

**PUBLIC PROCUREMENT COMMISSION
REGISTRATION OF GOODS AND GENERAL SERVICES SUPPLIERS (OTHER THAN
CONSULTING SERVICES)**

GENERAL INSTRUCTIONS AND INFORMATION

1. For the purpose of this application, an applicant is defined as any, firm or entity desirous of being registered as a supplier.
2. Only a fully completed Approved Supplier Application Form (Form B) submitted with all valid licences, certificates, permits and all other required registration documents will be reviewed.
3. All applicants will be issued with an acknowledgement letter upon the submission of an application. **Please note that this letter should not be submitted to Procuring Entities in response to requests for proposals (bids).**
 4. Applicants will be awarded a category (ies) based on the extent to which the registration process is able to validate that academic and professional qualification, experience, performance record, legal capacity to enter into a contract, tax compliance, other regulatory compliance are deemed adequate to ensure competence and satisfactory performance in the category(ies) for which they have applied to be registered.
5. Accordingly, your application will be evaluated using the following criteria:
 - Experience
 - Academic and Professional Qualifications
 - Performance Record
 - Legal capacity to enter into a contract
 - Tax compliance
 - Other relevant regulatory compliance
6. Evidence of item five (5) above must be presented during the registration application process.
7. Registration is valid for eighteen (18) months unless terminated in accordance with the Act or Regulations.

INSTRUCTIONS FOR COMPLETING THE FORM

8. 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 a certified and/or qualified translator. A notarized copy of the original un-translated document shall be submitted with the Application.
9. Applicants **must** indicate in the appropriate area of the form, the categories for which they seek new / renewal of registration. Failure to indicate same may result in the application being deemed incomplete.
10. Directors, Owners and Key Technical personnel of an Applicant are each required to submit a current resume with each application. The resume must demonstrate current affiliation with the Applicant and must indicate the tenure of the referenced affiliation.
11. Applicants of service categories are required to submit qualification documents with respect to their key technical staff. Applicants are required to submit proof of competency in each trade or skilled area in which registration is sought. The following will also be accepted as adequate Proof of Competence:

Appropriate certification from:

- HEART Trust/NTA

- National Council on Technical and Vocational Education and Training (NCTVET)
 - National Vocational Qualification of Jamaica (NVQJ)
 - Any other Nationally Recognized Appropriate certification
12. Certified copies, letters, dated signatures and attestations included in the application must be dated no more than six (6) months prior to the date of submission of application to the PPC.
 13. Declaration Forms included in the application must be dated no more than three (3) months prior to the date of submission of application to the PPC.
 14. A single declaration with respect to the Declaration Form 2 (Company/Business information) is required. The Form must be completed by a registered Director, Partner or the sole trader.
 15. The Declaration Form 1(Directors, Partners, Sole Traders and Company Secretary) must be signed and dated by each Director, Company Secretary, Partner, and the Sole Trader. Accordingly, the form may be duplicated as required. The signature of the Applicant must also be **certified** and dated by a Justice of the Peace (JP) / Notary Public.
 16. Declaration Forms included in the application must be witnessed by a Justice of the Peace /Notary Public. Accordingly, the date affixed by the certifying officer and the declarant should be the same.
 17. For Incorporated Companies: A current Status letter indicating the current Directors and Company Secretary must accompany this document. The document must be certified by the Companies Office of Jamaica. The equivalent document from an independent body which the overseas company is legally registered, in its jurisdiction must be provided.
 18. The Status letter from the Companies Office of Jamaica must be dated no more than two months prior to the date of its submission to the PPC.
 19. If a Director, Owner or staff member, of the Applicant is employed to the Government of Jamaica, a permission letter must be sought from the Office of the Services Commission, Chairman, the Head of Entity or the relevant Permanent Secretary regarding the operations of the establishment for which registration is being sought and the individual's role within the Government Entity. A statement must also be made indicating whether the two roles may create a possible conflict of interest. If the letter does not originate from the Permanent Secretary, the letter must be copied to the Permanent Secretary's Office. Failure to attach this letter will deem your application incomplete.
 20. If a Director, Owner or staff member of the Applicant sits on a **Government of Jamaica Board**, a letter of 'no conflict of interest' must be sought from the Chairman of the Board, the Head of Entity or the relevant Permanent Secretary regarding the operations of the establishment for which registration is being sought and the individual's role as a Board Member. A statement must also be made indicating whether the two roles may create a possible conflict of interest. If the letter did not originate with the Permanent Secretary, the letter must be copied to the Permanent Secretary's Office. Failure to attach this letter will deem your application incomplete.
 21. Where the Commission upon receiving an application, has requested that the applicant furnish additional particulars or the applicant is unavailable for physical verification for a period in excess of thirty (30) days, the application will be deemed to have expired.

