

# NATIONAL CONTRACTS COMMISSION

REGISTER OF PUBLIC SECTOR CONTRACTORS  
GRADES 1 - 4

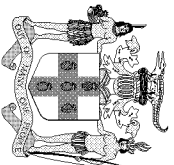
## APPLICATION FORM

NATIONAL CONTRACTS COMMISSION  
THE CONTRACTS SECRETARIAT  
OFFICE OF THE CONTRACTOR-GENERAL  
1<sup>st</sup> FLOOR, PLOJ BUILDING  
16 OXFORD ROAD  
KINGSTON 5  
Telephone: 929-8560/6466/6460  
Fax: 929-7335/ 920-8104  
Website: [www.ncc.gov.im](http://www.ncc.gov.im)

Type of Application: (please indicate)  
 New

- Annual Registration
- Upgrade
- Additional Category(ies)

NCC Registration No. \_\_\_\_\_



# **NATIONAL CONTRACTS COMMISSION**

## **REGISTRATION OF CONTRACTORS GRADES 1 - 4**

### **GENERAL INFORMATION**

1. CONTRACTORS MAY APPLY TO BE PLACED IN ONE OR MORE OF THE CATEGORIES/GRADES LISTED IN THE APPENDIX TO THIS FORM.  
**(THE MAXIMUM NUMBER OF CATEGORIES FOR START UP FIRMS IS (4) FOUR)**
  2. THE SYSTEM OF CONTRACTOR REGISTRATION COMPRISES FOUR (4) GRADES (1 TO 4) OF CONTRACTORS AND THIRTY-FOUR (34) CATEGORIES OF WORKS
  3. CONTRACTORS WILL BE ASSIGNED TO CATEGORIES AND GRADES DETERMINED BY THE EXTENT TO WHICH THE INFORMATION PROVIDED IN THEIR APPLICATIONS SATISFY THE CRITERIA SET OUT IN THE APPENDIX FOR PLACEMENT IN PARTICULAR CATEGORIES AND GRADES.
  4. CONTRACTORS WHO WISH TO BE INCLUDED ON THE REGISTER MUST SUBMIT THE FOLLOWING DOCUMENTS:
    - A. **ONE COPY OF THE COMPLETED APPLICATION FORM.**
    - B. **ONE CERTIFIED COPY OF THE COMPANY REGISTRATION DOCUMENT, I.E. CERTIFICATE OF INCORPORATION, OR CERTIFICATE OF REGISTRATION, WHERE APPLICABLE.**
    - C. **ONE COPY OF THE AUDITED FINANCIAL REPORTS FOR THE LAST THREE YEARS AND CURRENT IN-HOUSE FINANCIAL STATEMENTS.**
    - D. **ONE CERTIFIED COPY OF A CURRENT TAX COMPLIANCE CERTIFICATE IN THE NAME OF THE APPLICANT**
    - E. **EVIDENCE OF ACADEMIC AND OTHER QUALIFICATION OF PROFESSIONAL, TECHNICAL AND SUPERVISORY STAFF; I.E. RESUME AND COPIES OF DEGREES, DIPLOMAS, CERTIFICATES ETC**
- \*Applicants seeking re-registration, upgrade or additional categories should only submit documents that have expired (e.g. Item D), updated e.g. (item C), and additional information not previously submitted (e.g. information contained in item E for all new staff). A fully completed application form should be submitted in all cases.

5. APPLICATIONS FOR THE SPECIALIST CATEGORIES OF BLASTING (# 1) AND ELECTRICAL WORKS (# 7) WILL ONLY BE CONSIDERED IF A COPY OF THE RELEVANT LICENCE IS SUBMITTED WITH THE APPLICATION.

6. **MONETARY LIMITS:** THE FOLLOWING RESTRICTIONS WILL APPLY:

- A. CONTRACTORS WILL NOT BE AWARDED CONTRACTS THAT EXCEED THE MONETARY LIMIT OF THEIR GRADE
- B. CONTRACTORS WILL NOT BE AWARDED A GOVERNMENT CONTRACT IF THE NET VALUE OF OUTSTANDING WORK ON CURRENT CONTRACTS PLUS THE VALUE OF THE NEW CONTRACT EXCEEDS THREE TIMES THE MONETARY LIMIT OF THE GRADE.

7. THE POLICY OF THE NCC IS TO ENCOURAGE FULL AND OPEN COMPETITION. ACCORDINGLY, ALL REGISTERED PUBLIC SECTOR CONTRACTORS IN THE APPROPRIATE CATEGORY AND GRADE WILL BE AFFORDED THE OPPORTUNITY TO TENDER ON PUBLIC SECTOR CONTRACTS. THERE WILL BE PUBLIC ADVERTISEMENTS OF INVITATIONS TO TENDER WHICH WILL INCLUDE DETAILS OF PROJECTS AS WELL AS THE CATEGORIES AND GRADES OF CONTRACTORS ELIGIBLE TO TENDER.

8. THE ANNUAL REGISTRATION FEES FOR CONTRACTORS ARE AS FOLLOWS.

<b>GRADES 1 &amp; 2</b>	-	<b>\$60,000.00</b>
<b>GRADE 3</b>	-	<b>\$30,000.00</b>
<b>GRADE 4</b>	-	<b>\$5,000.00</b>

9. THE ABOVE FEES ARE PAYABLE AT ANY BRANCH OF THE BANK OF NOVA SCOTIA USING BANK DEPOSIT VOUCHERS SENT TO SUCCESSFUL APPLICANTS.

