



NATIONAL CONTRACTS COMMISSION

REGISTER OF PUBLIC SECTOR WORKS CONTRACTORS
GRADES 1-4

APPLICATION FORM

Name of Company: _____

NATIONAL CONTRACTS COMMISSION
THE CONTRACTS SECRETARIAT
OFFICE OF THE CONTRACTOR-GENERAL
1ST FLOOR, PIOJ BUILDING
16 OXFORD ROAD KINGSTON 5
Telephone: 929-8560/6466/6460
Fax: 929-7335/920-8104
Website: www.ncc.gov.jm

Type of Application: (please indicate)

New

Annual Registration

Upgrade

Additional Category (ies)

NCC Registration No. _____

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



NATIONAL CONTRACTS COMMISSION

REGISTRATION OF WORKS 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 CURRENT AUDITED FINANCIAL STATEMENTS FOR THE LAST THREE (3) YEARS WHERE APPLICABLE.**
 - D. **ONE CERTIFIED COPY OF A CURRENT TAX COMPLIANCE CERTIFICATE IN THE NAME OF THE APPLICANT.**
 - E. **EVIDENCE OF ACADEMIC AND OTHER QUALIFICATION FOR PROFESSIONAL, TECHNICAL AND SUPERVISORY STAFF; I.E. RESUME AND COPIES OF DEGREES, DIPLOMAS, CERTIFICATES ETC.**
 - F. **REFER TO THE ATTACHED NCC DETAILED REGISTRATION REQUIREMENTS FOR ADDITIONAL INFORMATION.**
 - G. **ALL INFORMATION SUBMITTED WILL BE SUBJECTED TO A VERIFICATION PROCESS AS PER CLAUSE 15 BELOW.**
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.

NATIONAL CONTRACTS COMMISSION

REGISTRATION OF WORKS CONTRACTORS GRADES 1-4 **GENERAL INFORMATION**

6. **MONETARY LIMITS:** THE FOLLOWING RESTRICTIONS WILL APPLY:
- A. WITH THE EXCEPTION GRADE 1, CONTRACTORS WILL NOT BE AWARDED CONTRACTS THAT EXCEED THE MONETARY LIMIT OF THEIR GRADE
 - B. WITH THE EXCEPTION OF GRADE 1, 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.

GRADES 1 & 2	-	\$60,000.00
GRADE 3	-	\$30,000.00
GRADE 4	-	\$5,000.00

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 WILL BE INVITED TO BECOME REGISTERED. THIS INVITATION WILL BE VALID FOR A PERIOD OF THREE (3) MONTHS AND WILL BE WITHDRAWN THEREAFTER.
12. COMPLETED APPLICATION FORMS ARE TO BE RETURNED TO THE FOLLOWING ADDRESS:

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

NATIONAL CONTRACTS COMMISSION

REGISTRATION OF WORKS CONTRACTORS GRADES 1-4 **GENERAL INFORMATION**

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 NUMBERS 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) MAY 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 Works 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 Business Address of the Firm?

Street Address _____

Parish _____

Mailing Address

Address _____

Parish _____

Does the Firm Have a Branch Office?

Address _____

Parish _____

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

Please State Other Methods of Contacting the Firm

Telephone No.: 1) _____ 2) _____ Fax No. _____

Email: _____

Contact Persons (Manager/Principal etc.) 1) _____ 2) _____

2. How many years has the Firm been operating as a contractor? (Weighted 10% of Evaluation)

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 listed equipment as Owned is not supported by a Detailed Fixed Asset Schedule of the Audited Financial Statements, it will not be considered.

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					

7. Financial Information (Weighted 30% of Evaluation)

7.1 Please State the Total Annual Volume of Construction work performed in the past five (5) years

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

7.2 Please Provide Audited Financial Reports for the Last Three (3) Years: Balance Sheets, Profit and Loss Statements, Cash Flow, Accountant's/Auditor's Reports etc. Please List below and Attach:

7.2.1 For Re-Registration, please provide the Last Year's Financial Statement Only.

7.2.2 For Newly Incorporated Companies, please refer to page 12 of the Supplementary Registration Requirements for New Applicants.

Year	Items
20____	_____

20____	_____

20____	_____

7.3 Financial Institution Reference

Please state 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: _____

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

Refer to the Appendix to the Application Form for the detailed requirements.

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
- At the time of application, individuals who have a formal working relationship with the Contractor and/or Company in a capacity such as Consultants, Full-time or Part-time staff.

Professional Engineer - at least one (1) staff member with a valid Locally Registered and Licensed Professional Registration from a recognized works professional organization is required in a full-time working capacity with the Company and/or Contractor for the **Grade One (1) categories with monetary limits of J\$150M.** These categories are Bridge Construction, Building Construction, Civil Engineering, System Buildings General Road Works, Road Surfacing - Asphaltic Concrete Works, Road Surfacing - Double Surface Dressing Works and Road Surfacing - Micro Surfacing Works.

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: _____

<u>Academic Qualifications (eg: Bsc., Ma., Msc.)</u>	<u>Major Discipline</u>	<u>Year Qualified</u>	<u>Accrediting Institution</u>
_____ / _____	_____ / _____	_____ / _____	_____ / _____
_____ / _____	_____ / _____	_____ / _____	_____ / _____

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

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

8.2 Technical (10% of evaluation)

Technical staff includes:

- Individuals who have benefited from works related tertiary-level training.
- At the time of application, individuals who have a formal working relationship with the Contractor and/or Company in a capacity such as Consultants, Full-time or Part-time staff.

Name of Individual: _____ **Years with Firm:** _____

Number of years practicing in profession: _____

<u>Academic Qualifications (eg: Cert., Dip., Bsc., Ma., Msc.)</u>	<u>Major Discipline</u>	<u>Year Qualified</u>	<u>Accrediting Institution</u>
_____ / _____ / _____ / _____	_____ / _____ / _____ / _____	_____ / _____ / _____ / _____	_____ / _____ / _____ / _____
_____ / _____ / _____ / _____	_____ / _____ / _____ / _____	_____ / _____ / _____ / _____	_____ / _____ / _____ / _____

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

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

8.3 **Supervisory** (10% of evaluation)

Supervisory Staff includes:

- Individuals with appropriate experience in the construction industry with responsibility for on-site day-to-day activities.
- At the time of Application, individuals who have a formal working relationship with the Contractor and/or Company in a capacity such as Consultants, Full-time or Part-time staff. Individuals may also be professionally and technically trained.

Name of Individual: _____ **Years with Firm:** _____

Number of years in construction industry: _____

Educational Level Achieved (eg: High / Tech Sch., Cert., Dip., Bsc., Ma., Msc.)	<u>Year Qualified</u>	<u>Accrediting Institution</u>
_____	/ _____	/ _____
_____	/ _____	/ _____

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 and or Employees (including Public Sector Employees) of other organizations which also provide goods, works, or services to the construction industry (except those stated above) please state:

(a) Name of Individual	(b) Name of Organization	(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 with or attached to other organizations (Parent, Subsidiary, Associate, Joint-Venture, etc.) which provide goods, works, or services to the construction industry, please state the organizations' names and nature of association:

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

PROJECTS (Weighted 30% of Evaluation) *(This page may be copied as required)*

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

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 either as a Sub-Contractor or with a Joint Venture Partner; please state the name of:

(a) Main Contractor: _____ Contact Person _____ Ph# _____

(b) Joint Venture Partner(s) _____ Contact Person _____ Ph# _____

***THE VALUE OF PROJECTS COMPLETED WILL BE ADJUSTED TO REFLECT CURRENT PRICES.**

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/Refrig. _____ / _____	
12. Industrial Maintenance _____ / _____	
13. Information Technology Sys. _____ / _____	
14. Instrumentation _____ / _____	
15. Interior Construction Works _____ / _____	
16. Landscaping _____ / _____	
17. Marine Engineering _____ / _____	
18. Mechanical Works _____ / _____	
19. 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 _____ / _____	

PROJECTS Cont. *(This page may be copied as required)*

11. If the Firm failed to complete any project within the last three years please state:

Name of Project _____

Name of Client: _____

Contact Person: _____ Ph.# _____

Name of Architect/Engineer/Project Manager in charge: _____

Contact Person: _____ Ph.# _____

Location of Project: _____ Value of Work Executed

\$: _____

Contract Sum: \$ _____

Work was Executed as: Main Contractor [] Sub Contractor [] Joint Venture Partners []

If work was performed as either a (a) Sub Contractor or (b) with Joint Venture Partner; Please state the name of:

(a) Main Contractor: _____

(b) Joint Venture Partner(s) _____

List briefly three main reasons why the company failed to complete the contract:

12. Narrative Description of Firm (Voluntary)



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, _____, being duly sworn, make oath and say
(Name(s) of owner or director)
as follows:

1. That I am _____ years of age and I reside and have my true place of abode at _____
_____ in the parish of _____
(Postal address of person(s) above)

and I am _____ and I am duly
(Description and relationship to contractor-owner or director)

authorised to make this affidavit on behalf of _____
(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 _____
(Name of Contractor / 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 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.

4. I understand that the information provided, if found to be erroneous, then the firm may not be registered and if already registered, the registration may be revoked.

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:

Declaration Form

REGISTRAR OF PUBLIC SECTOR WORKS CONTRACTORS GRADES 1- 4

This form may be duplicated as needed and must be completed by each Director and 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.
3. The "Form 23" must not be dated more than two months prior to the date of submission of application to the NCC.

Section 1

I Director /Owner
(Name of Director/Owner)

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

Section 2

- a) I am currently employed to a Government entity Yes No
- b) I am currently a Director on the board, or a member of a board committee of a Government entity Yes No

N.B. If your answer to either Question a) or b) in Section 2 is yes, please complete Section 3

Section 3

- 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 4

Are you affiliated with any other company previously or currently 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 in the presence of the Justice of the Peace



NATIONAL CONTRACTS COMMISSION

APPENDIX TO WORKS 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) Full-time staff;
 - (b) Locally Registered and Licensed with a professional registration board and or
 - (b) A member of a recognized works related professional organization.
 - (ii) Grades with monetary limits not exceeding \$75M: individuals must have attained the minimum academic qualification of a first degree, or equivalent.
2. **Technical Staff:** Are individuals who have benefitted from works related tertiary-level training.
3. **Supervisory Staff:** Are individuals with appropriate experience in the construction industry with responsibility for supervision of day-to-day activities on site. Individuals may also be professionally and technically trained.
4. Professional, Technical and Supervisory Staff members are permitted to have formal working relationships with a maximum of five (5) NCC registered Contractors and/or Companies in a capacity such as Consultants, Full-time or Part-time staff.

NATIONAL CONTRACTS COMMISSION

5. **Government Employees who are represented as a staff member on the Application Form must provide a formal authorization letter in accordance with the requirements of the Staff Orders for the Public Service as per clauses 4.2.8 – 4.2.10.**
6. **A staff member will only be assessed in respect of the categories indicated on pages 7 - 9 of the Application Form .**
7. **Evaluation Criteria:**

Registration in respective Categories and Grades are based on the assessment in regards to the eight (8) criteria stated on the referenced Appendix with the related weightings as follows:

- A. Minimum No. of Years in Business as a Contractor (10%);
 - B. Staff Requirements –
 - I. Professional Staff (P) (10%);
 - II. Technical Staff (T) (10%); &
 - III. Supervisory Staff (S) (10%);
 - C. In the last ten (10) years completed 2 projects each in excess of. (30%);
 - D. Financial Requirements –
 - I. Fixed Assets in Excess of: (10%);
 - II. Current Assets in Excess of: (10%); &
 - III. Current Ratio of 1 (10%)
8. Current Ratio is defined as the ratio of current assets to current liabilities.
 9. **Processing time is estimated at eight (8) 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.
Where letters are not collected within one (1) month, they will be mailed to the registered address stated on the Application Form.
 10. All applicants will be issued with an Acknowledgement Letter upon the submission of an Application Form. Please note that this letter cannot be used as evidence of registration and must not be submitted to Procuring Entities in response to requests for proposals (bids).
 11. **This Appendix is to be read in conjunction with the Contractor Application Form & Detailed Requirements for Registration and must not be returned.**

* The value of projects completed will be adjusted to reflect current prices

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 No. 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			
1	Building Construction 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
2	Civil Engineering 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
3	General Road Works 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
4	Building Maintenance 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	1	2	3	3	4.000	0.840	0.960
		4	4.000	0	-	2	1	-	3	3	0.250	0.280	0.320

* The value of projects completed will be adjusted to reflect current prices

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 No. 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	
5 Industrial Maintenance The maintenance and repair of existing process and pressure piping systems, electrical systems, instrumentation devices, and HVAC systems and any necessary and incidental work.												
	3	12.000	4	1	2	1	2	3	3	4.000	0.840	0.960
	4	4.000	0	-	2	2	-	3	3	0.250	0.250	0.320
6 Road Maintenance 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 cleaning and maintenance of carriageway verges. The assembling, installation of fencing, guardrails, signs and non- non-electrical markers.	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
	3	12.000	4	1	2	2	4	3	4	4.000	0.840	0.960
	4	4.000	0	-	1	2	-	3	3	0.250	0.280	0.320
7 Interior Construction Works The installation, taping, and finishing of wallboard, sheathing and suspended ceilings made of gypsum or other suitable material 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.	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
	3	12.000	4	-	1	2	-	2	3	4.000	0.840	0.960
	4	4.000	0	-	1	2	-	1	2	0.250	0.280	0.320
8 Landscaping 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 draining and irrigation and control of soil erosion.	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
	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

* The value of projects completed will be adjusted to reflect current prices

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 No. 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	
Painting and Decorative Finishes 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
Bridge Construction The installation, construction, alternation 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, culverts, approach roadways and appurtenances to 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
Systems Building 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
Marine Engineering 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	2	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	2	4	2	3	0.250	0.420	0.480

* The value of projects completed will be adjusted to reflect current prices

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 No. 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	
Piling 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
Drilling 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
Blasting 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
Pipe Laying 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

* The value of projects completed will be adjusted to reflect current prices

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 No. 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			
17	Electrical Works 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	12.000	4	1	2	1	5	3	4	6.000	1.120	1.280
		4	4.000	0	1	1	1	3	2	3	0.250	0.420	0.480
18	Mechanical Works 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	0.280	0.320
19	Elevator, Escalator and Moving Walkways 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
20	Heating, Ventilation, Air - Conditioning, and Refrigeration 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

* The value of projects completed will be adjusted to reflect current prices

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 No. 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	
21 Instrumentation 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
22 Information Technology Systems 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
23 Medical Equipment 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
24 Security Systems 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	2	-	2	2	0.250	0.280	0.320

* The value of projects completed will be adjusted to reflect current prices

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 No. 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			
25	Steel Erection 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
26	Steel Fabrication 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
27	Tank Erection 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	4	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
28	Sandblasting 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

* The value of projects completed will be adjusted to reflect current prices

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 No. 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			
29	Roofing 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
30	Signage 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
31	Fencing 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
32	Road Surfacing –Asphaltic Concrete Works 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

* The value of projects completed will be adjusted to reflect current prices

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 No. 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	
33 Road Surfacing – Double Surface Dressing Works 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
34 Road Surfacing – Micro Surfacing Works 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

* The value of projects completed will be adjusted to reflect current prices

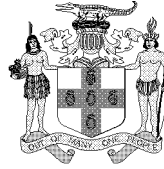
NATIONAL CONTRACTS COMMISSION

Below are additional requirements for Road Surfacing categories.

