

## **THE PUBLIC PROCUREMENT ACT, 2019**

### **THE PUBLIC PROCUREMENT (REGISTRATION AND CLASSIFICATION OF SUPPLIERS) REGULATIONS, 2019**

#### **ARRANGEMENT OF REGULATIONS**

1. Citation.
2. Interpretation.
3. Application for registration.
4. Renewal of registration.
5. Documents in support of renewal application.
6. Application for classification of grade or category of work.
7. Interview of prospective supplier and inspection of business operations.
8. Change in classification.
9. Duration of registration.
10. Registration fee.
11. Classification of suppliers.
12. Issue or re-issue of certificates of registration.
13. Modification of registration.
14. Suspension of registration.
15. Cancellation of registration.
16. Procedure for suspension or cancellation of registration.
17. Application for approval of unregistered supplier.
18. Public Procurement Commission Approved Supplier Register.
19. Amendment of the Public Procurement Commission Approved Supplier Register.
20. Offence to use invalid certificate.

#### **SCHEDULES.**



THE  
**JAMAICA GAZETTE**  
**SUPPLEMENT**

**PROCLAMATIONS, RULES AND REGULATIONS**

537

Vol. CXLII

MONDAY, SEPTEMBER 2, 2019

No. 94

No. 153

Extract from the Minutes of the meeting of the House of Representatives held on Tuesday, June 11, 2019:

PUBLIC BUSINESS

THE PUBLIC PROCUREMENT (REGISTRATION AND CLASSIFICATION OF SUPPLIERS)  
REGULATIONS, RESOLUTION, 2019

Dr. the Honourable Nigel Clarke, Minister of Finance and the Public Service, having obtained suspension of the Standing Orders, moved:

BE IT RESOLVED that the Public Procurement (Registration and Classification of Suppliers) Regulations, 2019, under the Public Procurement Act, which was laid on the Table of the House on the 28th day of May, 2019, be affirmed.

Seconded by: Mr. Leslie Campbell.

Agreed to.

I certify that the above is a true extract from the Minutes.

HEATHER E. COOKE, CD, JP, (MRS.)  
Clerk to the Houses

No. 154

Extract from the Minutes of the Honourable Senate on the 28th day of June, 2019:

PUBLIC BUSINESS

Senator the Honourable Pearnel Charles Junior, Minister without Portfolio in the Ministry of Economic Growth and Job Creation, having obtained suspension of the Standing Orders, moved:

THE PUBLIC PROCUREMENT (REGISTRATION AND CLASSIFICATION OF SUPPLIERS)  
REGULATIONS, RESOLUTION, 2019

WHEREAS, by virtue of section 61(1) of the Public Procurement Act (hereinafter referred to as "the Act"), the Public Procurement Commission may, with the approval of the Minister, make regulations prescribing—

- (a) The evaluation criteria or qualifications required for the registration and classification of suppliers;
- (b) The circumstances in which registration under the Act may be modified, suspended, cancelled, approved or withdrawn and the procedures for such modification, suspension, cancellation or withdrawal of approval;
- (c) The content and form of registers and other records to be maintained by the Commission, the availability of such registers for inspection, the production of copies as extracts therefrom and any other matter relating to the establishment, maintenance and safeguarding of registers and other records;
- (d) Forms, fees and procedures for the registration or classification of suppliers;

AND WHEREAS, on the 16th day of April, 2019, the Commission, with the approval of the Minister, made the Public Procurement (Registration and Classification of Suppliers) Regulations, 2019;

AND WHEREAS it is provided by section 61(2) of the Act that Regulations made under section 61(1) of the Act shall be subject to affirmative resolution:

NOW, THEREFORE, BE IT RESOLVED by this Honourable House as follows:—

- (1) This Resolution may be cited as the Public Procurement (Registration and Classification of Suppliers) Regulations, Resolution, 2019;
- (2) The Public Procurement (Registration and Classification of Suppliers) Regulations, 2019, which were laid on the Table of the House on the 30th day of April, 2019, are hereby affirmed.

Senator Wensworth Skeffery and Senator Delroy Williams also spoke on the motion.

Seconded by: Senator Delroy Williams.

Agreed to.

I certify that the above is a true extract from the Minutes.

HEATHER E. COOKE, CD, JP, (MRS.)  
Clerk to the Houses

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**THE PUBLIC PROCUREMENT ACT**

THE PUBLIC PROCUREMENT (REGISTRATION AND CLASSIFICATION OF SUPPLIERS)  
REGULATIONS, 2019

In exercise of the power conferred upon the Commission by section 61 of the Public Procurement Act, the following Regulations are hereby made with the approval of the Minister:—

PART I—*Preliminary*

- |                                |  |
|--------------------------------|--|
| Citation.                      | 1. These Regulations may be cited as the Public Procurement (Registration and Classification of Suppliers) Regulations, 2019.  |
| Inter-pretation.               | 2. In these Regulations—<br>“category” means any category of works, goods or services, and specializations thereof, in relation to which a supplier is classified and in respect of which the supplier is eligible to make tender;<br>“Certificate of Registration” or “Certificate” means a certificate issued or re-issued, as the case may be, under regulation 12;<br>“grade” means the grade specific to a works contract specialization within a category which indicates the value of the procurement contract in that category for which a supplier is eligible to make a tender;<br>“Public Procurement Commission Approved Supplier Register” means the register established under regulation 18;<br>“Registrar” means the Registrar appointed under regulation 18(3);<br>“relevant law” includes the Companies Act, Corruption Prevention Act, Integrity Commission Act 2017, Larceny Act, Proceeds of Crime Act and any statutory or common law offence or breach concerning fraud, breaches of fiduciary duty, misuse or misappropriation of funds, money laundering, bribery, public health, consumer protection or trade, including securities, product, service, professional or occupational safety standards;<br>“Tax Administration Jamaica” has the meaning assigned to it by section 4 of the Tax Administration Jamaica Act, 2013. |
| Application for registration.  | 3.—(1) Any person, firm or entity desirous of being registered as a supplier—  |
| Form A (i).<br>First Schedule. | (a) for works, shall make an application to the Commission—<br>(i) subject to subparagraph (ii), in the form set out as Form A(i) in the First Schedule;   |
| Form A (ii).                   | (ii) in the case of artisans, in the form set out as Form A(ii) in the First Schedule  |

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Form B. (b) for goods or services shall make an application to the Commission in the form set out as Form B in the First Schedule.

(2) Subject to paragraph (4), an application for registration shall be accompanied by—

- (a) in the case of an individual, a Government-issued picture identification;
- (b) the Taxpayer's Registration Number of the applicant making the application;
- (c) a General Consumption Tax Certificate of Registration;
- (d) written confirmation from Tax Administration Jamaica that the applicant is tax compliant;
- (e) in the case of a company, its Certificate of Incorporation and Letter of Good Standing;
- (f) in the case of a registered business name, a Certificate of Registration;
- (g) in the case of a body corporate, financial statements and audited financial reports in respect of the applicant making the application, for the three years immediately preceding the application;
- (h) in the case of individuals, such accounts, financial reports and statements as the Commission may require;
- (i) for the purpose of determining whether the applicant satisfies the requirements for registration under these Regulations—
  - (i) such documents furnishing particulars, including trade references, permits, licences or approvals, as the Commission may require; and
  - (ii) any other documents as appear necessary to the Commission.

(3) The Commission may refuse to register an applicant as a supplier if the Commission is satisfied that the applicant—

- (a) is an undischarged bankrupt;
- (b) in the case of a body corporate, a director, manager or secretary thereof, has been convicted of any offence involving fraud, dishonesty or moral turpitude during the period of five years immediately preceding the date of the application;
- (c) is not financially sound;

- 
- 
- (d) in the case of a body corporate—
    - (i) is in the course of being wound up or liquidated; or
    - (ii) a receiver has been appointed in respect of that body corporate;
  - (e) has engaged in any conduct amounting to a contravention of the Act or any relevant law;
  - (f) having regard to the past performance during the period of five years immediately preceding the date of the application, or expertise of the applicant or any relevant employee, it would not be appropriate to register the applicant as a supplier; or
  - (g) there are circumstances that are likely to—
    - (i) call into disrepute; or
    - (ii) lead to the improper conduct of,
      - the business of or execution of contracts by the applicant or an officer or employee of the applicant.

(4) Where the Commission upon receiving an application, has requested that the applicant furnish additional particulars and a period in excess of three months elapses from the date of the Commission's request and the applicant does not furnish the additional particulars requested, the application shall be deemed to have expired.

(5) The Commission shall notify the applicant, in writing of its decision to register or to refuse to register the applicant, as the case may be.

Renewal of  
registration.

Form A (i).  
Form A (ii).  
Form B.  
First  
Schedule.

4.—(1) A prospective supplier, or a supplier desirous of renewing registration as a supplier, (hereinafter referred to as the "applicant") shall make an application to the Commission in the form set out as Form A (i), Form A (ii) or Form B in the First Schedule, as applicable.

(2) An application for renewal of registration shall be submitted by a supplier to the Commission at least sixty days before the expiration of the supplier's registration.

(3) The Commission may, upon application by an applicant, renew the supplier's registration, if the Commission is satisfied that—

- (a) the applicant satisfies the requirements for registration under regulation 3(2) and (3);

- (b) the applicant has not operated in a manner inconsistent with the applicant's previous registration;
- (c) during the preceding registration period, the applicant has not engaged in any conduct amounting to a contravention of the Act or any other relevant law;
- (d) the applicant has paid all fees payable to the Commission under these Regulations;
- (e) there has been no change in the circumstances of the applicant which would justify treating the application for renewal as a new application; and
- (f) the applicant or, in the case where the applicant is a body corporate, a director, the manager, the secretary or other officer thereof has not been convicted of an offence under the Act or any relevant law during the period of five years immediately preceding the date of the application.

(4) The Commission shall notify the applicant, in writing, of its decision and in the case of a refusal to renew registration the Commission shall state the reasons for its refusal to renew registration.

Documents  
in support of  
renewal  
application.

5. Where a supplier is desirous of renewing registration in respect of categories and grades for which the supplier is currently registered, only the documents which accompanied the initial application for registration which have expired, or contain outdated particulars, and have been renewed or updated are required to accompany an application for renewal of registration.

Application  
for  
classification  
of grade or  
category of  
work.  
Form A (i).  
Form A (ii).  
Form B.  
First  
Schedule.

6.—(1) A supplier or prospective supplier desirous of being classified in respect of another category or grade to carry out such building, works or offer goods or services for which the supplier was not previously registered to provide, shall make an application to the Commission in the form set out as Form A(i), Form A(ii) or Form B in the First Schedule, as applicable.

(2) The Commission may, upon application by a supplier or prospective supplier approve the classification of category of work or grade, if the Commission is satisfied that—

- (a) the applicant has not operated in a manner inconsistent with the applicant's previous registration;
- (b) during the preceding registration period, the applicant has not engaged in any conduct amounting to a contravention of the Act or any other relevant law;

- (c) the applicant's business operations complies with the relevant criteria for classification into the category or grade the subject of the application;
- (d) the applicant has paid all fees payable to the Commission under these Regulations; and
- (e) the applicant or, in the case where the applicant is a body corporate, a director, the manager or the secretary thereof has not been convicted of an offence under the Act or any relevant law during the period of five years immediately preceding the date of the application.

(3) The Commission shall notify the applicant, in writing, of its decision under paragraph (2), and in the case of a refusal to effect a change in classification, the Commission shall state the reasons for its refusal.

(4) Where an applicant is a supplier desirous of classification in respect of categories and grades for which the supplier is not currently registered, only the documents which accompanied the initial application for registration which—

- (a) are incomplete or insufficient for the purposes of classification into the new category or grade that is the subject of the application; or
- (b) have expired, or contain outdated particulars, and have been renewed or updated,

are required to accompany an application for classification in respect of registration.

Interview of prospective supplier and inspection of business operations.

7.—(1) On receipt of an application for registration, or renewal of registration or classification, as the case may be, the Commission shall cause—

- (a) the applicant to be interviewed as may be necessary to enable the Commission to determine whether the applicant satisfies the requirements for—
  - (i) registration and classification as a supplier;
  - (ii) renewal of registration and classification; or
  - (iii) classification into another category of work or grade; and
- (b) inspections to be carried out of the applicant's business premises, including any documents relevant to the Commission's consideration of an application, to determine whether the business operations of the applicant conform with the requirements for registration and classification into a category or grade.



(2) The Commission shall cause a report of the conduct and the findings of the interviews and inspections carried out under paragraph (1), including any recommendations, to be prepared for the Commission's consideration.

(3) Where an applicant fails to facilitate the conduct of an inspection under paragraph (1)(b), the application shall be deemed to have expired.

Change in  
classification.

8.—(1) The Commission may—

- (a) register and classify into categories and grades the applicant, as a supplier;
- (b) refuse to register and classify into categories and grades the applicant, as a supplier; or
- (c) classify or refuse to classify the applicant in respect of another category or grade.

(2) The Commission shall notify the applicant, in writing, of its decision under paragraph (1), and in the case of a refusal to approve registration or classification into another category or grade, as the case may be, the Commission shall state the reasons for such refusal.

Duration of  
registration.

9. The registration of a supplier shall be valid for such period, not exceeding three years, as the Commission may specify in the Certificate of Registration.

Registration  
fee.

10.—(1) Upon notification by the Commission that the supplier's application has been successful, where applicable, the fee specified under paragraph (2) shall be payable by the supplier.

Part I.  
Second  
Schedule.

(2) The fee payable referred to in paragraph (1), is the fee in respect of the category or grade thereof in which the supplier has been classified as specified in the first column of Part I of the Second Schedule in the amount in respect of that category or grade thereof specified in the second column of Part I of the Second Schedule.

Classification  
of suppliers.

11.—(1) A supplier shall not participate in a procurement opportunity unless the supplier's classification and grade qualifies the supplier as eligible to participate in that procurement opportunity.

(2) For the purposes of paragraph (1), the Commission shall classify suppliers—

- (a) taking into account the following factors—
  - (i) technical and managerial competence and experience;
  - (ii) general level of expertise;
  - (iii) specialization in the supply of the relevant goods or services or in carrying out the relevant works;
  - (iv) the equipment and resources;

- Part II.  
Second  
Schedule.
- Issue or re-  
issue of  
certificates  
of  
registration.  
Form A (i).  
Third  
Schedule.  
Form A (ii).
- Form B.
- Modification  
of  
registration.
- Suspension of  
registration.
- (b) in the case of works, into grades in respect of the specific specialization of works for which the supplier is to be registered in accordance with the criteria specified in Part II of the Second Schedule.
12. The Commission shall, on payment of the applicable registration fee under regulation 10—
- (a) issue a certificate of registration and classification for works—
- (i) subject to subparagraph (ii), in the form set out as Form A (i) in the Third Schedule;
- (ii) in the case of artisans, in the form set out as Form A (ii) in the Third Schedule;
- (b) issue a certificate of registration and classification for goods and services in the form set out as Form B in the Third Schedule;
- (c) where the registration of a prospective supplier or supplier is renewed, modified or there has been a change in the classification of category or grade, if necessary, re-issue the Certificate with the updated particulars, to the prospective supplier or supplier and update the Register kept under regulation 18 accordingly.
- 13.—(1) The Commission may modify the registration or classification of a supplier if the Commission is satisfied that the inclusion—
- (a) of any inaccurate or incorrect particular in an application for registration and classification or any document accompanying the application, was done inadvertently; and
- (b) of the accurate or correct particular would not have disqualified the supplier from registration or being classified in any applicable category or grade.
- (2) Where the Commission modifies the registration or classification of a supplier under paragraph (1) the Commission shall—
- (a) advise the supplier, in writing, of the decision to modify registration;
- (b) re-issue the relevant Certificate in accordance with regulation 12; and
- (c) update the Register kept under regulation 18 accordingly.
- 14.—(1) The Commission may suspend the registration of a supplier for any of the reasons for cancellation specified in regulation 15 where, on the facts of the case before it, the Commission is of the view that suspension would be more appropriate.

(2) A supplier shall not participate in a procurement proceeding during the period of any suspension of the suppliers registration.

Cancellation  
of  
registration.

15.—(1) The Commission may cancel the registration of a supplier if—

- (a) the supplier participates in a procurement proceeding in contravention of regulation 14(2);
- (b) the supplier makes a false statement, submits any false document or document containing false particulars to mislead the Commission;
- (c) the supplier engages in conduct to mislead or attempts to mislead the Commission or any person authorized on its behalf in relation to the conduct of any inspection of the operations of the supplier's business premises;
- (d) the supplier misrepresents or makes a false claim in respect of the qualifications required for registration and classification under the Act;
- (e) the supplier is convicted of an offence under the Act, any Regulations made thereunder or a relevant enactment; or
- (f) in the case of a company—
  - (i) a resolution has been passed for voluntary winding up or an order has been made by a court of competent jurisdiction for its winding up;
  - (ii) a receiver has been appointed to manage any of its assets; or
  - (iii) any of its directors, managers or the secretary has been convicted of an offence under any relevant enactment during the period of five years immediately preceding the date of the application;
- (g) the supplier has a past of unsatisfactory performance of procurement contracts verified by procuring entities.

Procedure for  
suspension or  
cancellation of  
registration.

16.—(1) Where the Commission is considering suspension or cancellation of registration, the Commission shall give notice, in writing, to the supplier thereof and the notice shall—

- (a) state the reasons based on which the Commission is considering suspending or cancelling the supplier's registration;
- (b) specify, if appropriate, any remedial action the Commission advises that the supplier may take, and the time-period to effect such action, to avoid suspension or cancellation of registration;

- (c) invite the supplier to make representation, in writing, as to why the registration should not be suspended or cancelled; and
- (d) specify the time-period during which the supplier may make such representation.

(2) A notice shall be presumed to have been received on the date of delivery to the supplier to whom it is addressed, in the absence of proof to the contrary.

(3) A notice with respect to suspension or cancellation may be served on the supplier or an agent or employee of the supplier—

- (a) in the case of a supplier who is a body corporate, at its registered address; and
- (b) in the case of a supplier who is an individual, at the address provided for by the supplier for the purposes of registration.

(4) The Commission shall give the supplier—

- (a) no less than ten working days; or
- (b) such longer time period which in the circumstances the Commission considers reasonable,

to make representation, in writing, as to the reasons why the Commission should not suspend or cancel the registration of that supplier and to request extension of the time-period in which to make such representation.

Application  
for approval  
of  
unregistered  
supplier.

17.—(1) Where a procuring entity makes an application under section 18 of the Act, the application shall be accompanied by—

- (a) valid Government-issued picture identification, or, in the case of a corporate body, the constituting document of that body; and
- (b) proof of tax compliance, accounts, financial statements and reports, trade references, permits, licences or approvals, or any other documents furnishing particulars, as appear necessary to the Commission for the purpose of determining whether the applicant satisfies the requirements for registration under these Regulations.

(2) The Commission may—

- (a) refuse to approve a person, firm or entity as an approved unregistered supplier;
- (b) withdraw approval of an approved unregistered supplier, if the Commission is satisfied of the matters specified in regulation 3(3).

Public  
Procurement  
Commission  
Approved  
Supplier  
Register.

18.—(1) The Commission shall maintain a register to be called the Public Procurement Commission Approved Supplier Register which shall be available for inspection in such manner and at such times as the Commission may determine.

(2) Any person may, on making a request, in writing, be provided with an excerpt from the Public Procurement Commission Approved Supplier Register certified for accuracy by the Commission.

(3) A Registrar shall be appointed and employed in accordance with paragraph 9 of the Second Schedule to the Act, and shall keep, in such form and in such manner as the Commission may direct, the Public Procurement Commission Approved Supplier Register.

(4) The Public Procurement Commission Approved Supplier Register shall include particulars as follows—

- (a) date and period of registration;
- (b) the categories and grades for which the supplier is registered;
- (c) a list of the procurement contracts awarded to the supplier with the approval of the Commission;
- (d) in respect of each supplier registered, the date of issue and certificate number for every Certificate of Registration issued or re-issued, as the case may be, to the supplier; and
- (e) any other particulars the Commission considers necessary in the interest of ensuring that the tendering process for government contracts is conducted in an open manner.

(5) The Commission shall keep a duplicate of every Certificate issued or re-issued by the Commission, and each Certificate shall be kept, in respect of the relevant supplier to whom it relates, and deemed a part of the Public Procurement Commission Approved Supplier Register.

Amendment of  
the Public  
Procurement  
Commission  
Approved  
Supplier  
Register.

19.—(1) Where the registration of a supplier is—

- (a) suspended, an endorsement to this effect including the duration of the period of suspension, if any, shall be entered by the Registrar in the Public Procurement Commission Approved Supplier Register; or
- (b) cancelled, the Registrar shall remove that person, firm or entity's name from the Public Procurement Commission Approved Supplier Register.

(2) Where the Registrar has notice that the Public Procurement Commission Approved Supplier Register contains any outdated or otherwise incorrect particular, the Registrar shall, as soon as practicable, amend the Register.

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Offence to  
use invalid  
certificate.

20.—(1) Upon receipt of a notice of cancellation of registration by the Commission, any certificate of registration in relation to that cancelled registration shall be deemed invalid.

(2) A person, firm or entity that uses a Certificate of Registration deemed invalid under paragraph (1) in any procurement proceeding commits an offence and is liable on conviction in a Parish Court to a fine not exceeding five hundred thousand dollars.

FIRST SCHEDULE (Regulations 3, 4 and 6)

FORMA(i)

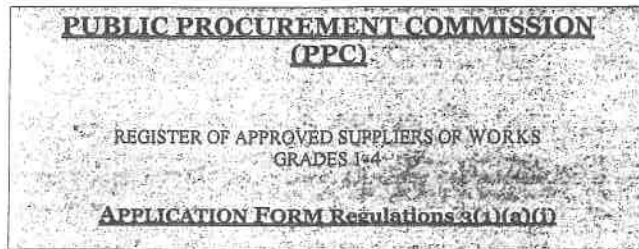
THE PUBLIC PROCUREMENT ACT

THE PUBLIC PROCUREMENT (REGISTRATION AND CLASSIFICATION OF SUPPLIERS) REGULATIONS, 2019

(Regulations 3, 4 and 6)

Application for Registration of Supplier for Works or Renewal Thereof

FORM A (i)



Registered Name of Applicant: \_\_\_\_\_

Type of Application: (please indicate)

<input type="checkbox"/>	New Registration
<input type="checkbox"/>	Renewal of Registration
<input type="checkbox"/>	Change of grade or classification
<input type="checkbox"/>	Additional Category (ies)
PPC Registration No. _____	

FIRST SCHEDULE, *contd.*

FORM A (i), *contd.*

Application for Public Procurement Commission (PPC) Approved Supplier Register

Grades 1-4

**A. IDENTIFICATION OF APPLICANT**  
Registered Business Name of the Applicant:

- 2. Applicant has a Jamaican Registration: Y | N |
- 3. Jamaican Business Registration No: \_\_\_\_\_
- 4. Date of Initial Registration: \_\_\_\_/\_\_\_\_/\_\_\_\_ (dd/mm/yyyy)
- 5. Business Registration No: \_\_\_\_\_
- 6. Date of current registration (Jamaica Sole Proprietor/Trader and Partnership Only): \_\_\_\_/\_\_\_\_/\_\_\_\_ (dd/mm/yyyy)
- 7. Other Country Business Registration No: \_\_\_\_\_
- 8. Other Country: (Please state) \_\_\_\_\_
- 9. Date of other Country Registration: \_\_\_\_/\_\_\_\_/\_\_\_\_ (dd/mm/yyyy)
- 10. Tax Registration Number (TRN): \_\_\_\_\_
- 11. Tax Compliance Reference Number (or similar): \_\_\_\_\_
- 12. General Consumption Tax (GCT) Registration No: \_\_\_\_\_
- 13. No. of Years in Business: \_\_\_\_\_
- 14. Legal structure of the Applicant: Sole Proprietorship | Partnership | Limited Liability | Corporation/Incorporation | Friendly Society | Other | (Please state) \_\_\_\_\_
- 15. Telephone No. and Contact Information for the Applicant: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_ Fax \_\_\_\_\_ Email Address \_\_\_\_\_ Website \_\_\_\_\_

16. Contact Person: \_\_\_\_\_ 17. Contact Person Telephone No.: \_\_\_\_\_  
 18. Registered Business Address: \_\_\_\_\_ 19. Mailing Address: \_\_\_\_\_  
 Address 1 \_\_\_\_\_ Address 2 \_\_\_\_\_  
 City \_\_\_\_\_ City \_\_\_\_\_  
 Parish / State / Province \_\_\_\_\_ Parish / State / Province \_\_\_\_\_

20. Names & Titles of Principal owner(s) / Director(s) (Please use additional sheet if required; a signed Declaration Form must be completed for each Director)

Item	Name	Position	Tax Registration Number (TRN)	Contact Number(s)	Mobile No.	Telephone No.	Email address(es)
1							
2							
3							
4							
5							

SECTION I



FIRST SCHEDULE, contd.

FORM A (i), contd.

B. YEARS IN OPERATION

1. How many years has the Applicant been operating as an Approved Supplier of Works under its current business name | 0-3 Yrs. | 4-5 Yrs. | 6-7 Yrs. | Over 8 Yrs.

Date of Original Business Name? Day /Month/ Year: \_\_\_\_\_

2. Has the Firm ever operated under any other name? [ ] Yes [ ] No [ ] Other (Please state) (i) \_\_\_\_\_

(ii) \_\_\_\_\_

(iii) \_\_\_\_\_

3. If Yes and/or Other please state no. of years: (i) \_\_\_\_\_

(ii) \_\_\_\_\_

(iii) \_\_\_\_\_

4. Is the Applicant's Business Insured? [ ] Yes [ ] No \_\_\_\_\_

5. If yes please state the name of the Insurance Company: \_\_\_\_\_

Name of contact person and position	Contact No.	Branch	Address

SECTION I

FIRST SCHEDULE, *contd.*

FORM A (i), *contd.*

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

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

SECTION I

FIRST SCHEDULE, *contd.*

FORM A (i), *contd.*

**D. PLANT AND EQUIPMENT**

1. Please list the major items of relevant plant and equipment available to the Applicant:

Item No.	Item	Chassis / Serial No.	Age (in yrs)	Rented/ Leased or Owned	Condition *(e/g/f/p)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

\*Key: e - excellent; g - good; f - fair; p - poor

SECTION I

FIRST SCHEDULE, *contd.*

FORM A (i), *contd.*

E. FINANCIAL INFORMATION	
1. Annual Value of works performed in the past five (5) years	
Year	Total Annual Value
20__	_____
20__	_____
20__	_____
20__	_____
20__	_____

2. Audited Financial Statements for the Last Three (3) Years (provided separately): Balance Sheets, Profit and Loss Statements, Cash Flow, Accountant's/Auditor's Reports etc. The Audited Financial Statements must be signed by a professionally registered Accountant/Accounting Firm in the jurisdiction in which the business/firm/corporation/other organization was incorporated/registered.

*Note:*  
The Companies Act of Jamaica, the Seventh (7<sup>th</sup>) Schedule, Part 11-3(a), 5 & 6, where the applicant meets two (2) or more of the following criteria:  
a) Its turnover is less than J\$50 million;  
b) Its balance sheet total is less than J\$50 million; and  
c) The total number of employees is less than 25  
In such cases, Unaudited Financial Statements shall be accepted.

Year	Unaudited Financial Statement	Audited Financial Statement
20__	_____	_____
20__	_____	_____
20__	_____	_____

3. Newly Incorporated Companies / Registered Businesses / Partnerships (formed less than twelve (12) months prior to submission of an Application to the PPO) at Grades 1 - 4, must submit a Business Line of Credit from a regulated financial institution in lieu of Audited/Unaudited Financial Statement(s).

4. Certified copy(ies) of the 'Nil Return(s)' for Incorporated Company / Registered Business / Partnership / Other Registered Organization are to be provided for any of the last three (3) years where the Applicant did not undertake any construction works and/or commercial activity.

Year	Nil Return
20__	_____
20__	_____
20__	_____

SECTION I

FIRST SCHEDULE, *contd.*

FORM A (i), *contd.*

F. FINANCIAL INSTITUTION / BANKERS

1. State the name(s) of financial institutions that the PPC may contact to provide references:

Item	Name of Financial Institution / Bankers	Name of Contact Person			Contact		Branch and Address	
		Title/Position	Name	Mobile No.	Email Address	Branch	Address	
1.								
2.								
3.								
4.								
5.								
6.								

(Add new fields where required)

SECTION I

FIRST SCHEDULE, *contd.*

G. STAFFING *(This page may be copied as required to provide information for additional staff members)*

1. Professional

*Professional staff includes:*

- Individuals who have attained the minimum academic qualification of a first degree, or equivalent, and are either: a) registered with a professional registration board, b) a member of a professional association, or c) both
- At the time of application, individuals who have a formal working relationship with the Supplier of Works Applicant in a capacity such as Consultants, Full-time or Part-time staff

(i) **Registered Engineer** - at least one (1) staff member with a valid Locally Registered and Licensed Professional Registration from a recognized works professional organization (i.e. Professional Engineers Registration Board (PERB)) is required in a full-time working capacity with the Applicant for the *Grade One (I) categories*: Bridge Construction, Building Construction, Civil Engineering, Systems Building, General Road Works, Road Surfacing - Asphaltic Concrete Works, Road Surfacing - Double Surface Dressing Works, and Road Surfacing - Micro Surfacing Works.

(ii) **Registered Architect** - at least one (1) staff member with a valid Locally Registered and Licensed Professional Registration from a recognized works professional organization (i.e. Architects Registration Board (ARB) membership) - possessing the relevant industry experience may be classified as Professional Staff to qualify for the categories of Building Construction, Systems Building, Roofing, Building Maintenance and Landscaping.

(iii) Either a **Registered Engineer or a Registered Architect** is required in a full-time working capacity with the Applicant for at the *Grade One (I) categories*: Building Construction and Systems Building.

(iv) The PERB designation shall apply only to the categories where the engineering academic qualification has relevance e.g. a Civil/Structural Engineer with a current practicing PERB Certificate for the current year can be the designated full-time Professional staff with the Applicant for the *Grade One (I) categories*: Bridge Construction, Building Construction, Civil Engineering, Systems Building, General Road Works, Road Surfacing - Asphaltic Concrete Works, Road Surfacing - Double Surface Dressing Works and Road Surfacing - Micro Surfacing Works.

Name of Individual: \_\_\_\_\_ No. Years with Applicant: \_\_\_\_\_  
 a) Name of Professional Registration Board: \_\_\_\_\_ Year of last registration: \_\_\_\_\_  
 b) Name of Professional Association: \_\_\_\_\_  
 Number of years practicing in profession: \_\_\_\_\_ Major Discipline: \_\_\_\_\_ Year Qualified: \_\_\_\_\_ Accrediting Institution: \_\_\_\_\_  
 Academic Qualifications (ex: BSc., MA., MSc): \_\_\_\_\_

**General Instructions:**

- Complete the table below regarding experience in EACH category of work for which registration is being applied for.
- Attach detailed and updated resume to the Application Form for EACH Professional Staff member submitted. \*\*
- Attach Academic Qualification(s) and/or Professional Association Certificate(s)/ License(s).

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

SECTION 1

Page 7 of 20

FIRST SCHEDULE, *contd.*

FORM A (i), *contd.*

**G. STAFFING**

**2. Professional Staff Certification and Authorization Form**

Instructions:

a) Complete one (1) Staff Certification and Authorization Form for EACH Professional staff being submitted.

b) Attach an **UPDATED** resume for EACH Professional staff being submitted in the Supplier of Works Application Form

c) Submit the original along with a photocopy **OR** a copy certified, signed, sealed and dated by a Justice of the Peace / Notary Public of **Academic Qualifications) AND/OR Certificate(s) AND/OR License(s)** (Unless previously submitted, verified and valid)

d) Submit the original along with a photocopy of a **picture identification with signature OR** a copy certified, signed, sealed and dated by a Justice of the Peace / Notary Public for **EACH** Professional staff being submitted in the Supplier of Works Application Form. (Example: Driver's License, Employee ID, National ID, Passport etc)

3. I \_\_\_\_\_ (Name of Staff member) hereby solemnly declare that I am currently employed to \_\_\_\_\_ My current employment status with the Applicant as at \_\_\_\_\_ (Name of Supplier of Works Applicant seeking registration with PPC) \_\_\_\_\_ is in a \_\_\_\_\_ Date (dd/mm/yyyy) \_\_\_\_\_ (Please tick)  Full Time  Part Time  Contractual  Other \_\_\_\_\_ (please specify) capacity for registration with the Public Procurement Commission (PPC).

4. I \_\_\_\_\_ (Name of Staff member) hereby solemnly declare that all representation / information made in my attached updated resume best describes describes myself, qualifications and experience to the best of my knowledge. I have provided said Supplier of Works Applicant with my particulars which include(s): (Please tick)  Update Resume  Academic Qualification(s)  Certificate(s)  License(s)

Signature \_\_\_\_\_ (Staff member's Signature) Signature \_\_\_\_\_ (Director's / Authorized representative's Signature)  
Date \_\_\_\_\_ (dd / mm / yyyy) Date \_\_\_\_\_ (dd / mm / yyyy)

SECTION I

Page 8 of 20

FIRST SCHEDULE, *contd.*

FORM A (i), *contd.*

*(This page may be copied as required to provide information for additional staff members)*

**G. STAFFING**

**5. Technical**

**Technical staff includes:**

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

**Name of Individual:** \_\_\_\_\_

a) Name of Professional Registration Board: \_\_\_\_\_

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

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

Academic Qualifications (eg. Cert., Dip., BSc., Ma., MSc.) \_\_\_\_\_

Major Discipline \_\_\_\_\_ Year Qualified \_\_\_\_\_

Accrediting Institution \_\_\_\_\_

**General Instructions:**

- i) Complete the table below regarding experience in EACH category of works for which registration is being applied for.
- ii) Attach detailed and updated resume to the Application Form for EACH Professional Staff member submitted. \*\*
- iii) Attach Academic Qualification(s) and / or Professional Association Certificate(s) / Licence(s). \*\*

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

\*\* Refer to Section III of the Application Form for the Detailed Requirements for Registration.



FIRST SCHEDULE, *contd.*

FORM A (i), *contd.*

**G. STAFFING**

**2. Professional Staff Certification and Authorization Form**

**Instructions:**

a) Complete one (1) Staff Certification and Authorization Form for EACH Professional staff being submitted.

b) Attach an UPDATED resume for EACH Professional staff being submitted in the Supplier of Works Application Form

c) Submit the original along with a photocopy OR a copy certified, signed, sealed and dated by a Justice of the Peace / Notary Public of Academic Qualifications AND/OR Certificates AND/OR Licenses. *(Unless previously submitted, verified and valid)*

d) Submit the original along with a photocopy of a picture identification with signature OR a copy certified, signed, sealed and dated by a Justice of the Peace / Notary Public for EACH Professional staff being submitted in the Supplier of Works Application Form. *(Example Driver's Licenses, Employer ID, National ID, Passport etc)*

3. I \_\_\_\_\_ (Name of Staff member) hereby solemnly declare that I am currently employed to \_\_\_\_\_ My current employment status with the Applicant as at \_\_\_\_\_ (Name of Supplier of Works Applicant seeking registration with PPC)

(Please tick)  Full Time  Part Time  Contractual  Other \_\_\_\_\_ Date (dd/mm/yyyy) \_\_\_\_\_  
 Commission (PPC). \_\_\_\_\_ (please specify) capacity for registration with the Public Procurement Commission (PPC).

4. I \_\_\_\_\_ (Name of Staff member) hereby solemnly declare that all representation / information made in my attached updated resume best describes describes myself, qualifications and experience to the best of my knowledge. I have provided said Supplier of Works Applicant with my particulars which include(s): *(Please tick)*  Update Resume  Academic Qualification(s)  Certificate(s)  License(s)

Signature \_\_\_\_\_ (Staff member's Signature) Signature \_\_\_\_\_ (Director's / Authorized representative's Signature)  
 Date \_\_\_\_\_ (dd / mm / yyyy) Date \_\_\_\_\_ (dd / mm / yyyy)

**SECTION I**

Page 8 of 20

FIRST SCHEDULE, *contd.*

FORM A (i), *contd.*

6. Technical Staff Certification and Authorization Form

Instructions:

- a) Complete one (1) Staff Certification and Authorization Form for EACH Technical staff being submitted.
- b) Attach an UPDATED resume for EACH Professional staff being submitted in the Supplier of Works Application Form
- c) Submit the original along with a photocopy OR a copy certified, signed, sealed and dated by a Justice of the Peace / Notary Public of Academic Qualification(s) AND/OR Certificate(s) AND/OR License(s). (*Unless previously submitted, verified and valid*)
- d) Submit the original along with a photocopy of a Picture Identification with signature OR a copy certified, signed, sealed and dated by a Justice of the Peace / Notary Public for EACH Technical staff being submitted in the Supplier of Works Application Form. (*Example: Driver's License, Employee ID, National ID, Passport etc*)

7. I \_\_\_\_\_ (Name of Staff member) hereby solemnly declare that I am currently employed to \_\_\_\_\_ My current employment status with the Applicant as at \_\_\_\_\_ Date (dd/mm/yyyy) is in a \_\_\_\_\_ (Name of Supplier of Works Applicant seeking registration with PPC) \_\_\_\_\_ (Please tick)  Full Time  Part Time  Contractual  Other \_\_\_\_\_ (Please specify) capacity for registration with the Public Procurement Commission (PPC), \_\_\_\_\_ Commission (PPC), \_\_\_\_\_

8. I \_\_\_\_\_ (Name of Staff member) hereby solemnly declare that all representation / information made in my attached updated resume best describes myself, qualifications and experience to the best of my knowledge. I have provided said Supplier of Works Applicant with my particulars which include(s): (Please tick)  Update Resume  Academic Qualification(s)  Certificate(s)  License(s)

9. Signature \_\_\_\_\_ (Staff member's Signature) Signature \_\_\_\_\_ (Director's / Authorized representative's Signature)  
Date \_\_\_\_\_ (dd / mm / yyyy) Date \_\_\_\_\_ (dd / mm / yyyy)

SECTION I

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FIRST SCHEDULE, *contd.*

FORM A (i), *contd.*

*(This page may be copied as required to provide information for additional staff members)*

**G. STAFFING**

**10. Supervisory**

Supervisory Staff includes:

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

**Name of Individual:** \_\_\_\_\_ **No. Years with Applicant:** \_\_\_\_\_

**Number of years in construction industry:** \_\_\_\_\_

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

b) Name of Professional Association \_\_\_\_\_ **Year Qualified** \_\_\_\_\_ **Accrediting Institution** \_\_\_\_\_

**Educational Level Achieved (eg: High / Tech Sch., Cert., Dip., BSc. Ma., MSc.)** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**General Instructions:**

- Complete the table below regarding experience in EACH category of work for which registration is being applied for.
- Attach detailed and updated resume to the Application Form for EACH Professional Staff member submitted. \*\*
- Attach Academic Qualification(s) and / or Professional Association Certificate(s) / License(s). \*\*

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

**\*\* Refer to Section III of the Application Form for the Detailed Requirements for Registration.**

**SECTION I**

Page 11 of 20

FIRST SCHEDULE, *contd.*

FORM A (i), *contd.*

**G. STAFFING**

**11. Supervisory Staff Certification and Authorization Form**

**Instructions:**

a) Complete one (1) Staff Certification and Authorization Form for EACH Supervisory staff being submitted.  
 b) Attach an UPDATED resume for EACH Supervisory staff being submitted in the Supplier of Works Application Form  
 c) Submit the original along with a photocopy, OR a copy certified, signed, sealed and dated by a Justice of the Peace / Notary Public of Academic Qualifications AND/OR Certificates AND/OR Licenses. *(Unless previously submitted, verified and valid)*  
 d) Submit the original along with a photocopy of a picture identification with signature OR a copy certified, signed, sealed and dated by a Justice of the Peace / Notary Public for EACH Supervisory staff being submitted in the Supplier of Works Application Form. *(Example Driver's License, Employee ID, National ID, Passport etc)*

**12.** I \_\_\_\_\_ (Name of Staff member) hereby solemnly declare that I am currently employed to \_\_\_\_\_ My current employment status with the Applicant as at \_\_\_\_\_ Date (dd/mm/yyyy) is in a \_\_\_\_\_ (Name of Supplier of Works Applicant seeking registration with PFC)

**13.** I \_\_\_\_\_ (Name of Staff member) hereby solemnly declare that all representation / information made in my attached updated resume best describes myself, qualifications and experience to the best of my knowledge. I have provided said Supplier of Works Applicant with my particulars which include(s): *(Please tick)*

Update Resume     Academic Qualification(s)     Certificate(s)     License(s)

**14.**

Signature _____ (Staff member's Signature)  Date _____ (dd / mm / yyyy)	Signature _____ (Director's / Authorized representative's Signature)  Date _____ (dd / mm / yyyy)
---	---

SECTION I

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FIRST SCHEDULE, *contd.*

FORM A (i), *contd.*

**H. RELATIONSHIPS**

**I. State the following Relationships with other Organizations:**

A. If the Principal(s) and/or Director(s) of the Applicant are Principals and/or Directors and or Employees (including Public Sector Employees) of other organizations which also provide goods, works, or services to the construction industry (except those stated above) please state:

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

B. If the Applicant is a division/subsidiary of another Entity, state the name of the parent Entity:

\_\_\_\_\_

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

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

SECTION 1

FIRST SCHEDULE, contd.

FORMA (i), contd.

**I. PROJECTS**

1. Provide details of the two (2) most significant projects completed within the last ten (10) years in each category applied for. If project involves multiple categories, please indicate & approximate values in table provided.

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

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

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

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

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

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

Description of works: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

Work was executed as: Main Supplier of Works | Sub Supplier of Works | Joint Venture Partner |

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

(a) Main Supplier of Works: \_\_\_\_\_ Contact Person \_\_\_\_\_ Ph.# \_\_\_\_\_

(b) Joint Venture Partner(s): \_\_\_\_\_ Contact Person \_\_\_\_\_ Ph.# \_\_\_\_\_

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

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

SECTION 1

FIRST SCHEDULE, *contd.*

FORM A (i), *contd.*

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

2. If the Applicant failed to complete any project within the last three years please state:

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

Name of Client: \_\_\_\_\_ Ph.# \_\_\_\_\_

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

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

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

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

Contract Sum: \$ \_\_\_\_\_

Work was Executed as: Main Supplier of Works |  Sub Supplier of Works |  Joint Venture Partners |

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

(a) Main Supplier of Works: \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SECTION I Page 15 of 20

FIRST SCHEDULE, contd.

FORMA (i), contd.

**J. COMPANY PROFILE**

1. PPC Registration No.: \_\_\_\_\_ 2. Date of Application: \_\_\_\_\_

3. Applicant's Name: \_\_\_\_\_

4. Head Office Address: \_\_\_\_\_

5. No. of Branches: No. of Branches \_\_\_\_\_ Address 1 \_\_\_\_\_ Address 2 \_\_\_\_\_ City \_\_\_\_\_ Parish / State / Province \_\_\_\_\_ Country \_\_\_\_\_

6. No. of Employees: \_\_\_\_\_ 7. No. of Full-Time Employees: \_\_\_\_\_ 8. No. of Part-Time Employees: \_\_\_\_\_

9. Description of the Applicant's Organization/Management Structure: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

10. Name of Associated/Affiliated Companies: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

11. Description of areas of specialization for each category applied for: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

12. Does the Applicant have?  Warehouse  Store house  Workshop (please indicate) Other Facility (ies)

Address 1: \_\_\_\_\_ Address 1: \_\_\_\_\_ Address 1: \_\_\_\_\_  
 Address 2: \_\_\_\_\_ Address 2: \_\_\_\_\_ Address 2: \_\_\_\_\_  
 City: \_\_\_\_\_ City: \_\_\_\_\_ City: \_\_\_\_\_  
 Parish / State / Province: \_\_\_\_\_ Parish / State / Province: \_\_\_\_\_ Parish / State / Province: \_\_\_\_\_  
 Country: \_\_\_\_\_ Country: \_\_\_\_\_ Country: \_\_\_\_\_

(Add new fields where required)

SECTION I

Page 16 of 20



FIRST SCHEDULE, *contd.*

FORM A (i), *contd.*



DECLARATION FORM 1  
DECLARATION UNDER THE VOLUNTARY DECLARATIONS ACT: SECTION 7

IN THE MATTER of  
the Public Procurement Act.

AND WITH RESPECT TO  
DIRECTORS, PARTNERS,  
SOLE TRADERS AND  
COMPANY SECRETARY

**Section 1**

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

of: ..... do solemnly and sincerely declare that  
(Name of business/company)

**Section 2**

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

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

**Section 3**

a) I have received written permission from the Office of the Services Commission/Permanent Secretary to operate this establishment for which registration with the PPC is being sought and the said permission letter explicitly indicates that there exists no conflict of interest. Yes  No

b) Permission letter attached: Yes  No   
i. Name of Government Agency: \_\_\_\_\_

ii. Date of Employment/ Appointment: \_\_\_\_\_

Position (s) held with respect to the Agency during the last five years (All committee membership MUST be stated):

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

iv. \_\_\_\_\_

**Section 4**

Are you affiliated with any other company registered with the Public Procurement Commission?  
Yes  No  If yes, please state name of company/ (ies) and nature of affiliation:

\_\_\_\_\_

FIRST SCHEDULE, *contd.*

FORM A (i), *contd.*

AND I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Voluntary Declarations Act.

Sworn to at: \_\_\_\_\_  
(Place full address where the document was signed)

\_\_\_\_\_  
(Signature owner/Director/Company Secretary)

Taken and acknowledged

This \_\_\_\_\_ Day of \_\_\_\_\_, 20 \_\_\_\_\_ )  
Before me:- \_\_\_\_\_ )

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

Place Justice  
of the Peace /  
Notary Seal

Signature Justice of the Peace for the Parish of:

Or Notary Public

FIRST SCHEDULE, *contd.*

FORM A (i), *contd.*



DECLARATION FORM 2

DECLARATION UNDER THE VOLUNTARY DECLARATIONS ACT SECTION 7

IN THE MATTER of  
the Public Procurement Act.

AND WITH RESPECT TO  
COMPANY/BUSINESS INFORMATION

I, \_\_\_\_\_, do solemnly and sincerely declare as follows:  
*(Name(s) of owner or director or company secretary)*

That I am \_\_\_\_\_ years of age and have my true place of abode at \_\_\_\_\_  
*(Postal address of person(s) above)*

in the parish of \_\_\_\_\_ and I am the \_\_\_\_\_  
*(Description and relationship to business/company) (owner/director/company secretary)*

and I am duly authorised to make this declaration on behalf of \_\_\_\_\_  
*(Name of business/company)*

**Please state whether in five (5) years immediately preceding this application, any of the applicant's**

a) Partners, Directors, Company Secretary or Manager thereof –

i. Has been convicted of an offence under the Public Procurement Act or its Regulations;  
Yes [ ] No [ ] If yes, state details:

ii. Has been convicted of an offence or has committed a breach under any relevant enactment [The Companies Act, Proceeds of Crime Act, Larceny Act], or any Statutory or Common Law offence involving fraud, misuse or misappropriation of funds, theft, money laundering, breach of fiduciary duty, bribery, public health, consumer protection, trade (including securities); or any offence or breach of a product, service, professional or occupational safety standard.

Yes [ ] No [ ] If yes, state details:

b) Has been found in breach of the terms of any licence, permit or approval necessary for its business operation;

Yes [ ] No [ ] If yes, state details:

FIRST SCHEDULE, *contd.*

FORM A (i), *contd.*

c) In the case of a company whether-

i. A resolution was passed for voluntary winding up or an order has been made by a court of competent jurisdiction for its winding up.

Yes [ ] No [ ] If yes, state details:

Date of resolution: \_\_\_\_\_

Other details: \_\_\_\_\_

ii. A receiver has been appointed to manage the company's affairs.

Yes [ ] No [ ] If yes, state Date of Appointment: \_\_\_\_\_

Name of Receiver Appointed: \_\_\_\_\_

I declare that I have carefully read the application form of \_\_\_\_\_  
(Name of business/company)

which this said Declaration is a part thereof. And that the facts set forth in the application of Public Procurement Commission Approved Suppliers for inclusion in the Registrar of Public Sector Works Grades 1 - 4 Suppliers are based on my personal knowledge or information obtained from the files of

\_\_\_\_\_ to which I have full access.  
(Name of business/company)

AND I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Voluntary Declarations Act.

Sworn to at: \_\_\_\_\_ )  
(Place full address where the document was signed)

\_\_\_\_\_  
(Signature owner/Director/Company Secretary)

Taken and acknowledged

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

This Day of , 20 )  
Before me:- )

Place Justice of the Peace / Notary Seal

\_\_\_\_\_  
Signature Justice of the Peace for the Parish of:  
Or Notary Public

FIRST SCHEDULE, *contd.*

FORM A (i), *contd.*



FORM A (ii)

**PUBLIC PROCUREMENT COMMISSION**  
**(PPC)**

**REGISTER OF PUBLIC PROCUREMENT SUPPLIER OF WORKS**  
**(ARTISANS) GRADE 5**

**APPLICATION FORM Regulations 2(i)(a)(ii)**

Name of Applicant: \_\_\_\_\_

Type of Application: (please indicate)

New Registration  
 Renewal of Registration  
 Additional Category (ies)  
PPC Registration No. \_\_\_\_\_



FIRST SCHEDULE, *contd.*FORM A (ii), *contd.***DECLARATION OF LEGAL STANDING**

Please state whether in the three (3) years immediately preceding this application,

a) the applicant :

i. Has been convicted of an offence under the Public Procurement Act or its regulations;

Yes [ ] No [ ] If yes, state details:

ii. Has been convicted of an offence or has committed a breach of the Companies Act, Proceeds of Crime Act, Corruption Prevention Act, Parliament (Integrity of Members) Act, Larceny Act or any Statutory or Common Law offence involving fraud, misuse or misappropriation of funds, theft, money laundering, breach of fiduciary duty, bribery, public health, consumer protection, trade (including securities); or any offence or breach of a product, service, professional or occupational safety standard.

Yes [ ] No [ ] If yes, state details:

b) Has been found in breach of the terms of any licence, permit or approval necessary for its business operation;

Yes [ ] No [ ] If yes, state details:

c) Has been declared bankrupt

Yes [ ] No [ ] If yes, date of resolution:

Other details:

**SIGNATURE:**

I hereby certify to the best of my knowledge and belief, the information in this application is true and correct.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness by:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

FIRST SCHEDULE. *contd.*

FORM A (ii). *contd.*



FORM B

**PUBLIC PROCUREMENT COMMISSION (PPC)**

**REGISTER OF APPROVED SUPPLIER OF GOODS AND GENERAL  
SERVICES (OTHER THAN CONSULTING SERVICES)**

**APPLICATION FORM Regulations 3(1) (b)**

Name of Applicant: \_\_\_\_\_

- New Registration
- Renewal of Registration
- Change of classification
- Additional Category (ies)

PPC Registration No. \_\_\_\_\_



FIRST SCHEDULE. *contd.*  
 FORM B  
 THE PUBLIC PROCUREMENT ACT

THE PUBLIC PROCUREMENT (REGISTRATION AND CLASSIFICATION OF SUPPLIERS) REGULATIONS, 2019  
 (Regulations 3, 4 and 6)

*Application for Registration of Supplier to Offer Goods or Services or Renewal Thereof*

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 G C T Status letter from the Tax Administration of Jamaica (for Applicants with Registered Persons' tax status)			*	(Only if previous certificate was issued on a temporary basis) *	(Only if previous certificate was issued on a temporary basis) *	N/A	
Evidence of current Tax Compliance			*	*	*	Notarized equivalent document in own country	
Company's Certificate of Incorporation OR 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) *	*	

FIRST SCHEDULE, *contd.*

FORM B, *contd.*

**PUBLIC PROCUREMENT COMMISSION**  
**APPLICATION FOR REGISTRATION AS AN APPROVED SUPPLIER**  
**Please complete this application form in BLOCK CAPITALS**

1. Registered Business name of applicant: \_\_\_\_\_

2. Registered Business Address:	3. Mailing Address:	4. Branch Office (s) Address
Address line 1: _____	Address line 1: _____	Address line 1: _____
Address line 2: _____	Address line 2: _____	Address line 2: _____
City: _____	City: _____	City: _____
Parish/State/Province: _____	Parish/State/Province: _____	Parish/State/Province: _____
Country: _____	Country: _____	Country: _____

5. Legal structure of the Applicant: Sole Proprietorship [ ] Partnership [ ] Limited Liability Company [ ] Corporation/Incorporation [ ]  
 Friendly Society [ ] Other [ ] Please state: \_\_\_\_\_

6. Applicant has Jamaican Business Registration: Y [ ] N [ ] 7. Other Country of registration (please state): \_\_\_\_\_

8. Jamaican Business Registration No.: \_\_\_\_\_ 9. Date of Initial Registration: \_\_\_\_\_

10. Date of current registration (Jamaican Sole trader/ Partnership only): \_\_\_\_\_

11. Other Country Business Registration No.: \_\_\_\_\_ 12. Date of Initial Registration: \_\_\_\_\_

13. Tax Registration Number (TRN): \_\_\_\_\_ 14. Tax Compliance Reference Number: \_\_\_\_\_

15. General Consumption Tax (GCT) Registration No.: \_\_\_\_\_ 16. No. of Years in Business: \_\_\_\_\_

Telephone number and contact information for the Applicant

17. Telephone No. : ( ) \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile No. : ( ) \_\_\_\_\_

18. Email Address: \_\_\_\_\_

19. Website Address: \_\_\_\_\_

20. Contact Person : \_\_\_\_\_ 21. Contact Person Telephone Number: \_\_\_\_\_

22. Names & Titles of Principal owner(s) / Director(s) (Please use additional sheet if required) (Current resumes and a signed Declaration Form (see attached) must be completed for each individual)

	Name	Position	Tax Registration Number (TRN)	Telephone Number	Mobile Telephone number	Email address
1						
2						
3						
4						
5						
6						

FIRST SCHEDULE, *contd.*

FORM B, *contd.*

23. Is the Applicant's Business Insured? Yes [ ] No [ ]

23a. If yes, please state the name the Insurance Company: \_\_\_\_\_

Name of contact person and position	Contact No	Branch	Address

State the name(s) of financial institutions that the PPC may contact to provide references:

24. Name (s) of Financial Institution/Bankers \_\_\_\_\_

Name of contact person	Contact Person Position	Contact Person Telephone Number	Contact Person Mobile Telephone number	Contact Person Email address	Branch	Address

25. References

State the name and address of at least two (2) business entities to which the applicant has previously provided services/goods (Government Departments may be included).

Name of Business	Contact No	Contact Person	Address	No. of years of association with referee

Change of business name:

26. How many years has the applicant operated as an approved supplier of goods and services under its current business name: \_\_\_\_\_

27. Original business name: \_\_\_\_\_ 28. Date of original business name registration: \_\_\_\_\_

29. Other business name: \_\_\_\_\_ 30. Date of other business name registration: \_\_\_\_\_

31. Other business name: \_\_\_\_\_ 32. Date of other business name registration: \_\_\_\_\_

FIRST SCHEDULE. *contd.*

FORM B. *contd.*

**PUBLIC PROCUREMENT COMMISSION**  
APPLICATION FOR REGISTRATION AS AN APPROVED SUPPLIER

COMPANY PROFILE FORM

PPC Registration No. : \_\_\_\_\_ Date of Application: \_\_\_\_\_

1] Registered Name of Applicant: \_\_\_\_\_

2] Head Office Address: \_\_\_\_\_  
\_\_\_\_\_

3] No. of Branches: \_\_\_\_\_ 4] No. of Employees: \_\_\_\_\_

5] No. of Full-Time Employees: \_\_\_\_\_ 6] No. of Part-time Employees: \_\_\_\_\_

7] Description of the Applicant's Organization/Management Structure: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8] Name of Associated/Affiliated Companies: \_\_\_\_\_  
\_\_\_\_\_

9] Average Annual Sales: \$ \_\_\_\_\_

10] Description of areas of specialization for each category applied for: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11] No. of years' experience in providing service/goods for each category:

a. Category: \_\_\_\_\_ years in category: \_\_\_\_\_

b. Category: \_\_\_\_\_ years in category: \_\_\_\_\_

c. Category: \_\_\_\_\_ years in category: \_\_\_\_\_

d. Category: \_\_\_\_\_ years in category: \_\_\_\_\_

12] List names of key customers: \_\_\_\_\_

FIRST SCHEDULE, *contd.*

FORM B, *contd.*

**TECHNICAL STAFF (The page should be completed for each technical staff being used to support this application)**

**Technical Staff**

Individuals with expert training and experience, who will provide support with respect to categories that require key technical staff and at the time of application, have a formal working relationship with the Applicant in a capacity such as Consultants, Full-time or Part-time staff.

**General Instructions:**

- i. Provide all applicable information as this may better demonstrate capacity to perform in the category.
- ii. Attach detailed and updated resume to the Application Form for EACH Technical Staff member submitted.
- iii. Attach Academic Qualification(s) and / or Professional Association Certificate(s) / Licence(s).

Name of Individual: \_\_\_\_\_ No. Years with Applicant: \_\_\_\_\_

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

Complete the tables below regarding experience in EACH category of service for which registration is being applied for.

**Academic Qualification**

Accrediting Institution	Academic/Professional Qualification (Cert/Dip./Bsc., Mn., Msc.)	Major Discipline	Year Qualified

**Experience**

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

FIRST SCHEDULE, *contd.*  
FORM B, *contd.*

I \_\_\_\_\_ (Name of Staff member) hereby solemnly declare that I am currently employed to \_\_\_\_\_ (Name of Supplier of Applicant seeking registration with PPC) My current employment status with the referenced applicant as at \_\_\_\_\_ Date (DD/MM/YYYY) is in a \_\_\_\_\_ (Please tick)  Full Time  Part Time  Contractual  Other \_\_\_\_\_ (please specify) capacity for registration with the Public Procurement Commission (PPC).

I \_\_\_\_\_ (Name of Staff member) hereby solemnly declare that all representation / information made in my attached updated resume

best describes myself, qualifications and experience to the best of my knowledge. I have provided said PPC Applicant with my particulars which include(s):  
 Update Resume  Academic Qualification(s)  Certificate(s)  Licence(s)

Signature _____ (Staff member's Signature)	Signature _____ (Director's / Authorized representative's Signature)
Date _____ (DD / MM / YYYY)	Date _____ (DD / MM / YYYY)

FIRST SCHEDULE, *contd.*

FORM B, *contd.*

Appendix A

Equipment / Tool Listing Form

Item No.	Chassis / Serial No.	Description of Item	Age	Rent / Leased or Owned	Condition *e/g/f/p

\*Key: e - excellent; g - good; f - fair; p - poor

FIRST SCHEDULE, *contd.*FORM B, *contd.*GOVERNMENT OF JAMAICA  
PUBLIC PROCUREMENT COMMISSIONApproved Supplier Agreement  
Terms and Conditions

This Agreement is between the Government of Jamaica (hereinafter called "GOJ") and suppliers of goods and general services – (hereinafter called "suppliers")

1. The Supplier agrees that in order to participate in procurement proceedings, he/she must qualify by meeting such criteria as stipulated by GOJ for registration as an approved supplier.
2. For businesses registered and licensed to operate in Jamaica, the Supplier shall provide evidence of tax compliance at the time of application for registration.
3. The Supplier may be suspended from the registration process, if it is found that the information submitted concerning the qualifications of said supplier was falsified. In the event of a repeat of this occurrence the supplier may be permanently struck from the register. GOJ shall incur no liability in this regard.
4. The Supplier shall not offer to government personnel any gratuity, gift, favour, entertainment, loan or anything of monetary value, which may be construed as given in exchange for a government contract or in influence of government procurement transactions. A Supplier found to be engaging in such practices may be suspended from the registration process.
5. Any Director/Owner of this business enterprise who also holds a Public Service Office has, in accordance with the Public Bodies Management and Accountability Act appropriately declared his/her interest or sought and gained permission to operate as a Director of this business enterprise from the Office of the Services Commission or the Office of the relevant Permanent Secretary.
6. GOJ reserves the right to ensure that goods and services being offered meet stipulated requirements. In the foregoing regard, the GOJ shall not be precluded from performing further inspections and tests for the purpose of this registration process. Non-conforming goods and services shall be rejected. GOJ shall incur no liability in this regard.
7. The supplier in executing this agreement represents that it has examined all applicable laws.
8. This agreement is governed and construed in accordance with the Public Procurement Act and Regulations and in general by the Laws of Jamaica.
9. I agree that Officers or Agents of the Public Procurement Commission for the purpose of this registration will be allowed to examine my products, saleable goods, factories, and places of business in Jamaica, which are used in manufacturing, assembling, and storing of the goods or services offered for sale. I give permission for such officials to make contact with my bankers and references.

I \_\_\_\_\_, representing \_\_\_\_\_  
*Authorized Representative* *Applicant's Name*

of \_\_\_\_\_ hereby indicate  
*Business Address*

Understanding of and agreement to the foregoing terms and conditions of registration by signing in the space provided below.

\_\_\_\_\_  
*Signature of Authorized Representative*

\_\_\_\_\_  
*Date*



FIRST SCHEDULE, *contd.*

FORM B, *contd.*

DECLARATION FORM 1

DECLARATION UNDER THE VOLUNTARY DECLARATIONS ACT: SECTION 7

IN THE MATTER of  
the Public Procurement Act.

AND WITH RESPECT TO  
DIRECTORS, PARTNERS,  
SOLE TRADERS AND  
COMPANY SECRETARY

Section 1

I ..... Director  /Owner  Company Secretary   
*(Name of Director/Company Secretary/Owner)*

of: ..... do solemnly  
*(Name of business/company)*

and sincerely declare that:

Section 2

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

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

Section 3

- a) I have received written permission from the Office of the Services Commission/Permanent Secretary to operate this establishment for which registration with the PPC is being sought and the said permission letter explicitly indicates whether or not a conflict of interest exists. Yes No

- b) Permission letter attached: Yes No

i Name of Government Agency: \_\_\_\_\_

ii Date of Employment/ Appointment: \_\_\_\_\_

iii Position (s) held with respect to the Agency during the last five years (All committee membership MUST be stated):

iv \_\_\_\_\_

v \_\_\_\_\_

vi \_\_\_\_\_

Section 4

Are you affiliated with any other company registered with the Public Procurement Commission?

Yes  No  If yes, please state name of company/ (ies) and nature of affiliation:

FIRST SCHEDULE, *contd.*

FORM B, *contd.*

AND I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Voluntary Declarations Act.

Sworn to at: \_\_\_\_\_ )  
(Place full address where the document was signed)

Taken and acknowledged  
This \_\_\_\_\_ Day of \_\_\_\_\_, 20 \_\_\_\_\_ )  
Before me:- \_\_\_\_\_ )

\_\_\_\_\_  
(Signature Owner/Director/ Company Secretary)

Place Justice  
of the Peace /  
Notary Seal  
Here

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

\_\_\_\_\_  
Signature Justice of the Peace for the Parish of:  
Or Notary Public

FIRST SCHEDULE, *contd.*

FORM B, *contd.*

DECLARATION FORM 2

DECLARATION UNDER THE VOLUNTARY DECLARATIONS ACT: SECTION 7

IN THE MATTER of  
the Public Procurement Act.

AND WITH RESPECT TO  
COMPANY/BUSINESS INFORMATION

I, \_\_\_\_\_ do solemnly and sincerely declare as follows:  
*(Name(s) of owner or director/ company secretary)*

That I am \_\_\_\_ years of age and have my true place of abode at \_\_\_\_\_  
*(Postal address of person(s) above)*

in the parish of \_\_\_\_\_ and I am the \_\_\_\_\_  
*(Description and relationship to business/company)-(owner/ director/company secretary)*

and I am duly authorised to make this declaration on behalf of \_\_\_\_\_  
*(Name of business/company)*

Please state whether during the period of five (5) years immediately preceding the date of this application, the applicant

i. And or any of the applicant's Partners, Directors, Company Secretary or Manager thereof, has been convicted of an offence under the Public Procurement Act or its regulations;

Yes [ ] No [ ] If yes, state details:

\_\_\_\_\_  
\_\_\_\_\_

ii. Has been convicted of an offence or has committed a breach under any relevant enactment [The Companies Act, Proceeds of Crime Act, Larceny Act], or any Statutory or Common Law offence involving fraud, misuse or misappropriation of funds, theft, money laundering, breach of fiduciary duty, bribery, public health, consumer protection, trade (including securities); or any offence or breach of a product, service, professional or occupational safety standard.

Yes [ ] No [ ] If yes, state details:

\_\_\_\_\_  
\_\_\_\_\_

b) Has been found in breach of the terms of any licence, permit or approval necessary for its business operation;

Yes [ ] No [ ] If yes, state details:

\_\_\_\_\_  
\_\_\_\_\_

c) In the case of a company whether-

i. A resolution was passed for voluntary winding up or an order has been made by a court of competent jurisdiction for its winding up.

FIRST SCHEDULE, *contd.*

FORM B, *contd.*

Yes [ ] No [ ] If yes, state details:

Date of resolution: \_\_\_\_\_

Other details: \_\_\_\_\_

ii. A receiver has been appointed to manage the company's affairs.

Yes [ ] No [ ] If yes, state Date of Appointment: \_\_\_\_\_

Name of Receiver Appointed: \_\_\_\_\_

I declare that I have carefully read the application form of \_\_\_\_\_  
(Name of business/company)

which this said Declaration is a part thereof. And that the facts set forth in the Public Procurement Commission Approved Supplier Application for Inclusion in the Register of Public Sector Goods and General Services Suppliers are based on my personal knowledge or information obtained from the files of:

\_\_\_\_\_ to which I have full access.  
(Name of business/company)

AND I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Voluntary Declarations Act.