10. REGARDLESS OF THE NUMBER OF CATEGORIES IN WHICH A CONTRACTOR IS REGISTERED, ONLY ONE ANNUAL FEE WILL BE PAYABLE CORRESPONDING TO THE HIGHEST GRADE IN WHICH HE IS REGISTERED.

11. APPLICANTS WHO ARE FOUND ELIGIBLE FOR REGISTRATION WILL BE INVITED TO BECOME FULLY REGISTERED. THIS INVITATION WILL BE VALID FOR ONE YEAR.

12. COMPLETED APPLICATION FORMS ARE TO BE RETURNED TO THE FOLLOWING ADDRESS:

NATIONAL CONTRACTS COMMISSION  
CONTRACTS SECRETARIAT  
OFFICE OF THE CONTRACTOR GENERAL  
1<sup>ST</sup> FLOOR P.I.O.J. BUILDING, 16 OXFORD ROAD  
KINGSTON 5

13. EACH APPLICANT WILL BE ADVISED AS SOON AS POSSIBLE OF THE OUTCOME OF HIS APPLICATION. SUCCESSFUL APPLICANTS WILL BE ISSUED WITH A CERTIFICATE OF REGISTRATION FOLLOWING RECEIPT OF THE DUPLICATE BANK DEPOSIT VOUCHER INDICATING THAT THE APPROPRIATE REGISTRATION FEE HAS BEEN PAID.

14. ENQUIRIES RELATING TO THE REGISTRATION PROCESS SHOULD BE DIRECTED TO THE SECRETARIAT OF THE **NATIONAL CONTRACTS COMMISSION** DURING WORKING HOURS OF 8:30-4:00 MONDAY TO THURSDAY & 8:30 - 3:00 FRIDAYS. TELEPHONE NOS. 929-8560, 929-7536/ 6466.

15. **IF THE INFORMATION PROVIDED BY THE APPLICANT ON WHICH EVALUATION AND AWARD(S) WERE BASED IS FOUND TO BE ERRONEOUS THEN THE CONTRACTOR(S) SHALL NOT BE REGISTERED, OR IF ALREADY REGISTERED, THE REGISTRATION WILL BE REVOKED. ALL INFORMATION SUPPLIED IN CONNECTION WITH THIS APPLICATION WILL BE TREATED CONFIDENTIALLY.**

**Application for Inclusion on the GOVERNMENT OF JAMAICA Register of Public Sector Contractors**

**Grades 1 - 4**

*(Application must be completed in black ink using block lettering or typed)*

**1. What is the Registered Name of the Firm?**

\_\_\_\_\_

**What is the legal structure of the Firm?:** Sole Proprietorship  Partnership  Limited Liability Company

Copy of Certificate of Incorporation attached

**What is the Registered Address of the Firm?**

Street Address \_\_\_\_\_

Parish . \_\_\_\_\_

**Mailing Address**

Address \_\_\_\_\_

**Does the Firm Have a Branch Office?**

Address \_\_\_\_\_

Parish \_\_\_\_\_

Parish \_\_\_\_\_

**Does the firm have?**  Warehouse  Storage  Workshop (please indicate)

**Please State Other Methods of Contacting the Firm**

Telephone No.: 1) \_\_\_\_\_ 2) \_\_\_\_\_ Fax No. \_\_\_\_\_

E-Mail: \_\_\_\_\_

Contact Persons (Manager/Principal etc.) 1) \_\_\_\_\_ 2) \_\_\_\_\_

PLEASE INDICATE METHOD OF RECEIVING CERTIFICATE OF REGISTRATION BY TICKING THE APPROPRIATE BOX:  HOLD  MAIL

**2. How many years has the Firm been operating as a contractor?**

Under its present name? \_\_\_\_\_

What was the Date of Registration? Year/Month/Day: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Under any other name? \_\_\_\_\_ Please state the other name: \_\_\_\_\_

**3. Who are the Owners/Principals?:** 1) \_\_\_\_\_ 2) \_\_\_\_\_

3) \_\_\_\_\_ 4) \_\_\_\_\_

5) \_\_\_\_\_ 6) \_\_\_\_\_

**4. Please State the Directors/Managers of the Firm:**

1) Name: \_\_\_\_\_ Position: \_\_\_\_\_

2) Name: \_\_\_\_\_ Position: \_\_\_\_\_

3) Name: \_\_\_\_\_ Position: \_\_\_\_\_

4) Name: \_\_\_\_\_ Position: \_\_\_\_\_

5) Name: \_\_\_\_\_ Position: \_\_\_\_\_

5. Please indicate the Category and Grade for which registration is sought by inserting the requested grade (1, 2, 3, 4) in the space provided for each category.

*(For further information on Grades and Categories see Appendix)*

No.	Categories	Grade	No.	Categories	Grade
1	Blasting		18	Mechanical Works	
2	Bridge Construction		19	Medical Equipment	
3	Building Construction		20	Painting & Decorative Finishes	
4	Building Maintenance		21	Piling	
5	Civil Engineering		22	Pipe Laying	
6	Drilling		23	Road Maintenance Works	
7	Electrical Works		24	Road Surfacing - Asphaltic Concrete Works	
8	Elevator, Escalator & Moving Walkways		25	Road Surfacing - Double Surface Dressing Works	
9	Fencing		26	Road Surfacing - Micro Surfacing Works	
10	General Road Works		27	Roofing	
11	Heating, Ventilation, Air Conditioning & Refrigeration		28	Sandblasting	
12	Industrial Maintenance		29	Security Systems	
13	Information Technology Systems		30	Signage	
14	Instrumentation		31	Steel Erection	
15	Interior Construction Works		32	Steel Fabrication	
16	Landscaping		33	System Building	
17	Marine Engineering		34	Tank Erection	

**6. Please list the major items of relevant plant and equipment available to the Firm:** (This page may be copied as required)

If equipment is not supported by Audited Statement, it will not be considered and this will affect your evaluation and category awarded.