Minimum Resources Required as follows:

Asphaltic Concrete Works			Double Surface Dressing Works		Micro Surfacing Works	
	Grade 1	Grade 2	Grade 1	Grade 2	Grade 1	Grade 2
Professional Staff	1 Site Engineer 1 Project Manager 1 Quality Control Manager	1 Site Engineer 1 Project Manager	1 Site Engineer 1 Project Manager 1 Quality Control Manager	1 Site Engineer 1 Project Manager	1 Site Engineer 1 Project Manager 1 Quality Control Manager	1 Site Engineer 1 Project Manager
Technical Staff	2 Lab Technicians	1 Quality Control Supervisor	1 Quality Control Technician	1 Quality Control Supervisor	2 Quality Control Technicians	1 Quality Control Supervisor
Supervisory Staff	1 Plant Supervisor 2 Paving Supervisors 2 Rolling Supervisors 2 Site Supervisors for Prep. Works	1 Paving Supervisor 1 Plant Supervisor 1 Site Supervisor for Prep. Works	2 Crew Supervisors 2 Distributor Operators 2 Back-end Operators	1 Crew Supervisor 1 Distributor Operator 1 Back-end Operator	2 Crew Supervisors 2 Truck Operators 2 Back-end Operators	1 Crew Supervisor 1 Truck Operator 1 Back-end Operator
Equipment	Asphaltic Plant (Owned or Leased) Material Lab (Owned or Leased) 2 Self- propelled Pavers 2 Pneumatic Tyre Rollers 2 Smooth Steel Wheel Tandem Rollers OR 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 OR 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

* The value of projects completed will be adjusted to reflect current prices



NATIONAL CONTRACTS COMMISSION

DETAILED REQUIREMENTS FOR REGISTRATION

FOR PUBLIC SECTOR WORKS CONTRACTORS GRADES 1-4

Revised Registration Requirements and Procedures

THE FOLLOWING ARE THE NATIONAL CONTRACTS COMMISSION ESTABLISHED REGISTRATION REQUIREMENTS WHICH MUST BE ADHERED TO BY ALL CONTRACTORS SEEKING REGISTRATION WITH THE NATIONAL CONTRACTS COMMISSION. FAILURE TO COMPLY WITH THESE REQUIREMENTS WILL RESULT IN THE NON-ACCEPTANCE OF OR NON-PROCESSING OF AN APPLICATION.

NEW APPLICANTS

The applicant/contractor must submit all of the following documents and / information for acceptance and / processing of an application:

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
1.	Completed Works 1 – 4 Application Form		Application Form must be completed in black ink using block lettering or typed .
2.	FORM 23/Status Letter of the Company's Current Directors and Owners. [Document to be obtained from the Office of the Registrar of Companies (ORC)]		Contractors must submit the original along with a photo-copy of each document or a copy certified, sealed, signed and dated by a Justice of the Peace or Notary Public.
3.	Completed Declaration Form	Refer to Page 16 of the Register of Public Sector	(a) Must be completed by each Director and Owner;



NATIONAL CONTRACTS COMMISSION

DETAILED REQUIREMENTS FOR REGISTRATION

FOR PUBLIC SECTOR WORKS CONTRACTORS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
		Contractors Grades 1-4 Application Form	(b) Signed and dated by the Contractor in the presence of a Justice of the Peace/Notary Public; (c) Certified, sealed and dated by a Justice of the Peace/Notary Public; and (d) The signing dates of both signees must be the same.
4.	Affidavit	Refer to Page 14-15 of the Register of Public Sector Contractors Grades 1-4 Application Form	(a) Signed and dated by the Contractor in the presence of a Justice of the Peace/Notary Public; (b) Certified, sealed, signed and dated by a Justice of the Peace/Notary Public; and (c) The signing dates of both signees must be the same.
5.	Valid Tax Compliance Certificate		Contractors must submit the original along with a photo-copy of each document or a copy certified, sealed, signed and dated by a Justice of the Peace or Notary Public.
6.	Company Certificate of Registration/Incorporation OR Valid Business Name Registration Certificate		Contractors must submit the original along with a photo-copy of each document or a copy certified, sealed, signed and dated by a Justice of the Peace or Notary Public.



NATIONAL CONTRACTS COMMISSION

DETAILED REQUIREMENTS FOR REGISTRATION

FOR PUBLIC SECTOR WORKS CONTRACTORS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
7.	Audited Financial Statements for the last three (3) years	Refer to Page 5 of the Register of Public Sector Contractors Grades 1-4 Application Form	<p>1. Audited Financial Statements <u>shall not be required</u> in accordance with the Companies Act of Jamaica, the Seventh (7th) Schedule, Part 11-Nos. 5 & 6, where the applicant meets two (2) or more of the following criteria:</p> <ul style="list-style-type: none">a) Its turnover is less than J\$40 million;b) Its balance sheet total is less than J\$30 million; andc) The total number of employees is less than 25. <p>In such cases, Unaudited Financial Statements shall be accepted.</p> <p>2. For registration at the Grade four (4) level and for Newly Incorporated Companies, a Business Line of Credit is acceptable in lieu of the Audited/Unaudited Financial Statements.</p> <p>The Business Line of Credit <u>must</u> be in an acceptable form and from an approved Financial Institution confirming that the company could provide the necessary funding of ten percent (10%) of the Monetary Grade Limit in the category/(ies) applied for and must be valid for a minimum period of three (3) months.</p> <p>3. Where multiple categories are being applied for, the ten percent (10%) Business Line of Credit is based on the highest Monetary Grade Limit.</p>



NATIONAL CONTRACTS COMMISSION

DETAILED REQUIREMENTS FOR REGISTRATION

FOR PUBLIC SECTOR WORKS CONTRACTORS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
	<u>DESCRIPTION OF STAFF</u>		
8.	<p>Professional Staff</p> <ul style="list-style-type: none"> • Individuals who have attained the minimum academic qualification of a first degree, or equivalent, and are either: <ul style="list-style-type: none"> a) locally registered and licensed with a professional registration board, b) a member of works related professional association, or c) both <p><u>AND</u></p> <ul style="list-style-type: none"> • At the time of Application, individuals who have a formal working relationship with the Contractor and/or Company in a capacity such as Consultants, Full-time or Part-time staff. 	<p>Refer to Page 7 of the Register of Public Sector Works Contractors Grades 1-4 Application Form and the Appendix to Contractor Application Form</p>	<p>1. Minimum Academic Qualifications of a first degree* or</p> <p>2. Current Local Professional Registration Licence* in the prescribed format:</p> <ul style="list-style-type: none"> • Professional Engineers Registration Board (PERB) Licence OR • Architects Registration Board (ARB) Certificate OR • Commissioned Land Surveyors Registration OR • Quantity Surveyor Registration with the Royal Institution of Chartered Surveyors (RICS) and Jamaica Institute of Quantity Surveyors (JIQS) <p><u>AND</u></p> <p>3. Updated Resumes</p> <ul style="list-style-type: none"> ▪ must include given name , contact information, education attained, work experience including dates, names of places worked, a brief description of the work duties, name and nature of major projects done. <p><i>*Contractors must submit the original along with a photo-copy of each document or a copy certified, sealed, signed and dated by a Justice of the Peace or Notary Public.</i></p>



NATIONAL CONTRACTS COMMISSION

DETAILED REQUIREMENTS FOR REGISTRATION

FOR PUBLIC SECTOR WORKS CONTRACTORS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
9.	<p>Technical Staff</p> <ul style="list-style-type: none"> Individuals who have benefited from works related tertiary-level training. <p align="center"><u>AND</u></p> <ul style="list-style-type: none"> At the time of Application, individuals who have a formal working relationship with the Contractor and/or Company in a capacity such as Consultants, Full-time or Part-time staff. 	<p>Refer to Page 8 of the Register of Public Sector Works Contractors Grades 1-4 Application Form and the Appendix to Contractor Application Form</p>	<p>1. Academic Qualification* or</p> <p>2. Current Local Professional Registration Licence in the prescribe format stated above*</p> <p><u>AND</u></p> <p>3. Updated Resumes</p> <ul style="list-style-type: none"> must include given name, contact information, education attained, work experience including dates, names of places worked, a brief description of the work duties, name and nature of major projects done. <p><i>*Contractors must submit the original along with a photo-copy of each document or a copy certified, sealed, signed and dated by a Justice of the Peace or Notary Public.</i></p>
10.	<p>Supervisory Staff</p> <ul style="list-style-type: none"> Individuals with considerable experience in the construction industry with responsibility for on-site day-to-day activities. Individuals may also be professionally and technically trained. <p align="center"><u>AND</u></p> <ul style="list-style-type: none"> At the time of Application, individuals who have a formal working relationship with the Contractor 	<p>Refer to Page 9 of the Register of Public Sector Works Contractors Grades 1-4 Application Form and the Appendix to Contractor Application Form</p>	<p>1. Updated Resumes</p> <ul style="list-style-type: none"> must include given name, contact information, education attained, work experience including dates, names of places worked, a brief description of the work duties, name and nature of major projects done.



