



**ST. CHRISTOPHER AND NEVIS
PUBLIC WORKS DEPARTMENT**

Application for Contractor Registration

Section A: About Your Company

Type of Company, Please indicate with an "√"

Public Company ☐ Private Company ☐ Sole Proprietor ☐ Partnership ☐

Other ☐ (Please specify): _____

1. Name of Contractor: _____
2. Address of Company: _____
3. Inland Revenue Registration #: _____
4. Fax #: _____ Telephone #: _____ Email Address: _____
5. Names & Addresses of bankers from who references may be obtained: _____
6. Contact Person: _____ Post within the Company: _____
7. Cell Phone #: _____ Email Address: _____
8. The Company is 100% ownership within St. Kitts and Nevis. Yes ☐ No ☐
Other ☐ (Please specify): _____
9. Number of full-time, permanent employees. Include management, clerical, supervisory and technical people working for the firm. _____
10. How many years has the company been in business? _____
11. How many years under the present ownership? _____
12. Does your company have a written **Health and Safety Policy**? Yes ☐ No ☐
13. Do you insist on the use of the following safety gear on site? Tick the safety features that apply to your company usage.
Boots ☐ hard hats ☐ illuminating vest ☐ harness ☐
14. Does your company have a written **Environmental policy**? Yes ☐ No ☐
15. Does your company have a written **Quality Assurance Policy**? Yes ☐ No ☐
16. Is your company familiar with FIDIC Conditions of Contract? Yes ☐ No ☐
17. Have you or any of your employees participated in any construction related courses/workshops within the **last two years**? Yes ☐ No ☐

If yes, give a brief explanation: _____

18. Have you or any of your team attended workshops/courses **organized by PWD**?
Yes ☐ No ☐

Section B: Sureties

1. Do you have Contractor's All Risk Insurance Coverage? Yes ☐ No ☐
If yes, please state maximum amount as of now (\$ _____)
2. Give name and address of Insurer(s) _____

Section C: Type of Work

1. Type of Construction work you are **interested in**, Please indicate with an "√"
Road Work ☐ Building Work ☐ Trucking & Heavy Equipment Services ☐ Plumbing ☐
Electrical ☐ Data Services ☐ Air Conditioning ☐ Welding ☐
Other ☐ (Please specify): _____

2. Value of Construction work you are **interested in**, Please indicate with an "√"
Up to EC\$500,000.00 ☐ Up to EC\$1,000,000.00 ☐ Over EC\$1,000,000.00 ☐

Section D: Legal Claims

1. Has the business ever been involved in any litigation and/ or arbitration for failing to fulfill or to comply with the terms of a contract? Yes ☐ No ☐
If yes, give a brief explanation and outcome: _____

2. Is the company involved in any litigation and or arbitration proceedings at present or in the past?
Yes ☐ No ☐

If yes, give a brief explanation and outcome.

Section E: Project Completed or In Progress

1. Complete the table below. The projects should have been undertaken within the **past five years**.
The first row is an example.

NAME OF PROJECT	LOCATION	YEAR COMPLETED	OWNER & PHONE NUMBER	COST EC\$
Commercial Complex	South-East Peninsular	2012	Mr. John Doe 662-1145	\$2,3000,000.00 (labour & material)

Section F: Declaration

I/We, the undersigned do hereby declare that the information given above is true and accurate. I/We further understand that any deliberate mis-information given may be sufficient cause for my/our application to be disqualified.

Signature of Applicant: _____ Date: _____

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[] Approved by: Title/Position: Date:

[] Disapproved by: Title/Position: Date:

Reason for disapproval: