s) Certificates, Owner TIN Certificate(s) and ID Card(s)

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INSTRUCTIONS FOR COMPLETING THE FORM (CONTINUED)

PART 1:

Section A captures basic business information

A.2 Trading Name - If different from commonly used name, enter the business name as on the Business Registration (Companies/Business Names/Partnership/Co-operative).

A.3 Business Type* - Tick more than one box if necessary. Specify Other business type in the box provided next to Other check box.

A.4 Primary Contact Information* - How SBB contacts the business. SBB must be immediately informed in writing if changed.

A.4.c E-mail Address* - Primary contact e-mail address. All correspondence between SBB and business will use this address.

A.5 Secondary Contact Information - Alternative contact information if the primary contact is unreachable. SBB must be informed of any changes.

A.7 Trading Address - If different from Physical Address, enter the full Business Trading Address as on the Business Registration.

A.12 Primary Business Sector* - Name the specific business activities, e.g. Manufacture of musical instruments, or Processing and preserving of fruits and vegetables.

A.13 Industry Type(s)* - Select based on the main business activity(ies).

A.14 Business Outline (Describe specific business activities)* - Write a brief outline of exactly what the business does. For example, if it is in the sector "Processing and preserving of fruits and vegetables", describe which part(s) of the processing and/or preserving the business completes: "shelling peanuts" or "picking, peeling and cutting, and cooking fruit into jam".

Section B captures registration and compliance history data

Copies of Business Registration, TIN, and NIS (if local business) certificates must be attached to completed form.

B.4 Business TIN* - Enter business's registered TIN. All businesses must have a Tax Identification Number; local or foreign.

B.5 Business VAT No.* - Enter business's VAT registration number. Enter N/A if no Value Added Tax registration.

B.6 Business NIS No.* - Enter business's NIS registration number. All local businesses must have a National Insurance Scheme registration number.

Section C captures business ownership information

Copies of each owner's ID card and TIN certificate must be attached to completed form. Enter primary owner information first. All owners must be listed. If insufficient space provided, attach list and documentation for remaining owners to completed form.

Section D captures core business activities, standards compliance, operational licensing, and dealership information

Copies of standards compliance and operational licensing documentation must be attached to completed form.

D.1-2 - Enter standards compliance/operational licensing only if the compliance/license is still valid.

D.3-4 - Only applicable if business is a registered dealer.

Section E captures required information to qualify as a small business as per the Small Business Act (2004)

Attach copies of GRA and NIS compliance letters to completed form.

E.3.a Gross Sales/Turnover for Previous Tax Year* - Enter the gross sales/turnover as the value of goods and services sold during the last tax year. The standard tax year in Guyana ends on December 31. If different, use your tax year for calculation.

E.3.b Gross Sales/Turnover Projection for Current Tax Year* - Enter the gross sales/turnover as the value of goods and services the business expects to make within the next tax year. The standard tax year in Guyana begins on January 1. If different, use your tax year for calculation.

E.4 Net Business Assets at End of Previous Tax Year* - Enter the total value of business assets as valued at the end of the previous tax year. The standard tax year in Guyana ends on December 31. If different, use your tax year for calculation.

Section F captures Small Business Bureau survey data

Section G captures business information and provides a legally binding business self-declaration which the business accepts by signing

G.1 Business Organization and Objectives*

G.2 Legally Binding Self-Declaration* to be signed by up to 2 business owners.

PART 2:

Section A captures business's basic procurement history and expectations for Programme participation

Section B captures basic business contract history information for up to last 2 contracts and/or bids – GCRG and other

Enter as many contracts and/or bids as possible, up to 2. Include any additional bids in B.3 Additional information.

Section C captures information to produce a business capability statement

Update SBB with any changes to information in writing (e-mail or physical letter).

C.1-4 - Enter as much detail as you feel relevant. Use full sentences.

Section D provides an authorization to release information to interested parties, a business code of conduct, and a business self-declaration, all of which are legally binding which the business accepts by signing

D.1 Authorization to Release Information to Interested Parties* - Indicate Yes (D.1.a) if you consent to the information release.