No	Item	Age	Owned	Leased/Rented	Condition (e/g/f/p)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					

Key: (e- excellent, g- good, f - fair, p - poor)

**7. Financial Information (Weighted 30% of Evaluation)**

**7.1 Please State the Total Annual Volume of Construction work performed in the past five years**

Year	Total Annual Volume
20____	_____
20____	_____
20____	_____
20____	_____
20____	_____

**7.2 Please Provide Audited Financial Reports for the Last Three Years: Balance Sheets, Profit and Loss Statements, Cash**

**Flow, Auditor's Reports etc. Please List below and Attach:**

Note: If the Auditor's Reports' does not cover the last six months, please also provide up-to-date in-house financial statements.

(For Re-Registration, Provide Last Year Only)

Year	Items
20____	_____
20____	_____
20____	_____
20____	_____
20____	_____

7.3 **Financial Institution Reference**

Please tell us the name(s) of your banker(s) and other financial institutions who provide financial services and who may be contacted to provide references:

- a) **Name of Institution:** \_\_\_\_\_  
b) Address: \_\_\_\_\_ Telephone # \_\_\_\_\_  
c) Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_
- a) **Name of Institution:** \_\_\_\_\_  
b) Address: \_\_\_\_\_ Telephone # \_\_\_\_\_  
c) Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_
- a) **Name of Institution:** \_\_\_\_\_  
b) Address: \_\_\_\_\_ Telephone # \_\_\_\_\_  
c) Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

**STAFFING** (Weighted 30% of Evaluation) (*This page may be copied as required to provide information on additional staff members.*)

**8. Please Provide Details of Full-Time Staff Members.** Details should also be provided for all persons who provide managerial and operational support e.g. Accountants, Secretaries, etc.

**8.1 Professional** (10% of evaluation)

Professional staff includes individuals who have attained the minimum academic qualification of a first degree, or equivalent, and are either: **a)** registered with a professional registration board, **b)** a member of a professional association, or **c)** both

**Name of Individual:** \_\_\_\_\_ Years with Firm: \_\_\_\_\_

a) Name of Professional Registration Board: \_\_\_\_\_ Year of last registration: \_\_\_\_\_

b) Name of Professional Association \_\_\_\_\_

Number of years practicing in profession: \_\_\_\_\_

Academic Qualifications (eg: Cert, Dip, Bsc, Ma, Msc)      Major Discipline      Year Qualified      Accrediting Institution  
 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Information regarding experience in *each* category of work for which registration is requested:

Category Applied for (List name of category)	No. of Years Experience in this Category of Work	Position Held	Project Description





**RELATIONSHIPS**

**9. Please state the following Relationships with other Organizations:**

A. If the Principal(s) and/or Director(s) of the Company are Principals and/or Directors of other organisations who also provide goods, works, or services to the construction industry (except those stated above) please state:

(a) Name of Individual	(b) Name of Organisation	(c) Position Held
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. If the Firm is a division/subsidiary of another company, please state the name of the parent company:

\_\_\_\_\_

C. If the Firm is otherwise associated or attached to other organizations (Parent, Subsidiary, Associate, Joint-Venture, etc.) who provide goods, works, or services to the construction industry, please state the organizations' names and nature of association:

Name of Organisation	Nature of Association
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

**PROJECTS** (Weighted 30% of Evaluation)

10. Please provide details of the **two (2)** most significant projects completed within the last ten years in **each category** applied for. If project has multiple components, please indicate components & approximate values in table provided. (*This page may be copied as required*)

Name of Project: \_\_\_\_\_

Location of Project: \_\_\_\_\_

Value of Work Executed \$: \_\_\_\_\_

Original Contract Period: \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Weeks \_\_\_\_\_ Days

Contract Start Date: \_\_\_\_\_ (Y/M/D)

Contract Completion Date (Practical Completion): \_\_\_\_\_ (Y/M/D)

Nature of Work Executed by Firm: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Client: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Ph.# \_\_\_\_\_

Name of Architect/Engineer/Project Manager: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Ph.# \_\_\_\_\_

Work was executed as :  Main Contractor |  Sub Contractor |  Joint Venture Partner |  \_\_\_\_\_

If work was performed as either a Sub-Contractor or with a Joint Venture Partner, please state the name of:

