

PUBLIC PROCUREMENT COMMISSION

REGISTER OF APPROVED SUPPLIERS OF WORKS GRADES 1-4 **GENERAL INFORMATION**

1. **IF THE INFORMATION PROVIDED BY THE APPLICANT ON WHICH EVALUATION AND AWARD(S) WERE BASED IS FOUND TO BE ERRONEOUS THEN THE SUPPLIER OF WORKS(S) MAY NOT BE REGISTERED, OR IF ALREADY REGISTERED, THE REGISTRATION MAY BE CANCELLED.**
2. FOR THE PURPOSE OF THIS APPLICATION AN APPLICANT IS DEFINED AS ANY PERSON, FIRM OR ENTITY DESIREOUS OF BEING REGISTERED AS A SUPPLIER.
3. INFORMATION SUBMITTED WILL BE SUBJECTED TO A VERIFICATION PROCESS AS PER PARAGRAPH ONE (1) ABOVE.
4. ALL CONFIDENTIAL INFORMATION SUPPLIED IN CONNECTION WITH THIS APPLICATION WILL BE TREATED CONFIDENTIALLY.
5. THE SYSTEM OF SUPPLIERS OF WORKS REGISTRATION IS COMPRISED OF FOUR (4) GRADES (I.E. 1 – 4) OF SUPPLIERS OF WORKS AND THIRTY-FOUR (34) CATEGORIES OF WORKS.
6. SUPPLIERS OF WORKS MAY APPLY TO BE PLACED IN ONE (1) OR MORE OF THE CATEGORIES/GRADES LISTED IN THE APPENDIX TO THIS FORM.
(THE MAXIMUM NUMBER OF CATEGORIES FOR START UP COMPANIES IS FOUR (4).)
7. SUPPLIERS OF WORKS 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.
8. SUPPLIERS OF WORKS WHO WISH TO BE INCLUDED ON THE REGISTER MUST SUBMIT THE FOLLOWING DOCUMENTS:
 - A. **ONE (1) COPY OF THE COMPLETED APPLICATION FORM.**
 - B. **ONE (1) CERTIFIED COPY OF THE APPLICANT’S REGISTRATION DOCUMENT, (I.E. CERTIFICATE OF INCORPORATION, OR CERTIFICATE OF REGISTRATION), OR GOVERNMENT ISSUED PICTURE IDENTIFICATION WHERE APPLICABLE.**
 - C. **ONE (1) COPY OF THE AUDITED FINANCIAL STATEMENTS FOR THE LAST THREE (3) YEARS WHERE APPLICABLE.**
 - D. **EVIDENCE OF TAX COMPLIANCE TO INCLUDE ELECTRONINC COPY / PRINT OUT OF PROOF (*showing expiration date*) IN THE NAME OF THE APPLICANT.**
 - E. **EVIDENCE OF ACADEMIC AND OTHER QUALIFICATION(S) FOR PROFESSIONAL, TECHNICAL AND SUPERVISORY STAFF; (I.E. RESUME AND COPIES OF DEGREE(S), DIPLOMA(S), CERTIFICATE(S), LICENSE(S) ETC.)**
9. 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 TRANSLATOR(S). A NOTARIZED COPY OF THE ORIGINAL **UN-TRANSLATED** DOCUMENT SHALL BE SUBMITTED WITH T HE APPLICATION.
10. **OVERSEAS APPLICANTS** ARE REQUIRED TO SUBMIT A NOTARIZED BUSINESS REGISTRATION CERTIFICATE/CERTIFICATE OF INCORPORATION AND A NOTARIZED (I.E. SIGNED, SEALED AND DATED BY A JUSTICE OF THE PEACE OR NOTARY PUBLIC) TAX DOCUMENT INDICATING CLEARLY THAT THE APPLICANT IS **TAX COMPLIANT** WITHIN ITS COUNTRY OF DOMICILE.

11. COPIES OF ORIGINAL OFFICIAL DOCUMENTS WHICH ARE SUBMITTED MUST BE CERTIFIED BY A JUSTICE OF THE PEACE (JP) / NOTARY PUBLIC OR THE ORIGINAL SHOWN AT THE TIME OF SUBMISSION TO THE PPC AND SHALL BE RETURNED TO THE APPLICANT AS SOON AS THEY ARE VERIFIED BY THE RECEIVING OFFICER

NB:(ALL DOCUMENTS WILL BE RETURNED UNACCEPTED AND UNVERIFIED IF APPLICATION FORM IS DEEMED TO NOT MEET MINIMUM PPC ACCEPTANCE REQUIREMENTS.