D.2 Legally Binding Code of Conduct*

D.3 Legally Binding Self-Declaration* to be signed by up to 2 business owners.

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FOR OFFICIAL USE ONLY				
	Small Business Registration	Approved	Declined	Reg. No.:
	Supplier Registration	Approved	Declined	Reg. No.:

IMPORTANT: Fill form in BLOCK letters. Use blue or black ink only.

PART 1: BUSINESS REGISTRATION

A.1 Business Name*

A.2 Trading Name(If Different)

A.3 Business Registration Type*

A.4.a Primary Contact Name*

Business Names Registration

A.4.b Phone Number*

Registered Company

A.4.c E-Mail Address*

Partnership

A.5.a Secondary Contact Name

Cooperative

A.5.b Phone Number

Other

A.5.c E-Mail Address

A.6.a Physical Address*

A.7.a Trading Address(If Different)

Line 1*:

Line 1:

Line 2*:

Line 2:

Line 3*:

Line 3:

A.6.b Administrative Region*

A.7.b Administrative Region

A.8.a Mailing Address(If Different)

Line 1:

OR PO Box #:

Line 2:

Post Office Location:

Line 3:

A.9 Business E-Mail Address

A.10 Business Website

A.11 Business Phone Number

A.12 Primary Business Sector*

A.13 Industry Type(s)*

Works

Goods

Consulting Services

Other Services

Other

A.14 Business Outline (Describe specific business activities)*

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B. Attach copies of Business Registration, TIN, and NIS certificates to completed form.

B.1 Registration No.(s) & Date(s) (DD/MM/YYYY)* (Only fill those that apply)

Business Names Reg. No.

Date

Company Reg. No.

Date

Partnership Reg. No.

Date

Cooperative Reg. No.

Date

Other:

No.

Date

B.2 Business Registration Location*

Guyana

Other

B.3 Date Business Commenced*

If Business has a separately registered TIN and/or NIS No., enter it below. If Business uses owner TIN and/or NIS No., enter the owner TIN and/or NIS No. below. If Business does not file VAT, enter N/A.

B.4 TIN*

Registered Date

B.5 VAT No.*

Registered Date

B.6 NIS No.*

Registered Date

B.7.a-d Compliance History: Enter the date (YYYY/MM) of the most recently filed return for all that apply.*

B.7.a PAYE*

B.7.b Income Tax*

B.7.c VAT*

B.7.d NIS*

C. At least one owner is required. If insufficient space, attach a list of the remaining owners including full details required below. Attach copies of TIN certificates and ID cards to completed form.

C.1.a Owner (Full Name)*

C.1.b Birthdate*

C.1.c Marital Status*

C.1.d Gender*

C.1.e Differently Abled*

C.1.f Position Title*

C.1.g TIN No.*

C.1.h ID No.*

C.1.i Highest Level of Education Completed*

None

Primary

Secondary

Vocational Training

University

C.2.a Owner (Full Name)

C.2.b Birthdate

C.2.c Marital Status

C.2.d Gender

C.2.e Differently Abled

C.2.f Position Title

C.2.g TIN No.

C.2.h ID No.

C.2.i Highest Level of Education Completed*

None

Primary

Secondary

Vocational Training

University

D. List any certified national or international standards compliances or operational licenses, and any dealerships held by the business. If insufficient space, attach a list of the remaining activities, compliances/licenses, and dealerships. Attach copies of compliance standards and operational licenses documentation to completed form.

D.1 Compliance Standard or Operational License

D.2 Compliance Standard or Operational License

Name:

Name:

No.:

No.:

Expiration Date (DD/MM/YYYY):

Expiration Date (DD/MM/YYYY):

Details:

Details:

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D.3.a Authorized Dealership ID No.

D.3.b Date Appointed (DD/MM/YYYY)

D.3.c Contact Person (Full Name, Phone, E-Mail)

D.3.d Dealership Type and Products Covered

D.4.a Authorized Dealership ID No.