(a) Main Contractor: \_\_\_\_\_ Contact Person \_\_\_\_\_

(b) Joint Venture Partner(s) \_\_\_\_\_ Contact Person \_\_\_\_\_

Components:	\$Value:
1. Blasting _____ / _____	_____ / _____
2. Bridge Construction _____ / _____	_____ / _____
3. Building Construction _____ / _____	_____ / _____
4. Building Maintenance _____ / _____	_____ / _____
5. Civil Engineering _____ / _____	_____ / _____
6. Drilling _____ / _____	_____ / _____
7. Electrical Works _____ / _____	_____ / _____
8. Elev./Escal./Moving Sidewalk _____ / _____	_____ / _____
9. Fencing _____ / _____	_____ / _____
10. General Road Works _____ / _____	_____ / _____
11. Heating/Vent/Ac/Refrg. _____ / _____	_____ / _____
12. Industrial Maintenance _____ / _____	_____ / _____
13. Information Technology Sys. _____ / _____	_____ / _____
14. Instrumentation _____ / _____	_____ / _____
15. Interior Construction Works _____ / _____	_____ / _____
16. Landscaping _____ / _____	_____ / _____
17. Marine Engineering _____ / _____	_____ / _____
18. Mechanical Works _____ / _____	_____ / _____
29. Medical Equipment _____ / _____	_____ / _____
20. Painting & Decorative Works _____ / _____	_____ / _____
21. Piling _____ / _____	_____ / _____
22. Pipe Laying _____ / _____	_____ / _____
23. Road Maintenance Works _____ / _____	_____ / _____
24. Rd. Surfacing-Asphaltic Conc./ _____ / _____	_____ / _____
25. Rd. Surfacing-Dbl. Surf. Dress./ _____ / _____	_____ / _____
26. Rd. Surfacing-Micro Surfacing / _____ / _____	_____ / _____
27. Roofing _____ / _____	_____ / _____
28. Sandblasting _____ / _____	_____ / _____
29. Security Systems _____ / _____	_____ / _____
30. Signage _____ / _____	_____ / _____
31. Steel Erection _____ / _____	_____ / _____
32. Steel Fabrication _____ / _____	_____ / _____
33. System Building _____ / _____	_____ / _____
34. Tank Erection _____ / _____	_____ / _____

Ph# \_\_\_\_\_

Ph# \_\_\_\_\_





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, make oath and say as follows:

*(Name/s of owner or director)*

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

\_\_\_\_\_ and I am/we are duly  
authorised to make this affidavit on behalf of *(Description and relationship to contractor - owner or director)*

\_\_\_\_\_  
*(Name of contractor / firm)*

2. That the facts set forth in the National Contracts Commission Application for Inclusion on the Register of Contractors for the Government of Jamaica are based on my/our personal knowledge or information obtained from the files of

\_\_\_\_\_ to which I/we  
have full access.

*(Name of contractor / firm)*

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

\_\_\_\_\_  
*(Name of contractor / 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 \_\_\_\_\_ )

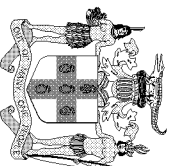
This \_\_\_\_\_ Day of \_\_\_\_\_ )

Before me:- \_\_\_\_\_ )

\_\_\_\_\_  
*(signature of owner or director)*

\_\_\_\_\_  
*Justice of the Peace for the Parish of:*

\_\_\_\_\_  
*(Date)*



## NATIONAL CONTRACTS COMMISSION

### APPENDIX TO CONTRACTOR APPLICATION FORM

#### Contractor Assessment Criteria

The following is a list of categories and minimum requirements for each grade as determined by the National Contracts Commission (NCC). There are thirty-four (34) categories. A category and its description are indicative of the nature, type and characteristics of the work that may be let to a contractor registered in that category. Contractors who wish to be included on the Register of Public Sector Contractors are advised to refer to this Appendix when completing their application form and to be mindful of the following:

1. **Professional Staff:**
  - (i) Grades with monetary limits in excess of \$75M: Individuals to be accepted as professional staff must have attained the minimum academic qualification of a first degree, or equivalent, and in addition be:
    - (a) Registered with a professional registration board;
    - (b) A member of a recognised professional organisation.
    - (c) A Resident Engineer
  - (ii) Grades with monetary limits not exceeding \$75M: individuals must have attained the minimum academic qualification of a first degree, or equivalent.
- Technical Staff:** Are individuals who have benefitted from relevant tertiary-level training
- Supervisory Staff:** Are individuals with appropriate practical experience in the construction industry with responsibility for supervision of day-to-day activities on site
2. The requirements for projects completed are specific to categories and applicants are advised to provide full information as requested on the application form so as to avoid delays in the assessment process
3. **Current Ratio** is defined as the ratio of current assets to current liabilities.
4. \* The value of projects completed will be adjusted to reflect current prices

5. **Monetary limits:** The following restrictions will apply:
- i) Contractors will not be awarded contracts that exceed the Monetary Limit of their grade
  - ii) Contractors will not be awarded a government contract if the net value of outstanding work on current contracts plus the value of the new contract exceeds three times the monetary limit of the grade.
6. Contracts estimated to cost in excess of the monetary limit of Grade 1 will be subject to a specific pre-qualification exercise.
7. All application submissions shall include, but not be limited to, the following:
- a certified copy of the firm's current Tax Compliance Certificate
  - copies of academic qualifications and resumes of professional and technical staff
  - resumes of supervisory staff
  - certified copy of company registration documents
  - categories and grades being sought
  - details of projects/contracts completed in the preceding ten (10) year period
  - audited financial statements for the last three years
  - details of equipment owned, leased and/or hired
- Requirements, including any not mentioned above, are clearly stated in the Registration Form.
8. Incomplete application forms should not be submitted as this will result in delays in the assessment and awarding of grades and in some cases it may not be possible for assessment to be done.
9. **Processing time is estimated at four (4) weeks** after which a letter advising on your application status may be collected at the National contracts Commission's Secretariat, Office of the Contractor-General, 16 Oxford Road, Kingston 5. Such letters that are not collected within one month will be mailed to the registered address stated on the application form.
10. A request for changes in grades or categories in which registration has already been obtained shall be made on the NCC Application for Registration Form. All information requested in the Form shall be submitted, including re-submission of all information previously submitted for prior registration (Please see Item 7 above).
11. If the information provided by the applicant on which evaluation and award(s) were based is found to be erroneous then that contractor(s) shall not be registered, and if discovered after the contractor is registered, then the registration of that contractor may be revoked.
12. This appendix is to be read in conjunction with the contractor application form and **need not be returned**.

