



# GOVERNMENT OF JAMAICA

## NATIONAL CONTRACTS COMMISSION

### APPLICATION FORM

For

### REGISTRATION AS AN APPROVED SUPPLIER

For Providers of Goods and General Services  
(Other than consulting services)

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  
1<sup>st</sup> Floor, PIOJ Building  
16 Oxford Road, Kingston 5  
Telephone: 929-8560, 929-6460  
Fax: 929-7335/920-8104  
Website: [www.ncc.gov.jm](http://www.ncc.gov.jm)





**APPLICANTS MUST FIRST OBTAIN APPROPRIATE APPROVALS FROM THE RESPECTIVE REGULATING AGENCIES LISTED BELOW**

**1. Chemicals & Pesticides**

- (a) Pest control Authority Licence

**2. Guns & Ammunition**

- (a) Licence from Ministry of National Security

**3. Medical, Pharmaceutical Equipment & Supplies**

- (a) Letter from Ministry of Health  
(b) Letter from Health Corporation

**4. Petroleum Products**

- (a) Ministry of Industry, Technology, Energy & Commerce  
i. Certificate of Registration  
ii. Petroleum Haulage Contractor Licence

**5. Hotels**

- (a) Ministry of Health Certificate  
(b) Food Handlers Permit for Chefs & Managers  
(c) Ministry of Health Certificate for each Pool  
(d) Beach Certificate  
(e) Fire Safety Certificate

**6. Banking/Investment**

- (a) Letter from Financial Services Commission

**7. School Furniture**

- (a) Letter from Ministry of Education

**8. Catering, All Types of Foods & Drinks**

- (a) Food Handler Permit

**9. Customs Brokerage**

- (a) Customs Broker's Licence

**10. Garage Services**

- (a) Letter from National Works Agency

**11. General Services}-Please state specific services you are providing  
General Supplies}-Please state specific items to be supplied**

**12. Insurance Services**

- (a) Letter from Financial Services Commission

**13. Travel Agencies**

- (a) Registration from Ministry of Tourism

**14. Transportation and Haulage(Specializing in Petroleum Products)**

- (a) Ministry of Industry, Technology, Energy & Commerce  
i. Certificate of Registration  
ii. Petroleum Haulage Contractor Licence

**15. Transportation and Haulage(Specializing in Tours)**

- (b) Licence from Ministry of Tourism

**16. General Services (Specializing in Pest Control)**

- (a) Certificate from Pest Control Authority  
- Company:- Operator & Applicator Licence  
- Individual:- Applicator Licence

**17. Safety and Security Services**

- (a) Private Security Regulation authority Act Licence (P.S.R.A)

**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. Supplier shall 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 shall be debarred from any future participation in GOJ procurement activities and shall be permanently struck from the register. GOJ shall incur no liability in this regard.
4. 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. Suppliers 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 Civil Service or hold any position or office as would constitute a conflict of interest.
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 of, and agreement to the foregoing terms and  
Business Address

conditions of registration by signing below.

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date

**Company Stamp/Seal**

# National Contract 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  
Please refer to item five (5) (Terms and Conditions) on the Approved Supplier Agreement

I ..... Director  /Owner   
(Name of Director/Owner)

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

1. I am not currently employed to a Government Agency

2. I am currently employed to a Government Agency

a. I have received written permission from 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

b. Permission letter attached:

c. Name of Government Agency: \_\_\_\_\_

d. Date of Employment: \_\_\_\_\_

e. Position (s) held within Agency during the last five years (All committee membership MUST be stated):

i. \_\_\_\_\_

ii. \_\_\_\_\_

iii. \_\_\_\_\_

3. 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 document must be witnessed by the Justice of the Peace**