NATIONAL CONTRACTS COMMISSION

DETAILED REQUIREMENTS FOR REGISTRATION

FOR PUBLIC SECTOR WORKS CONTRACTORS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
	and/or Company in a capacity such as Consultants, Full-time or Part-time staff.		
11.	Valid Licence for the Specialist Category/(ies) such as Electrical and/ Blasting	Refer to the Appendix to Contractor Application Form	Contractors must submit the original along with a photo-copy of each document or a copy certified, sealed, signed and dated by a Justice of the Peace/Notary Public.
<u>PROJECT REQUIREMENTS</u>			
12.	Projects Page /Page 11	Refer to Page 11 of the Register of Public Sector Works Contractors Grades 1-4 Application Form	The completed page must include the areas indicating the value of the project and the value of each area/category as applicable in the box marked component, the total value of the contract, the contract start and contract completion date. Supporting documents are the required for the projects represented and are stated in item # 13.
13.	Supporting documents for all Projects represented by the Contractor on Page 11 of the Application Form	Refer to Page 11 of the Register of Public Sector Works Contractors Grades 1-4 Application Form and the Appendix to Contractor Application Form	1. <u>Contractual Documents in the form of:</u> Signed and certified copy of the Contract Document <u>OR</u> a combination of any of the following documents: <ul style="list-style-type: none">▪ Copy of Signed Articles of Agreement <u>AND</u> Scope/Description of Works <u>OR</u>▪ Copy of Signed Articles of Agreement <u>AND</u> Copy of Bill of



NATIONAL CONTRACTS COMMISSION
DETAILED REQUIREMENTS FOR REGISTRATION
FOR PUBLIC SECTOR WORKS CONTRACTORS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
			<p style="text-align: center;">Quantities (BQ) Summary Sheet <u>OR</u></p> <ul style="list-style-type: none">▪ Copy of Purchase Orders <u>OR</u> Associated Signed Invoices <p style="text-align: center;"><u>AND</u></p> <p>2. <u>Proof of Value of Works Completed*</u>:</p> <p>Supporting documents for the value of works completed in relation to <u>Item #1</u> must include a copy of any of the following documents:</p> <ul style="list-style-type: none">▪ Signed and Certified Final Accounts <u>or</u>▪ Signed Certificates of Payments <u>or</u>▪ Cheques/Cheque Stubs <u>or</u>▪ Remittances. <p style="text-align: center;"><u>OR</u></p> <p>3. <u>ALTERNATIVE OPTION</u></p> <p>Where applicants are unable to fully comply with Items# 1 and 2 above, a Confirmation Letter from the Client may be submitted.</p> <ul style="list-style-type: none">▪ The Confirmation Letter from the Client must be signed by an Authorized Officer (Name, Position and Contact information) should be clearly stated and include the name and location of the project, summarized description of the works done, contract start and end dates and value/amount paid for works done.



NATIONAL CONTRACTS COMMISSION

DETAILED REQUIREMENTS FOR REGISTRATION

FOR PUBLIC SECTOR WORKS CONTRACTORS GRADES 1-4

RE-REGISTRATION APPLICANTS

(All contractors who were registered with the National Contracts Commission *before* September 1, 2010)

The Applicant/Contractor **must** submit all of the following documents and / information for acceptance and / processing of an Application:

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
1.	Completed Works 1 – 4 Application Form	Refer to Pages 1 -14 of the Register of Public Sector Works Contractors Grades 1-4 Application Form	Application Form must be completed in black ink using block lettering or typed
2.	FORM 23/Status Letter of the Company's Current Directors and Owners. [Document to be obtained from the Office of the Registrar of Companies (ORC)]		Contractors must submit the original along with a photo-copy of each document or a copy certified, sealed, signed and dated by a Justice of the Peace or Notary Public.
3.	Completed Declaration Form	Refer to Page 16 of the Register of Public Sector Contractors Grades 1-4 Application Form	a) Must be completed by each Director and Owner; (b) Signed and dated by the Contractor in the presence of a Justice of the Peace/Notary Public; (c) Certified, sealed, signed and dated by a Justice of the Peace/Notary Public; and (d) The signing dates of both signees must be the same.



NATIONAL CONTRACTS COMMISSION

DETAILED REQUIREMENTS FOR REGISTRATION

FOR PUBLIC SECTOR WORKS CONTRACTORS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
4.	The Affidavit which accompanies the Application Form	Refer to Page 14-15 of the Register of Public Sector Works Contractors Grades 1-4 Application Form	(a) Signed and dated by the Contractor in the presence of a Justice of the Peace/Notary Public; (b) Certified, sealed and dated by a Justice of the Peace/Notary Public; and (c) The signing dates of both signees must be the same.
5.	Valid Tax Compliance Certificate		Contractors must submit the original along with a photo-copy of each document or a copy certified, sealed, signed and dated by a Justice of the Peace/Notary Public.
6.	Company Certificate of Registration/Incorporation OR Valid Business Name Registration Certificate		Contractors must submit the original along with a photo-copy of each document or a copy certified, sealed, signed and dated by a Justice of the Peace/Notary Public.
7.	Audited Financial Statements for the last three (3) years	Refer to page 5 of the Register of Public Sector Works Contractors Grades 1-4 Application Form	1. Audited Financial Statements <u>shall not be required</u> in accordance with the Companies Act of Jamaica, the Seventh (7 th) Schedule, Part 11-Nos. 5 & 6, where the applicant meets two (2) or more of the following criteria: a) Its turnover is less than J\$40 million; b) Its balance sheet total is less than J\$30 million; and c) The total number of employees is less than 25. In such cases, Unaudited Financial Statements shall be accepted.



NATIONAL CONTRACTS COMMISSION

DETAILED REQUIREMENTS FOR REGISTRATION

FOR PUBLIC SECTOR WORKS CONTRACTORS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
	<u>DESCRIPTION OF STAFF</u>		
8.	<p>Professional Staff</p> <ul style="list-style-type: none"> • Individuals who have attained the minimum academic qualification of a first degree, or equivalent, and are either: <ul style="list-style-type: none"> a) locally registered and licensed with a professional registration board, b) a member of works related professional association, or c) both <p><u>AND</u></p> <ul style="list-style-type: none"> • At the time of Application, individuals who have a formal working relationship with the Contractor and/or Company in a capacity such as Consultants, Full-time or Part-time staff. 	<p>Refer to Page 7 of the Register of Public Sector Works Contractors Grades 1-4 Application Form and the Appendix to Contractor Application Form</p>	<p>1. Minimum Academic Qualifications of a first degree or</p> <p>2. Current Local Professional Registration Licence* in the prescribed format:</p> <ul style="list-style-type: none"> • Professional Engineers Registration Board (PERB) Licence <u>OR</u> • Architects Registration Board (ARB) Certificate <u>OR</u> • Commissioned Land Surveyors Registration <u>OR</u> • Quantity Surveyor Registration with the Royal Institution of Chartered Surveyors (RICS) and Jamaica Institute of Quantity Surveyors (JIQS) <p><u>AND</u></p> <p>3. Updated Resumes</p> <ul style="list-style-type: none"> ▪ must include given name, contact information, education attained, work experience including dates, names of places worked, a brief description of the work duties, name and nature of major projects done. <p><i>*Contractors must submit the original along with a photo-copy of each document or a copy certified, sealed, signed and dated by a Justice of the Peace or Notary Public.</i></p>



NATIONAL CONTRACTS COMMISSION

DETAILED REQUIREMENTS FOR REGISTRATION

FOR PUBLIC SECTOR WORKS CONTRACTORS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
9.	<p>Technical Staff</p> <ul style="list-style-type: none"> • Individuals who have benefited from works related tertiary-level training. <p align="center"><u>AND</u></p> <ul style="list-style-type: none"> • At the time of Application, individuals who have a formal working relationship with the Contractor and/or Company in a capacity such as Consultants, Full-time or Part-time staff. 	<p>Refer to Page 8 of the Register of Public Sector Works Contractors Grades 1-4 Application Form and the Appendix to Contractor Application Form</p>	<p>1. Academic Qualifications* or</p> <p>2. Current Local Professional Registration Licence in the prescribe format stated above.*</p> <p align="center"><u>AND</u></p> <p>3. Updated Resumes</p> <p>must include given name, contact information, education attained, work experience including dates, names of places worked, a brief description of the work duties, name and nature of major projects done.</p> <p><i>*Contractors must submit the original along with a photo-copy of each document or a copy certified, sealed, signed and dated by a Justice of the Peace or Notary Public.</i></p>
10.	<p>Supervisory Staff</p> <ul style="list-style-type: none"> • Individuals with considerable experience in the construction industry with responsibility for on-site day-to-day activities. Individuals may also be professionally and technically trained. <p align="center"><u>AND</u></p> <ul style="list-style-type: none"> • At the time of Application, individuals who have a 	<p>Refer to Page 9 of the Register of Public Sector Works Contractors Grades 1-4 Application Form and the Appendix to Contractor Application Form</p>	<p>1. Updated Resumes</p> <ul style="list-style-type: none"> ▪ must include given name , contact information, education attained, work experience including dates, names of places worked, a brief description of the work duties, name and nature of major projects done.