12. IF THE APPLICANT'S STAFF MEMBER, OWNER OR DIRECTOR IS **EMPLOYED** TO THE **GOVERNMENT OF JAMAICA** OR SITS ON A **GOVERNMENT OF JAMAICA BOARD**, A 'NO CONFLICT OF INTEREST' LETTER MUST BE PROVIDED FROM THE OFFICE OF THE SERVICES COMMISSION OR THE PERMANENT SECRETARY REGARDING THE OPERATIONS OF THE ESTABLISHMENT FOR WHICH REGISTRATION IS BEING SOUGHT. A COPY OF MINUTES OF BOARD MEETING WHERE SAID INDIVIDUAL DECLARED AN INTEREST IN THE APPLICANT FOR WHICH REGISTRATION IS BEING SOUGHT IS ALSO ACCEPTABLE.

13. IF THE APPLICANT'S STAFF MEMBER, OWNER OR DIRECTOR SITS ON A **GOVERNMENT OF JAMAICA SCHOOL BOARD**, A 'NO CONFLICT OF INTEREST' LETTER FROM THE **CHAIRMAN OF THE SCHOOL** BOARD OR A COPY OF THE MINUTES MUST BE PROVIDED SHOWING THAT SAID INDIVIDUAL HAS DECLARED AN INTEREST IN THE APPLICANT FOR WHICH REGISTRATION IS BEING SOUGHT.

14. THE DECLARATION FORM(S) MUST BE DATED NO MORE THAN **THREE (3) MONTHS** PRIOR TO SUBMISSION TO THE PUBLIC PROCUREMENT COMMISSION (PPC) FOR ACCEPTANCE AND PROCESSING (I.E. THE DECLARATION FORMS WILL BE REQUIRED WHENEVER ANY OF THE FOLLOWING REQUEST IS MADE: I.E. NEW, RENEWAL of REGISTRATION, CHANGE IN CLASSIFICATION OR APPLICATION).

15. ALL CERTIFIED COPIES, LETTERS, DATED SIGNATURES AND ATTESTATIONS INCLUDED IN THE APPLICATION MUST NOT BE DATED MORE THAN **SIX (6) MONTHS** PRIOR TO THE DATE OF SUBMISSION OF APPLICATION TO THE PPC.

16. APPLICATIONS IN THE POSSESSION OF THE PPC AWAITING OUTSTANDING INFORMATION AND/OR PENDING PHYSICAL VERIFICATION DUE TO THE UNAVAILABILITY OF THE APPLICANT FOR MORE THAN THREE (3) MONTHS (REG. CL 3 (4)) WILL BE DEEMED TO HAVE EXPIRED.

17. 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.

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

A. WITH THE EXCEPTION OF GRADE 1, SUPPLIERS OF WORKS WILL NOT BE AWARDED CONTRACTS THAT EXCEED THE MONETARY LIMIT OF THEIR GRADE.

B. WITH THE EXCEPTION OF GRADE 1, SUPPLIERS OF WORKS MAY NOT BE AWARDED A CONTRACT IF THE NET VALUE OF OUTSTANDING WORKS ON CURRENT CONTRACTS PLUS THE VALUE OF THE NEW CONTRACT(S) EXCEED THREE (3) TIMES THE MONETARY LIMIT OF THE GRADE.

19. THE POLICY OF THE PPC IS TO ENCOURAGE FULL, FAIR AND OPEN COMPETITION. ACCORDINGLY, ALL REGISTERED PUBLIC SECTOR SUPPLIERS OF WORKS IN THE APPROPRIATE CATEGORY(IES) AND GRADE(S) WILL BE AFFORDED THE OPPORTUNITY TO TENDER ON PUBLIC SECTOR CONTRACTS. THE PUBLIC ADVERTISEMENTS OF INVITATIONS TO TENDER WILL INCLUDE DETAILS OF PROJECTS AS WELL AS THE CATEGORIES AND GRADES OF SUPPLIER OF WORKS ELIGIBLE TO TENDER.

20. **THE ANNUAL REGISTRATION FEES FOR SUPPLIERS OF BUILDING AND WORKS ARE AS FOLLOWS:**

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

21. THE ABOVE FEES ARE PAYABLE WITHIN THREE (3) MONTHS AFTER NOTIFICATION IS SENT TO THE SUCCESSFUL APPLICANT. FAILING WHICH, THE SUPPLIERS OF WORKS WILL BE REQUIRED TO RE-APPLY.

