

T.C. TİCARET BAKANLIĞI DESTEK HİZMETLERİ
DAİRESİ BAŞKANLIĞI
Tarih: 19.03.2019
Sayı: -23143435-E-00042715526

CONTRACTORS' REGISTRATION FORM



Ministry of Interior
Kingdom of Saudi Arabia

Reg. No CRE/NH/PH/MOI/2017-18

Affix passport
photograph
(Representative)

Affix passport
photograph
(Director/ Owner)

Form No.

1. REGISTERED BUSINESS NAME:.....
.....
CURRENT OFFICE ADDRESS (Not P.O. Box):.....
.....
POSTAL ADDRESS:.....
.....
E-MAIL ADDRESS (Mandatory) :.....
TELEPHONE NUMBER (S).....

2. OWNERSHIP STRUCTURE (Plc, Limited liability).....(Please indicate).....

Directors/Owners

- 1) NAME:.....
RESIDENTIAL ADDRESS:.....
.....SPECIMEN SIGNATURE.....
NAME:.....
RESIDENTIAL ADDRESS:.....
.....SPECIMEN SIGNATURE.....
- ii) NAME OF REPRESENTATIVE:.....
RESIDENTIAL ADDRESS:.....
.....SPECIMEN SIGNATURE.....

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3. **CONTRACTORS REGISTRATION REQUIREMENTS:**

- (1) Photocopy of Company Certificate of Incorporation
- (2) Photocopy of VAT certificate and Tax Identification Number - TIN.
- (3) Business reference letters (minimum of 2)..
- (4) Banker's reference Letter.
- (5) Photocopy of 3-years Tax Clearance Certificate.
- (6) Documentary profile of organization incorporating physical address, organogram of management, structure and ownership.
- (7) Company Management Certificates, Product Quality & Compliance Certificates

4. **BANK DETAILS:**

NAME:.....
ADDRESS:.....
ACCOUNT TYPE/NUMBER:.....
BANK BRANCH:.....
SORT CODE:.....IBAN.....

5. **REGISTRATION CATEGORIES AND FEES: (Please Tick)**

CATEGORY	\$	\$	FEES (US\$)
A	BELOW	-	1,000,000.00
B	10,000,001.00	-	10,000,000.00
C	10,000,001.00	-	25,000,000.00
D	25,000,001.00	-	ABOVE
			25,000.00

6. **BUSINESS INTEREST:**

Please Indicate area of business interest based on the specializations attached beneath OR Specify:.....

Note: All information will be treated in the strictest confidence
Any of the information found to be false would lead to disqualification.
Payment will be refundable 100% on disqualified or rejected applications.
Payment shall be made to our Registrar Account Specified on Page 5 of this Form

CODE OF CONDUCT

Integrity is one of our core values in Ministry of Interior (MOI), and it is therefore essential that we restate the position of this organization on issues impacting on Integrity.

1. Out employees are not permitted to accept any gift from Suppliers, Contractors and Consultants or their representative, which is intended to facilitate or give undue advantage to the Supplier/Contractor/Consultant in the processing of orders, documents or payments.
2. If at any time, any of our employees is offered an inducement or such a gift, which is, or may be construed as being a bribe, the matter will be reported formally for disciplinary actions.
3. Where an employee demands for inducement or gratification from any Supplier/Contractor/Consultant, such request must be promptly rejected and reported to any Head of Department available at the time of the incident.
4. The issuance and acceptance of order for service constitutes a legal contract, and as such, any inability to services or incomplete deliveries of order must be declared in writing within at least three (3) days from expected dated of delivery. Unserviced and/or incomplete service or order without notification as stipulated above attracts three (3) months suspension or outright loss of registration status.

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5. Multiple registrations are not permitted. That is, registration with two (2) or more different names, or by the use of proxy by the same Supplier/Contractor/Consultant. When detected such defaulters will lose their registration status with the this organization.

It is important to note that we expect full compliance with this policy by all Suppliers, Contractors and Consultants as well as their representatives.

Acknowledgment by Suppliers, Contractors or Consultants

I confirm that I have read and understood the contents of this form. I hereby declare the information given herein is true and made in good faith with all due care. I also consent that all the information given can be verified by Ministry of Interior (MOI).