NATIONAL CONTRACTS COMMISSION

DETAILED REQUIREMENTS FOR REGISTRATION

FOR PUBLIC SECTOR WORKS CONTRACTORS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
	formal working relationship with the Contractor and/or Company in a capacity such as Consultants, Full-time or Part-time staff.		
11.	Valid Licence for the Specialist Category/(ies) such as Electrical Works and/ Blasting	Refer to the Appendix to Contractor Application Form	Contractors must submit the original along with a photo-copy of each document or a copy certified, sealed, signed and dated by a Justice of the Peace/Notary Public.
<u>PROJECT REQUIREMENTS</u>			
12.	Projects Page /Page 11	Refer to Page 11 of the Register of Public Sector Works Contractors Grades 1-4 Application Form	The completed page must include the areas indicating the value of the project and the value of each area/category as applicable in the box marked component, the total value of the contract, the contract start and contract completion date. Supporting documents are the required for the projects represented and are stated in item # 13.
13.	Supporting documents for all Projects represented by the Contractor on Page 11 of the Application Form	Refer to Page 11 of the Register of Public Sector Works Contractors Grades 1-4 Application Form and the Appendix to	1. <u>Contractual Documents in the form of:</u> Signed and certified copy of the Contract Document <u>OR</u> a combination of any of the following documents: <ul style="list-style-type: none"> ▪ Copy of Signed Articles of Agreement <u>AND</u> Scope/Description of Works <u>OR</u>



NATIONAL CONTRACTS COMMISSION

DETAILED REQUIREMENTS FOR REGISTRATION

FOR PUBLIC SECTOR WORKS CONTRACTORS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
		Contractor Application Form	<ul style="list-style-type: none">▪ Copy of Signed Articles of Agreement <u>AND</u> Copy of Bill of Quantities (BQ) Summary Sheet <u>OR</u>▪ Copy of Purchase Orders <u>OR</u> Associated Signed Invoices <p><u>AND</u></p> <p>2. <u>Proof of Value of Works Completed*</u>:</p> <p>Supporting documents for the value of works completed in relation to <u>Item #1</u> must include a copy of any of the following documents:</p> <ul style="list-style-type: none">▪ Signed and Certified Final Accounts <u>or</u>▪ Signed Certificates of Payments <u>or</u>▪ Cheques/Cheque Stubs <u>or</u>▪ Remittances. <p><u>OR</u></p> <p>3. <u>ALTERNATIVE OPTION</u></p> <p>Where applicants are unable to fully comply with Items# 1 and 2 above, a Confirmation Letter from the Client may be submitted.</p> <ul style="list-style-type: none">▪ The Confirmation Letter from the Client must be signed by an Authorized Officer (Name, Position and Contact information) should be clearly stated and include the name and location of the project, summarized description of the works done, contract start and end dates and value/amount paid for works done.



NATIONAL CONTRACTS COMMISSION

DETAILED REQUIREMENTS FOR REGISTRATION

FOR PUBLIC SECTOR WORKS CONTRACTORS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
			<p><u>NB.</u></p> <p><i>Supporting documents will be required to be submitted for all projects represented on previous Application Forms.</i></p>



NATIONAL CONTRACTS COMMISSION

DETAILED REQUIREMENTS FOR REGISTRATION

FOR PUBLIC SECTOR WORKS CONTRACTORS GRADES 1-4

RE-REGISTRATION APPLICANTS

(All contractors who were registered with the National Contracts Commission *after* September 2010)

The Applicant/Contractor **must** submit all of the following documents and / information for acceptance and / processing of an Application:

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
1.	Completed Works 1 – 4 Application Form	Refer to Pages 1-14 of the Register of Public Sector Contractors Grades 1-4 Application Form	Application Form must be completed in black ink using block lettering or typed .
2.	FORM 23/Status Letter of the Company's Current Directors and Owners. [Document to be obtained from the Office of the Registrar of Companies (ORC)]		Contractors must submit the original along with a photo-copy of each document or a copy certified, sealed, signed and dated by a Justice of the Peace or Notary Public.
3.	Completed Declaration Form	Refer to Page 16 of the Register of Public Sector Contractors Grades 1-4 Application Form	(a) Must be completed by each Director and Owner; (b) Signed and dated by the Contractor in the presence of a Justice of the Peace/Notary Public; (c) Certified, sealed, signed and dated by a Justice of the Peace/Notary Public; and (d) The signing dates of both signees must be the same.



NATIONAL CONTRACTS COMMISSION

DETAILED REQUIREMENTS FOR REGISTRATION

FOR PUBLIC SECTOR WORKS CONTRACTORS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
4.	The Affidavit which accompanies the Application Form	Refer to Page 14 -15 of the Register of Public Sector Works Contractors Grades 1-4 Application Form	(a) Signed and dated by the Contractor in the presence of a Justice of the Peace/Notary Public; (b) Certified, sealed, signed and dated by a Justice of the Peace/Notary Public; and (c) The signing dates of both signees must be the same.
5.	Valid Tax Compliance Certificate		Contractors must submit the Original along with a Photo-copy of each document or a copy certified, sealed, signed and dated by a Justice of the Peace/Notary Public.
6.	Company Certificate of Registration/Incorporation OR Valid Business Name Registration Certificate*		Contractors must submit the Original along with a Photo-copy of each document or a copy certified, sealed, signed and dated by a Justice of the Peace/Notary Public.
7.	Audited Financial Statements for the last three (3) years	Refer to Page 5 of the Register of Public Sector Works Contractors Grades 1-4 Application Form	1. Audited Financial Statements <u>shall not be required</u> in accordance with the Companies Act of Jamaica, the Seventh (7 th) Schedule, Part 11-Nos. 5 & 6, where the applicant meets two (2) or more of the following criteria: a) Its turnover is less than J\$40 million; b) Its balance sheet total is less than J\$30 million; and c) The total number of employees is less than 25. In such cases, Unaudited Financial Statements will be accepted.



NATIONAL CONTRACTS COMMISSION

DETAILED REQUIREMENTS FOR REGISTRATION

FOR PUBLIC SECTOR WORKS CONTRACTORS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
	<u>DESCRIPTION OF STAFF</u>		
8.	<p>Professional Staff</p> <ul style="list-style-type: none"> • Individuals who have attained the minimum academic qualification of a first degree, or equivalent, and are either: <ul style="list-style-type: none"> a) locally registered and licensed with a professional registration board, b) a member of works related professional association, or c) both <p><u>AND</u></p> <ul style="list-style-type: none"> • At the time of Application, individuals who have a formal working relationship with the Contractor and/or Company in a capacity such as Consultants, Full-time or Part-time staff. 	<p>Refer to Page 7 of the Register of Public Sector Works Contractors Grades 1-4 Application Form and the Appendix to Contractor Application Form</p>	<p>1. Minimum Academic Qualifications of a first degree* or</p> <p>2. Current Local Professional Registration Licence* in the prescribed format:</p> <ul style="list-style-type: none"> • Professional Engineers Registration Board (PERB) Licence OR • Architects Registration Board (ARB) Certificate OR • Commissioned Land Surveyors Registration OR • Quantity Surveyor Registration with the Royal Institution of Chartered Surveyors (RICS) and Jamaica Institute of Quantity Surveyors (JIQS) <p><u>AND</u></p> <p>3. Updated Resumes</p> <ul style="list-style-type: none"> ▪ must include given name, contact information, education attained, work experience including dates, names of places worked, a brief description of the work duties, name and nature of major projects done. <p><u>N.B.</u></p> <p><i>Where the staff complement is the same as that of the previous NCC registration, the Contractor will not be required to resubmit the original and photocopy of their academic/professional certification. However, updated Resumes must be submitted for all members of staff.</i></p> <p><i>*Contractors must submit the original along with a photo-copy of each document or a copy certified, sealed, signed and dated by a Justice of the</i></p>