22. REGARDLESS OF THE NUMBER OF CATEGORIES IN WHICH A SUPPLIER OF WORKS IS REGISTERED, ONLY ONE REGISTRATION FEE IS PAYABLE. FOR EXAMPLE, IF A-Z CONSTRUCTION CO. LTD HAS BEEN SUCCESSFULLY PROCESSED BY THE PPC FOR TEN (10) CATEGORIES AT GRADES ONE (1) TO FOUR (4), THE ANNUAL REGISTRATION FEE WILL BE DETERMINED BY THE HIGHEST GRADE OF THE TEN (10) CATEGORIES AWARDED.
23. ALL APPLICANTS WIL HAVE THE CAPABILITY TO PRINT THEIR CERTIFICATES VIA THE PPC SUPPLIER REGISTRATION SYSTEM (SRS) ONLINE PORTAL.
24. PLEASE REFER TO THE ATTACHED PPC DETAILED REQUIREMENTS FOR REGISTRATION – (I.E. SECTIONS II AND III FOR ADDITIONAL INFORMATION.)

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APPENDIX TO APPROVED SUPPLIER OF WORKS GRADES 1-4 APPLICATION FORM

APPROVED SUPPLIER OF WORKS ASSESSMENT CRITERIA

NB:- The Appendix that follows is to be **read** in conjunction with the **Approved Supplier of Works Grades 1-4 Application Form – Sections I & II Detailed Requirements for Registration (DRR) – Section III** and **must not** accompany the Application Form upon submission to the **Public Procurement Commission (PPC)**.

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APPENDIX TO WORKS SUPPLIER OF

WORKS APPLICATION FORM

Supplier of Works Grades 1-4 Assessment Criteria

The following is a list of categories and minimum requirements for each grade as determined by the Public Procurement Commission (PPC). 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 Supplier of Works registered in that category.

Supplier of Works who wish to be included on the Register of Public Sector Supplier of Works 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) PPC registered Supplier of Works and/or Companies in a capacity such as Consultants, Full-time or Part-time staff.
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.**

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6. A staff member will only be assessed in respect of the categories indicated on pages 7 - 12 of the Application Form.

7. **Evaluation Criteria:**

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

ASSESSMENT CRITERIA FOR REGISTRATION OF CONTRACTORS		
Item	CRITERIA	WEIGHT (%)
A	Minimum No. of Years in Business as a Contractor	10
B	Staff requirements (30%):	
i	Professional Staff	10
ii	Technical Staff	10
iii	Supervisory Staff	10
C	Two (2) completed projects in the last ten (10) years in <u>each</u> category being applied for. *	30
D	Financial Requirements (30%):	
i	Fixed Assets in excess of : *	10
ii	Current Assets in excess of : *	10
iii	Current Ratio **	10
Total		100

* Refer to the table in Contractor Assessment Criteria - Section II - Pages 3 to 12

** Current Ratio is defined as the ratio of **current assets** to **current liabilities** .

8. **Processing time is estimated at eight (8) weeks** after which a letter advising on your application status may be collected at the Public Procurement Commission Office, Integrity Commission, First Floor, 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.

9. 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).

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Category and Grade Assessment Criteria For Registration of Supplier of Works

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

	SPECIALIZATION OF WORKS	FACTORS FOR ASSESSMENT OF CLASSIFICATION											
		Grade	Contract Value Limit of Grade (J\$M)	Minimum No. of years in Business as a supplier of works	Staff Requirement						*In last 10 years completed 2 projects each in excess of (J\$M)	Financial Requirements	
			<i>Eligible to make tender on contract of value not exceeding</i>		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	No Contract Limit	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

Category and Grade Assessment Criteria For Registration of Supplier of Works

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	SPECIALIZATION OF WORKS	FACTORS FOR ASSESSMENT OF CLASSIFICATION											
		Grade	Contract Value Limit of Grade (J\$M)	Minimum No. of years in Business as a supplier of works	Staff Requirement						*In last 10 years completed 2 projects each in excess of (J\$M)	Financial Requirements	
			Eligible to make tender on contract of value not exceeding		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			
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

Category and Grade Assessment Criteria For Registration of Supplier of Works

PUBLIC PROCUREMENT COMMISSION

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

	SPECIALIZATION OF WORKS	FACTORS FOR ASSESSMENT OF CLASSIFICATION											
		Grade	Contract Value Limit of Grade (J\$M)	Minimum No. of years in Business as a supplier of works	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			
9	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
10	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
11	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
12	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

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	SPECIALIZATION OF WORKS	FACTORS FOR ASSESSMENT OF CLASSIFICATION											
		Grade	Contract Value Limit of Grade (J\$M)	Minimum No. of years in Business as a supplier of works	<u>Staff Requirement</u>						*In last 10 years completed 2 projects each in excess of (J\$M)	<u>Financial Requirements</u>	
					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			
13	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
14	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
15	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
16	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