Sworn to at: \_\_\_\_\_ )  
(Place full address where the document was signed)

Taken and acknowledged

This \_\_\_\_\_ Day of \_\_\_\_\_, 20 \_\_\_\_\_ )  
(Signature owner/Director)

Before me:- \_\_\_\_\_ )  
(Date)

Place  
Justice of  
the Peace /  
Notary Seal  
here

Signature Justice of the Peace for the Parish of:  
Or Notary Public

FIRST SCHEDULE, *contd.*

FORM B, *contd.*

**LIST OF CATEGORIES**  
 Applicants Must First Obtain the Appropriate Approvals from the Respective Regulating Agencies for Categories/Areas of Specialization Listed Below

NO.	PPC GOODS CATEGORIES	Please Tick Category For Which Registration Is Being Sought	DESCRIPTION OF AREA OF SPECIALIZATION	REQUIRED DOCUMENTATION
1	Aggregates and Pre-mix concrete			Quarry/Useance [ ]
2	Agricultural Tools, Equipment, Parts & Supplies			
3	Analytical Laboratory Equipment, Parts & Supplies			
4	Animals and Animal Products			
5	Audio Visual Goods			
6	Awnings and Tents			
7	Banking Equipment Parts & Supplies			
8	Books			
9	Building & Construction Extrusions, Aluminium Windows, Doors and Hurricane Shutters			
10	Carpentry & Joinery Supplies			
11	Carpets, Blinds, Drapery, Soft Furnishings and related items			
12	Chemicals (including Janitorial Chemicals)			Chemicals: Good Manufacturing Practice Certificate (Ministry of Health) [ ]
13	Computers, Computer Equipment, Parts & Supplies			
14	Educational - Toys and Equipment			
15	Electrical Equipment, Parts & Supplies			
16	Electrical & Energy Saving Products & Supplies			
17	Electrical Appliances & Tools			
18	Electronic equipment, Parts & Supplies			
19	Food & Grocery Items			Food Handlers Permit [ ] and Public Health Certificate [ ]

FIRST SCHEDULE, *contd.*FORM B, *contd.*

**LIST OF CATEGORIES (continued)**  
**Applicants Must First Obtain the Appropriate Approvals from the Respective Regulating Agencies for Categories/Areas of Specialization Listed below**

NO.	PPC GOODS CATEGORIES	Please Tick Category For Which Registration Is Being Sought	DESCRIPTION OF AREA OF SPECIALIZATION	REQUIRED DOCUMENTATION
20	Furniture manufacture, repairs & supplies			
21	General Supplies			
22	Guns and Ammunition			Licence from Ministry of National Security [ ]
23	Hardware and Haberdashery			
24	Heating, ventilation and air conditioning, equipment parts and supplies			Air-conditioning unit: PPC Registration Grade 1-4/HVAC or Valid Dealership Agreement & Certification / Academic qualification and experience [ ]
25	Hotel, Restaurant & Hospitality Equipment & Supplies			
26	Industrial Concrete Products			
27	Industrial Pipes & Fittings			
28	Industrial Plastic Products			
29	Industrial Steel Products			
30	Industrial, Construction Equipment, Machinery, Parts & Supplies			
31	Intrusion Detection Equipment, Parts and Supplies			Supply of CCTV, Intrusion Detection, Electronic Access and other Electronic Security Systems; PPC Registration Grade 1-4 Security Systems or Valid Dealership Agreement & Certification / Academic qualification and experience [ ]
32	Janitorial, Sanitation Supplies			
33	Manufacture and Supply of Textile and Garment Products			List of equipment (for manufacturing companies) [ ] (Please see Appendix A)
34	Marine Supplies			
35	Medical, Equipment and Supplies			Letter from Ministry of Health [ ] or Letter from the National Health Fund [ ] Medical Equipment: PPC Registration Grade 1-4 Medical Equipment or Valid Dealership Agreement & Certification / Academic qualification and experience [ ]

FIRST SCHEDULE, *contd.*

FORM B, *contd.*

LIST OF CATEGORIES (continued)  
 Applicants Must First Obtain the Appropriate Approvals from the Respective Regulating Agencies for Categories/Areas of Specialization  
 Listed below

NO.	PPC SERVICES CATEGORIES	Please Tick Category For Which Registration Is Being Sought	DESCRIPTION OF AREA OF SPECIALIZATION	REQUIRED DOCUMENTATION		Academic Certificates & Resume
				Academic Certificates & Updated detailed Resume of Technical Staff to be attached where indicated		
1	Advertising, Public Relations and Marketing Services					✓
2	Agricultural Services					✓
3	Appraisal & Valuation Services					✓
4	Auctioneer				Completed Appendix A [ ] Proof of ownership [ ]	✓
5	Audio Visual Equipment Rental					✓
6	Audio Visual Services					✓
7	Call Center Services					✓
8	Canteen Concessionaire services				Food handlers Permit for Chefs and Cooks [ ] Jamaica Tourist Board Licence [ ] Motor Vehicle Docs.: - Certificate of Registration [ ] Certificate of Fitness [ ] Motor Vehicle Insurance [ ] and Public Carriers Licence [ ] Completed Appendix A [ ]	✓
9	Car Rental Services				Motor Vehicle Docs.: - Certificate of Registration [ ] Certificate of Fitness [ ] Motor Vehicle Insurance [ ] and Public Carriers Licence [ ] Completed Appendix A [ ]	✓
10	Catering				Food handlers Permit for Chefs and Cooks [ ] and Public Health Certificate [ ] Motor Vehicle Docs.: - Certificate of Registration [ ] Certificate of Fitness [ ] Motor Vehicle Insurance [ ] and Public Carriers Licence [ ] Completed Appendix A [ ]	✓
11	Cesspool Services					✓
12	Computers and Related Services					✓
13	Consulting Services - General					✓
14	Courier Services				Motor Vehicle Docs.: - Certificate of Registration [ ] Certificate of Fitness [ ] Motor Vehicle Insurance [ ] and Public Carriers Licence [ ] Completed Appendix A [ ]	✓
15	Customs Brokerage Services				Customs Brokers Licence [ ] Vendor Bailiff Licence [ ]	✓
16	Debt Collection & Recovery Services					✓
17	Document Destruction, Incineration & Recycling Services					✓
18	Electronic Bill Payment & Settlement Services					✓

FIRST SCHEDULE, *contd.*

FORM B, *contd.*

Applicants Must First Obtain the Appropriate Approvals from the Respective Regulating Agencies for Categories/Areas of Specialization Listed below

NO.	PPC SERVICES CATEGORIES	Please Tick Category For Which Registration Is Being Sought	DESCRIPTION OF AREA OF SPECIALIZATION	REQUIRED DOCUMENTATION		Academic Certificates & Resume
19	Environmental & Occupational Health & Safety Services			Academic Certificates & Updated detailed Resume of Technical Staff to be attached where indicated		✓
20	Event Planning					✓
21	Equipment Rental : Other					
22	Equipment Rental : Rental of Computer & Electronic Equipment			Completed Appendix A ( ) and Proof of ownership ( ) (Title / Sales agreement / Receipt, Registration documents)		
23	Equipment Rental : Rental of Construction & Industrial Equipment & Tools					
24	Equipment Rental : Rental of Party & Event Supplies			Completed Appendix A ( )		
25	Equipment Maintenance: Other					
26	Equipment Maintenance: Repair & Maintenance of Computer & Electronic Equipment					✓
27	Equipment Maintenance: Repair & Maintenance of Construction & Industrial Equipment & Tools					✓
28	Funeral Services			Motorway Qualification ( ) Motor Vehicle documents - Cert of Fitness ( ) Registration Certificate ( ) and Insurance certificate ( ) Public Carriers Licence ( ) National Works Agency Certification ( )		✓
29	Garage Services					✓
30	General Services					✓
31	Graphic Design					✓
32	Information Technology Services					✓
33	Insurance Services			Letter from the Financial Services Commission ( )		



FIRST SCHEDULE. *contd.*

FORM B. *contd.*

**LIST OF CATEGORIES (continued)**  
**Applicants Must First Obtain the Appropriate Approvals from the Respective Regulating Agencies for Categories/Areas of Specialization**  
 Listed below

NO.	PPC SERVICES CATEGORIES	Please Tick Category For Which Registration Is Being Sought	DESCRIPTION OF AREA OF SPECIALIZATION	REQUIRED DOCUMENTATION	
				Academic Certificates & Updated detailed Resume of Technical Staff to be attached where indicated	Academic Certificates & Resume
34	Janitorial, Sanitation Services - Street sweeping, drain cleaning and bushing			Completed Appendix A [ ]	
35	Laundry & Dry Cleaning Services			Completed Appendix A [ ]	
36	Lithographic and Printing Services			Completed Appendix A [ ]	
37	Locksmith Services				
38	Marine Services				✓
39	Marine Services - other				✓
40	Marine Services - Petroleum Cargo Inspection				✓
41	Marine Services - Port Management Services				✓
42	Marine Services - Repair and Maintenance of Marine Equipment				✓
43	Marine Services - Repair and Maintenance of Marine Vessels				✓
44	Marine Services - Tug Boat Rental			Certificate of Registry and Small Vessel Safety Certificate for vessels under 24m [ ] Certificate of Registry and Statutory Certificates for vessels 24m & above [ ] or Local Trade Certificate (required for foreign registered vessels to operate in Jamaican Waters for profit making). [ ]	
45	Motor Vehicle Valuation & Assessment Services				✓
46	Pest Control Services			Pesticide Control Authority License Applicator [ ] and Pesticide Control Authority License Operator [ ]	✓
47	Photography Services				✓

FIRST SCHEDULE, *contd.*

FORM B, *contd.*

**LIST OF CATEGORIES (continued)**  
**Applicants Must First Obtain the Appropriate Approvals from the Respective Regulating Agencies for Categories/Areas of Specialization**  
 Listed below

NO.	PPC SERVICES CATEGORIES	Please Tick Category For Which Registration Is Being Sought	DESCRIPTION OF AREA OF SPECIALIZATION	REQUIRED DOCUMENTATION		Academic Certificates & Resume
49	Photovoltaic and Wind Powered Systems - Installation, Maintenance and Repairs			Academic Certificates & Updated detailed Resume of Technical Staff to be attached where indicated		✓
50	Photovoltaic and Wind Powered Systems Design			Electrical Licence [ ] Degree / Diploma / Certificate in Electrical / Industrial Engineering or Degree / Certificate in Alternate / Renewable Energy Systems [ ]		✓
51	Real Estate Services			Real Estate Licence		✓
52	Safety and Security Services - Guard Services			Private Security Regulation Authority Licence [ ] Private Security Regulation Authority Registration [ ]		
53	Safety and Security Services - Safety Equipment Installation and Service					✓
54	Safety and Security Services - other					
55	Safety & Security Services - Fire Safety Products and Equipment - Installation and Service					✓
56	Safety & Security Services- Private Investigation			Private Security Regulation Authority Licence [ ] Private Security Regulation Authority Registration [ ]		✓
57	Solar Water Heater Installation			Certificate in plumbing [ ] Certificate in electrical installation [ ]		✓
58	Telecommunication Services					✓
59	Towing and Wrecking			Motor Vehicle Docs. : -Certificate of Registration [ ] Certificate of Fitness [ ] Motor Vehicle Insurance [ ] and Public Carriers Licence [ ] Completed Appendix A I		
60	Transportation and Haulage - Aggregate and Construction Material			Motor Vehicle Docs. : -Certificate of Registration [ ] Certificate of Fitness [ ] Motor Vehicle Insurance [ ] and Public Carriers Licence [ ] Completed Appendix A I		
61	Transportation and Haulage - Delivery of School Furniture			Motor Vehicle Docs. : -Certificate of Registration [ ] Certificate of Fitness [ ] Motor Vehicle Insurance [ ] and Public Carriers Licence [ ] Completed Appendix A I		
62	Transportation and Haulage - Garbage Collection and Disposal			Motor Vehicle Docs. : -Certificate of Registration [ ] Certificate of Fitness [ ] Motor Vehicle Insurance [ ] and Public Carriers Licence [ ] Completed Appendix A I		

FIRST SCHEDULE, *contd.*

FORM B, *contd.*

**LIST OF CATEGORIES (continued)**  
**Applicants Must First Obtain the Appropriate Approvals from the Respective Regulating Agencies for Categories/Areas of Specialization**  
 Listed below

NO.	PPC SERVICES CATEGORIES	Please Tick Category For Which Registration Is Being Sought	DESCRIPTION OF AREA OF SPECIALIZATION	REQUIRED DOCUMENTATION	
				Academic Certificates & Updated detailed Resume of Technical Staff to be attached where Indicated	Academic Certificates & Resume
63	Transportation and Haulage - Liquid Caustic Soda			Motor Vehicle Docs.: -Certificate of Registration [ ] Certificate of Fitness [ ] Motor Vehicle Insurance [ ] and Public Carriers Licence [ ] Completed Appendix A [ ] Proof of no objection National Environment & Planning Agency	
64	Transportation and Haulage - Mail			Motor Vehicle Docs.: -Certificate of Registration [ ] Certificate of Fitness [ ] Motor Vehicle Insurance [ ] and Public Carriers Licence [ ] Completed Appendix A [ ]	
65	Transportation and Haulage - Nutrition Products			Motor Vehicle Docs.: -Certificate of Registration [ ] Certificate of Fitness [ ] Motor Vehicle Insurance [ ] and Public Carriers Licence [ ] Completed Appendix A [ ]	
66	Transportation and Haulage - other			Motor Vehicle Docs.: -Certificate of Registration [ ] Certificate of Fitness [ ] Motor Vehicle Insurance [ ] and Public Carriers Licence [ ] Completed Appendix A [ ]	
67	Transportation and Haulage - Passenger Transportation Service			Motor Vehicle Docs.: -Certificate of Registration [ ] Certificate of Fitness [ ] Motor Vehicle Insurance [ ] and Licence to operate Contract Carriage Service [ ] Completed Appendix A [ ]	
68	Transportation and Haulage - Petroleum Products			Certificate of Registration (Ministry of Energy, pursuant the Petroleum (Quality Control Act) [ ] Petroleum Haulage Contractor Licence (Ministry of Energy, pursuant the Petroleum (Quality Control Act) [ ] Motor Vehicle Documents: Certificate of Registration [ ], Certificate of Fitness [ ], Insurance [ ] and Public Carriers Licence [ ]	
69	Transportation and Haulage - Potable Water			Motor Vehicle Docs.: -Certificate of Registration [ ] Certificate of Fitness [ ] Motor Vehicle Insurance [ ] and Public Carriers Licence [ ] Public Health Certificate [ ] or National Water Commission Potability Certificate [ ] Completed Appendix A [ ]	
70	Transportation and Haulage - Tour Operation Service			Motor Vehicle Docs.: -Certificate of Registration [ ] Certificate of Fitness [ ] Motor Vehicle Insurance [ ] and Licence to operate Contract Carriage Service [ ] Completed Appendix A [ ] Licence from Ministry of Tourism [ ]	
71	Transportation and Haulage - Water			Motor Vehicle Docs.: -Certificate of Registration [ ] Certificate of Fitness [ ] Motor Vehicle Insurance [ ] and Public Carriers Licence [ ] Completed Appendix A [ ]	

FIRST SCHEDULE, *contd.*

FORM B, *contd.*

**LIST OF CATEGORIES (continued)**  
**Applicants Must First Obtain the Appropriate Approvals from the Respective Regulating Agencies for Categories/Areas of Specialization Listed below**

NO.	PFC SERVICES CATEGORIES	Please Tick Category For Which Registration Is Being Sought	DESCRIPTION OF AREA OF SPECIALIZATION	REQUIRED DOCUMENTATION	
				Academic Certificates & Resume	Academic Certificates & Updated detailed Resume of Technical Staff to be attached where indicated
34	Janitorial, Sanitation Services			Completed Appendix A [ ]	
35	Janitorial, Sanitation Services - Street sweeping, drain cleaning and bushing			Completed Appendix A [ ]	
36	Laundry & Dry Cleaning Services			Completed Appendix A [ ]	
37	Lithographic and Printing Services			Completed Appendix A [ ]	
38	Locksmith Services				
39	Marine Services				✓
40	Marine Services - other				✓
41	Marine Services - Petroleum Cargo Inspection				✓
42	Marine Services - Port Management Services				✓
43	Marine Services - Repair and Maintenance of Marine Equipment				✓
44	Marine Services - Repair and Maintenance of Marine Vessels				✓
45	Marine Services - Tug Boat Rental			Certificate of Registry and Small Vessel Safety Certificate for vessels under 24m [ ] Certificate of Registry and Statutory Certificates for vessels 24m & above [ ] or Local Trade Certificate (required for foreign registered vessels to operate in Jamaican Waters for profit making) [ ]	
46	Motor Vehicle Valuation & Assessment Services				✓
47	Pest Control Services			Pesticide Control Authority License Applicant [ ] and Pesticide Control Authority License Operator [ ]	✓
48	Photography Services				✓

