



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. _____

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

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

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 (please state): _____

7. Jamaican Business Registration No: _____ 8. 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						

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: _____

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: _____

13] List names of key suppliers: _____

14] Description of largest contract /project undertaken in the past five years: _____

15] Affiliation with any internationally recognized institution(s). (Please provide the requisite e-mail address / website link)

16] State name(s) of company (ies) for which the Applicant has as an established Commercial relationship: (Authorized Representative/Authorized Agent/Authorized Dealer/Approved reseller/Franchise/Approved Distributor)
 (Please note: Letter of authorization must be attached for each company)

Name of Commercial Associate	Commercial Relationship	Contact Person	Contact Number	No. of years of commercial relationship

17] Does the Applicant have other locations?

Please indicate and state addresses below [] Warehouse [] Store house [] Workshop (please indicate) Other Facility (ies)

Address line 1: _____	Address line 1: _____	Address line: _____
Address line 2: _____	Address line 2: _____	Address line: _____
City: _____	City: _____	City: _____
Parish/State/Province: _____	Parish/State/Province: _____	Parish/State/Province: _____
Country: _____	Country: _____	Country: _____

17] **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., Ma., Msc.)	Major Discipline	Year Qualified

Experience

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

I _____ hereby solemnly declare that I am currently employed to
(Name of Staff member)

_____. My current employment status with the referenced applicant as at _____ is in a
(Name of Supplier of Applicant seeking registration with PPC) Date (DD/MM/YYYY)

(Please tick) Full Time Part Time Contractual Other _____ (please specify) capacity for registration with the Public Procurement Commission (PPC).

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

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

(Please tick) 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)

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**

**GOVERNMENT OF JAMAICA
PUBLIC PROCUREMENT COMMISSION**

**Approved 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

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

IDirector /Owner
(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:

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)

(Date)

Signature Justice of the Peace for the Parish of:

Or Notary Public

Place Justice
of the Peace /
Notary Seal
Here

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)

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.

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)

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

Place
Justice of
the Peace /
Notary Seal
Here

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 Licence []
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 - Approved Textbooks			
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 []

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 1-4HVAC or Valid Dealership Agreement & Certification / Academic qualification and experience[]
25	Hotel, Restaurant & Hospital 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 []

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
36	Merchandise			
37	Motor Vehicle and Spares - New Car			New Car Dealership Licence []
38	Motor Vehicle and Spares - Used Car			Used Car Dealership Licence []
39	Motor Vehicle Spares and Accessories			
40	Musical Instrument			
41	Office Equipment Supplies, Parts & Supplies			
42	Packaging Products & Supplies			
43	Pesticides			Pesticides: Pest Control Authority Licence to Sell Restricted []
44	Petroleum Products			Petroleum Licence (Ministry of Energy, pursuant the Petroleum (Quality Control Act) []
45	Pharmaceutical & Prescription Drugs			Letter from Ministry of Health [] or Letter from the National Health Fund [] Sale of Pharmaceutical Drugs: Certificate of Registration as a Pharmacy (Jamaica/Equivalent for overseas) []
46	Photographic Equipment and Supplies			
47	Promotional Items			
48	Renewable Energy Systems			
50	Safes and Vaults			
51	Safety Products			
52	School Furniture			Letter from the Ministry of Education []
53	Security Access and Id. Cards and related supplies			
54	Signs & Banners (not including billboards & large outdoor signs)			
55	Stationery Supplies			
56	Telecommunication Supplies			
57	Trophies, Medals & Insignias			

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
1	Advertising, Public Relations and Marketing Services				✓
2	Agricultural Services				✓
3	Appraisal & Valuation Services				✓
4	Auctioneer				✓
5	Audio Visual Equipment Rental			Completed Appendix A [] Proof of ownership []	
6	Audio Visual Services				✓
7	Call Center Services				
8	Canteen Concessionaire services			Food Handlers Permit for Chefs and Cooks []	✓
9	Car Rental Services			Jamaica Tourist Board Licence [] 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 []	✓
11	Cesspool Services			Motor Vehicle Docs.: -Certificate of Registration [] Certificate of Fitness [] Motor Vehicle Insurance [] and Public Carriers Licence [] Completed Appendix A []	
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 []	✓
16	Debt Collection & Recovery Services			Vendor Bailiff Licence []	✓
17	Document Destruction, Incineration & Recycling Services				
18	Electronic Bill Payment & Settlement Services				

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
19	Environmental & Occupational Health & Safety Services				✓
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			Mortuary Qualification [] Motor Vehicle documents - Cert. of Fitness [] Registration Certificate [] and Insurance certificate [] Public Carriers Licence []	✓
29	Garage Services			National Works Agency Certification []	✓
30	General Services				✓
31	Graphic Design				✓
32	Information Technology Services				✓
33	Insurance Services			Letter from the Financial Services Commission []	

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			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	Pesticide Control Services			Pesticide Control Authority Licence Applicator [] and Pesticide Control Authority Licence Operator []	✓
48	Photography Services				✓

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			Electrical Licence[]	✓
50	Photovoltaic and Wind Powered Systems Design			Degree / Diploma / Certificate in Electrical / Industrial Engineering or Degree / Certificate in Alternate / Renewable Energy Systems[]	✓
51	Real Estate Services			Real Estate Licence	✓
52	Safety & Security Services - other				
53	Safety and Security Services - Guard Services			Private Security Regulation Authority Licence [] Private Security Regulation Authority Registration []	
54	Safety and Security Services - Safety Equipment Installation and Service				✓
55	Safety and Security Services - other				
56	Safety & Security Services - Fire Safety Products and Equipment - Installation and Service				✓
57	Safety & Security Services- Private Investigation			Private Security Regulation Authority Licence [] Private Security Regulation Authority Registration []	✓
58	Solar Water Heater Installation			Certificate in plumbing [] Certificate in electrical installation []	✓
59	Telecommunication Services				✓
60	Towing and Wrecking			Motor Vehicle Docs.: -Certificate of Registration [] Certificate of Fitness [] Motor Vehicle Insurance [] and Public Carriers Licence [] Completed Appendix A []	
61	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 []	
62	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 []	
63	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 []	

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
64	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	
65	Transportation and Haulage - Mail Transportation			Motor Vehicle Docs.: -Certificate of Registration [] Certificate of Fitness [] Motor Vehicle Insurance [] and Public Carriers Licence [] Completed Appendix A []	
66	Transportation and Haulage - Nutrition Products			Motor Vehicle Docs.: -Certificate of Registration [] Certificate of Fitness [] Motor Vehicle Insurance [] and Public Carriers Licence [] Completed Appendix A []	
67	Transportation and Haulage - other			Motor Vehicle Docs.: -Certificate of Registration [] Certificate of Fitness [] Motor Vehicle Insurance [] and Public Carriers Licence [] Completed Appendix A []	
68	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 []	
69	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 []	
70	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 []	
71	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 []	
72	Transportation and Haulage - Water			Motor Vehicle Docs.: -Certificate of Registration [] Certificate of Fitness [] Motor Vehicle Insurance [] and Public Carriers Licence [] Completed Appendix A []	

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

GENERAL INSTRUCTIONS AND INFORMATION

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

INSTRUCTIONS FOR COMPLETING THE FORM

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

Appropriate certification from:

- HEART Trust/NTA

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

DOCUMENTS TO BE SUBMITTED

New applicants

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

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

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

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

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

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

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