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Category and Grade Assessment Criteria For Registration of Supplier of Works

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

	SPECIALIZATION OF WORKS	FACTORS FOR ASSESSMENT OF CLASSIFICATION											
		Grade	Contract Value Limit of Grade (J\$M)	Minimum No. of years in Business as a supplier of works	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

PUBLIC PROCUREMENT COMMISSION

Category and Grade Assessment Criteria For Registration of Supplier of Works

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

	SPECIALIZATION OF WORKS	FACTORS FOR ASSESSMENT OF CLASSIFICATION											
		Grade	Contract Value Limit of Grade (J\$M)	Minimum No. of years in Business as a supplier of works	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			
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

PUBLIC PROCUREMENT COMMISSION

Category and Grade Assessment Criteria For Registration of Supplier of Works

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

	SPECIALIZATION OF WORKS	FACTORS FOR ASSESSMENT OF CLASSIFICATION											
		Grade	Contract Value Limit of Grade (J\$M) <i>Eligible to make tender on contract of value not exceeding</i>	Minimum No. of years in Business as a supplier of works	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

PUBLIC PROCUREMENT COMMISSION

Category and Grade Assessment Criteria For Registration of Supplier of Works

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

	SPECIALIZATION OF WORKS	FACTORS FOR ASSESSMENT OF CLASSIFICATION											
		Grade	Contract Value Limit of Grade (J\$M)	Minimum No. of years in Business as a supplier of works	Staff Requirement						*In last 10 years completed 2 projects each in excess of (J\$M)	Financial Requirements	
			<i>Eligible to make tender on contract of value not exceeding</i>		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

PUBLIC PROCUREMENT COMMISSION

Category and Grade Assessment Criteria For Registration of Supplier of Works

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

	SPECIALIZATION OF WORKS	FACTORS FOR ASSESSMENT OF CLASSIFICATION											
		Grade	Contract Value Limit of Grade (J\$M)	Minimum No. of years in Business as a supplier of works	Staff Requirement						*In last 10 years completed 2 projects each in excess of (J\$M)	Financial Requirements	
			<i>Eligible to make tender on contract of value not exceeding</i>		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			
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

PUBLIC PROCUREMENT 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



PUBLIC PROCUREMENT COMMISSION

DETAILED REQUIREMENTS FOR REGISTRATION

FOR PUBLIC SECTOR SUPPLIER OF WORKS GRADES 1-4

Revised Registration Requirements and Procedures

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

NEW APPLICANTS

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

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
1.	Completed Supplier of Works Grades 1 – 4 Application Form (Regulations 3(1)(a)(i))	Refer to Pages Cover - 20 of the Register of Public Sector Supplier of Works Grades 1-4 Application Form	Application Form must be completed in black ink using block lettering or typed .
2.	FORM 23/Company Status Letter of the APPLICANT's Current Directors, Owners and Company Secretary. [Document to be obtained from the Office of the Registrar of Companies (ORC)]		Supplier of Works 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.



PUBLIC PROCUREMENT COMMISSION

DETAILED REQUIREMENTS FOR REGISTRATION

FOR SUPPLIER OF WORKS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
3.	Completed Declaration Form 1	Refer to Page 17 - 18 of the Register of Public Sector Supplier of Works Grades 1-4 Application Form	(a) Must be completed by each Director, Owner and Company Secretary; (b) Signed and dated by the Supplier of Works 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.	Completed Declaration Form 2	Refer to Page 19 - 20 of the Register of Public Sector Supplier of Works Grades 1-4 Application Form	(a) Signed and dated by the Supplier of Works 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.	Evidence Of Tax Compliance		Supplier of Works must submit the original along with a photocopy of the Tax Administration of Jamaica (TAJ) Letter and TCC print-out showing the expiry date.
6.	APPLICANT Certificate of Registration/Incorporation OR Valid Business Name Registration Certificate		Supplier of Works 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.



PUBLIC PROCUREMENT COMMISSION

DETAILED REQUIREMENTS FOR REGISTRATION

FOR SUPPLIER OF WORKS 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 Supplier of Works 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">d) Its turnover is less than J\$40 million;e) Its balance sheet total is less than J\$30 million; andf) 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 Applicant 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> <p>4. 'Nil Return' for the last three (3) years, provided the business/partnership/limited liability company (or overseas equivalent</p>



PUBLIC PROCUREMENT COMMISSION

DETAILED REQUIREMENTS FOR REGISTRATION

FOR SUPPLIER OF WORKS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
			structure) has not engaged in any commercial activity since the business was registered or where such activity was dormant.