Name of Company:

Name of Person Signing:

Position:

Date: Signature:

NOTE: All reference (Business and Banker's) much be sent with referee's letterhead containing assessment of the company/supplier's previous relationships particulars as to suitability or otherwise of the applicant for business purposes. This should be in attention to: **THE PROCUREMENT MANAGER, MINISTRY OF INTERIOR (MOI) HQTRS**

FOR OFFICIAL USE ONLY

(1) CHECKED BY:	SIGNATURE/DATE:
REQUIREMENTS: COMPLETE	NOTE COMPLETE
(2) RECOMMENDATION FROM DEPARTMENTS OTHER THAN PROCUREMENT	
DEPARTMENT	
DEPARTMENT:	SIGN/DATE:
COMMENTS:	
(3) APPROVAL (to be completed by Procurement Manager):	
COMMENTS:	
NAME:	
SIGNATURE:	DATE:
(4) GM, HUMAN RESOURCES & ORGANIZATION DEVELOPMENT	
SIGNATURE:	DATE:
2017/2018	



Ministry of Interior
Kingdom of Saudi Arabia

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AREAS OF SPECIALIZATION
S/N CLASSIFICATION DESCRIPTION OF ITEMS

S/N	CLASSIFICATION	DESCRIPTION OF ITEMS
1.	Spare parts, tyres & tubes	All spare parts and GSE accessories like batteries, tyres and tubes
2.	GSES	Limited to Manufacturers
3.	Oil and Lubricants	Limited to Major & Independent Oil Marketers
4.	Motor vehicles & Forklifts	Limited to Accredited Manufacturers' Representatives, Agents
5.	ICT equipments, accessories & services	Limited to certified Manufacturers Representatives.
6.	Office/household equipment:	Air conditioners, fridges, televisions, washing machines, cookers, water dispensers, microwave etc.
7.	Protective Personal Equipment	Safety boots, hand gloves, ear muffs, raincoats, fire extinguishers etc
8.	Construction, Civil & Capentary works	Civil works and construction/carpentary works including plumbing and electrical consumables such as taps, lightings, bulbs etc
9.	Furniture & fittings	Tables, chairs, file cabinets, safe etc
10.	Printing & Stationeries - General Printing & Creative designs (agencies)	Printing paper, letterhead, call cards, printed items etc.
11.	Drugs & medical supplies	Limited to only regisered pharmaceutical companies
12.	Miscellaneous	All other supplies not classified in any of the eleven (11) groups. Such items as cleaning items, nylon and trash bags, corporate gifts and branded items.
13.	Others	Please specify:

Note:

- Completed forms should be returned by email attachment in the following order for submission;
- Completed Registration form
 - Photocopy of Certificate of Incorporation.
 - Photocopy of VAT certificate and Tax Identification
 - Business reference letters (minimum of 2).
 - Banker's reference.
 - Photocopy of 3-years Tax Clearance Certificate
 - Documentary profile of organization Incorporating management, structure and ownership.

Original documents maybe requested for sighting where necessary

~~Bu belge, 5070 sayılı Elektronik İmza Kanununa göre Güvenli Elektronik İmza ile mızalanmıştır.~~



Ministry of Interior
Kingdom of Saudi Arabia

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Sayı: -23143435-E-00042715526

REGISTRATION FEE PAYMENT

In accordance with the category of registration, please direct corresponding registration payments to our Revenue Agent Covering your area as follows and issue payment document;

BANK NAME: SHARJAH ISLAMIC BANK
BANK ADDRESS: SAIF ZONE BRANCH
SWIFT CODE: NBSHAEAS
IBAN NUMBER: AE130410000012038612001
A/C NAME: HALLBERG INTERNATIONAL FZE
INVOICE NUMBER: No CRF/NH/PH/MOI/2018

NOTES

*All application are subject to the approval of the administrative department of the MOI,
Completed Applications must be returned with the corresponding Registration Fee)*

Applications that are not accepted are returned with payments.

*Payment receipts and certification of registration are provided upon payment.
Registration is valid for 12 Calendar Months from date of payment receipt and thereafter.*



Bu belge, 5070 sayılı Elektronik İmza Kanununa göre Güvenli Elektronik İmza ile imzalanmıştır.

