



Government of Jamaica

National Contracts Commission

Application Form For Registration as an Approved Supplier

For Providers of Goods and General Services
(Other than Consulting)

Type of Application: *(please indicate)*

New

Annual Registration

Additional Category(ies)

NCC Registration No. _____

The National Contracts Commission
The Contracts Secretariat
Office of the Contractor – General
1st Floor, PIOJ Building
16 Oxford Road
Kingston 5
Telephone: 929-6460/929-6466
Fax: 920-8104/929-7335
Website: www.ncc.gov.jm

NATIONAL CONTRACTS COMMISSION
APPLICATION FOR REGISTRATION AS AN APPROVED SUPPLIER
Please complete this application form in BLOCK CAPITALS

1. Name of Company: _____

2. Address: _____

3. Business Registration No: _____ 4. Date of Registration: _____

5. Tax Registration Number (TRN): _____ 6. Tax Compliance Certificate (TCC)(or similar): _____

7. General Consumption Tax (GCT) Registration No.: _____ 8. No. of Years in Business: _____

9. Telephone No. : () _____ Fax: _____ Mobile No.:() _____

10. Email Address: _____

11. Website Address: _____

12. Contact Person: _____ Telephone Number: _____

13. Names & Titles of ALL Owner(s) / Director(s) (Please use additional sheet if required) (Current resumes and a signed Declaration Form (see attached) must be completed for each individual)

	Name	Title	Tax Registration Number (TRN)	Contact Number
1				
2				
3				
4				

14. Home Address of Owner/ Managing Director: _____

15. Home Telephone No. _____

16. Is the Business Insured? Yes [] No []

16a. If yes, please name the insurance company(ies)

Name	Contact No	Branch	Address

17. Name of Bankers

Name	Contact No	Branch	Address

18. Business References

Please state the names and addresses of at least two (2) business entities to which the company have previously provided services/goods [Government Departments may be included]. **A copy of two written trade references must be submitted with all new applications.**

Name of Business	Contact No	Contact Person	Address	No. of Years

General Instructions:

- a) All applicants will be issued with an acknowledgement letter upon the submission of an application. **Please note that this letter should not be submitted to Procuring Entities in response to requests for proposals (bids).**
- b) Registration is valid for eighteen months. Only categories indicated on each form submitted will be considered for approval for registration / re-registration.
- c) ***Only applications submitted with current / valid licences / certificates / permits will be accepted.***
- d) Each new applicant is required to submit a detailed company profile (Please see attached form)
- e) Qualification requirements for government-approved status include documented proof that applicants are capable of satisfactory performance in the categories within which they apply to be registered.
- f) Evaluation criteria shall include the following:
 - Experience
 - Professional Qualifications
 - Performance Record
 - Legal capacity to enter into a contract
 - Tax compliance
 - Capacity (Managerial, Technical, Financial as necessary)
- g) Evidence of the above must be presented to the verifying Officer.
- h) The suppliers of services are required to submit a current listing of its key technical staff.
- i) Overseas applicants are required to submit a **notarized Business Registration Certificate/Certificate of Incorporation** and a **notarized tax document** issued by the country's **central tax administrative department** indicating clearly that the company **is tax compliant within its country of domicile.**
- j) ***Please note: The NCC reserves the right to request (in addition to those specified below) certificates/licences/permits and/or any other documents which would be applicable to suppliers/service providers operating within the specific industries.***

The following original documents along with a photocopy of each or a photocopy of same duly stamped and signed by a Justice of the Peace must be submitted with the completed application form:

Documents	Original (Please tick)	Copy (Please tick)	New Registration	Re-Registration	Additional Category	Overseas Applicants	For Official Use Only
G.C.T Certificate of Registration OR			*	* (Only if previous certificate was issued on a temporary basis)	* (Only if previous certificate was issued on a temporary basis)	N/A	
G.C.T Status letter from the Tax Administration of Jamaica (for Suppliers with “Registered Persons” tax status)			*	*		N/A	
Current Tax Compliance Certificate			*	*	*	* Notarized equivalent document in own country	
COMPANY REGISTRATION DOCUMENTS:							
Company’s Certificate of Incorporation OR			*			* Document must be notarized	
Business Name Registration				* (only if previous one has expired since date of previous application)	* (only if previous one has expired since date of previous application)	* Document must be notarized	
Certificates / Licences / Letters of Approvals from Relevant Regulating Agencies/ Academic Certificates. (Please see required documentation by category for guidance)			*	*	*	* Document must be notarized	
Two written Trade References			*			*	
Company Profile			*			*	

**GOVERNMENT OF JAMAICA
NATIONAL CONTRACTS COMMISSION**

**Approved Supplier Agreement
Terms and Conditions**

This Agreement is between the Government of Jamaica (hereinafter called “GOJ”) and suppliers of goods and general services – (hereinafter called “suppliers”)

1. The Supplier agrees that in order to participate in procurement proceedings: he/she must qualify by meeting such criteria as stipulated by GOJ for registration as an approved supplier.
2. For businesses registered and licensed to operate in Jamaica, the Supplier shall provide a copy of current Tax Compliance Certificate at the time of application for registration.
3. **The Supplier may be disqualified and suspended from participation in procurement proceedings for a period of up to four (4) years in the first instance, if it is found that the information submitted concerning the qualifications of said supplier was deliberately false. In the event of a repeat of this occurrence the supplier may be debarred from any future participation in GOJ procurement activities and may be permanently struck from the register. GOJ shall incur no liability in this regard.**
4. The Supplier shall not offer to government personnel any gratuity, gift, favour, entertainment, loan or anything of monetary value, which may be construed as given in exchange for a government contract or in influence of government procurement transactions. Supplier found to be engaging in such practices may be suspended and/or debarred from involvement in government procurement proceedings. GOJ shall incur no liability in this regard.
5. No Director/Owner of this business enterprise shall be a member of the Public Service or hold any position or office as would constitute a conflict of interest. Only **with permission, and unless appropriately approved by the Office of the Services Commission or the Permanent Secretary**, will the Supplier be registered.
6. GOJ reserves the right to ensure that goods and services meet stipulated requirements. No contract shall preclude GOJ from performing inspections in this regard. Non-conforming supplies and services shall be rejected. GOJ shall not be liable to supplier for rejection of goods and services for reasons of quality or non-compliance with required specification.
7. Any supplier who claims to have suffered at any stage of the procurement process may seek review.

I _____, representing _____
Authorized Representative *Business Name*

of _____ hereby indicate understanding
Business Address

of and agreement to the foregoing terms and conditions of registration by signing in the space provided below.

Signature of Authorized Representative

Date

COMPANY PROFILE FORM

For submission with Supplier of Goods & Services Registration Application Form

NCC Registration No. : _____ Date of Application: _____

1] Company Name: _____

2] Head Office Address: _____

3] No. of Branches: _____ 4] No. of Employees: _____

5] No. of Full-Time Employees: _____ 6] No. of Part-time Employees: _____

7] Description of the Organization/Management Structure of the Company: _____

8] Name of Associated/Affiliated Companies: _____

9] Average Annual Sales: \$ _____

10] Description of areas of specialization for each category applied for: _____

11] Special awards achieved: _____

Date: _____ Name of award: _____

Date: _____ Name of award: _____

12] Brief background on the following key personnel: Directors/Managers/Technical Staff. (Please attach updated detailed resumés) _____

13] No. of years experience providing specific service/goods: _____

14] List names of key customers: _____

15] List names of key suppliers: _____

16] Description of largest project undertaken in the past five years: _____

17] Affiliation with any internationally recognized institution(s). (Please provide the requisite e-mail address / website link)

18] State name(s) of company (ies) for which the Supplier is an Authorized Representative/Agent/Dealer

(Please note: Letter of authorization must be attached for each)

I hereby declare that the information provided herein is accurate and can be substantiated on request.

