

INVITATION TO SMALL CONTRACTORS FOR REPAIRS AND MAINTENANCE (EMERGENCY) WORKS

Applicants must present the following documents and information (where applicable)

1. Indicate type of organization: Sole Proprietorship, Partnership or Limited Liability
2. Valid Value Added Tax (VAT) Certificate
3. Valid Board of Inland Revenue Tax Clearance Certificate
4. Valid National Insurance Scheme (NIS) Compliance Certificate or letter indicating that you are NIS registered.
5. Provide a current organizational chart showing the management structure of the company including the key personnel. Presentation of qualifications of key personnel is required i.e. Curriculum Vitae, Plumbing License, Electrical License etc.
6. A letter from a banker or financial institution indicating the relationship between the Applicant and the institution.
7. Certificate of Incorporation of the organization and/or other documentary evidence certifying the existence of the organization or that an application is currently being processed for registration
8. Evidence of previous job experience (e.g. Contract, Purchase Order, Receipts of payments from previous jobs completed). Written testimony of work performance should be provided in the instances where formal agreements are not available.
9. A Letter of authorization for the signatory to represent the organization.
10. Contact Information (Company Name, Address, Telephone & Fax Numbers and Email Address)