PUBLIC PROCUREMENT COMMISSION

DETAILED REQUIREMENTS FOR REGISTRATION

FOR SUPPLIER OF WORKS 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 Supplier of Works and/or Applicant in a capacity such as Consultants, Full-time or Part-time staff. 	<p>Refer to Pages 7 – 8 of the Register of Public Sector Supplier of Works Grades 1-4 Application Form and Refer to the Section II – Supplier of Works Assessment Criteria (SWAC)</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> <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, nature of major projects done and project completion date (see Section III Page 31 of 31).</p> <p><i>*Supplier of Works 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>



PUBLIC PROCUREMENT COMMISSION

DETAILED REQUIREMENTS FOR REGISTRATION

FOR SUPPLIER OF WORKS 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 Supplier of Works and/or Applicant in a capacity such as Consultants, Full-time or Part-time staff. 	<p>Refer to Pages 9 – 10 of the Register of Public Sector Supplier of Works Grades 1-4 Application Form and Section II – Supplier of Works Assessment Criteria (SWAC)</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, nature of major projects done and project completion date. (see Section III Page 31 of 31) <p><i>*Supplier of Works 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 Supplier of Works and/or APPLICANT in a capacity such as 	<p>Refer to Page 11 – 12 of the Register of Public Sector Supplier of Works Grades 1-4 Application Form and Section II – Supplier of Works Assessment Criteria (SWAC)</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, nature of major projects done and project completion date. (see Section III Page 31 of 31)



PUBLIC PROCUREMENT COMMISSION

DETAILED REQUIREMENTS FOR REGISTRATION

FOR SUPPLIER OF WORKS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
	Consultants, Full-time or Part-time staff.		
11.	Valid Licence for the Specialist Category/(ies) such as Electrical and/ Blasting	Refer to the Section 11 – Supplier of Works Assessment Criteria (SWAC)	Supplier of Works 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 14 of the Register of Public Sector Supplier of Works 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 Supplier of Works on Page 11 of the Application Form	Refer to Page 14 of the Register of Public Sector Supplier of Works Grades 1-4 Application Form and Section 11 – Supplier of Works Assessment Criteria (SWAC)	<p><u>1. 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



PUBLIC PROCUREMENT COMMISSION

DETAILED REQUIREMENTS FOR REGISTRATION

FOR SUPPLIER OF WORKS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
			<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 <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> 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.



PUBLIC PROCUREMENT COMMISSION

DETAILED REQUIREMENTS FOR REGISTRATION

FOR SUPPLIER OF WORKS GRADES 1-4

RENEWAL OF REGISTRATION APPLICANTS

(All Suppliers of Works Grades 1- 4 who were registered with the National Contracts Commission and now with the Public Procurement Procurement)

The Supplier of Works 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 Cover - 20 of the Register of Public Sector Supplier of Works Grades 1-4 Application Form	Application Form must be completed in black ink using block lettering or typed
2.	FORM 23/Company Status Letter of the APPLICANT's Current Directors, Owners and Company Secretary. [Document to be obtained from the Office of the Registrar of Companies (ORC)]		Supplier of Works 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 1	Refer to Page 17 - 18 of the Register of Public Sector Supplier of Works Grades 1-4 Application Form	a) Must be completed by each Director, Owner and Company Secretary; b) Signed and dated by the Supplier of Works 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.
4.	Completed Declaration Form 2	Refer to Page 19 - 20 of the Register of Public Sector Supplier of Works	(a) Signed and dated by the Supplier of Works in the presence of a Justice of the Peace/Notary Public;



PUBLIC PROCUREMENT COMMISSION

DETAILED REQUIREMENTS FOR REGISTRATION

FOR SUPPLIER OF WORKS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
		Grades 1-4 Application Form	(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.	Evidence of Tax Compliance		Supplier of Works must submit the original along with a photocopy of the Tax Administration of Jamaica (TAJ) Letter and TCC print-out showing the expiry date.
6.	Applicant's Certificate of Registration/Incorporation OR Valid Business Name Registration Certificate		Supplier of Works 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 Supplier of Works 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.
	<u>DESCRIPTION OF STAFF</u>		



PUBLIC PROCUREMENT COMMISSION

DETAILED REQUIREMENTS FOR REGISTRATION

FOR SUPPLIER OF WORKS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
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, orc) 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 Supplier of Works and/or Applicant in a capacity such as Consultants, Full-time or Part-time staff.	<p>Refer to Page 7 – 8 of the Register of Public Sector Supplier of Works Grades 1-4 Application Form and Section II – Supplier of Works Assessment Criteria (SWAC)</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, nature of major projects done and project completion date. (see Section III Page 31 of 31) <p><i>*Supplier of Works 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>