13. Below are additional requirements for the Road Surfacing categories.

### Minimum Resources Required

Asphaltic Concrete Works		Double Surface Dressing Works		Micro Surfacing Works		
	Grade 1	Grade 2	Grade 1	Grade 2	Grade 1	Grade 2
<b>Professional staff</b>	1 Site Engineer	1 Site Engineer	1 Site Engineer	1 Site Engineer	1 Site Engineer	1 Site Engineer
	1 Project Manager	1 Project Manager	1 Project Manager	1 Project Manager	1 Project Manager	1 Project Manager
	1 Quality Control Manager		1 Quality Control Manager		1 Quality Control Manager	
<b>Technical Staff</b>	2 Lab Technicians	1 Quality Control Supervisor	1 Quality Control Technician	1 Quality Control Supervisor	2 Quality Control Technicians	1 Quality Control Supervisor
<b>Supervisory</b>	1 Plant Supervisor	1 Paving Supervisor	2 Crew Supervisors	1 Crew Supervisor	2 Crew Supervisors	1 Crew Supervisor
	2 Paving Supervisors	1 Plant Supervisor	2 Distributor Operators	1 Distributor Operator	2 Truck Operators	1 Truck Operator
	2 Rolling Supervisors	1 Site Supervisor for Prep. Works	2 Back-end Operators	1 Back-end Operator	2 Back-end Operators	1 Back-end Operator
	2 Site Supervisors for Prep. Works					
<b>Equipment</b>	Asphaltic Plant (Owned or Leased) Material Lab (Owned or Leased) 2 Self-propelled Pavers 2 Pneumatic Tyre Rollers 2 Smooth Steel Wheel Tandem Rollers <u>OR</u> 1 Vibratory Steel Wheel Roller (min.) 8T 1 Milling Machine 1 Cutting Machine 1 Emulsion Distributor/ Sprayer	Written confirmation of arrangement with Asphalt Plant and Testing Laboratory 1 Self-propelled Paver 1 Pneumatic Tyre Roller 1 Smooth Steel Wheel Tandem Roller <u>OR</u> 1 Vibratory Steel Wheel Roller (min.) 8T 1 Milling Machine 1 Cutting Machine 1 Emulsion Distributor/ Sprayer	2 Asphalt Distributors (1,500- 2,000 USG) 2 Spreader boxes 2 Pneumatic Tyre Rollers 2 Steel Wheeled Rollers (max.) 6T dead weight 2 Front end Loaders 2 Small Catch-out Trucks	1 Asphalt Distributor (1,500 – 2,000 USG) 1 Spreader Box 1 Pneumatic Tyre Roller 1 Steel Wheel Roller (max.) 6T dead weight 1 Front end Loader 1 Small Catch-out Truck	2 Micro Surfacing Trucks 2 Front end Loaders 1- 5,000 USG (min.) Storage Tank	1 Micro Surfacing Truck 1 Front end Loader 1- 3,000 USG (min.) Storage Tank

## NATIONAL CONTRACTS COMMISSION

### Category and Grade Assessment Criteria For Registration of Contractors

**Key :** P= Professional; T= Technical; S= Supervisory; N/A = Not Applicable

CATEGORIES	Grade	Monetary Limit of Grade (J\$M)	Minimum N° of years in Business as a contractor	Staff Requirement						*In last 10 years completed 2 projects each in excess of (J\$M)	Financial Requirements	
				Min. Number			Min. Number of Years in Industry				1. Fixed Assets in Excess of: (J\$M)	2. Current Assets in Excess of: (J\$M)
				P	T	S	P	T	S			
<b>Building Construction</b> The construction, alteration, renovation and repair of buildings or structures which are fabricated of wood, steel, concrete or other suitable materials or combination of materials, which are designed to support, shelter or enclose persons, animals or other property.	1	150,000	8	2	2	2	7	5	5	75,000	10,500	12,000
	2	75,000	6	2	2	2	5	5	5	24,000	5,250	6,000
	3	24,000	4	1	2	2	3	4	4	12,000	1,680	1,920
	4	12,000	0	1	1	2	3	3	4	0.250	0.840	0.960
<b>Civil Engineering</b> The construction, erection, alteration, renovation, extension and repair of infrastructure and public utility works but excluding categories listed herein.	1	150,000	8	2	2	2	7	5	5	75,000	10,500	12,000
	2	75,000	6	2	2	2	5	5	5	24,000	5,250	6,000
	3	24,000	4	1	2	2	5	5	5	12,000	1,680	1,920
	4	12,000	0	1	1	2	3	3	4	0.250	0.840	0.960
<b>General Road Works</b> The construction, alteration and repair of highways, roads, streets, parking lots, and other public ways used for vehicular traffic, including any drains, tunnels, bridges and other appurtenances to the construction.	1	150,000	8	2	2	2	7	5	5	75,000	10,500	12,000
	2	75,000	6	2	2	2	5	5	5	24,000	5,250	6,000
	3	24,000	4	1	2	2	5	5	5	12,000	1,680	1,920
	4	12,000	0	1	1	2	3	3	4	0.250	0.840	0.960
<b>Building Maintenance</b> The maintenance and repair of buildings or structures which are fabricated of wood, steel, concrete or other suitable materials or combination of materials, which are designed to support, shelter or enclose persons, animals or other property.	3	12,000	4	1	2	2	3	3	3	4,000	0.840	0.960
	4	4,000	0	1	1	2	3	3	3	0.250	0.280	0.320

\* The value of projects completed will be adjusted to reflect current prices  
**NATIONAL CONTRACTS COMMISSION - CONTRACTOR REGISTRATION CRITERIA CRC 09 / 2008**