FIRST SCHEDULE, *contd.*

FORM B, *contd.*

LIST OF CATEGORIES (continued)  
 Applicants Must First Obtain the Appropriate Approvals from the Respective Regulating Agencies for Categories/ Areas of Specialization  
 Listed Below

NO.	PPC SERVICES CATEGORIES	Please Tick Category For Which Registration Is Being Sought	DESCRIPTION OF AREA OF SPECIALIZATION	REQUIRED DOCUMENTATION	
				Academic Certificates & Updated detailed Resume of Technical Staff to be attached where indicated	Academic Certificates & Resume
49	Photovoltaic and Wind Powered Systems - Installation, Maintenance and Repairs			Academic Certificates & Updated detailed Resume of Technical Staff to be attached where indicated	Academic Certificates & Resume
50	Photovoltaic and Wind Powered Systems Design			Electrical licenc [ ] Degree / Diploma / Certificate in Electrical / Industrial Engineering or Degree / Certificate in Alternate / Renewable Energy Systems [ ]	✓
51	Real Estate Services			Real Estate Licence	✓
52	Safety and Security Services - Guard Services			Private Security Regulation Authority Licence [ ] Private Security Regulation Authority Registration [ ]	✓
53	Safety and Security Services - Safety Equipment Installation and Service				✓
54	Safety and Security Services - other Products and Equipment - Fire Safety				✓
55	Safety & Security Services - Private Investigation			Private Security Regulation Authority Licence [ ] Private Security Regulation Authority Registration [ ]	✓
56	Solar Water Heater Installation			Certificate in plumbing [ ] Certificate in electrical installation [ ]	✓
57	Telecommunication Services				✓
58	Towing and Wrecking			Motor Vehicle Docs: Certificate of Registration [ ] Certificate of Fitness [ ] Motor Vehicle Insurance [ ] and Public Carriers Licence [ ] Completed Appendix A I	
59	Transportation and Haulage - Aggregate and Construction Material			Motor Vehicle Docs: Certificate of Registration [ ] Certificate of Fitness [ ] Motor Vehicle Insurance [ ] and Public Carriers Licence [ ] Completed Appendix A I	
60	Transportation and Haulage - Delivery of School Furniture			Motor Vehicle Docs: Certificate of Registration [ ] Certificate of Fitness [ ] Motor Vehicle Insurance [ ] and Public Carriers Licence [ ] Completed Appendix A I	
61	Transportation and Haulage - Garbage Collection and Disposal			Motor Vehicle Docs: Certificate of Registration [ ] Certificate of Fitness [ ] Motor Vehicle Insurance [ ] and Public Carriers Licence [ ] Completed Appendix A I	

FIRST SCHEDULE. *contd.*

FORM B. *contd.*

**LIST OF CATEGORIES (continued)**  
**Applicants Must First Obtain the Appropriate Approvals from the Respective Regulating Agencies for Categories/Areas of Specialization**  
 Listed below

NO.	PPC SERVICES CATEGORIES	Please Tick Category For Which Registration is Being Sought	DESCRIPTION OF AREA OF SPECIALIZATION	REQUIRED DOCUMENTATION	
				Academic Certificates & Updated detailed Resume of Technical Staff to be attached where indicated	Academic Certificates & Resume
63	Transportation and Haulage - Liquid Caustic Soda			Motor Vehicle Docs.: -Certificate of Registration [ ] Certificate of Fitness [ ] Motor Vehicle Insurance [ ] and Public Carriers Licence [ ] Completed Appendix A [ ] Proof of no objection National Environment & Planning Agency	
64	Transportation and Haulage - Mail Transportation			Motor Vehicle Docs.: -Certificate of Registration [ ] Certificate of Fitness [ ] Motor Vehicle Insurance [ ] and Public Carriers Licence [ ] Completed Appendix A [ ]	
65	Transportation and Haulage - Nutrition Products			Motor Vehicle Docs.: -Certificate of Registration [ ] Certificate of Fitness [ ] Motor Vehicle Insurance [ ] and Public Carriers Licence [ ] Completed Appendix A [ ]	
66	Transportation and Haulage - other			Motor Vehicle Docs.: -Certificate of Registration [ ] Certificate of Fitness [ ] Motor Vehicle Insurance [ ] and Public Carriers Licence [ ] Completed Appendix A [ ]	
67	Transportation and Haulage - Passenger Transportation Service			Motor Vehicle Docs.: -Certificate of Registration [ ] Certificate of Fitness [ ] Motor Vehicle Insurance [ ] and Licence to operate Contract Carriage Service [ ] Completed Appendix A [ ]	
68	Transportation and Haulage - Petroleum Products			Certificate of Registration (Ministry of Energy, pursuant the Petroleum (Quality Control Act) [ ] Petroleum Haulage Contractor Licence (Ministry of Energy, pursuant the Petroleum (Quality Control Act) [ ] Motor Vehicle Documents: Certificate of Registration [ ], Certificate of Fitness [ ], Insurance [ ] and Public Carriers Licence [ ]	
69	Transportation and Haulage - Potable Water			Motor Vehicle Docs.: -Certificate of Registration [ ] Certificate of Fitness [ ] Motor Vehicle Insurance [ ] and Public Carriers Licence [ ] National Water Commission Potability Certificate [ ] Completed Appendix A [ ]	
70	Transportation and Haulage - Tour Operation Service			Motor Vehicle Docs.: -Certificate of Registration [ ] Certificate of Fitness [ ] Motor Vehicle Insurance [ ] and Licence to operate Contract Carriage Service [ ] Completed Appendix A [ ] Licence from Ministry of Tourism [ ]	
71	Transportation and Haulage - Water			Motor Vehicle Docs.: -Certificate of Registration [ ] Certificate of Fitness [ ] Motor Vehicle Insurance [ ] and Public Carriers Licence [ ] Completed Appendix A [ ]	

## SECOND SCHEDULE

(Regulations 10 and 11)

## PART 1

*Registration Fees*

	<i>Supplier Grade</i>	<i>Registration Fee</i>
A.	Works	
	Grade 1	\$60,000.00
	Grade 2	\$60,000.00
	Grade 3	\$30,000.00
	Grade 4	\$5,000.00
	Grade 5 (Artisans)	\$1,000.00
B.	Goods or services	None





SECOND SCHEDULE, *contd.*  
PART II  
*Works*

<i>Specialization of Works</i>	<i>Factors for Assessment of Classification</i>					
	Staff Requirement*	In last 10 Years	Financial Requirement			
		Completed 2 Projects Each in Excess of (J\$M)	1. Fixed Assets in Excess of: (J\$M)	2. Current Assets in Excess of: (J\$M)	3. Current Ratio=1	
	Minimum No. of Years in Business as a Supplier	Min. No. of Years in Industry				
	Contract Value Limit of Grade (J\$M)	Eligible to make tender on contract of value not exceeding—				
combination of materials, which are designed to support, shelter or enclose persons, animals or other property.	3	4	1 2 2 3 4 4	12,000	1,680	1,920
<b>Civil Engineering</b> The construction, erection, alteration,	4	0	1 1 2 3 3 4	0.250	0.840	0.960
	1	8	2 2 2 7 5 5	75,000	10,500	12,000

SECOND SCHEDULE, *contd.*  
PART II, *contd.*  
Works

Specialization of Works	Factors for Assessment of Classification									
	Contract Value Limit of Grade (J\$M)	Minimum No. of Years in Business as a Supplier	Staff Requirement*	Min. No. of Staff	Min. No. of Years in Industry	Completed Years In last 10	Financial Requirement	1. Fixed Assets in Excess of: (J\$M)	2. Current Assets in Excess of: (J\$M)	3. Current Ratio: =1
renovation, extension and repair of infrastructure and public utility works but excluding categories listed herein.	2	6	2 2 2 5 5 5	2 2 2 5 5 5	2 2 2 5 5 5	24,000	5,250	6,000		
	3	4	1 2 2 5 5 5	1 2 2 5 5 5	1 2 2 5 5 5	12,000	1,680	1,920		
	4	0	1 1 2 3 3 4	1 1 2 3 3 4	1 1 2 3 3 4	0.250	0.840	0.960		
<b>General Road Works</b>	1	8	2 2 2 7 5 5	2 2 2 7 5 5	2 2 2 7 5 5	75,000	10,500	12,000		
The construction, alteration and repair of highways, roads, streets,										

*Eligible to make tender on contract of value not exceeding—*

SECOND SCHEDULE, *contd.*  
PART II, *contd.*  
*Works*

<i>Specialization of Works</i>	<i>Factors for Assessment of Classification</i>						
	Contract Value Limit of Grade (J\$M)	Minimum No. of Years in Business as a Supplier	Staff Requirement*	In last 10 Years Completed	Financial Requirement	1. Fixed Assets in Excess of (J\$M)	2. Current Assets in Excess of (J\$M)
Grade	—	—	Min. No. of Staff	Min. No. of Years in Industry	2 Projects Each in Excess of (J\$M)	—	—
			P T S P T S	P T S P T S			
<i>Eligible to make tender on contract of value not exceeding—</i>							
parking lots and other public ways used for vehicular traffic, including any drains, tunnels, bridge and other appurtenances to the construction.	2	6	2 2 2 5 5 5	2 2 2 5 5 5	24,000	5,250	6,000
	3	4	1 2 2 5 5 5	1 2 2 5 5 5	12,000	1,680	1,920
	4	0	1 1 2 3 3 4	1 1 2 3 3 4	0,250	0,840	0,960
<b>Building Maintenance</b> The maintenance and repair of buildings or							

3. Current Ratio: =1

SECOND SCHEDULE, *contd.*  
PART II, *contd.*  
*Works*

*Specialization of Works*

*Factors for Assessment of Classification*

Specialization of Works	Contract Value Limit of Grade (J\$M)	Minimum No. of Years in Business as a Supplier	Staff Requirement*			Min. No. of Years in Industry	Completed Years In last 10	Financial Requirement				
			P	T	S			1. Fixed Assets in Excess of (J\$M)	2. Current Assets in Excess of (J\$M)			
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

*Eligible to make tender on contract of value not exceeding—*

P T S P T S

3. Current Ratio: =1

SECOND SCHEDULE, *contd.*  
PART II, *contd.*  
*Works*

<i>Specialization of Works</i>	<i>Factors for Assessment of Classification</i>											
	Contract Value Limit of Grade (J\$M)		Minimum No. of Years in Business as a Supplier	Staff Requirement*			Completed 2 Projects Each in Excess of (J\$M)	Financial Requirement		3. Current Ratio=1		
Grade	Value	Grade	Min. No. of Staff	Min. No. of Years in Industry	Min. No. of Years in Industry	Excess of (J\$M)	1. Fixed Assets in Excess of: (J\$M)	2. Current Assets in Excess of: (J\$M)				
			P	T	S	P	T	S				
<b>Industrial Maintenance</b>												
The maintenance and repair of existing process and pressure piping systems, electrical systems, instrumentation devices, and HVAC systems and 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	0.280	0.320

*Eligible to make tender on contract of value not exceeding—*

SECOND SCHEDULE, *contd.*  
PART II, *contd.*  
*Works*

	<i>Specialization of Works</i>		<i>Factors for Assessment of Classification</i>													
	Contract Value Limit of Grade (J\$M)	Minimum No. of Years in Business as a Supplier	Staff Requirement*	In last 10 Years Completed 2 Projects Each in Excess of (J\$M)	Financial Requirement		P			T			S			
	Grade	Supplier	Min. No. of Staff	Min. No. of Years in Industry	1. Fixed Assets in Excess of (J\$M)	2. Current Assets in Excess of (J\$M)	P			T			S			
<b>Road Maintenance Works</b>	1	8	1	2	3	5	3	5	50,000	5,250	6,000					
The filling of cracks and voids in existing asphaltic surfaces.	2	6	1	2	2	4	3	3	12,000	3,500	4,000					
The installation of pre-cast bumpers, traffic signs, non-electrical markers and striping of the surfaces. The	3	4	1	2	2	4	3	4	4,000	0,840	0,960					

*Eligible to make tender on contract of value not exceeding—*



SECOND SCHEDULE, *contd.*  
PART II, *contd.*  
*Works*

<i>Specialization of Works</i>	<i>Factors for Assessment of Classification</i>				
	Contract Value Limit of Grade (J\$M)	Minimum No. of Years in Business as a Supplier	Staff Requirement* Min. No. of Staff	In last 10 Years Completed 2 Projects Each in Excess of (J\$M)	Financial Requirement 1. Fixed Assets in Excess of (J\$M) 2. Current Assets in Excess of (J\$M) 3. Current Ratio:=1
<b>Interior Construction Works</b> The installation, taping and finishing of wall-board, sheeting and suspended ceilings made of gypsum or other suitable materials for non-structural partitioning. The fabrication,	1	8	P T S P T S	50,000	5,250 6,000
	2	6	1 3 - 2 3	12,000	3,500 4,000
	3	4	- 1 2 - 2 3	4,000	0,840 0,960

*Eligible to make tender on contract of value not exceeding—*



SECOND SCHEDULE, *contd.*  
PART II, *contd.*  
*Works*

<i>Specialization of Works</i>	<i>Factors for Assessment of Classification</i>						
	Contract Value Limit of Grade (J\$M)	Minimum No. of Years in Business as a Supplier	Staff Requirement*	In last 10 Years Completed 2 Projects Each in Excess of (J\$M)	Financial Requirement		
Grade	Grade (J\$M)	Supplier	Min. No. of Staff	Min. No. of Years in Industry	1. Fixed Assets in Excess of: (J\$M)	2. Current Assets in Excess of: (J\$M)	
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.	4	4,000	0	— 1 2 — 1 2	0.250	0.280	0.320
				P T S P T S			

*Eligible to make tender on contract of value not exceeding—*

SECOND SCHEDULE, *contd.*  
PART II, *contd.*  
*Works*

<i>Specialization of Works</i>	<i>Factors for Assessment of Classification</i>															
	<i>Staff Requirement*</i>			<i>In last 10 Years Completed</i>		<i>Financial Requirement</i>		<i>Eligible to make tender on contract of value not exceeding—</i>								
<i>Grade</i>	<i>Min. No. of Business as a Supplier</i>	<i>Min. No. of Staff</i>	<i>Min. No. of Years in Industry</i>	<i>2 Projects Each in Excess of (\$M)</i>	<i>1. Fixed Assets in Excess of (\$M)</i>	<i>2. Current Assets in Excess of (\$M)</i>	<i>No Contract value limit</i>	<i>8</i>	<i>1</i>	<i>2</i>	<i>5</i>	<i>3</i>	<i>5</i>	<i>50,000</i>	<i>5,250</i>	<i>6,000</i>
<i>Grade</i>	<i>Limit of Grade (\$M)</i>	<i>Min. No. of Staff</i>	<i>Min. No. of Years in Industry</i>	<i>Excess of (\$M)</i>	<i>Excess of (\$M)</i>	<i>Excess of (\$M)</i>	<i>value limit</i>	<i>Years in Business as a Supplier</i>	<i>1</i>	<i>2</i>	<i>5</i>	<i>3</i>	<i>5</i>	<i>50,000</i>	<i>5,250</i>	<i>6,000</i>
<b>Landscaping</b>																
The grading and preparation of plots of land for horticulture.	1	No Contract value limit	8	1	2	2	5	3	5	50,000	5,250	6,000				
The planting and maintenance of lawns, gardens and all types of vegetation including the construction, assembling, installation and repair of systems for land-	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				

3. Current Ratio: =1

SECOND SCHEDULE, *contd.*  
PART II, *contd.*  
*Works*

Specialization of Works	Factors for Assessment of Classification					
	Contract Value Limit of Grade (J\$M)	Minimum No. of Years in Business as a Supplier	Staff Requirement* Min. No. of Staff	Min. No. of Years in Industry	Completed Years 2 Projects Each in Excess of (J\$M)	Financial Requirement 1. Fixed Assets in Excess of (J\$M) 2. Current Assets in Excess of (J\$M) 3. Current Ratio: =1
scape drainage and irrigation and the control of soil erosion.	Grade		P T S P T S			
	Eligible to make tender on contract of value not exceeding—					
<b>Painting and Decorative Finishes</b> The application of any type of paint, varnish, shellac, stain, protective coatings and wax. The attachment of any type	1	No Contract value limit	8	2 1 3	75,000	5,250 6,000
	2	50,000	6	2 1 3	24,000	3,500 4,000