Name of Authorized Representative: _____

Position within organization: _____

Signature of Authorized Representative: _____ Date: _____

National Contracts Commission

Declaration Form

REGISTRAR OF APPROVED SUPPLIERS OF GOODS & SERVICES

This form may be duplicated as needed and must be completed by each Director/Owner

Instructions (Please read carefully):

1. This form may be duplicated as needed and **MUST** be completed by **EACH** Director / Owner (N.B. One sheet per Director).
2. For Incorporated Companies: A **current** "Form 23" certified by the Companies Office of Jamaica Must accompany this document. (The "Form 23" must not be dated more than two months prior to the date of submission of application to the NCC).
3. Please refer to item five (5) (Terms and Conditions) on the Approved Supplier Agreement.

Section 1

I Director /Owner
(Name of Director/Owner)

of: , solemnly declare that:
(Name of Company)

Section 2

- a) I am not currently employed to a Government entity
- b) I am not currently a Director on the Board, or a member of a Board of Committee of a Government entity

Section 3

- a) I am currently employed to a Government entity
- b) I am currently a Director on the board, or a member of a board committee of a Government entity

N.B. If your answer to either Question a) or b) in Section 3 is yes, please complete Section 4

Section 4

- a) I have received written permission from the Office of the Services Commission/Permanent Secretary to operate this establishment for which registration with the NCC is being sought and the said permission letter explicitly indicates that there exists no conflict of interest
 - i. Permission letter attached: (failure to attach this letter will result in the non-acceptance of your application)
 - ii. Name of Government Agency: _____
 - iii. Date of Employment: _____
 - iv. Position (s) held within Agency during the last five years (All committee membership MUST be stated):
 1. _____
 2. _____
 3. _____

Section 5

Are you affiliated with any other company registered with the National Contracts Commission?

Yes No If yes, please state name of company (ies) and nature of affiliation:

Signature:.....
Director/Owner

Signature:.....
Justice of Peace

Date:.....

Date:

Please note that the signing of this Form MUST be witnessed by the signing Justice of the Peace

AFFIDAVIT UNDER THE VOLUNTARY DECLARATIONS ACT

**IN THE MATTER of Part IIIA
of the Contractor-General Act.**

**AND IN THE MATTER of the
National Contracts Commission**

I/We, _____, being duly sworn,
(Name(s) of owner or director)

make oath and say as follows:

1. That my/our address is at _____ and I am/we are
(Postal address of person(s) above)

_____ and I am/we are duly authorized to make
(Description and relationship to contractor – owner or director)

this affidavit on behalf of

(Name of Supplier /Firm)

2. That the facts set forth in the National Contracts Commission Application for inclusion on Register of Contractors for the Government of Jamaica are based on my/our personal knowledge or information obtained from the files of _____
(Name of Supplier /Firm)

to which I/we have full access

3. That I/we declare that I/we have carefully read the foregoing application form of

(Name of Supplier /Firm)

and that to the best of my/our information, knowledge and belief, the information provided in the said form is true and correct

AND I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Voluntary Declarations Act.

Sworn to at _____)
This _____ **Day of** _____)
Before me:- _____) *(Signature of Owner or Director) (Date)*

Justice of the Peace for the Parish of: _____ *(Date)*

Note: Must be signed by a Notary Public for overseas applicants.

LIST OF CATEGORIES

Applicants Must First Obtain the Appropriate Approvals from the Respective Regulating Agencies for Categories/Areas of Specialization Listed Below