## NATIONAL CONTRACTS COMMISSION

### Category and Grade Assessment Criteria For Registration of Contractors

**Key :** P= Professional; T= Technical; S= Supervisory; N/A = Not Applicable

CATEGORIES	Grade	Monetary Limit of Grade (J\$M)	Minimum N° of years in Business as a contractor	Staff Requirement						*In last 10 years completed 2 projects each in excess of (J\$M)	Financial Requirements									
				Min. Number			Min. Number of Years in Industry				1. Fixed Assets in Excess of: (J\$M)	2. Current Assets in Excess of: (J\$M)								
				P	T	S	P	T	S				3. Current Ratio: = 1							
<b>Industrial Maintenance</b> The maintenance and repair of existing process and pressure piping systems, electrical systems, instrumentation devices, and HVAC systems and any necessary and incidental work.																				
<b>Road Maintenance works</b> The filling of cracks and voids in existing asphaltic surfaces. The installation of precast bumpers, traffic signs, non-electrical markers and striping of the surfaces. The clearing and maintenance of carriageway verges. The assembling, installation of fencing, guardrails, signs and non-electrical markers.	3	12.000	4	1	2	1	2	2	3	3	4.000	0.840	0.960							
	4	4.000	0	-	2	2	-	3	3	0.250	0.280	0.320								
	1	75.000	8	1	2	3	5	3	5	50.000	5.250	6.000								
	2	50.000	6	1	2	2	4	3	3	12.000	3.500	4.000								
<b>Interior Construction Works</b> The installation, taping, and finishing of wallboard, sheathing and suspended ceilings made of gypsum or other suitable materials for non-structural partitioning. The fabrication, installation, remodeling, repair and finishing of wood and wood products such as doors, windows, cabinets and fixtures. The installation, finishing and repair of floor and wall coverings	3	12.000	4	-	1	2	-	2	3	4.000	0.840	0.960								
	4	4.000	0	-	1	2	-	3	3	0.250	0.280	0.320								
	1	75.000	8	-	1	3	-	2	3	50.000	5.250	6.000								
	2	50.000	6	-	1	3	-	2	3	12.000	3.500	4.000								
<b>Landscaping</b> The grading and preparation of plots of land for horticulture. The planting and maintenance of lawns, gardens, and all types of vegetation including the construction, assembling, installation and repair of systems for landscape drainage and irrigation and the control of soil erosion.	3	12.000	4	-	2	2	-	2	4	4.000	0.840	0.960								
	4	4.000	0	-	2	2	-	2	2	0.250	0.280	0.320								
	1	75.000	8	1	2	2	5	3	5	50.000	5.250	6.000								
	2	50.000	6	1	1	2	5	3	5	12.000	3.500	4.000								

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NATIONAL CONTRACTS COMMISSION - CONTRACTOR REGISTRATION CRITERIA CRC 09 / 2008

## NATIONAL CONTRACTS COMMISSION

### Category and Grade Assessment Criteria For Registration of Contractors

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				P	T	S	P	T	S			
<b>Painting and Decorative Finishes</b> The application of any type of paint, varnish, shellac, stain, protective coatings and wax. The attachment of any type of papers, fabrics and plastics to the surfaces buildings and their appurtenances.	1	75,000	8	-	2	1	-	3	3	50,000	5,250	6,000
	2	50,000	6	-	2	1	-	3	3	12,000	3,500	4,000
	3	12,000	4	-	2	1	-	3	3	4,000	0,840	0,960
	4	4,000	0	-	1	1	-	2	2	0,250	0,280	0,320
<b>Bridge Construction</b> The installation, construction, alteration and repair of bridges which are fabricated of steel, masonry, concrete or other suitable materials, and are designed for use by pedestrians or moving traffic; including any abutments, foundations, piles, piers, culverts, approach roadways and appurtenances to the bridges.	1	150,000	8	2	2	2	7	5	5	75,000	10,500	12,000
	2	75,000	6	2	2	2	5	5	5	24,000	5,250	6,000
	3	24,000	4	1	2	2	5	5	5	16,000	1,680	1,920
	4	16,000	0	1	1	2	3	3	4	0,250	1,120	1,280
<b>Systems Building</b> The fabrication, fitting, assembling, placement, and installation of pre-manufactured units, modular parts and their appurtenances, fabricated of steel, masonry, concrete or other suitable materials, for the erection of residential or commercial buildings.	1	150,000	8	1	3	3	5	3	5	75,000	10,500	12,000
	2	75,000	6	1	3	3	5	3	3	50,000	5,250	6,000
	3	50,000	4	1	3	3	5	3	3	10,000	3,500	4,000
	4	10,000	0	1	2	3	3	3	3	0,250	0,700	0,800
<b>Marine Engineering</b> The installation, construction, alteration and repair of seawalls, bulkheads, docks, piers, wharves and other marine structures made of concrete, steel, wood or any combination of suitable materials, including any necessary or incidental work.	1	75,000	8	2	2	3	5	3	5	50,000	5,250	6,000
	2	50,000	6	1	2	3	5	3	5	16,000	3,500	4,000
	3	16,000	4	2	2	3	5	3	4	6,000	1,120	1,280
	4	6,000	0	1	1	2	4	2	3	0,250	0,420	0,480