SECOND SCHEDULE, *contd.*  
PART II, *contd.*  
*Works*

	<i>Specialization of Works</i>	<i>Factors for Assessment of Classification</i>									
		Staff Requirement*		Min. No. of Years in Industry		Years Completed		Financial Requirement		3. Current Ratio: =1	
		Min. No. of Business as a Supplier	Min. No. of Staff	Min. No. of Years in Industry	In last 10 Years Completed 2 Projects Each in Excess of (J\$M)	1. Fixed Assets in Excess of (J\$M)	2. Current Assets in Excess of (J\$M)				
		P	T	S	P	T	S				
		<i>Eligible to make tender on contract of value not exceeding—</i>									
	of papers, fabrics and plastics to the surfaces, buildings and their appurtenances.	3	4	2	1	3	3	12,000	0.840	0.960	
		4	0	1	1	2	2	0.250	0.280	0.320	
	<b>Bridge Construction</b> The installation, construction, alteration and repair of bridges which are fabricated of steel, masonry, concrete or	1	8	2	2	7	5	75,000	10,500	12,000	
		2	6	2	2	5	5	24,000	5,250	6,000	

SECOND SCHEDULE, *contd.*  
PART II, *contd.*  
*Works*

<i>Specialization of Works</i>	<i>Factors for Assessment of Classification</i>									
	Contract Value Limit of Grade (J\$M)	Minimum No. of Years in Business as a Supplier	Staff Requirement*	In last 10 Years Completed 2 Projects Each in Excess of (J\$M)	Financial Requirement	1. Fixed Assets in Excess of: (J\$M)	2. Current Assets in Excess of: (J\$M)	3. Current Ratio=1	Min. No. of Staff	Min. No. of Years in Industry
Grade	—	—	—	—	—	—	—	—	P T S P T S	P T S P T S
other suitable materials, and are designed for use by pedestrians or moving traffic; including any abutments, foundations, piles, piers, culverts, approach roadways and appurtenances to the bridges.	3	4	1 2 2 5 5	16,000	1.680	1.920				
	4	0	1 1 2 3 3 4	0.250	1.120	1.280				

*Eligible to make tender on contract of value not exceeding—*

SECOND SCHEDULE, *contd.*  
PART II, *contd.*  
*Works*

<i>Specialization of Works</i>	<i>Factors for Assessment of Classification</i>	
	<i>Staff Requirement*</i>	<i>Financial Requirement</i>
	Minimum No. of Years in Business as a Supplier Min. No. of Staff Min. No. of Years in Industry	In last 10 Years Completed 2 Projects Each in Excess of (J\$M) 1. Fixed Assets in Excess of (J\$M) 2. Current Assets in Excess of (J\$M) 3. Current Ratio=1
	P T S P T S	
	<i>Eligible to make tender on contract of value not exceeding—</i>	
<b>Systems Building</b> The fabrication, fitting, assembling, placement and installation of pre-manufactured units, modular parts and their appurtenance, fabricated of steel, masonry, concrete or other suitable materials, for the erection of residential or commercial buildings.	1 No contract value limit 2 75,000 3 50,000 4 10,000	8 1 3 3 5 3 5 6 1 3 3 5 3 3 4 1 3 3 5 3 3 0 1 2 3 3 3 3
	75,000 10,500 12,000	50,000 5,250 6,000 10,000 3,500 4,000 0.250 0.700 0.800

SECOND SCHEDULE, *contd.*  
PART II, *contd.*  
Works

Specialization of Works	Factors for Assessment of Classification											
	Contract Value Limit of Grade (J\$M)	Minimum No. of Years in Business as a Supplier	Min. No. of Staff	Min. No. of Years in Industry	Completed 2 Projects Each in Excess of (J\$M)	1. Fixed Assets in Excess of: (J\$M)	2. Current Assets in Excess of: (J\$M)	In last 10 Years	Financial Requirement	Staff Requirement*		
Grade			P	T	S	P	T	S				
<b>Marine Engineering</b> The installation, construction, alteration and repair of seawalls, bulkheads, docks, piers, wharves and other marine structures made of concrete, steel, wood or any combination of suitable materials, including any necessary or incidental work.	1	No contract value limit	8	2	2	3	5	3	5	50,000	5,250	6,000
	2	50,000	6	1	2	3	5	3	5	16,000	3,500	4,000
	3	16,000	4	2	2	3	5	3	4	6,000	1,120	1,280
	4	6,000	0	1	1	2	4	2	3	0.250	0.420	0.480

*Eligible to make tender on contract of value not exceeding—*

SECOND SCHEDULE, *contd.*  
PART II, *contd.*  
Works

Specialization of Works	Factors for Assessment of Classification									
	Contract Value Limit of Grade (J\$M)	Minimum No. of Years in Business as a Supplier	Staff Requirement*	In last 10 Years Completed 2 Projects Each in Excess of (J\$M)	Financial Requirement	1. Fixed Assets in Excess of: (J\$M)	2. Current Assets in Excess of: (J\$M)	3. Current Ratio=1		
Grade	Min. No. of Staff	Min. No. of Years in Industry	P T S P T S	Years	Requirement	Excess of: (J\$M)	Excess of: (J\$M)			
<b>Piling</b> The examination, excavation, drilling, compacting, pumping, sealing and other necessary work to construct, alter or repair piles and piers placed in the earth's subsurface to prevent structural settling and to provide adequate	1	8	2 2 3 5 3 5	50,000	5.250	6,000				
	2	6	2 2 2 5 5 5	16,000	3.500	4,000				
	3	4	2 2 3 5 3 4	6,000	1.120	1.280				
	4	0	1 1 2 4 2 3	0.250	0.420	0.480				
<i>Eligible to make tender on contract of value not exceeding—</i>										



SECOND SCHEDULE, *contd.*  
PART II, *contd.*  
*Works*

*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	Min. No. of Staff	Min. No. of Years in Industry	Financial Requirement			
					In last 10 Years Completed 2 Projects Each in Excess of (J\$M)	1. Fixed Assets in Excess of (J\$M)      2. Current Assets in Excess of (J\$M)		
—	—	—	P	T	S	P	T	S
			3. Current Ratio=1					

*Eligible to make tender on contract of value not exceeding—*

means to sustain or transmit the structural load to the soil or rock below.

Drilling	No contract value limit	8	3	3	5	5	50,000	5,250	6,000
1 The application of tools and machinery for boring holes in earth, rock or other strata including the sinking of wells.			—	—	—	—			
2	50,000	6	—	3	2	—	12,000	3,500	4,000
3	12,000	4	—	2	2	—	4,000	0,840	0,960
4	4,000	0	—	1	2	—	0,250	0,280	0,320

SECOND SCHEDULE, *contd.*  
PART II, *contd.*  
*Works*

Specialization of Works	Factors for Assessment of Classification									
	Contract Value Limit of Grade (\$M)	Minimum No. of Years in Business as a Supplier	Staff Requirement*	Min. No. of Staff	Min. No. of Years in Industry	Completed Years	In last 10 Years	Financial Requirement		
Grade	Limit of Grade (\$M)	Supplier	P T S P T S	Min. No. of Staff	Min. No. of Years in Industry	2 Projects Each in Excess of (\$M)	1. Fixed Assets in Excess of (\$M)	2. Current Assets in Excess of (\$M)	3. Current Ratio:=1	
<b>Blasting</b>										
The preparation, placement and firing of explosives and explosive devices to move, modify, destroy or demolish rock or other ground stratum, man-made or natural structure either above,	1	No contract value limit	8	- 3 3 - 5 5	5	50,000	5,250	6,000		
	2	50,000	6	- 3 2 - 4 4	4	12,000	3,500	4,000		
	3	12,000	4	- 2 2 - 3 3	3	4,000	0,840	0,960		
	4	4,000	0	- 1 2 - 3 3	3	0,250	0,280	0,320		

*Eligible to make tender on contract of value not exceeding—*

SECOND SCHEDULE, *contd.*  
PART II, *contd.*  
*Works*

Specialization of Works	Factors for Assessment of Classification									
	Contract Value Limit of Grade (J\$M)	Minimum No. of Years in Business as a Supplier	Min. No. of Staff	Min. No. of Years in Industry	Completed 2 Projects Excess of (J\$M)	In last 10 Years	Financial Requirement	1. Fixed Assets in Excess of (J\$M)	2. Current Assets in Excess of (J\$M)	3. Current Ratio=1
<b>Pipe Laying</b> The fabrication, fitting, assembling, placement and installation of pipes (min. dia. 100 mm) and their appurtenances, fabricated from cast-iron, steel, concrete or other	1	No contract value limit	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			

*Eligible to make tender on contract of value not exceeding—*

below or within the land or sea.

SECOND SCHEDULE, *contd.*  
PART II, *contd.*  
*Works*

*Specialization of Works*

*Factors for Assessment of Classification*

	Contract Value Limit of Grade (J\$M)	Minimum No. of Years in Business as a Supplier	Min. No. of Staff	Min. No. of Years in Industry	Completed Years 2 Projects Each in Excess of (J\$M)	In last 10 Years	Financial Requirement
							1. Fixed Assets in Excess of: (J\$M)
							2. Current Assets in Excess of: (J\$M)
							3. Current Ratio=1
			P T S P T S				

*Eligible to make tender on contract of value not exceeding--*

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 com-

SECOND SCHEDULE, *contd.*  
PART II, *contd.*  
*Works*

Specialization of Works	Factors for Assessment of Classification					
	Contract Value Limit of Grade (J\$M)	Minimum No. of Years in Business as a Supplier	Staff Requirement* P T S P T S	Min. No. of Years in Industry	Completed 2 Projects Each in Excess of (J\$M)	Financial Requirement 1. Fixed Assets in Excess of (J\$M)      2. Current Assets in Excess of (J\$M)      3. Current Ratio: =1
<b>Electrical Works</b> The inspection, installation, alteration and repair of overhead or underground wires which transmit electricity, including pipes.	1	No contract value limit	8	1 2 3 5 3 5	50,000	5.250      6.000
	2	50,000	6	1 2 3 5 3 4	16,000	3.500      4.000
	3	16,000	4	1 2 1 5 3 4	6,000	1.120      1.280

*Eligible to make tender on contract of value not exceeding—*

plete the laying of the pipes.

SECOND SCHEDULE, *contd.*  
PART II, *contd.*  
*Works*

<i>Specialization of Works</i>	<i>Factors for Assessment of Classification</i>					
	Contract Value Limit of Grade (J\$M)	Minimum No. of Years in Business as a Supplier	Staff Requirement* Min. No. of Staff	Min. No. of Years in Industry	Years Completed 2. Projects Each in Excess of (J\$M)	Financial Requirement 1. Fixed Assets in Excess of (J\$M) 2. Current Assets in Excess of (J\$M) 3. Current Ratio: =1
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.	4	0	1 1 1 1 3	2 3	0.250	0.420 0.480

*Eligible to make tender on contract of value not exceeding—*

SECOND SCHEDULE, *contd.*  
PART II, *contd.*  
*Works*

Specialization of Works	Factors for Assessment of Classification									
	Contract Value Limit of Grade (J\$M)	Minimum No. of Years in Business as a Supplier	Staff Requirement* P T S P T S	Min. No. of Staff	Min. No. of Years in Industry	Years Completed 2 Projects Each in Excess of (J\$M)	Financial Requirement In last 10 Years	1. Fixed Assets in Excess of (J\$M)	2. Current Assets in Excess of (J\$M)	3. Current Ratio=1
<b>Mechanical Works</b> The installation, alteration, replacement or repair of plumbing, internal drainage systems, process and pressure piping systems, boilers and related fittings, including any necessary and incidental work.	1 No contract value limit	8	1 2 3 5 3 5	1 2 3 5 3 5	3 5	50,000	5.250	6,000		
	2 50,000	6	1 2 3 5 3 4	1 2 3 5 3 4	4	16,000	3,500	4,000		
	3 16,000	4	1 2 3 5 3 4	1 2 3 5 3 4	4	6,000	1,120	1,280		
	4 6,000	0	1 1 3 3 2 3	1 1 3 3 2 3	3	0,250	0,420	0,480		

*Eligible to make tender on contract of value not exceeding—*

SECOND SCHEDULE, *contd.*  
PART II, *contd.*  
*Works*

Specialization of Works	Factors for Assessment of Classification									
	Contract Value Limit of Grade (J\$M)	Minimum No. of Years in Business as a Supplier	Staff Requirement*	In last 10 Years Completed 2 Projects Each in Excess of (J\$M)	Financial Requirement	3. Current Ratio=1				
Grade	Grade	Supplier	Min. No. of Staff	Min. No. 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							
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	1	No contract value limit	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			

*Eligible to make tender on contract of value not exceeding*



SECOND SCHEDULE, *contd.*  
PART II, *contd.*  
*Works*

Specialization of Works	Factors for Assessment of Classification									
	Contract Value Limit of Grade (J\$M)	Minimum No. of Years in Business as a Supplier	Staff Requirement*	In last 10 Years Completed 2 Projects Each in Excess of (J\$M)	Financial Requirement	1. Fixed Assets in Excess of: (J\$M)	2. Current Assets in Excess of: (J\$M)	3. Current Ratio: =1	Min. No. of Staff	Min. No. of Years in Industry
Heating, Ventilation, Air-Conditioning and Refrigeration	1	8	1 2 3 5 3 5	50,000	5.250	6,000				
	2	6	1 2 3 5 3 5	16,000	3,500	4,000				
<p><i>Eligible to make tender on contract of value not exceeding—</i></p> <p>freight, including the preparation of the structure and any other work, systems and equipment incidental or supplemental.</p>										

SECOND SCHEDULE, *contd.*  
PART II, *contd.*  
*Works*

Specialization of Works	Factors for Assessment of Classification									
	Contract Value Limit of Grade (\$M)	Minimum No. of Years in Business as a Supplier	Min. No. of Staff	Min. No. of Years in Industry	Completed 2 Projects Each in Excess of (\$M)	In last 10 Years	Financial Requirement	1. Fixed Assets in Excess of (\$M)	2. Current Assets in Excess of (\$M)	3. Current Ratio: =1
Grade	Value	Years in Business as a Supplier	Min. No. of Staff	Min. No. of Years in Industry	Completed 2 Projects Each in Excess of (\$M)	In last 10 Years	Financial Requirement	1. Fixed Assets in Excess of (\$M)	2. Current Assets in Excess of (\$M)	3. Current Ratio: =1
3	16,000	4	1	2	3	3	5	6,000	1,120	1,280
4	6,000	0	1	1	3	3	5	0,250	0,420	0,480

*Eligible to make tender on contract of value not exceeding—*

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.