Categories of Goods					
NO.	CATEGORIES	Please Tick Category For Which Registration Is Being Sought	DESCRIPTION OF AREA OF SPECIALIZATION	REQUIRED DOCUMENTATION	FOR OFFICIAL USE ONLY
				Valid Licences / Permits / Other (Please Do Not Tick Boxes Provided)	
1	Audio Visual				
2	Chemicals & Pesticides			Pesticides: Pest Control Authority Licence [] Chemicals: Good Manufacturing Practice Certificate (Ministry of Health []	
3	Computers & Supplies				
4	Books & Stationery Supplies				
5	Electrical & Communication Supplies				
6	Electrical Appliance and Equipment				
7	Furniture Supplies				
8	General Supplies				
8A	Food Items			Food Handlers Permit [] and Public Health Certificate []	
8B	Other (please specify)			As advised	
9	Guns and Ammunition			Licence from Ministry of National Security []	
10	Hardware & Haberdashery				
11	Industrial, Construction Equipment & Machinery				
12	Janitorial, Sanitation Supplies				
13	Marine Supplies				
14	Medical, Pharmaceutical Equipment & Supplies			1] Letter from Ministry of Health [] or 2] Letter from Health Corporation []	
15	Merchandise - (Please specify)				
16	Motor Vehicle & Spares			New / Used Car Dealership Licence []	
17	Motor Vehicle Spares & Accessories				
18	Musical Instrument				
19	Office Equipment Supplies				
20	Petroleum Products			1] Certificate of Registration (Ministry of Industry, Technology, Energy & Commerce [] 2] Bulk Petroleum Distributor Licence []	
21	Photographic Equipment and Supplies				
22	Safety Products				
23	School Furniture			Letter from the Ministry of Education	
24	Textile & Garment Manufacturers			List of equipment (for manufacturing companies) [] (Please see Appendix A)	
25	Tobacco				

LIST OF CATEGORIES (continued)

Applicants Must First Obtain the Appropriate Approvals from the Respective Regulating Agencies for Categories/Areas of Specialization Listed below

Categories of Services							
NO.	CATEGORIES	Please tick category for which registration is being sought	DESCRIPTION OF AREA OF SPECIALIZATION	REQUIRED DOCUMENTATION			FOR OFFICIAL USE ONLY
				Valid Licences / Permits / Other (Please do not tick boxes provided)	Academic Certificates	Updated detailed Resume of Key Personnel	
1	Agricultural Services				✓	✓	
2	Audio Visual Services				✓	✓	
3	Banking & Investment	X	Registration no longer required in accordance with GOJ Procurement Guidelines				
4	Catering (all aspects)			Food Handlers Permit [] and Public Health Certificate []			
4A	Specializing in Canteen Concessionaire services only			Food Handlers Permit []			
5	Computers & Related Service				✓	✓	
6	Courier Services			Motor Vehicle Documents: - Certificate of Registration [] Certificate of Fitness [] Motor Vehicle Insurance [] and Carriers Licence []			
7	Customs Brokerage			Customs Brokers Licence []			
8	Garage Services			National Works Agency Certification [] and proof of competency as per Appendix B	✓	✓	
9	General Services						
9A	Pesticide Control Services			Pesticide Control Authority Licence - 1) Applicator [] and 2) Operator []			
9B	Equipment Rental			1) List of equipment (Please see Appendix A) [] and 2) Proof of ownership [] (Title / Sales agreement / Receipt, Registration documents)			
9C	Advertising				✓	✓	
9D	Graphic Design				✓	✓	
9E	Training				✓	✓	
9F	Equipment Maintenance				✓	✓	
9G	Event Planning				✓	✓	
9H	Debt Collection Services			Vendor Bailiff Licence []	✓	✓	
9I	Funeral Services			Mortuary Qualification [], Motor Vehicle documents - Cert. of Fitness [], Registration Certificate [] and Insurance certificate []	✓	✓	
9J	Other (Please specify)			As advised	✓	✓	
10	Information Technology Services				✓	✓	
11	Insurance Services			Letter from the Financial Services []			
12	Janitorial, Sanitation Services			Equipment /tool listing [] (Please see Appendix A)			
13	Lithographic & Printing Services			Equipment listing [] (Please see Appendix A)			

LIST OF CATEGORIES (continued)

Applicants Must First Obtain the Appropriate Approvals from the Respective Regulating Agencies for Categories/Areas of Specialization Listed below