D.4.b Date Appointed (DD/MM/YYYY)

D.4.c Contact Person (Full Name, Phone, E-Mail)

D.4.d Dealership Type and Products Covered

E. Attach copies of GRA and NIS compliance letters.

E.1.a Number of Full-Time Employees*

E.2.a Number of Part-Time Employees*

E.1.b Female*

E.2.b Female*

E.1.c Youth (Under 18)*

E.2.c Youth (Under 18)*

E.1.d Differently Abled*

E.2.d Differently Abled*

E.3.a Gross Sales/Turnover for Previous Tax Year*

E.3.b Gross Sales/Turnover Projection for Current Tax Year*

E.4 Net Business Assets at End of Previous Tax Year*

F.1 Are you a current Small Business Bureau client?

F.2 Briefly describe your past interactions with the Small Business Bureau.

F.3 Are you interested in the following service(s) from the Small Business Bureau?

Grant Funding	Amount	Loan Funding	Amount
Administrative Support	Training	Type	

F.4 Indicate the challenges faced by your business.

Cash Flow Management	Choosing What to Sell	Pests and Disease
Access to Finance	Attracting Clients/Customers	Tax/Regulation Compliance
Marketing Strategy	Business Management Knowledge	Other
Hiring Skilled Labour	Business Management Skills	

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G.1 Business Organization and Objectives* (check yes or no)

Yes No

G.1.a Is the business owned and controlled by those persons who hold the majority shareholding or controlling interests in the business?

G.1.b Is the business a subsidiary or affiliate of another company?

G.1.c Does the business have as its principle object the furtherance of a charitable or political purpose?

G.2 Legally Binding Self-Declaration* (to be signed by at least one owner)

We the undersigned declare that the details provided in this form as supplier owners, are correct to the best of our knowledge, and that, in the event of changes, details will be provided immediately to the Small Business Bureau. In the case that any of the above information is found to be false or untrue or misleading or misrepresenting, we are aware that we may be held liable for it. We hereby authorize sharing of the information furnished on this form with all bodies of the Government of the Cooperative Republic of Guyana. **UNSIGNED FORMS WILL NOT BE PROCESSED BY SBB.**

Applicant (Primary):

Position:

Signature:

Date:

Applicant (Secondary):

Position:

Signature:

Date:

FOR OFFICIAL USE ONLY

Interviewed By:

Date:

Notes:

Verified By:

Signature:

Date:

Notes:

Attached Documents:

TIN Certificate

Business Registration

GRA Compliance Letter

Owner TIN Certificate(s)

NIS Card

Owner ID Card(s)

NIS Compliance Letter

Operational License(s)/Compliance Standard(s)

Approved

Declined

Notes:

CEO - Small Business Bureau

Date (DD/MM/YYYY)

NB: Registration Forms must be stamped and signed by the Approving Officer prior to becoming an official record of the SBB.

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PART 2: SUPPLIER REGISTRATION

***Part 2 must be completed in full to be considered for registration in the Small Business Procurement Programme.**

A.1 Rate your level of familiarity with the procurement process.*

Not-at-all Familiar Slightly Familiar Moderately Familiar Very Familiar Extremely Familiar

A.2 Indicate your experience as a bidder/contractor in the public and private sectors. (If Applicable)*

Prepared Bidding Documents	Experience (Any) in the Private Sector
Obtained Bid Security	Experience (Any) in the Public Sector
Submitted Bid(s)	Amount of Times:
Won Contract(s)	Amount of Times:
Executed Contract(s)	Amount of Times:
	List Public Agencies Interacted With:

A.3 Indicate challenges you have faced as a bidder/contractor. (If Applicable)*

Finding Contracts that Align with Business	Winning Contracts
Obtaining Bidding Documents	Executing Contracts
Understanding Bidding Documents	Meeting Technical/Quality Standards
Understanding Bidding Process	Lack of Technical Knowledge/Skills
Filling Out Bidding Documents	Lack of Access to Financing
Creating Quotations	Lack of Access to Support Services
Obtaining Bid Security	Other
Obtaining Performance Bonds	