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DETAILED REQUIREMENTS FOR REGISTRATION

FOR SUPPLIER OF WORKS 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 Supplier of Works and/or Applicant in a capacity such as Consultants, Full-time or Part-time staff. 	<p>Refer to Pages 9 - 10 of the Register of Public Sector Supplier of Works Grades 1-4 Application Form and Section II – Supplier of Works Assessment Criteria (SWAC)</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, nature of major projects done and project completion date. (see Section III Page 31 of 31)</p> <p><i>*Supplier of Works 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 Pages 11 - 12 of the Register of Public Sector Supplier of Works Grades 1-4 Application Form and Section II – Supplier of Works Assessment Criteria (SWAC)</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, nature of major projects done and project completion date. (see Section III Page 31 of 31)



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FOR SUPPLIER OF WORKS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
	formal working relationship with the Supplier of Works and/or Applicant 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 Section II – Supplier of Works Assessment Criteria (SWAC)	Supplier of Works 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 14	Refer to Page 14 of the Register of Public Sector Supplier of Works 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 Supplier of Works on Page 14 of the Application Form	Refer to Page 14 of the Register of Public Sector Supplier of Works Grades 1-4 Application Form and Section II – Supplier of Works	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>



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FOR SUPPLIER OF WORKS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
		Assessment Criteria (SWAC)	<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.



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FOR SUPPLIER OF WORKS GRADES 1-4

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



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DETAILED REQUIREMENTS FOR REGISTRATION

FOR SUPPLIER OF WORKS GRADES 1-4

CHANGE OF GRADE OR CLASSIFICATION APPLICANTS

(All applications for category upgrades must not exceed fifteen (15) months from the date of the current Public Procurement Commission registration)

The Applicant/Supplier of Works 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 Cover - 20 of the Register of Public Sector Supplier of Works Grades 1-4 Application Form	Application Form must be completed in black ink using block lettering or typed .
2.	FORM 23/Company Status Letter of the APPLICANT's Current Directors, Owners and Company Secretary. [Document to be obtained from the Office of the Registrar of Companies (ORC)]		Supplier of Works 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. Provided that the FORM 23/Company Status Letter of the APPLICANT's Current Directors, Owners and Company Secretary is not dated for more than two (2) months.
3.	Completed Declaration Form 1	Refer to Page 17 - 18 of the Register of Public Sector Supplier of Works Grades 1-4 Application Form	(a) Must be completed by each Director, Owner and Company Secretary; (b) Signed and dated by the Supplier of Works 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.



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FOR SUPPLIER OF WORKS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
4.	Completed Declaration Form 2	Refer to Page 19 - 20 of the Register of Public Sector Supplier of Works Grades 1-4 Application Form	(a) Signed and dated by the Supplier of Works 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.	Evidence of Tax Compliance		Supplier of Works must submit the original along with a photocopy of the Tax Administration of Jamaica (TAJ) Letter showing the expiry date. <u>NB.</u> <i>TCC must be re- submitted where the previous one on file has expired.</i>
6.	Audited Financial Statements for the last year	Refer to Page 5 of the Register of Public Sector Supplier of Works Grades 1-4 Application Form	<i>Where previously not presented and accepted, Audited Financial Statements for the last three (3) years must be submitted.</i> 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.



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FOR SUPPLIER OF WORKS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
	<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, 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 Supplier of Works and/or Applicant in a capacity such as Consultants, Full-time or Part-time staff. 	<p>Refer to Page 7 – 8 of the Register of Public Sector Supplier of Works Grades 1-4 Application Form and Section 11 – Supplier of Works Assessment Criteria (SWAC)</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, nature of major projects done and project completion date. (see Section III Page 31 of 31). <p><u>N.B.</u></p> <p><i>Where the staff complement is the same as that of the previous PPC registration, the Supplier of Works will not be required to resubmit the original and photocopy of their academic/professional certification. However, updated Resumes must be submitted for <u>only</u> the new members of staff.</i></p> <p><i>*Supplier of Works 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>



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DETAILED REQUIREMENTS FOR REGISTRATION

FOR SUPPLIER OF WORKS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
6.	<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 Supplier of Works and/or Applicant in a capacity such as Consultants, Full-time or Part-time staff. 	<p>Refer to Page 9 – 10 of the Register of Public Sector Works Supplier of Works Grades 1-4 Application Form and Section 11 – Supplier of Works Assessment Criteria (SWAC) the Appendix to Supplier of Works 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> <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, nature of major projects done and project completion date. (see Section III Page 31 of 31) <p align="center"><u>NB</u></p> <p><i>Where the staff complement is the same as that of the previous PPC registration, the Supplier of Works 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>*Supplier of Works 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 	<p>Refer to page 11 – 12 of the Register of Public Sector Supplier of Works</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, nature of major projects done