Categories of Services(cont'd)							
NO.	CATEGORIES	Please tick category for which registration is being sought	DESCRIPTION OF AREA OF SPECIALIZATION	REQUIRED DOCUMENTATION			FOR OFFICIAL USE ONLY
				Valid Licences /Permits / Other (Please do not tick boxes provided)	Academic Certificates	Updated detailed Resume of Key Personnel	
14	Marine Services						
14A	Marine Services – Tug Boat			1] Certificate of Registry and Small Vessel Safety Certificate for vessels under 24m [] or 2] Certificate of Registry and Statutory Certificates for vessels 24m & above [] 3] Local Trade Certificate (required for foreign registered vessels to operate in Jamaican Waters for profit making). []	✓	✓	
14B	Other (Please specify)				✓	✓	
15	Renewable Energy Systems						
15A	Solar Water Heater Installation			Certificate in plumbing [] Certificate in electrical installation []	✓	✓ Min. of 2yrs experience	
15B	Photovoltaic and Wind Powered Systems Design			Degree / Diploma / Certificate in Electrical / Industrial Engineering or Degree / Certificate in Alternate / Renewable Energy Systems		✓ Min. of 2yrs experience	
15C	Photovoltaic and Wind Powered Systems - Installation/ maintenance/repairs			Electrical Licence	✓	✓ Min. of 2yrs experience	
16	Safety & Security Services –						
16A	Guard Service			Private Security Regulation Authority – 1] Licence [] and 2] Registration []			
16B	Investigation Service			Private Security Regulation Authority – 1] Licence [] and 2] Registration []			
16C	Safety Equipment Installation /Service				✓	✓	
17	Towing & Wrecking			Motor Vehicle Documents - Certificate of Registration [], Certificate of Fitness [], Insurance [] and Carriers Licence []			
18	Transportation & Haulage						
18A	Petroleum Haulage			Certificate of Registration (Ministry of Industry, Technology, Energy & Commerce [] Petroleum Haulage Contractor Licence from the Ministry of Energy. [] Motor Vehicle Documents: Certificate of Registration [], Certificate of Fitness [], Insurance [] and Carriers Licence []			
18B	All Other Haulage Services			Vehicle documents – 1. Motor Vehicle Registration Certificate [] 2. Motor Vehicle Certificate of Fitness [] 3. Motor Vehicle Insurance [] 4. Carriers Licence []			

LIST OF CATEGORIES (continued)

Applicants Must First Obtain the Appropriate Approvals from the Respective Regulating Agencies for Categories/Areas of Specialization Listed below

Categories of Services(cont'd)							
NO.	CATEGORIES	Please tick category for which registration is being sought	DESCRIPTION OF AREA OF SPECIALIZATION	REQUIRED DOCUMENTATION			FOR OFFICIAL USE ONLY
				Valid Licences /Permits / Other (Please do not tick boxes provided)	Academic Certificates	Updated detailed Resume of Key Personnel	
18	Transportation & Haulage (Cont'd)						
18C	Specializing in Tour Operation Services			Licence from Ministry of Tourism [] Vehicle documents - Certificate of Registration [], Certificate of Fitness [], Insurance [] and Licence to operate Contract Carriage Service []			
18D	Specializing in Passenger Transportation (staff/student)			Vehicle documents - Certificate of Registration [], Certificate of Fitness [], Insurance [] and Licence to operate Contract Carriage Service []			
19	Travel Agencies		Registration no longer required in accordance with GOJ Procurement Guidelines				

All Hoteliers applying for Registration must submit the following documents.

1	Hotels	1] Ministry of Health Certificate – Public Health Certificate []	4] Beach Certificate []
		2] Food Handlers Permits for Chef & Managers []	5] Fire Safety Certificate []
		3] Ministry of Health Certificate for each Pool []	

Declaration:

I agree that Officers or Agents of the National Contracts Commission will be allowed to examine my products, saleable goods, factories, and business places in Jamaica, which are used in manufacturing, assembling, and storing of the goods or services offered for sale. I give permission for such officials to make contact with my bankers and references.

Ideclare and affirm that the information provided with this application is true and correct.