A.4 Which Programme support area(s) do you expect to use/participate in?*

Online List of Procurement Opportunities Support for	Awareness Sessions on Contract Execution
Accessing Financing	Fulfillment Training (Technical Knowledge/Skills)
Business Portfolio Building, Promotion, and Networking	Standards and Quality Training
Bidding Process Training	None

A.5 Briefly describe how the Small Business Bureau can best help you participate in public procurement. (What are your biggest challenges? What would be most helpful to overcome them? (E.g., grants, training, online support, in-person support, etc.))

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B. List the details of the last 2 contracts held or bid on. (If Applicable)*

B.1.a Interest	B.1.b Contract	B.1.c Procuring Entity			
Bid On	Title:	B.1.d Signed (DD/MM/YYYY)			
Held	Description:	B.1.e Value GY\$			
B.1.f Status	Completed	On-Going	Late	In Dispute	Other
B.2.a Interest	B.2.b Contract	B.2.c Procuring Entity			
Bid On	Title:	B.2.d Signed (DD/MM/YYYY)			
Held	Description:	B.2.e Value GY\$			
B.2.f Status	Completed	On-Going	Late	In Dispute	Other

B.3 Provide any additional contract information that may be useful below.

C. Capability Statement: Briefly outline management, technical, and business strengths. This information will be used to create a business profile for distribution to Government entities and to be made available online. The statement should be approximately one half-page long. If insufficient space, attach remainder to completed form. (This statement can be updated by request to SBB.)

C.1 Specific Capabilities and Skills

C.2 Past Performance History

C.3 Awards and Commendations

C.4 Resumes (Work and Achievement History) of Key Management Personnel

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D.1 Authorization to Release Information to Interested Parties*

As part of the Programme, the Small Business Bureau will compile participant profile information, which will be made available in an online registry. Profile information is shared ONLY for those applicants that have been accepted into the Programme.

The profile information that will be shared includes:

- Part 1: A.1 – A.14 (Business Information)
- Part 1: B.1, Business Registration type and number ONLY, exclusive of registration date
- Part 2: C.1 – C.4 (Capability Statement)
- Any portfolio information shared with the SBB explicitly for inclusion in the Register of (Small Business) Suppliers.

D.1.a Yes, we authorize the Small Business Bureau to release the aforementioned information.

D.2 Legally Binding Code of Conduct*

The following applies to all suppliers:

- The supplier may not engage in corrupt practices.
- The supplier adheres to the tenets of Guyana's Green Economy and Guyana's environmental policy.
- The supplier recognizes the existing labour laws of Guyana.
- The supplier does not discriminate as defined by the Constitution and laws of Guyana.
- The supplier must disclose any conflict of interest where the procuring entity or Small Business Bureau staff may have any interest of any kind in the supplier's business or has economic ties with the supplier.

D.3 Legally Binding Self-Declaration* (to be signed by at least one owner)

We the undersigned declare that the details provided in this form as supplier owners, are correct to the best of our knowledge, and that, in the event of changes, details will be provided immediately to the Small Business Bureau. In the case that any of the above information is found to be false or untrue or misleading or misrepresenting, we are aware that we may be held liable for it. We hereby authorize sharing of the information furnished on this form with all bodies of the Government of the Cooperative Republic of Guyana. We further agree to comply with **D.1 Authorization to Release Information to Interested Parties** and **D.2 Code of Conduct** listed above. **UNSIGNED FORMS WILL NOT BE PROCESSED BY SBB.**

Applicant (Primary):

Position:

Signature:

Date:

Applicant (Secondary):

Position:

Signature:

Date:

FOR OFFICIAL USE ONLY:

Verified By:

Signature:

Date:

Notes:

Approved

Declined

Notes:

CEO - Small Business Bureau

Date (DD/MM/YYYY)

NB: Registration Forms must be stamped and signed by the Approving Officer prior to becoming an official record of the SBB.