



MINISTRY OF COMMERCE & INDUSTRY

BUREAU OF SMALL BUSINESS ADMINISTRATION

Customer Service Center/ Ashmun & Gurley St., Monrovia, Liberia

Procuring Entity Registration Form

Website: www.sbaliberia.org Facebook: www.facebook.com/mociliberia

Hotlines: 0888-820-787/6624(Cellcom)



Please fill this form with the latest information about your Institution. This information will be used by the SBA to report on the 25% of your total procurement for goods and services allotted to Liberian owned MSMEs. It is very important to verify ALL information before returning this form. If you have any question (s) or other inquiries about this form, please call or email the following: (+231) 0888-820-787/ sba_info@staff.moci.gov.lr

Note: State Owned Enterprise (SOE)

PART 1.0: PROCURING ENTITY BASIC DATA

1.01	NAME OF ENTITY:								
1.02	BUDGET CODE:								
1.03	TYPE OF INSTITUTION:	<input type="checkbox"/> MINISTRY <input type="checkbox"/> AGENCY <input type="checkbox"/> COMMISSION <input type="checkbox"/> SOE <input type="checkbox"/> OTHERS IF OTHER, PLEASE SPECIFY: _____							
1.04	PHONE NUMBER: (WHERE APPLICABLE)								
1.05	WEBSITE:								

PART 2.0: CONTACT INFORMATION

2.01 PRIMARY CONTACT		2.02 SECONDARY CONTACT	
DEPUTY FOR ADMINISTRATION OR EQUIVALENT		DIRECTOR FOR PROCUREMENT OR EQUIVALENT	
NAME		NAME	
EMAIL		EMAIL	
PHONE #		PHONE #	

PART 3.0: PROCUREMENT OPPORTUNITY FOR THE MARKET

3.01 TOTAL VALUE OF INSTITUTION PROCUREMENT BUDGET:			
3.02 TOTAL SBA 25% PROCUREMENT REQUIREMENT:			
SIGNATURE: (HEAD OF PROCURING ENTITY ONLY) Example: THE MINISTER/ACTING		DATE:	