Name (Please Print)

Signature: _____

Date: _____

Status in Firm: _____



**Please return completed form to the National Contracts Commission, PIOJ Building,
1st Floor, 16 Oxford Road,
Kingston 6.**

Appendix A

Equipment /Tool Listing Form

Item No.	Serial No.	Description of Item	Age	Rent / Leased or Owned

Prepared by: _____ for and on behalf of _____
(Name of Authorized Representative) *(Name of Company)*

(Signature of Authorized Representative)

Place stamp/seal here

Appendix B

***Applicants are required to submit proof of competency in each trade or skill area in which registration is sought.**

The following will be accepted as adequate Proof of Competence:

All appropriate certification from:

- a) HEART Trust/NTA**
- b) National Council on Technical and Vocational Education and Training (NCTVET)**
- c) National Vocational Qualification of Jamaica (NVQJ)**
- d) All other Nationally Recognized Appropriate Qualification**

OR

- e) Proof of Registration with the Former Government Contracts Committee (GCC) (PWD) before January 1, 2000 in the Category(ies) requested, and date of Birth before December 31, 1955.**

REQUIREMENTS

NCC CONTRACTOR REGISTRATION FOR SUPPLIER OF GOODS AND SERVICES

New Applicant

1. Company's Certificate of Incorporation or Business Name Registration
2. A valid Tax Compliance Certificate
3. GCT Certificate of Registration or GCT Status letter from the Tax Administration of Jamaica (for suppliers with "registered person" tax status)
4. Two written trade references (no photocopies will be accepted)
5. Companies Office of Jamaica Form 23/ Form 1A/Form 12 for a Limited Company or a Status Letter from the Company's Office of Jamaica advising of the current Directors of the Company.
6. A fully completed application Form (Form AS-03/2013)
7. Updated resume for all Directors
8. See pages 9- 12, of the Application Form, for the required document(s) as per the category applying for registration.

Re-Registration

1. Valid Tax Compliance Certificate
2. Updated Business Name Registration
3. GCT Status letter from the Tax Administration of Jamaica (for suppliers with "registered person" tax status)
4. Current Companies Office of Jamaica Form 23/ Form 1A/Form 12 for a Limited Company or a Status Letter from the Company's Office of Jamaica advising of the current Directors of the Company.
5. A fully completed Application Form (Form AS-03/2013)
6. Updated Resume for all Directors
7. See pages 9 – 12, of the Application Form, for the required document(s) as per the category applying for registration.

Overseas Applicant

1. Notarised Company Certificate of Incorporation (*Not applicable for re-registration*)
2. Notarised Tax Document issued by the Country of Origin Central Tax Administrative Department.
3. Notarised Company Document issued by the relevant statutory authority stating the registered Directors of the Company.
4. Updated Resume for all Directors.
5. Two written trade references (no photocopies will be accepted) – (*Not applicable for re-registration*)
6. A fully completed Application Form (Form AS-03/2013)
7. See pages 9- 12, of the Application Form for the required document(s) as per the category applying for registration.

NOTE TO ALL APPLICANTS

- **Copies of official documents which are submitted must be certified by a Justice of the Peace (JP) / Notary Public or the original shown at the time of submission.**
- **The Declaration Form must be signed and dated by all Directors of the Company and certified and dated by a Justice of the Peace (JP) / Notary Public.**
- **The Declaration and Affidavit Forms should be aged no more than three months prior to the date of submission**
- **All other dated documents submitted with the application should be aged no more than six months prior to the date of submission**
- **If a staff or Director of the company is employed to the Government of Jamaica or sits on a Government of Jamaica Board, a 'no conflict of interest' letter must be provided from the Office of the Services Commission or the Permanent Secretary regarding the operations of the establishment for which registration is being sought. A copy of Minutes of Board Meeting where said individual declared an interest in the company for which registration is being sought is also accepted.**
- **If a staff or Director of the company sits on a Government of Jamaica School Board, a 'no conflict of interest' letter from the Chairman of the School Board or a copy of minutes must be provided showing that said individual has declared an interest in the company for which registration is being sought.**
- **Applications with outstanding information and/or pending physical verification due to the unavailability of the company/business, in our possession for over thirty (30) days will be cancelled.**