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				P	T	S	P	T				S
<b>Piling</b> The examination, excavation, drilling, compacting, pumping, sealing and other necessary work to construct, alter or repair piles and piers placed in the earth's subsurface to prevent structural settling and to provide adequate means to sustain or transmit the structural load to the soil or rock below	1	75,000	8	2	2	3	5	3	5	50,000	5,250	6,000
	2	50,000	6	2	2	2	5	5	5	16,000	3,500	4,000
	3	16,000	4	2	2	3	5	3	4	6,000	1,120	1,280
	4	6,000	0	1	1	2	4	2	3	0,250	0,420	0,480
<b>Drilling</b> The application of tools and machinery for boring holes in earth, rock or other strata including the sinking of wells.	1	75,000	8	-	3	3	-	5	5	50,000	5,250	6,000
	2	50,000	6	-	3	2	-	4	4	12,000	3,500	4,000
	3	12,000	4	-	2	2	-	3	3	4,000	0,840	0,960
	4	4,000	0	-	1	2	-	3	3	0,250	0,280	0,320
<b>Blasting</b> The preparation, placement, and firing of explosives and explosive devices to move, modify, destroy or demolish rock or other ground stratum, man-made or natural structure either above, below or within the land or sea.	1	75,000	8	-	3	3	-	5	5	50,000	5,250	6,000
	2	50,000	6	-	3	2	-	4	4	12,000	3,500	4,000
	3	12,000	4	-	2	2	-	3	3	4,000	0,840	0,960
	4	4,000	0	-	1	2	-	3	3	0,250	0,280	0,320
<b>Pipe Laying</b> The fabrication, fitting, assembling, placement, and installation of pipes (min. dia. 100 mm) and their appurtenances, fabricated from cast-iron, steel, concrete or other suitable materials for sewers, drains, irrigation and hydraulic fluid transmission, including any related excavating, grading, trenching, backfilling, paving, surfacing and the application of protective coatings necessary to complete the laying of the pipes.	1	75,000	8	1	2	2	5	3	4	50,000	5,250	6,000
	2	50,000	6	1	2	2	5	3	4	12,000	3,500	4,000
	3	12,000	4	1	1	2	4	3	4	4,000	0,840	0,960
	4	4,000	0	-	1	2	-	2	2	0,250	0,280	0,320

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				P	T	S	P	T				S
<b>Electrical Works</b> The inspection, installation, alteration and repair of overhead or underground wires which transmit electricity, including the installation of poles, anchors, guys, electrical switchgear, and any other necessary or incidental work, hardware, equipment or systems. The installation, alteration and repair of electrical wires, fixtures and appliances.	1	75,000	8	1	2	3	5	3	5	50,000	5,250	6,000
	2	50,000	6	1	2	3	5	3	4	16,000	3,500	4,000
	3	16,000	4	1	2	1	5	3	4	6,000	1,120	1,280
	4	6,000	0	1	1	1	3	2	3	0,250	0,420	0,480
<b>Mechanical Works</b> The installation, alteration, replacement or repair of plumbing, internal drainage systems, process and pressure piping systems, boilers and related fittings, including any necessary and incidental work..	1	75,000	8	1	2	3	5	3	5	50,000	5,250	6,000
	2	50,000	6	1	2	3	5	3	4	16,000	3,500	4,000
	3	16,000	4	1	2	3	5	3	4	6,000	1,120	1,280
	4	6,000	0	1	1	3	3	2	3	0,250	0,420	0,480
<b>Elevator, Escalator and Moving Walkways</b> The installation of elevators, escalators, dumb waiters and equipment for the transport of people vertically and horizontally, conveyors for the transport of freight, including the preparation of the structure and any other work, systems and equipment incidental or supplemental.	1	75,000	8	1	2	3	5	3	5	50,000	5,250	6,000
	2	50,000	6	1	2	3	5	3	5	16,000	3,500	4,000
	3	16,000	4	1	2	3	4	3	4	6,000	1,120	1,280
	4	6,000	0	1	1	2	3	3	4	0,250	0,420	0,480
<b>Heating, Ventilation, Air - Conditioning, and Refrigeration</b> The construction, erection, fabrication and installation and repair of systems, devices, machinery and units for the control of temperature in structures including insulation, piping, ducts, humidity and thermostatic controls, compressors and condensers and any other necessary and incidental work.	1	75,000	8	1	2	3	5	3	5	50,000	5,250	6,000
	2	50,000	6	1	2	3	5	3	5	16,000	3,500	4,000
	3	16,000	4	1	2	3	3	3	5	6,000	1,120	1,280
	4	6,000	0	1	1	3	3	3	5	0,250	0,420	0,480

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				P	T	S	P	T				S
<b>Instrumentation</b> The installation, replacement and repair of devices for observation, measurement and control of electrical, mechanical, pneumatic or electro-mechanical systems including electrical wiring and any necessary and incidental work.	1	75,000	8	1	2	3	5	3	5	50,000	5,250	6,000
	2	50,000	6	1	2	3	5	3	5	16,000	3,500	4,000
	3	16,000	4	1	2	3	5	3	4	6,000	1,120	1,280
	4	6,000	0	1	1	3	3	2	3	0,250	0,420	0,480
<b>Information Technology Systems</b> The installation, configuration, assembly, extension, alteration and repair of computer hardware and peripherals, including network cabling and installation and any other work necessary and incidental work.	1	75,000	8	1	2	3	5	3	5	50,000	5,250	6,000
	2	50,000	6	1	2	3	5	3	5	16,000	3,500	4,000
	3	16,000	4	1	2	3	3	3	5	6,000	1,120	1,280
	4	6,000	0	1	1	3	3	3	5	0,250	0,420	0,480
<b>Medical Equipment</b> The installation, maintenance and repair of medical, sterilisation and laboratory equipment including any necessary and incidental work.	1	75,000	8	-	2	1	-	3	3	50,000	5,250	6,000
	2	50,000	6	-	2	1	-	3	3	12,000	3,500	4,000
	3	12,000	4	-	2	1	-	3	3	4,000	0,840	0,960
	4	4,000	0	-	1	1	-	2	2	0,250	0,280	0,320
<b>Security Systems</b> The installation, assembly, alteration and repairs to electronic security surveillance systems, intrusion detection systems, automatic door, window and gate openers, CCTV and any other necessary or incidental work, systems or equipment.	1	75,000	8	-	2	2	-	3	5	50,000	5,250	6,000
	2	50,000	6	-	2	2	-	3	4	12,000	3,500	4,000
	3	12,000	4	-	2	2	-	2	4	4,000	0,840	0,960
	4	4,000	0	-	1	1	-	2	2	0,250	0,280	0,320