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FOR SUPPLIER OF WORKS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
	<p>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 Supplier of Works and/or Applicant in a capacity such as Consultants, Full-time or Part-time staff. 	<p>Grades 1-4 Application Form and Section II – Supplier of Works Assessment Criteria (SWAC)</p>	<p>and project completion date. (see Section III Page 31 of 31)</p> <p><u>NB.</u></p> <p><i>*Where the staff complement is the same as that of the previous PPC registration, the Supplier of Works 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 the</u> new members of staff.</i></p>
8.	Valid Licence for the Specialist Category(ies) such as Electrical and/ Blasting	Refer to the Section II – Supplier of Works Assessment Criteria (SWAC)	Supplier of Works 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 14	Refer to Page 14 of the Register of Public Sector Supplier of Works 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 Supplier of Works on Page 14 of the Application Form	Refer to Page 14 of the Register of Public Sector Supplier of Works	<p><u>1. Contractual Documents in the form of:</u></p> <p>Signed and certified copy of the Contract Document <u>OR</u> a combination of any</p>



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FOR SUPPLIER OF WORKS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
		Grades 1-4 Application Form and Section II – Supplier of Works Assessment Criteria (SWAC)	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>▪ Copy of Purchase Orders <u>OR</u> Associated Signed Invoices <u>AND</u> 2. Proof of Value of Works Completed*: 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: <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. <u>OR</u> 3. ALTERNATIVE OPTION Where applicants are unable to fully comply with Items# 1 and 2 above, a Confirmation Letter from the Client may be submitted. <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,



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FOR SUPPLIER OF WORKS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
			<p>summarized description of the works done, contract start and end dates and value/amount paid for works done.</p> <p><u>NB</u> <i>Where the projects represented on the Application are the same as the previous PPC registration no supporting documents will be required.</i></p>



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FOR SUPPLIER OF WORKS GRADES 1-4

ADDITIONAL CATEGORY APPLICANTS

(All Applications for category upgrades must not exceed fifteen (15) months from the date of the current Public Procurement Commission registration)

The Applicant/Supplier of Works **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 Cover - 20 of the Register of Public Sector Supplier of Works Grades 1-4 Application Form	Application Form must be completed in black ink using block lettering or typed .
2.	Completed Declaration Form 1	Refer to Page 17 - 18 of the Register of Public Sector Supplier of Works Grades 1-4 Application Form	(a) Must be completed by each Director, Owner and Company Secretary; (b) Signed and dated by the Supplier of Works 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.	Completed Declaration Form 2	Refer to Page 19 - 20 of the Register of Public Sector Supplier of Works Grades 1-4 Application Form	(a) Signed and dated by the Supplier of Works 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



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FOR SUPPLIER OF WORKS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
			(c) The signing dates of both signees must be the same.
4.	Evidence of Tax Compliance		Supplier of Works must submit the original along with a photocopy of the Tax Administration of Jamaica (TAJ) Letter and TCC print-out showing the expiry date. <u>NB.</u> <i>TCC must be re- submitted where the previous one on file has expired.</i>
4.	Audited Financial Statements for the last year	Refer to Page 5 of the Register of Public Sector Supplier of Works Grades 1-4 Application Form	<i>Where previously not presented and accepted, Audited Financial Statements for the last three (3) years must be submitted</i> 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: 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. In such cases, Unaudited Financial Statements will be accepted.
	<u>DESCRIPTION OF STAFF</u>		



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FOR SUPPLIER OF WORKS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
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, b) a member of works related professional association, or c) both <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 Supplier of Works and/or Applicant in a capacity such as Consultants, Full-time or Part-time staff. 	<p>Refer to Page 7 – 8 of the Register of Public Sector Supplier of Works Grades 1-4 Application Form and Section 11 – Supplier of Works Assessment Criteria (SWAC)</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 align="center"><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, nature of major projects done and project completion date. (see Section III Page 31 of 31). <p><u>NB</u></p> <p><i>Where the staff complement is the same as that of the previous PPC registration, the Supplier of Works 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>*Supplier of Works 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>