NATIONAL CONTRACTS COMMISSION

DETAILED REQUIREMENTS FOR REGISTRATION

FOR PUBLIC SECTOR WORKS CONTRACTORS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
			<i>Peace or Notary Public.</i>
9.	<p>Technical Staff</p> <ul style="list-style-type: none"> Individuals who have benefited from works related tertiary-level training. <p align="center"><u>AND</u></p> <ul style="list-style-type: none"> At the time of Application, individuals who have a formal working relationship with the Contractor and/or Company in a capacity such as Consultants, Full-time or Part-time staff. 	<p>Refer to Page 8 of the Register of Public Sector Works Contractors Grades 1-4 Application Form and the Appendix to Contractor Application Form</p>	<p>1. Academic Qualifications* or</p> <p>2. Current Local Professional Registration Licence in the prescribe format stated above.*</p> <p align="center"><u>AND</u></p> <p>3. Updated Resumes</p> <p>must include given name, contact information, education attained, work experience including dates, names of places worked, a brief description of the work duties, name and nature of major projects done.</p> <p align="center"><u>NB</u></p> <p><i>Where the staff complement is the same as that of the previous NCC registration, the Contractor will not be required to resubmit the original and photocopy of their academic/professional certification. However, updated Resumes must be submitted for all members of staff.</i></p> <p><i>*Contractors must submit the original along with a photo-copy of each document or a copy certified, sealed, signed and dated by a Justice of the Peace or Notary Public.</i></p>
10.	<p>Supervisory Staff</p> <ul style="list-style-type: none"> Individuals with considerable experience in the 	<p>Refer to Page 9 of the Register of Public Sector Works Contractors Grades</p>	<p>1. Updated Resumes</p> <ul style="list-style-type: none"> must include given name , contact information, education attained, work experience including dates, names of places worked, a brief



NATIONAL CONTRACTS COMMISSION

DETAILED REQUIREMENTS FOR REGISTRATION

FOR PUBLIC SECTOR WORKS CONTRACTORS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
	<p>construction industry with responsibility for on-site day-to-day activities. Individuals may also be professionally and technically trained.</p> <p><u>AND</u></p> <ul style="list-style-type: none"> At the time of Application, individuals who have a formal working relationship with the Contractor and/or Company in a capacity such as Consultants, Full-time or Part-time staff. 	<p>1-4 Application Form and the Appendix to Contractor Application Form</p>	<p>description of the work duties, name and nature of major projects done.</p> <p><u>NB.</u></p> <p><i>*Where the staff complement is the same as that of the previous NCC registration, the Contractor will not be required to resubmit the original and photocopy of their academic/professional certification. However, updated Resumes must be submitted for all members of staff.</i></p>
11.	<p>Valid Licence for the Specialist Category(ies) such as Electrical and/ Blasting</p>	<p>Refer to the Appendix to Contractor Application Form</p>	<p>Contractors must submit the Original along with a Photo-copy of each document or a copy certified, sealed, signed and dated by a Justice of the Peace/Notary Public.</p>
<p><u>PROJECT REQUIREMENTS</u></p>			
12.	<p>Projects Page /Page 11</p>	<p>Refer to Page 11 of the Register of Public Sector Contractors Grades 1-4 Application Form</p>	<p>The completed page must include the areas indicating the value of the project and the value of each area/category as applicable in the box marked component, the total value of the contract, the contract start and contract completion date. Supporting documents are the required for the projects represented and are stated in item # 13.</p>



NATIONAL CONTRACTS COMMISSION

DETAILED REQUIREMENTS FOR REGISTRATION

FOR PUBLIC SECTOR WORKS CONTRACTORS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
13.	Supporting documents for all Projects represented by the Contractor on Page 11 of the Application Form	Refer to Page 11 of the Register of Public Sector Contractors Grades 1-4 Application Form and the Appendix to Contractor Application Form	<p>1. <u>Contractual Documents in the form of:</u></p> <p>Signed and certified copy of the Contract Document <u>OR</u> a combination of any of the following documents:</p> <ul style="list-style-type: none">▪ Copy of Signed Articles of Agreement <u>AND</u> Scope/Description of Works <u>OR</u>▪ Copy of Signed Articles of Agreement <u>AND</u> Copy of Bill of Quantities (BQ) Summary Sheet <u>OR</u>▪ Copy of Purchase Orders <u>OR</u> Associated Signed Invoices. <p><u>AND</u></p> <p>2. <u>Proof of Value of Works Completed*:</u></p> <p>Supporting documents for the value of works completed in relation to <u>Item #1</u> must include a copy of any of the following documents:</p> <ul style="list-style-type: none">▪ Signed and Certified Final Accounts <u>or</u>▪ Signed Certificates of Payments <u>or</u>▪ Cheques/Cheque Stubs <u>or</u>▪ Remittances. <p><u>OR</u></p> <p>3. <u>ALTERNATIVE OPTION</u></p> <p>Where applicants are unable to fully comply with Items# 1 and 2 above, a Confirmation Letter from the Client may be submitted.</p>



NATIONAL CONTRACTS COMMISSION

DETAILED REQUIREMENTS FOR REGISTRATION

FOR PUBLIC SECTOR WORKS CONTRACTORS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
			<ul style="list-style-type: none">▪ The Confirmation Letter from the Client must be signed by an Authorized Officer (Name, Position and Contact information) should be clearly stated and include the name and location of the project, summarized description of the works done, contract start and end dates and value/amount paid for works done. <p><u>NB.</u></p> <p><i>Where the projects represented on the application are the same as the previous NCC registration no supporting documents will be required. However, if new projects are added to the Application Form, supporting documents for such projects must be submitted as detailed above.</i></p>



NATIONAL CONTRACTS COMMISSION

DETAILED REQUIREMENTS FOR REGISTRATION

FOR PUBLIC SECTOR WORKS CONTRACTORS GRADES 1-4

UPGRADE APPLICANTS

(All applications for category upgrades must not exceed nine (9) months from the date of the current National Contracts Commission registration)

The Applicant/Contractor **must** submit all of the following documents and / information for acceptance and / processing of an Application:

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
1.	Completed Works 1 – 4 Application Form	Refer to pages 1 -14 of the Register of Public Sector Contractors Grades 1-4 Application Form	Application Form must be completed in black ink using block lettering or typed .
2.	Completed Declaration Form	Refer to page 16 of the Register of Public Sector Contractors Grades 1-4 Application Form	(a) Must be completed by each Director and Owner; (b) Signed and dated by the Contractor in the presence of a Justice of the Peace/Notary Public; (c) Certified, sealed and dated by a Justice of the Peace/Notary Public; and (d) The signing dates of both signees must be the same.
3.	Valid Tax Compliance Certificate		Contractors must submit the Original along with a Photo-copy of each document or a copy certified, sealed, signed and dated by a Justice of the Peace/Notary Public.



NATIONAL CONTRACTS COMMISSION

DETAILED REQUIREMENTS FOR REGISTRATION

FOR PUBLIC SECTOR WORKS CONTRACTORS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
			<p><u>NB.</u></p> <p><i>TCC must be re- submitted where the previous one on file has expired.</i></p>
4.	Audited Financial Statements for the last three (3) years	Refer to Page 5 of the Register of Public Sector Contractors Grades 1-4 Application Form	<p><i>Where previously not presented and accepted, Audited Financial Statements for the last three (3) years must be submitted.</i></p> <p>1. Audited Financial Statements <u>shall not be required</u> in accordance with the Companies Act of Jamaica, the Seventh (7th) Schedule, Part 11-Nos. 5 & 6, where the applicant meets two (2) or more of the following criteria:</p> <ul style="list-style-type: none"> a) Its turnover is less than J\$40 million; b) Its balance sheet total is less than J\$30 million; and c) The total number of employees is less than 25. <p>In such cases, Unaudited Financial Statements will be accepted.</p>
	<u>DESCRIPTION OF STAFF</u>		
5.	<p>Professional Staff</p> <ul style="list-style-type: none"> • Individuals who have attained the minimum academic qualification of a first degree, or equivalent, and are either: <ul style="list-style-type: none"> a) locally registered and licensed with a professional registration board, 	Refer to Page 7 of the Register of Public Sector Contractors Grades 1-4 Application Form and the Appendix to Contractor Application Form	<p>1. Minimum Academic Qualifications of a first degree* or</p> <p>2. Current Local Professional Registration Licence* in the prescribed format:</p> <ul style="list-style-type: none"> • Professional Engineers Registration Board (PERB) Licence <u>OR</u> • Architects Registration Board (ARB) Certificate <u>OR</u> • Commissioned Land Surveyors Registration <u>OR</u>