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DAİRESİ BAŞKANLIĞI
Tarih: 19.03.2019
Sayı: -23143435-E-00042715526

SETA

İnşaat Petrol ve Petrol Ürünleri Nakliyecilik
İlaç Sanayi ve Ticaret A.Ş.
Maslak Mahallesi, Tasyfındı Sokak No. 1, T4A Blok, D.No. B-20
İstanbul - TURKEY
Tel: (90-212) 225 06 80 - 225 06 82 Fax: (90-212) 225 22 88
Email: tahir@setatrade.com
İstanbul Ticaret Sicil No : 254892

SETA
İNŞAAT PETROL VE PETROL ÜRÜNLERİ
NAKLİYECİLİK İLAÇ SANAYİ VE TİCARET A.Ş.
Maslak Mah. Şifalı Sokak No: 20
Blok T4 Daire 20 Maslak 1463
Sarıyer / İSTANBUL

Prince Mohammed Bin Naif Bin Abdulaziz

Deputy Premier & Minister of Interior
Ministry of Interior (MOI)
Kingdom of Saudi Arabia
Website: www.moi.gov.sa
Tel/Fax : +966114033125



PROFORMA INVOICE

Date : 04.07.2018
Ref : KSA 009

Item #	Description	Qty Pieces	FOB Unit Price (USD)	CIF Unit Price (USD)	Total CIF Price (USD)
1	Men's Round Neck, T-Shirt 100% Cotton, 30/1 Carded Single Jersey, 160 GRM (+/-3%), Short Sleeve Basic T-Shirt Black Colour with "POLICE" logo print on chest in white colour according to the size specifications enclosed	500.000	\$ 5,85	\$ 6,75	\$ 3.375.000,00
2	Terry Towel 100% Cotton, Pile 16/1, Warp 20/2, Weft 16/1 450 GRM/m2 (+/-3%), Shrinking Tolerance +/- 5% Dobby Design, Ring Yarn, 50 cm x 100 cm In White, Light Pink, Light Yellow, Light Blue, Light Green	250.000	\$ 4,20	\$ 4,65	\$ 1.162.500,00
3	Terry Towel 100% Cotton, Pile 16/1, Warp 20/2, Weft 16/1 450 GRM/m2 (+/-3%), Shrinking Tolerance +/- 5% Dobby Design, Ring Yarn, 75 cm x 150 cm In White, Light Pink, Light Yellow, Light Blue, Light Green	250.000	\$ 6,65	\$ 7,10	\$ 1.775.000,00
TOTAL CIF JEDDAH SEA PORT PRICE (USD)					\$ 6.312.500,00

TOTAL IN WORDS : SIX MILLION THREEHUNDRED TWELVE THOUSAND FIVE HUNDRED US DOLLARS

Payment : 100% cash in advance by bank wire transfer after contract signing.

Delivery : For the total quantities maximum in 200 days after receipt of payment. First delivery of 100.000 pcs of T-Shirts and 50.000 pcs of Towels from each size within 70 days after receipt of payment and approval of samples.

Quality Standards : The goods will be manufactured according to international standards and under OEKO-TEX Certificate

Country of Origin : The goods will be manufactured in Turkey and products will be 100% MADE IN TURKEY

Banking Details :

Beneficiary's Name : SE-TA İNŞAAT PETROL VE PETROL ÜRÜNLERİ NAKLİYECİLİK VE İLAÇ SAN. TİC. A.Ş.

Beneficiary's Bank Name and Branch: TURK EKONOMİ BANKASI A.Ş., Maçka Branch

Beneficiary's Bank Branch Address : MİM KEMAL ÖKE CADDESİ NO: 23/1, ŞİŞLİ 34367 İSTANBUL-TURKEY

Beneficiary's Account Number : 54533

Beneficiary's Bank Swift Code : TEBUTRIS 045

IBAN Code : TR09 0003 2000 0450 0000 034533



Bu belge, 5070 sayılı Elektronik İmza Kanununa göre Güvenli Elektronik İmza ile imzalanmıştır.