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FOR SUPPLIER OF WORKS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
			<i>Peace or Notary Public.</i>
6.	<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 Supplier of Works and/or Applicant in a capacity such as Consultants, Full-time or Part-time staff. 	<p>Refer to Page 9 – 10 of the Register of Public Sector Supplier of Works Grades 1-4 Application Form and Section 11 – Supplier of Works Assessment Criteria (SWAC)</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> <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, nature of major projects done and project completion date. (see Section III Page 31 of 31) <p align="center"><u>NB</u></p> <p><i>Where the staff complement is the same as that of the previous PPC registration, the Supplier of Works 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>*Supplier of Works 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 	<p>Refer to Page 11 – 12 of the Register of Public Sector Supplier of Works</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



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FOR SUPPLIER OF WORKS 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 Supplier of Works and/or Applicant in a capacity such as Consultants, Full-time or Part-time staff. 	<p>Grades 1-4 Application Form and Section 11 – Supplier of Works Assessment Criteria (SWAC)</p>	<p>description of the work duties, name, nature of major projects done and project completion date. (see Section III Page 31 of 31)</p> <p><u>NB.</u></p> <p><i>Where the staff complement is the same as that of the previous PPC registration, the Supplier of Works 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>
8.	Valid Licence for the Specialist Category(ies) such as Electrical and/ Blasting	Refer to the Section 11 – Supplier of Works Assessment Criteria (SWAC)	Supplier of Works 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 14	Refer to Page 14 of the Register of Public Sector Supplier of Works 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	Refer to Page 14 of the Register of	1. <u>Contractual Documents in the form of:</u>



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FOR SUPPLIER OF WORKS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
	Supplier of Works on the Application Form	Public Sector Supplier of Works Grades 1-4 Application Form and the Appendix to Supplier of Works Application Form	<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> <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



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FOR SUPPLIER OF WORKS GRADES 1-4

NO.	LIST OF ITEMS	DESCRIPTION	REQUIREMENTS
			<p>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> <p><u>NB</u></p> <p><i>Where the projects represented on the Application are the same as the previous PPC registration no supporting documents will be required.</i></p>



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FOR SUPPLIER OF WORKS GRADES 1-4

MINIMUM CONTENT OF A BUSINESS LINE OF CREDIT

Bank Institution Company Letter Head / Logo

Name of Bank Institution

(Date)

Bank Business's Address

Public Procurement Commission
3rd Floor, Pan Jam Building
60Knutsford Building
Kingston 5

Bank's Contact Information

Attention: Chairman of PPC

Dear Sirs:

We have been informed by our client (*Name of Director/Owner*) of (*Name of Applicant*) that an application is being prepared for registration of the Applicant with your organization.

Additionally we were advised that the Applicant will be applying to be a "Category 4" supplier of works, which has a contract limit of \$ (*Indicate HIGHEST contract limit as per category(ies) being applied for*) and that confirmation is required that at least ten percent (10%) of the monetary category limit is available.

In that regard, we confirm that the Applicant has established a Line of Credit in the amount of \$ (*Insert monetary limit percentage*) for a (*Indicate the validity duration of Line of Credit; minimum three (3) months*), starting (*Indicate day, month and year when Line of Credit commences*).

Yours faithfully,

Name of Bank Institution

(Authorized Signature)

Authorizing Officer Name and Position



PUBLIC PROCUREMENT COMMISSION

DETAILED REQUIREMENTS FOR REGISTRATION

FOR SUPPLIER OF WORKS GRADES 1-4

MINIMUM COMPONENTS OF A DETAILED AND UPDATED RESUME

FOR SUBMISSION WITH APPLICATION FORM

- Staff Name:
- Current Home Address:

- Contact Numbers: **(Cellular/s) + (Home) + (Work/Office)**
- E-mail Address(es):
- Academic qualifications: (name of institution(s); cert/dip/BSc/MSc/PhD etc.; year obtained; subject/field of study; etc.)
- Membership in Professional Institution(s)/Body(ies): (designation; year membership commenced; clear indication of current year registration)

Work Experience:

- Employer/Applicant name: **(List the most current place of employment then prior work experience)**
- Duration of Employment: _____ to _____ **(Employment start date) (Month / Year)**
- Job Title/Position:
- Status of Employment: _____ **(Full Time, Part Time, Consultant or As Needed / Per Contract basis)**

Major completed Project Information (As per category/ies being applied for)

- Project Name:
- Project Duration: _____ to _____ **(Employment start date) (Month / Year)**
- Project Scope/Description of works: **(Must include an accurate summarized description of the works undertaken)**
- Specific work function/(s)/task(s)/duties in relation to the projects undertaken

Indicate all current affiliation(s) with any Government of Jamaica Board, Ministry, Department and/or Agency as per Supplier of Works Assessment Criteria – Section II – Page 2 - Item 5 of the PPC Supplier of Works Application Form (if applicable)