DOCUMENTS TO BE SUBMITTED

New applicants

1. Two (2) written trade references (Government Departments may be included) must be submitted with all new applications. Where the Applicant has not started trading, character references may be provided in lieu of trade references (no photocopies will be accepted). The Character Reference must be with respect to Directors or Owners of the Applicant from a Minister of Religion or Justice of the Peace.
2. Certified Copy (signed, sealed and dated by a Justice of the Peace/Notary Public) of the Applicant's Certificate of Incorporation or Business Name Registration.

New applicants, Applicants of additional category/ (ies) and Applicants renewing registration

1. A fully completed Application Form
2. Evidence of Tax Compliance: Letter from the TAJ (and print showing expiration date).
3. Overseas Applicants: Tax Document issued by the Country/State of Origin central Tax Administrative Department
4. Confirmation of GCT Status (not required for overseas applicants): Certified Copy (signed, sealed and dated by a Justice of the Peace/Notary Public) of the GCT Certificate (Re-submission of G.C.T. certificate is not required for renewal of registration) or GCT Status letter from the Tax Administration.
5. Confirmation of the Applicants Directors and Owners (not applicable to sole traders and partnerships): Status Letter from the Company's Office of Jamaica advising of the current Directors and Owners of the Applicant.
6. Overseas Applicants are required to provide a copy of their last annual report which was submitted (must display the stamp of the receiving department) or a status letter from the relevant statutory agency indicating the current listed Directors and Owners of the Applicant.
7. Up to date resume with respect to all Directors and Owners of the Applicant.
8. Refer to pages 11-18, of the Application Form, for additional required document(s) as per the category being applied for registration.
9. With respect to General Services Categories: Certified Copy (signed, sealed and dated by a Justice of the Peace/Notary Public) of qualification documents for key technical staff.
10. Applicants for the supply of Goods: Evidence of authorized dealership arrangements where applicable.

IN LIEU OF PRESENTING CERTIFIED COPIES, APPLICANTS MAY OPT TO PRESENT ORIGINALS ALONG WITH COPIES FOR CERTIFICATION AT THE PPC'S OFFICE. PLEASE NOTE THAT THE PPC DOES NOT RETAIN ORIGINAL DOCUMENTS. THESE ARE TO BE COLLECTED AFTER VALIDATION.

ENQUIRIES RELATING TO THE REGISTRATION PROCESS SHOULD BE DIRECTED TO THE PPC DURING WORKING HOURS OF 8:30-4:00 MONDAY TO THURSDAY & 8:30-3:00 ON FRIDAYS.

IF THE INFORMATION PROVIDED BY THE APPLICANT ON WHICH EVALUATION AND AWARD(S) WAS BASED IS FOUND TO BE ERRONEOUS THEN THE APPLICANT MAY NOT BE REGISTERED, OR IF ALREADY REGISTERED, THE REGISTRATION MAY BE CANCELLED.

THE PPC RESERVES THE RIGHT TO REQUEST ADDITIONAL INFORMATION AS IT DEEMS FIT TO FACILITATE VALIDATION/VERIFICATION DURING THE REGISTRATION PROCESS. ALL INFORMATION SUPPLIED IN CONNECTION WITH THIS APPLICATION WILL BE TREATED CONFIDENTIALLY.

PUBLIC PROCUREMENT COMMISSION – Approved Supplier Application Form B – 09/2019

The following original documents along with a photocopy of each or a photocopy of same duly stamped, signed and dated by a Justice of the Peace/ Notary Public must be submitted with the completed application form. The asterisk (*) indicates where the specified document is required:

Documents	Original (Please tick)	Certified Copy (Please tick)	New Registration	Renewal of Registration	Additional Category	Overseas Applicants	For Official Use Only
G.C.T Certificate of Registration OR			*	* (Only if previous certificate was issued on a temporary basis)	* (Only if previous certificate was issued on a temporary basis)	N/A	
G.C.T Status letter from the Tax Administration of Jamaica (for Applicants with "Registered Persons" tax status)			*	*		N/A	
Evidence of current Tax Compliance			*	*	*	* Notarized equivalent document in own country	
Company's Certificate of Incorporation OR			*			* Document must be notarized	
Business Name Registration			*	* (only if previous one has expired since date of previous application)	* (only if previous one has expired since date of previous application)	* Document must be notarized	
Company's Office of Jamaica Status letter indicating the current Directors and Company Secretary			*	*	*	* Notarized equivalent document in own country	
Certificates / Licences / Letters of Approvals from Relevant Regulating Agencies/ Academic Certificates. (Please see required documentation by category for guidance)			*	*	*	* Document must be notarized	
Two written Trade References			*			*	
Company Profile			*	*	*	*	
Directors and Key Personnel Current Resumes			*	*	* (if previous resume was submitted more than six months before)	*	
Letters of permission /no conflict of interest			*	*	* (if previous letter was submitted more than six months before)	*	