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DAİRESİ BAŞKANLIĞI
Tarih: 19.03.2019
Sayı: -23143435-E-00042715526



Ministry of Interior
Kingdom of Saudi Arabia
www.moi.gov.sa

12th July, 2018

Attn: The President
Sota İsaat Petrol Ve Petrol Ürünleri Nakliyecilik İlaç San Ve Tİo A.Ş -TURKEY

Reference to your previous Application/Quotation No KICAMS Dated: 14th July 2018, after settlement of
US\$5317,500.00 for the supply of Low Voltage Motor Assemblies & Tools for the Ministry

Please refer to the above subject matter and please be advised that our Bid Examination and Contract Deciding Committee have
approved your above referenced Quotation/Proposal to be the lowest bidder for the supply of the above referenced items.

Attached herewith are the Contract Award Confirmation documents issued in the favor of your company by our Contract Awarding
Committee (CAC) Deputy/Minister along with your Approved Proposal letter.

Your approved Contract Number are: KSA/19/010/C/4288510/AR/22018 and its annexes must be quoted in every future
correspondence as a subject otherwise such correspondence may be considered invalid.

This confirmation and the contract number confirms that the MOI has accepted your offer and has awarded the contract to your
company for the supply of the above referenced items to this office. This confirmation is irrevocable. However, your company
shall immediately register your company to become our legally vendor of the Saudi MOI.

This registration enables us to further sign the contract with your company and the official bank of the MOI to transfer the contract
payment to your company immediately after the contract signature scheduled for next week.

Attached herewith by the MOI Contracting Registration Application Form.
Please endeavor to complete this Form and to make the payment of the corresponding registration fees with maximum 2 working days of
this notice and return to us by email with the copies of the completed/signed your proof of registration fee payment.

All payments of registration fees shall be paid into the bank account of our Procurement Agent: Hallberg International P/E and the
purpose for the payment should be clearly marked as follows: CRP/MOI/19/11/2018-18.

As soon as we have received your completed customer registration application and your payment of the registration fees, we shall
include your company into our database of official vendors and engage further to sign the contract agreement which enables our bank to
transfer the contract payments transfer to your company bank account.

We wish that this process can be completed within a fortnight as soon as you comply with the above demands.

However, your failure to comply with the above directives within the stipulated time will compel our Contract Department to revoke the
afforded contract to your company and to consider other suppliers.

For further clarifications, please send us a mail and we will reply within immediate effect.

This is for your kind information and perusal.
For further clarifications, please send us a mail and we will reply within immediate effect.
In the meantime, we thank you for your anticipated co-operation.

Erhan Abdulaziz bin Fawad bin Hish bin Al-
Deputy Minister & Minister of Interior,
Ministry of Interior (MIO) 12/07/2018



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h Nasser Al-Ghibi

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<OZLIEN SAVAS <projegelistime9@cw-enerji.com.tr>
Çarşamba 23 Ocak 2019 13:06

Sarah Nasser Al-Ghibi

projegelistime1@cw-enerji.com.tr

Contract Award Confirmation of the Arryadh Development Authority (ADA)

Contract Award Confirmation of the Arryadh Development Authority (ADA)

APPROVED INVOICE .jpg; REGISTRATION FORM ADA CONTRACTORS.pdf

CONTRACT NOTICE ADA1.jpg; CONTRACT NOTICE ADA2.jpg; APPROVED INVOICE .jpg; REGISTRATION FORM ADA CONTRACTORS.pdf

T.C. TİCARET BAKANLIĞI DESTEK HİZMETLERİ
DAİRESİ BAŞKANLIĞI
Tarih: 19.03.2019
Sayı: 23143435-E-00042715526

Attention of Ms.Sarah,

We're writing to you in regard to your conversation with Mr. Adem Benli from CW Enerji. As Company we've received the documents attached above as the confirmation of the Contract Award from the Bid Examination&Contract Awarding Committee of ADA. Related mail is as follows: We've just 3 days for registration and payment of registration cost of 15.500,00\$. (1 day left for his procedure) We've called the contact number but coul not reach. Would you please help us to confirm if this documents and the bid result is true or not? Thank in advance.

Sarah Hanım'ın Dikkatine,

CW Enerji'den Adem Bey'le görüşmenize istinaden size yazıyoruz. Şirket olarak ADA'nın Teklif İnceleme ve Sözleşme Ödül Komitesi tarafından ihale Etme onayını içeren ekteki belgeler tarafınıza ulaştı. İlgili email aşağıdaki gibidir. Kayıt için ve de kayıt ücreti olan 15.500,00\$'i ödemek için sadece 3 günümüz var. (Sadece 1 günümüz kaldı) İhtişim numarasını aradık fakat ulaşamadık. Bu belgelerin ve de ihale sonucunun doğru olup olmadığını teyid konusunda yardımınıza rica ederiz. Şimdiden teşekkürler.