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				P	T	S	P	T	S			
<b>Steel Erection</b> The erection, assembly, fitting of steel shapes and plates to be used as structural members during the construction of structures for the support, shelter or enclosure of persons, animals or goods excluding specialized roofing systems and reinforcing bars.	1	75,000	8	1	2	4	5	3	5	50,000	5,250	6,000
	2	50,000	6	1	2	3	5	3	5	12,000	3,500	4,000
	3	12,000	4	1	2	3	4	3	4	4,000	0,840	0,960
	4	4,000	0	-	1	3	-	3	3	0,250	0,280	0,320
<b>Steel Fabrication</b> The cutting and fabrication of steel shapes and plates to be used as structural members or in the construction of tanks except reinforcing bars. The selection, cutting, assembly, fabrication, shaping, stamping and forging of sheet, rolled or cast metal to be used in a non-structural manner as ducts, flashings, gutters, metal windows and doors, architectural treatment, ornamental decoration or security of structures.	1	75,000	8	1	2	4	5	3	5	50,000	5,250	6,000
	2	50,000	6	1	2	3	5	3	5	12,000	3,500	4,000
	3	12,000	4	1	2	3	4	3	4	4,000	0,840	0,960
	4	4,000	0	-	1	3	-	3	3	0,250	0,280	0,320
<b>Tank Erection</b> The fabrication, placement and erection of structural tanks for the retention of fluids, solids, and gases either above or below the ground, including any associated work necessary for the placement and erection of the tank.	1	75,000	8	1	2	2	5	3	4	50,000	5,250	6,000
	2	50,000	6	1	2	2	4	3	4	12,000	3,500	4,000
	3	12,000	4	1	1	2	4	3	4	4,000	0,840	0,960
	4	4,000	0	-	1	2	-	2	2	0,250	0,280	0,320
<b>Sandblasting</b> The treatment of surfaces by use of equipment which is designed to clean, grind, cut or decorate surfaces with a blast of sand or other abrasive propelled by steam or compressed air.	1	75,000	8	-	2	1	-	3	3	50,000	5,250	6,000
	2	50,000	6	-	2	1	-	3	3	12,000	3,500	4,000
	3	12,000	4	-	2	1	-	3	3	4,000	0,840	0,960
	4	4,000	0	-	1	1	-	2	2	0,250	0,280	0,320

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				P	T	S	P	T	S			
<b>Roofing</b> The fabrication, installation, erection, assembly, construction, alteration and repairs to roofs, roof decking and roof coverings including specialized roofing systems, made of wood, steel, concrete or other suitable materials, but excluding the construction of <i>in-situ</i> concrete roofs.	1	75,000	8	1	2	2	5	3	5	50,000	5,250	6,000
	2	50,000	6	1	2	2	4	3	4	12,000	3,500	4,000
	3	12,000	4	-	2	2	-	2	4	4,000	0.840	0.960
	4	4,000	0	-	2	2	-	2	2	0.250	0.280	0.320
<b>Signage</b> The fabrication, installation, erection, repair and alteration of billboards and outdoor signs which are fabricated of wood, steel or other suitable materials, including the installation of any related electrical wiring and any other work necessary and incidental to the construction or erection of signs. The painting of art and messages on signs.	1	75,000	8	-	1	3	-	3	5	50,000	5,250	6,000
	2	50,000	6	-	1	3	-	3	4	12,000	3,500	4,000
	3	12,000	4	-	1	2	-	2	4	4,000	0.840	0.960
	4	4,000	0	-	1	2	-	2	2	0.250	0.280	0.320
<b>Fencing</b> The fabrication, construction, erection, installation, assembly, alteration and repairs to fences, railings, guard rails, including gates and posts made of wood, steel or other suitable materials but excluding masonry walls.	1	75,000	8	-	2	2	-	3	5	50,000	5,250	6,000
	2	50,000	6	-	2	2	-	3	4	12,000	3,500	4,000
	3	12,000	4	-	2	2	-	2	4	4,000	0.840	0.960
	4	4,000	0	-	1	2	-	2	2	0.250	0.280	0.320
<b>Road Surfacing - Asphaltic Concrete Works</b> The excavation, grading, compacting and application of asphaltic concrete in the alteration, repair, and construction of roads, streets, and highways.	1	150,000	8	3	2	7	5	3	5	75,000	10,500	12,000
	2	75,000	6	2	1	3	5	3	5	24,000	5,250	6,000

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				P	T	S	P	T	S			
<b>Road Surfacing - Double Surface Dressing Works</b> The excavation, grading, compacting and application of two layers of approved asphalt binder and chips in the alteration, repair, and construction of roads, and streets.	1	150,000	8	3	1	6	5	3	5	75,000	10,500	12,000
	2	75,000	6	2	1	3	5	3	5	24,000	5,250	6,000
<b>Road Surfacing - Micro Surfacing Works</b> The excavation, grading, compacting, preparation and cold application of polymer based road surfacing mixture in the alteration, repair, and construction to roads, streets and highways.	1	150,000	8	3	2	6	5	3	5	75,000	10,500	12,000
	2	75,000	6	2	1	3	5	3	5	24,000	5,250	6,000

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