NATIONAL CONTRACTS COMMISSION

DETAILED REQUIREMENTS FOR REGISTRATION

FOR PUBLIC SECTOR WORKS CONTRACTORS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
	<ul style="list-style-type: none"> b) a member of works related professional association, or c) both <p><u>AND</u></p> <ul style="list-style-type: none"> • At the time of Application, individuals who have a formal working relationship with the Contractor and/or Company in a capacity such as Consultants, Full-time or Part-time staff. 		<ul style="list-style-type: none"> • Quantity Surveyor Registration with the Royal Institution of Chartered Surveyors (RICS) and Jamaica Institute of Quantity Surveyors (JIQS) <p><u>AND</u></p> <p>3. Updated Resumes</p> <ul style="list-style-type: none"> ▪ must include given name , contact information, education attained, work experience including dates, names of places worked, a brief description of the work duties, name and nature of major projects done. <p><u>N.B.</u></p> <p><i>Where the staff complement is the same as that of the previous NCC registration, the Contractor will not be required to resubmit the original and photocopy of their academic/professional certification. However, updated Resumes must be submitted for only the new members of staff.</i></p> <p><i>*Contractors must submit the original along with a photo-copy of each document or a copy certified, sealed, signed and dated by a Justice of the Peace or Notary Public.</i></p>
6.	<p>Technical Staff</p> <ul style="list-style-type: none"> • Individuals who have benefited from works related tertiary-level training. <p><u>AND</u></p>	Refer to Page 8 of the Register of Public Sector Works Contractors Grades 1-4 Application Form and the Appendix to	<p>1. Academic Qualifications* or</p> <p>2. Current Local Professional Registration Licence in the prescribe format stated above.*</p> <p><u>AND</u></p>



NATIONAL CONTRACTS COMMISSION

DETAILED REQUIREMENTS FOR REGISTRATION

FOR PUBLIC SECTOR WORKS CONTRACTORS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
	<ul style="list-style-type: none"> At the time of Application, individuals who have a formal working relationship with the Contractor and/or Company in a capacity such as Consultants, Full-time or Part-time staff. 	Contractor Application Form	<p>3. Updated Resumes</p> <ul style="list-style-type: none"> must include given name, contact information, education attained, work experience including dates, names of places worked, a brief description of the work duties, name and nature of major projects done. <p><u>NB</u></p> <p><i>Where the staff complement is the same as that of the previous NCC registration, the Contractor will not be required to resubmit the original and photocopy of their academic/professional certification and resumes. However, updated Resumes must be submitted for only the new members of staff.</i></p> <p><i>*Contractors must submit the original along with a photo-copy of each document or a copy certified, sealed, signed and dated by a Justice of the Peace or Notary Public.</i></p>
7.	<p>Supervisory Staff</p> <ul style="list-style-type: none"> Individuals with considerable experience in the construction industry with responsibility for on-site day-to-day activities. Individuals may also be professionally and technically trained. <p><u>AND</u></p> <ul style="list-style-type: none"> At the time of Application, individuals who have a 	Refer to page 9 of the Register of Public Sector Contractors Grades 1-4 Application Form and the Appendix to Contractor Application Form	<p>1. Updated Resumes*</p> <ul style="list-style-type: none"> must include given name, contact information, education attained, work experience including dates, names of places worked, a brief description of the work duties, name and nature of major projects done. <p><u>NB.</u></p> <p><i>*Where the staff complement is the same as that of the previous NCC registration, the Contractor will not be required to resubmit the original and photocopy of their academic/professional certification and resumes. However,</i></p>



NATIONAL CONTRACTS COMMISSION

DETAILED REQUIREMENTS FOR REGISTRATION

FOR PUBLIC SECTOR WORKS CONTRACTORS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
	<p>formal working relationship with the Contractor and/or Company in a capacity such as Consultants, Full-time or Part-time staff.</p>		<p><i>updated Resumes must be submitted for <u>only</u> the new members of staff.</i></p>
8.	<p>Valid Licence for the Specialist Category(ies) such as Electrical and/ Blasting</p>	<p>Refer to the Appendix to Contractor Application Form</p>	<p>Contractors must submit the Original along with a Photo-copy of each document or a copy certified, sealed, signed and dated by a Justice of the Peace/Notary Public.</p>
<u>PROJECT REQUIREMENTS</u>			
9.	<p>Projects Page /Page 11</p>	<p>Refer to Page 11 of the Register of Public Sector Contractors Grades 1-4 Application Form</p>	<p>The completed page must include the areas indicating the value of the project and the value of each area/category as applicable in the box marked component, the total value of the contract, the contract start and contract completion date. Supporting documents are the required for the projects represented and are stated in item #10.</p>
10.	<p>Supporting documents for all Projects represented by the Contractor on Page 11 of the Application Form</p>	<p>Refer to Page 11 of the Register of Public Sector Contractors Grades 1-4 Application Form and the Appendix to Contractor Application Form</p>	<p><u>1. Contractual Documents in the form of:</u> Signed and certified copy of the Contract Document <u>OR</u> a combination of any of the following documents:</p> <ul style="list-style-type: none"> ▪ Copy of Signed Articles of Agreement <u>AND</u> Scope/Description of Works <u>OR</u> ▪ Copy of Signed Articles of Agreement <u>AND</u> Copy of Bill of



NATIONAL CONTRACTS COMMISSION
DETAILED REQUIREMENTS FOR REGISTRATION
FOR PUBLIC SECTOR WORKS CONTRACTORS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
			<p>Quantities (BQ) Summary Sheet <u>OR</u></p> <ul style="list-style-type: none">▪ Copy of Purchase Orders <u>OR</u> Associated Signed Invoices <p><u>AND</u></p> <p>2. <u>Proof of Value of Works Completed*</u>:</p> <p>Supporting documents for the value of works completed in relation to <u>Item #1</u> must include a copy of any of the following documents:</p> <ul style="list-style-type: none">▪ Signed and Certified Final Accounts <u>or</u>▪ Signed Certificates of Payments <u>or</u>▪ Cheques/Cheque Stubs <u>or</u>▪ Remittances. <p><u>OR</u></p> <p>3. <u>ALTERNATIVE OPTION</u></p> <p>Where applicants are unable to fully comply with Items# 1 and 2 above, a Confirmation Letter from the Client may be submitted.</p> <ul style="list-style-type: none">▪ The Confirmation Letter from the Client must be signed by an Authorized Officer (Name, Position and Contact information) should be clearly stated and include the name and location of the project, summarized description of the works done, contract start and end dates and value/amount paid for works done. <p><u>NB</u></p> <p><i>Where the projects represented on the Application are the same as the previous NCC registration no supporting documents will be required.</i></p>



NATIONAL CONTRACTS COMMISSION

DETAILED REQUIREMENTS FOR REGISTRATION

FOR PUBLIC SECTOR WORKS CONTRACTORS GRADES 1-4

ADDITIONAL CATEGORY APPLICANTS

(All Applications for category upgrades must not exceed nine (9) months from the date of the current National Contracts Commission registration)

The Applicant/Contractor **must** submit all of the following documents and / information for acceptance and / processing of an Application:

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
1.	Completed Works 1 – 4 Application Form	Refer to Page 1 -14 of the Register of Public Sector Contractors Grades 1-4 Application Form	Application Form must be completed in black ink using block lettering or typed .
2.	Completed Director's/Directors' Declaration Form	Refer to Page 16 of the Register of Public Sector Works Contractors Grades 1-4 Application Form	(a) Must be completed by each Director; (b) Signed and dated by the Contractor in the presence of a Justice of the Peace/Notary Public; (c) Certified, sealed and dated by a Justice of the Peace/Notary Public; and (d) The signing dates of both signees must be the same.
3.	Valid Tax Compliance Certificate*		Contractors must submit the Original along with a Photo-copy of each document or a copy certified, sealed, signed and dated by a Justice of the Peace/Notary Public.