Best Regards/Saygılarımla,
Özlen SAVAS (Ms.)

Project Development

Organize Sanayi Bölgesi 3. Kısım 33. Caddde No:7
Döşemealtı, 07190 Antalya/Türkiye
Tel: +90 242 229 00 54 (intercom:187) Fax: +90 242 229 0074

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DALRESİ BAŞKANLIĞI
Tarih: 19.03.2019
Sayı: 23143435-E-00042715526

CONTRACTORS' REGISTRATION FORM

Reg. No CRF/2018/KAS/ADA/NH/PH/2018



RIYADH DEVELOPMENT AUTHORITY (ADA)
ADA HEADQUARTERS
CIRCLE 3, AS SAFARAT, RIYADH 12512
KINGDOM OF SAUDI ARABIA
WWW.ARIYADH.COM, WWW.ADA.GOV.SA

Affix passport
photograph

(Representative)

Affix passport
photograph

(Director/ Owner)

Form No.

1. REGISTERED BUSINESS NAME:.....
.....
CURRENT OFFICE ADDRESS (Not P.O. Box):.....
.....
POSTAL ADDRESS:.....
.....
E-MAIL ADDRESS (Mandatory) :.....
TELEPHONE NUMBER (S):.....

2. OWNERSHIP STRUCTURE (Plc, Limited liability).....(Please indicate)

Directors/Owners

- I) NAME:
RESIDENTIAL ADDRESS:
.....SPECIMEN SIGNATURE.....
NAME:
RESIDENTIAL ADDRESS:.....
.....SPECIMEN SIGNATURE.....
- II) NAME OF REPRESENTATIVE:.....
RESIDENTIAL ADDRESS:
.....SPECIMEN SIGNATURE.....

DISCLAIMER: Registration as a contractor does not guarantee the award of contract(s).
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3. **CONTRACTORS REGISTRATION REQUIREMENTS:**

- (1) Photocopy of Company Certificate of Incorporation
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- (5) Documentary profile of organization incorporating physical address, organogram of management, structure and ownership.
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4. **BANK DETAILS:**

NAME:.....
ADDRESS:.....
ACCOUNT TYPE/NUMBER:.....
BANK BRANCH:.....
SORT CODE:..... IBAN:.....

5. **REGISTRATION CATEGORIES AND FEES: (Please Tick)**

CATEGORY	\$		\$	FEES (US\$)
A	BELOW	-	1,000,000.00	6,500.00
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D	25,000,001.00	-	ABOVE	25,500.00

6. **BUSINESS INTEREST:**

Please indicate area of business interest based on the specializations attached beneath OR Specify:.....

Note: All information will be treated in the strictest confidence
Any of the information found to be false would lead to disqualification.
Payment will be refundable 100% on disqualified or rejected applications.
Payment shall be made to our Registrar Account Specified on Page 5 of this Form

CODE OF CONDUCT

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1. Out employees are not permitted to accept any from Suppliers, Contractors and Consultants or their representative, which is intended to facilitate or give undue advantage to the Supplier/Contractor/Consultant in the processing or orders, documents or payments.
2. If at any time, any or our employees is offered an inducement or such a gift, which is, or may be construed as being a bribe, the matter will be reported formally for disciplinary actions.
3. Where an employee demands for Inducement or gratification from any Supplier/Contractor/Consultant, such request must be promptly rejected and reported to any Head of Department available at the time of the incident.
4. The issuance and acceptance of order for service constitutes a legal contract, and as such, any inability to services or incomplete deliveries of order must be declared in writing within at least three (3) days from expected dated of delivery. Unserviced and/or incomplete service or order without notification as stipulated above attracts three (3) months suspension or outright loss of registration status.

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It is important to note that we expect full compliance with this policy by all Suppliers, Contractors and Consultants as well as their representatives.

Acknowledgment by Suppliers, Contractors or Consultants

I confirm that I have read and understood the contents of this form. I hereby declare the information given herein is true and made in good faith with all due care. I also consent that all the information given can be verified by Arriyadh Development Authority (ADA).