SECOND SCHEDULE, *contd.*  
PART II, *contd.*  
*Works*

Specialization of Works	Factors for Assessment of Classification									
	Contract Value Limit of Grade (J\$M)	Minimum No. of Years in Business as a Supplier	Staff Requirement*			Completed Years In last 10	Financial Requirement			
Grade	Grade (J\$M)	Supplier	Min. No. of Staff	Min. No. of Years in Industry	Years in Excess of (J\$M)	1. Fixed Assets in Excess of (J\$M)	2. Current Assets in Excess of (J\$M)	3. Current Ratio=1		
<b>Instrumentation</b> The installation, replacement and repair of devices for observation, measurement and control of electrical, mechanical, pneumatic or electro-mechanical systems including electrical wiring and any necessary and incidental work.	1	No contract value limit	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			

*Eligible to make tender on contract of value not exceeding—*

SECOND SCHEDULE, *contd.*  
PART II, *contd.*  
*Works*

Specialization of Works	Factors for Assessment of Classification									
	Contract Value Limit of Grade (J\$M)	Minimum No. of Years in Business as a Supplier	Min. No. of Staff	Min. No. of Years in Industry	Years Completed 2 Projects Each in Excess of (J\$M)	Financial Requirement	In last 10 Years			3. Current Ratio:=1
			P T S P T S				1. Fixed Assets in Excess of (J\$M)	2. Current Assets in Excess of (J\$M)		
<b>Information Technology Systems</b> The installation, configuration, assembly, extension, alteration and repair of computer hardware and peripherals, including network cabling and installation and any	1	No contract value limit	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			

*Eligible to make tender on contract of value not exceeding—*

SECOND SCHEDULE, *contd.*  
PART II, *contd.*  
*Works*

Specialization of Works	Factors for Assessment of Classification									
	Contract Value Limit of Grade (J\$M)	Minimum No. of Years in Business as a Supplier	Min. No. of Staff	Min. No. of Years in Industry	Completed 2 Projects Each in Excess of (J\$M)	In last 10 Years	Financial Requirement	1. Fixed Assets in Excess of (J\$M)	2. Current Assets in Excess of (J\$M)	3. Current Ratio: =1
<b>Medical Equipment</b> The installation, maintenance and repair of medical, sterilization and laboratory equipment including any necessary and incidental work.	1	No contract value limit	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			
other necessary and incidental work.										
<i>Eligible to make tender on contract of value not exceeding—</i>										
				P T S P T S						

SECOND SCHEDULE, *contd.*  
PART II, *contd.*  
*Works*

Specialization of Works	Factors for Assessment of Classification									
	Contract Value Limit of Grade (J\$M)	Minimum No. of Years in Business as a Supplier	Min. No. of Staff	Min. No. of Years in Industry	Completed Years in last 10	Financial Requirement	1. Fixed Assets in Excess of (J\$M)	2. Current Assets in Excess of (J\$M)	3. Current Ratio: =1	Eligible to make tender on contract of value not exceeding—
<b>Security Systems</b>										
1 The installation, assembly, alteration and repairs to electronic security surveillance systems, intrusion and detection systems, automatic door, window and gate openers, CCTV and any other necessary or incidental work, systems or equipment.	No contract value limit	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			

SECOND SCHEDULE, *contd.*  
PART II, *contd.*  
*Works*

<i>Specialization of Works</i>	<i>Factors for Assessment of Classification</i>											
	Staff Requirement*			In last 10 Years		Financial Requirement		3. Current Ratio: =1				
Grade	Contract Value Limit of Grade (J\$M)	Minimum No. of Years in Business as a Supplier	Min. No. of Staff			Completed 2 Projects Each in Excess of (J\$M)	1. Fixed Assets in Excess of: (J\$M)		2. Current Assets in Excess of: (J\$M)			
			P	T	S		P	T	S	P	T	S
<b>Steel Erection</b> The erection, assembly, fitting of steel shapes and plates to be used as structural members during the construction of structures for the support, shelter or enclosure of persons, animals or goods ex-	1	No contract value limit	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

*Eligible to make tender on contract of value not exceeding--*

SECOND SCHEDULE, *contd.*  
PART II, *contd.*  
Works

<i>Specialization of Works</i>	Grade	Contract Value Limit of Grade (₹M)	Minimum No. of Years in Business as a Supplier	Staff Requirement*					In last 10 Years Completed 2 Projects Each in Excess of (₹M)	Financial Requirement		
				Min. No. of Staff	Min. No. of Years in Industry	P	T	S		1. Fixed Assets in Excess of: (₹M)	2. Current Assets in Excess of: (₹M)	3. Current Ratio: =1
including specialized roofing systems and reinforcing bars.  <b>Steel Fabrication</b> The cutting and fabrication of steel shapes and plates to be used as structural members or in the construction of tanks ex-	1	No contract value limit	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

*Eligible to make tender on contract of value not exceeding—*



SECOND SCHEDULE, *contd.*  
PART II, *contd.*  
*Works*

<i>Specialization of Works</i>	<i>Factors for Assessment of Classification</i>									
	Contract Value Limit of Grade (J\$M)	Minimum No. of Years in Business as a Supplier	Staff Requirement*				Completed Years in last 10	Financial Requirement		
Min. No. of Staff			Min. No. of Years in Industry	P	T	S		1. Fixed Assets in Excess of (J\$M)	2. Current Assets in Excess of (J\$M)	3. Current Ratio:=1
cept reinforcing bars.	3	4	1	2	3	4	4,000	0.840	0.960	
The selection, cutting assembly, fabrication shaping 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	4	0	-	1	3	-	0.250	0.280	0.320	

*Eligible to make tender on contract of value not exceeding---*

SECOND SCHEDULE, *contd.*  
PART II, *contd.*  
*Works*

Specialization of Works	Factors for Assessment of Classification									
	Contract Value Limit of Grade (J\$M)	Minimum No. of Years in Business as a Supplier	Staff Requirement* P T S P T S	In last 10 Years Completed 2 Projects Each in Excess of (J\$M)	Financial Requirement 1. Fixed Assets in Excess of (J\$M) 2. Current Assets in Excess of (J\$M) 3. Current Ratio:=1					
Tank Erection The fabrication, placement and erection of structural tanks for the retention of fluids, solids and gases either	1	8	1 2 2 5 3 4	50,000	5,250	6,000				
	2	6	1 2 2 4 3 4	12,000	3,500	4,000				
	3	4	1 1 2 4 3 4	4,000	0,840	0,960				

*Eligible to make tender on contract of value not exceeding—*

treatment, ornamental decoration or security of structures.

No contract value limit

SECOND SCHEDULE, *contd.*  
PART II, *contd.*  
*Works*

Specialization of Works	Factors for Assessment of Classification									
	Contract Value Limit of Grade (\$M)	Minimum No. of Years in Business as a Supplier	Min. No. of Staff	Min. No. of Years in Industry	Completed 2 Projects Each in Excess of (\$M)	In last 10 Years	Financial Requirement	1. Fixed Assets in Excess of (\$M)	2. Current Assets in Excess of (\$M)	3. Current Ratio:=1
above or below the ground, including any associated work necessary for the placement and erection of the tank.	4	0	1	2	2	0.250	0.280	0.320		
	4,000									
<b>Sandblasting</b> The treatment of surfaces by use of equip-	1	8	2	1	3	50,000	5,250	6,000		
	No contract value limit									

*Eligible to make tender on contract of value not exceeding—*

P T S P T S

SECOND SCHEDULE, *contd.*  
PART II, *contd.*  
*Works*

Specialization of Works	Factors for Assessment of Classification		
	Staff Requirement*	In last 10 Years Completed	Financial Requirement
Grade	Minimum No. of Years in Business as a Supplier	2. Projects Each in Excess of (J\$M)	1. Fixed Assets in Excess of (J\$M)      2. Current Assets in Excess of (J\$M)
Contract Value Limit of Grade (J\$M)	Min. No. of Staff	Min. No. of Years in Industry	3. Current Ratio: =1
ment which is designed to clean, grind, cut or decorate surfaces with a blast of sand or other abrasive propelled by steam or compressed air.	6	2 1 - 3 3	12,000      3,500      4,000
2	2	1 - 3 3	12,000      3,500      4,000
3	4	2 1 - 3 3	12,000      0,840      0,960
4	0	1 1 - 2 2	4,000      0,250      0,280      0,320
<b>Roofing</b> The fabrication, installation, erection, assembly, construction,	8	1 2 2 5 3 5	No contract value limit      50,000      5,250      6,000

*Eligible to make tender on contract of value not exceeding---*

3. Current Ratio: =1

SECOND SCHEDULE, *contd.*  
PART II, *contd.*  
*Works*

<i>Specialization of Works</i>	Grade	Contract Value Limit of Grade (J\$M)	Minimum No. of Years in Business as a Supplier	Staff Requirement*			Min. No. of Years in Industry	Completed Years In last 10	Financial Requirement			
				P	T	S			1. Fixed Assets in Excess of (J\$M)	2. Current Assets in Excess of (J\$M)		
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.	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

*Eligible to make tender on contract of value not exceeding—*

3. Current Ratio:=1

SECOND SCHEDULE, *contd.*  
PART II, *contd.*  
*Works*

Specialization of Works	Factors for Assessment of Classification									
	Staff Requirement*	In last 10 Years Completed	Financial Requirement							
Grade	Minimum No. of Years in Business as a Supplier	2 Projects Each in Excess of (J\$M)	1. Fixed Assets in Excess of (J\$M)      2. Current Assets in Excess of (J\$M)							
	Min. No. of Staff	Min. No. of Years in Industry	3. Current Ratio:=1							
	P T S P T S									
<b>Signage</b> The fabrication, installation, erection, repair and alteration of billboards and outdoor signs which are fabricated of wood, steel or other suitable materials, including the installation of any related electrical	1	No contract value limit	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

*Eligible to make tender on contract of value not exceeding—*

SECOND SCHEDULE, *contd.*  
PART II, *contd.*  
*Works*

<i>Specialization of Works</i>	<i>Factors for Assessment of Classification</i>									
	Contract Value Limit of Grade (J\$M)	Minimum No. of Years in Business as a Supplier	Min. No. of Staff	Min. No. of Years in Industry	Completed Years In last 10	Financial Requirement				
Grade			P T S P T S			1. Fixed Assets in Excess of (J\$M)	2. Current Assets in Excess of (J\$M)	3. Current Ratio:=1		
wiring and any other work necessary and incidental to the construction or erection of signs. The painting of art and messages on signs.	4	4,000	0	1 2 2	2	0.250	0.280			0.320
<b>Fencing</b> The fabrication, construction, erection,	1	No contract value limit	8	2 2 3 5	5	50,000	5.250			6,000

*Eligible to make tender on contract of value not exceeding—*

SECOND SCHEDULE, *contd.*  
PART II, *contd.*  
*Works*

<i>Specialization of Works</i>	<i>Factors for Assessment of Classification</i>						
	Contract Value Limit of Grade (J\$M)	Minimum No. of Years in Business as a Supplier	Staff Requirement*	Min. No. of Years in Industry	Years Completed 2 Projects Each in Excess of (J\$M)	Financial Requirement 1. Fixed Assets in Excess of: (J\$M) 2. Current Assets in Excess of: (J\$M) 3. Current Ratio:=1	
			P T S P T S				
installation, assembly, alteration and repairs of fences, railings guard rails, including gates and posts made of wood, steel or other suitable materials but excluding masonry walls.	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

*Eligible to make tender on contract of value not exceeding—*



SECOND SCHEDULE, *contd.*  
PART II, *contd.*  
*Works*

Specialization of Works	Factors for Assessment of Classification										
	Contract Value Limit of Grade (J\$M)	Minimum No. of Years in Business as a Supplier	Staff Requirement*	In last 10 Years Completed 2 Projects Each in Excess of (J\$M)	Min. No. of Staff	Min. No. of Years in Industry	1. Fixed Assets in Excess of: (J\$M)	2. Current Assets in Excess of: (J\$M)	3. Current Ratio: =1	Eligible to make tender on contract of value not exceeding—	
<b>Road Surfacing-Asphaltic Concrete Works</b>											
1	No contract value limit	8					75,000	10,500	12,000		
2	75,000	6	3 2 7 5 3 5	24,000	5,250	6,000					
The excavation, grading, compacting and application of asphaltic concrete in the alteration, repair and construction of roads, streets and highways.											

SECOND SCHEDULE, *contd.*  
PART II, *contd.*  
*Works*

Specialization of Works	Factors for Assessment of Classification												
	Contract Value Limit of Grade (J\$M)	Minimum No. of Years in Business as a Supplier	Staff Requirement*	In last 10 Years Completed 2 Projects Each in Excess of (J\$M)	Financial Requirement	1. Fixed Assets in Excess of: (J\$M)	2. Current Assets in Excess of: (J\$M)	Eligible to make tender on contract of value not exceeding—					
								P	T	S	P	T	S
Road Surfacing— Double Surface Dressing Works	1	8	3	1	6	5	3	5	75,000	10,500	12,000		
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.	2	6	2	1	3	5	3	5	24,000	5,250	6,000		

SECOND SCHEDULE, *contd.*  
PART II, *contd.*  
*Works*

Specialization of Works	Factors for Assessment of Classification									
	Contract Value Limit of Grade (J\$M)	Minimum No. of Years in Business as a Supplier	Min. No. of Staff	Min. No. of Years in Industry	Completed 2 Projects Each in Excess of (J\$M)	In last 10 Years	Financial Requirement	1. Fixed Assets in Excess of: (J\$M)	2. Current Assets in Excess of: (J\$M)	3. Current Ratio:=1
Road Surfacing— Micro Surfacing Works	1	8	3	3	3	75,000	10,500	12,000		
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.	2	6	2	1	3	5	24,000	5,250	6,000	

*Eligible to make tender on contract of value not exceeding---*

P T S P T S

## THIRD SCHEDULE


(Regulation 12)

## FORMA(i)

## THE PUBLIC PROCUREMENT ACT

THE PUBLIC PROCUREMENT (REGISTRATION AND CLASSIFICATION OF  
SUPPLIERS) REGULATIONS, 2019  
(Regulation 12)

*Public Procurement Commission Certificate of Registration and  
Classification  
Works*

											
(Regulation 12)											
THIRD SCHEDULE PUBLIC PROCUREMENT ACT <i>Public Procurement (Registration and Classification of Suppliers) Regulations (Regulation 12)</i>											
Registration Date: _____						Expiration Date: _____					
<b>THE PUBLIC PROCUREMENT COMMISSION CERTIFICATE OF REGISTRATION AND CLASSIFICATION WORKS GRADES 1 - 4</b>											
Certificate No: _____											
This is to Certify that _____ has satisfied the requirement of the PUBLIC PROCUREMENT COMMISSION to be included on the Government of Jamaica Approved Register in the following grades in respect of the categories specified in the schedule hereto.											
<b>SCHEDULE TO CERTIFICATE</b>											
No.	Category	Grade	No.	Category	Grade	No.	Category	Grade	No.	Category	Grade
1.			8.			15.			22.		
2.			9.			16.			23.		
3.			10.			17.			24.		
4.			11.			18.			25.		
5.			12.			19.			26.		
6.			13.			20.			27.		
7.			14.			21.			28.		
									29.		
									30.		
									31.		
									32.		
									33.		
									34.		
Dated this _____ day of _____ 20__.						Signed: _____					
Chairman PUBLIC PROCUREMENT COMMISSION											

THIRD SCHEDULE, *contd.*

FORM A(ii)

THE PUBLIC PROCUREMENT ACT

THE PUBLIC PROCUREMENT (REGISTRATION AND CLASSIFICATION OF SUPPLIERS) REGULATIONS, 2019  
*(Regulation 12)*

*Public Procurement Commission Certificate of Registration and Classification Works (Artisans)*

Reg. Form 12)

THIRD SCHEDULE  
PUBLIC PROCUREMENT ACT  
*Public Procurement (Registration and Classification of Suppliers) Regulations  
(Regulation 12)*

Registration Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**THE PUBLIC PROCUREMENT COMMISSION  
CERTIFICATE OF REGISTRATION AND CLASSIFICATION  
WORKS GRADE 5**

Certificate No: \_\_\_\_\_

This is to Certify that \_\_\_\_\_ has satisfied the requirement of the PUBLIC PROCUREMENT COMMISSION to be included on the Government of Jamaica Approved Register in the following grades in respect of the categories specified in the schedule hereto.

**SCHEDULE TO CERTIFICATE**

No. Category	No. Category
1. _____	7. _____
2. _____	8. _____
3. _____	9. _____
4. _____	10. _____
5. _____	11. _____
6. _____	12. _____

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, Signed: \_\_\_\_\_  
Chairman  
PUBLIC PROCUREMENT COMMISSION

THIRD SCHEDULE, *contd.*


FORM B

THE PUBLIC PROCUREMENT ACT

THE PUBLIC PROCUREMENT (REGISTRATION AND CLASSIFICATION OF SUPPLIERS) REGULATIONS, 2019  
(Regulation 12)

*Public Procurement Commission Certificate of Registration and Classification  
Goods and Services*

(Regulation 12)



THIRD SCHEDULE  
PUBLIC PROCUREMENT ACT  
*Public Procurement (Registration and Classification of Suppliers) Regulations  
(Regulation 12)*

Registration Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**THE PUBLIC PROCUREMENT COMMISSION  
CERTIFICATE OF REGISTRATION AND CLASSIFICATION  
GOODS and SERVICES**

Certificate No: \_\_\_\_\_

This is to Certify that \_\_\_\_\_ has satisfied the requirement of the PUBLIC PROCUREMENT COMMISSION to be included on the Government of Jamaica Approved Register in the following grades in respect of the categories specified in the schedule hereto.

**SCHEDULE TO CERTIFICATE**

No.	Category	No.	Category	No.	Category	No.	Category
1.	_____	8.	_____	15.	_____	22.	_____
2.	_____	9.	_____	16.	_____	23.	_____
3.	_____	10.	_____	17.	_____	24.	_____
4.	_____	11.	_____	18.	_____	25.	_____
5.	_____	12.	_____	19.	_____	26.	_____
6.	_____	13.	_____	20.	_____	27.	_____
7.	_____	14.	_____	21.	_____	28.	_____
						29.	_____
						30.	_____
						31.	_____
						32.	_____
						33.	_____
						34.	_____
						n <sup>th</sup>	_____

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, Signed: \_\_\_\_\_

Chairman  
PUBLIC PROCUREMENT COMMISSION

Dated this 24th day of May, 2019

RAYMOND MCINTYRE  
Chairman,  
Public Procurement Commission

With the approval of

NIGEL CLARKE  
Minister of Finance and the Public Service

