

Operational Instructions

- The registration and prequalification form is an integral part of the prequalification process and the vendor is expected to follow all instructions in order to furnish TALEMIA with all respective information or documents required for the purpose of registration and prequalification.
- All falsified Information and documentation would lead to an instant disqualification of the vendor in addition to being blacklisted from TALEMIA supplier database.
- Applications submitted with incomplete information will be rejected.
- TALEMIA may contact the highlighted references in the registration process at any point of time without any prior notice to the vendor that is being registered.
- Fields marked with (*) are mandatory and should be completed in order to submit your application successfully.
- Documents and certificates will be accepted in Arabic and English. However, documents in other languages must be accompanied with accurate and certified translated copies.
- Licensing Registration Requirements for Companies must be provided and valid and these shall be as follow:
For Saudi Companies:(all registration documents must be authenticated from respective government agencies)
 - Commercial Registration Certificate
 - General Organization for Social Insurance (GOSI) Certificate
 - Zakat and Income Tax Certificate
 - Saudization Certificate
 - Article of AssociationFor Foreign Companies: (all registration documents must be authenticated from the Saudi Embassy in respective country)
 - Power of Attorney
 - Commercial Registration
 - Article of association