Name of Company:

Name of Person Signing:

Position:

Date: Signature:

NOTE: All reference (Business and Banker's) must be sent with referee's letterhead containing assessment of the company/supplier's previous relationships particulars as to suitability or otherwise of the applicant for business purposes. This should be in attention to: **THE PROCUREMENT MANAGER, ARRIYADH DEVELOPMENT AUTHORITY (ADA) HQTRS**

FOR OFFICIAL USE ONLY

(1) CHECKED BY:	SIGNATURE/DATE:
REQUIREMENTS: COMPLETE	NOTE COMPLETE
(2) RECOMMENDATION FROM DEPARTMENTS OTHER THAN PROCUREMENT	
DEPARTMENT	
DEPARTMENT:	SIGN/DATE:
COMMENTS:	
(3) APPROVAL (to be completed by Procurement Manager):	
COMMENTS:	
NAME:	
SIGNATURE:	
DATE:	
(4) GM, HUMAN RESOURCES & ORGANIZATION DEVELOPMENT	
SIGNATURE:	
DATE:	
2014/2015	



T.C. TİCARET BAKANLIĞI DESTEK HİZMETLERİ
DAİRESİ BAŞKANLIĞI
Tarih: 19.03.2019
Sayı: -23143436-E-00042715526

**AREAS OF SPECIALIZATION
S/N CLASSIFICATION DESCRIPTION OF ITEMS**

S/N	CLASSIFICATION	DESCRIPTION OF ITEMS
1.	Spare parts, tyres & tubes	All spare parts and GSE accessories like batteries, tyres and tubes
2.	GSES	Limited to Manufacturers
3.	Oil and Lubricants	Limited to Major & Independent Oil Marketers
4.	Motor vehicles & Forklifts	Limited to Accredited Manufacturers' Representatives, Agents
5.	ICT equipments, accessories & services	Limited to certified Manufacturers' Representatives.
6.	Office/household equipment	Air conditioners, fridges, televisions, washing machines, cookers, water dispensers, microwave etc.
7.	Protective Personal Equipment	Safety boots, hand gloves, ear muffs, raincoats, fire extinguishers etc
8.	Construction, Civil & Carpentry works	Civil works and construction/carpentry works including plumbing and electrical consumables such as taps, lightings, bulbs etc
9.	Furniture & fittings	Tables, chairs, file cabinets, safe etc
10.	Printing & Stationeries - General Printing & Creative designs (agencies)	Printing paper, letterhead, call cards, printed items etc.
11.	Drugs & medical supplies	Limited to only registered pharmaceutical companies
12.	Miscellaneous	All other supplies not classified in any of the eleven (11) groups. Such items as cleaning items, nylon and trash bags, corporate gifts and branded items.
13.	Others	Please specify:

Note:

- Completed forms should be returned by email attachment in the following order for submission;
- Completed Registration form
 - Photocopy of Certificate of Incorporation.
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Original documents maybe requested for sighting where necessary

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DAİRESİ BAŞKANLIĞI
Tarih: 19.03.2019
Sayı: -Z3143435-E-00042715526



REGISTRATION FEE PAYMENT

In accordance with the category of registration, please direct corresponding registration payments to our Revenue Agent Covering your area as follows and issue payment document;

BANK NAME:	SHARJAH ISLAMIC BANK
BANK ADDRESS:	SAIF ZONE BRÄNCH, SHARJAH, UAE
ACCOUNT NAME:	VITALIER GROUP FZE
SWIFT CODE:	NBSHAEAS
ACCOUNT NO.:	0011384269002
IBAN:	AE190410000011384269002
INVOICE NUMBER:	GRF/2018/ADEDG/REG/NH/PH/1108

NOTES

*All application are subject to the approval of the administrative department of the ADA.
Completed Applications must be returned with the corresponding Registration Fee)*

Applications that are not accepted are returned with payments.

*Payment receipts and certification of registration are provided upon payment.
Registration is valid for 12 Calendar Months from date of payment receipt and thereafter subject to renewal.*



Bu belge, 5070 sayılı Elektronik İmza Kanununa göre Güvenli Elektronik İmza ile imzalanmıştır.