NATIONAL CONTRACTS COMMISSION

DETAILED REQUIREMENTS FOR REGISTRATION

FOR PUBLIC SECTOR WORKS CONTRACTORS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
			<p><u>NB.</u> <i>TCC must be re- submitted where the previous one on file has expired.</i></p>
4.	Audited Financial Statements for the last three (3) years	Refer to Page 5 of the Register of Public Sector Works Contractors Grades 1-4 Application Form	<p><i>Where previously not presented and accepted, Audited Financial Statements for the last three (3) years must be submitted</i></p> <p>1. Audited Financial Statements shall not be required in accordance with the Companies Act of Jamaica, the Seventh (7th) Schedule, Part 11-Nos. 5 & 6, where the applicant meets two (2) or more of the following criteria:</p> <ul style="list-style-type: none"> d) Its turnover is less than J\$40 million; e) Its balance sheet total is less than J\$30 million; and f) The total number of employees is less than 25. <p>In such cases, Unaudited Financial Statements will be accepted.</p>
	<u>DESCRIPTION OF STAFF</u>		
5.	<p>Professional Staff</p> <ul style="list-style-type: none"> • Individuals who have attained the minimum academic qualification of a first degree, or equivalent, and are either: <ul style="list-style-type: none"> a) locally registered and licensed with a 	Refer to Page 7 of the Register of Public Sector Works Contractors Grades 1-4 Application Form and the Appendix to Contractor	<p>1. Minimum Academic Qualifications of a first degree* or</p> <p>2. Current Local Professional Registration Licence* in the prescribed format:</p> <ul style="list-style-type: none"> • Professional Engineers Registration Board (PERB) Licence OR • Architects Registration Board (ARB) Certificate OR • Commissioned Land Surveyors Registration OR



NATIONAL CONTRACTS COMMISSION

DETAILED REQUIREMENTS FOR REGISTRATION

FOR PUBLIC SECTOR WORKS CONTRACTORS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
	professional registration board, b) a member of works related professional association, or c) both <u>AND</u> <ul style="list-style-type: none"> • At the time of Application, individuals who have a formal working relationship with the Contractor and/or Company in a capacity such as Consultants, Full-time or Part-time staff. 	Application Form	<ul style="list-style-type: none"> • Quantity Surveyor Registration with the Royal Institution of Chartered Surveyors (RICS) and Jamaica Institute of Quantity Surveyors (JIQS) <p><u>AND</u></p> <p>3. Updated Resumes</p> <ul style="list-style-type: none"> ▪ must include given name , contact information, education attained, work experience including dates, names of places worked, a brief description of the work duties, name and nature of major projects done. <p><u>NB</u></p> <p><i>Where the staff complement is the same as that of the previous NCC registration, the Contractor will not be required to resubmit the original and photocopy of their academic/professional certification and resumes. However, updated Resumes must be submitted for <u>only</u> the new members of staff.</i></p> <p><i>*Contractors must submit the original along with a photo-copy of each document or a copy certified, sealed, signed and dated by a Justice of the Peace or Notary Public.</i></p>
6.	Technical Staff <ul style="list-style-type: none"> • Individuals who have benefited from works related tertiary-level training. <p><u>AND</u></p>	Refer to Page 8 of the Register of Public Sector Works Contractors Grades 1-4 Application Form and the Appendix to	1. Academic Qualifications* or 2. Current Local Professional Registration Licence in the prescribe format stated above.* <u>AND</u>



NATIONAL CONTRACTS COMMISSION

DETAILED REQUIREMENTS FOR REGISTRATION

FOR PUBLIC SECTOR WORKS CONTRACTORS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
	<ul style="list-style-type: none"> At the time of Application, individuals who have a formal working relationship with the Contractor and/or Company in a capacity such as Consultants, Full-time or Part-time staff. 	Contractor Application Form	<p>3. Updated Resumes</p> <p>must include given name, contact information, education attained, work experience including dates, names of places worked, a brief description of the work duties, name and nature of major projects done.</p> <p><u>NB</u></p> <p><i>Where the staff complement is the same as that of the previous NCC registration, the Contractor will not be required to resubmit the original and photocopy of their academic/professional certification and resumes. However, updated Resumes must be submitted for <u>only</u> the new members of staff.</i></p> <p><i>*Contractors must submit the original along with a photo-copy of each document or a copy certified, sealed, signed and dated by a Justice of the Peace or Notary Public.</i></p>
7.	<p>Supervisory Staff</p> <ul style="list-style-type: none"> Individuals with considerable experience in the construction industry with responsibility for on-site day-to-day activities. Individuals may also be professionally and technically trained. <p><u>AND</u></p> <ul style="list-style-type: none"> At the time of Application, individuals who have a formal working relationship with the Contractor and/or Company in a capacity such as Consultants, 	Refer to Page 9 of the Register of Public Sector Works Contractors Grades 1-4 Application Form and the Appendix to Contractor Application Form	<p>1. Updated Resumes</p> <ul style="list-style-type: none"> must include given name , contact information, education attained, work experience including dates, names of places worked, a brief description of the work duties, name and nature of major projects done. <p><u>NB.</u></p> <p><i>Where the staff complement is the same as that of the previous NCC registration, the Contractor will not be required to resubmit the original and photocopy of their academic/professional certification and resumes. However, updated Resumes must be submitted for <u>only</u> the new members of staff.</i></p>



NATIONAL CONTRACTS COMMISSION

DETAILED REQUIREMENTS FOR REGISTRATION

FOR PUBLIC SECTOR WORKS CONTRACTORS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
	Full-time or Part-time staff.		
8.	Valid Licence for the Specialist Category(ies) such as Electrical and/ Blasting	Refer to the Appendix to Contractor Application Form	Contractors must submit the Original along with a Photo-copy of each document or a copy certified, sealed, signed and dated by a Justice of the Peace/Notary Public.
<u>PROJECT REQUIREMENTS</u>			
9.	Projects Page /Page 11	Refer to Page 11 of the Register of Public Sector Works Contractors Grades 1-4 Application Form	The completed page must include the areas indicating the value of the project and the value of each area/category as applicable in the box marked component, the total value of the contract, the contract start and contract completion date. Supporting documents are the required for the projects represented and are stated in item #10.
10.	Supporting documents for all Projects represented by the Contractor on the Application Form	Refer to Page 11 of the Register of Public Sector Contractors Works Grades 1-4 Application Form and the Appendix to Contractor Application Form	1. <u>Contractual Documents in the form of:</u> Signed and certified copy of the Contract Document <u>OR</u> a combination of any of the following documents: <ul style="list-style-type: none">▪ Copy of Signed Articles of Agreement <u>AND</u> Scope/Description of Works <u>OR</u>▪ Copy of Signed Articles of Agreement <u>AND</u> Copy of Bill of Quantities (BQ) Summary Sheet <u>OR</u>



NATIONAL CONTRACTS COMMISSION
DETAILED REQUIREMENTS FOR REGISTRATION
FOR PUBLIC SECTOR WORKS CONTRACTORS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
			<ul style="list-style-type: none">▪ Copy of Purchase Orders OR Associated Signed Invoices <p><u>AND</u></p> <p>2. <u>Proof of Value of Works Completed*</u>: Supporting documents for the value of works completed in relation to <u>Item #1</u> must include a copy of any of the following documents:</p> <ul style="list-style-type: none">▪ Signed and Certified Final Accounts or▪ Signed Certificates of Payments or▪ Cheques/Cheque Stubs or▪ Remittances. <p><u>OR</u></p> <p>3. <u>ALTERNATIVE OPTION</u> Where applicants are unable to fully comply with Items# 1 and 2 above, a Confirmation Letter from the Client may be submitted.</p> <ul style="list-style-type: none">▪ The Confirmation Letter from the Client must be signed by an Authorized Officer (Name, Position and Contact information) should be clearly stated and include the name and location of the project, summarized description of the works done, contract start and end dates and value/amount paid for works done. <p><u>NB</u> <i>Where the projects represented on the Application are the same as the previous NCC registration no supporting documents will be required.</i></p>



NATIONAL CONTRACTS COMMISSION

DETAILED REQUIREMENTS FOR REGISTRATION

FOR PUBLIC SECTOR WORKS CONTRACTORS GRADES 1-4

ADDITIONAL INSTRUCTIONS

1. All documents submitted must be in English Language and where the documents are translated from a foreign language to the English Language, they must be prepared and duly signed by certified and/or qualified translators. A notarized copy of the original un-translated document shall be submitted with the Application.
2. Original documents shall be returned to the applicant as soon as they are verified by the receiving officer.
3. Overseas Applicants are required to submit notarized Business Registration Certificate/Certificate of Incorporation and a notarized tax document indicating clearly that the company is tax compliant within its country of domicile.