



**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 #: \_\_\_\_\_

5. Telephone #: \_\_\_\_\_

6. Email Address: \_\_\_\_\_

7. Names & Addresses of bankers from who references may be obtained: \_\_\_\_\_

\_\_\_\_\_

8. Contact Person: \_\_\_\_\_

9. Post within the Company: \_\_\_\_\_

10. Cell Phone #: \_\_\_\_\_

11. Email Address: \_\_\_\_\_

12. The Company is 100% ownership within St. Kitts and Nevis. Yes  No

Other  (Please specify): \_\_\_\_\_

13. Number of full-time, permanent employees. Include management, clerical, supervisory and technical people working for the firm. \_\_\_\_\_

14. How many years has the company been in business? \_\_\_\_\_

15. How many years under the present ownership? \_\_\_\_\_

16. Does your company have a written **Health and Safety Policy**? Yes  No

17. 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

18. Does your company have a written **Environmental policy**? Yes  No

19. Does your company have a written **Quality Assurance Policy**? Yes  No

20. Is your company familiar with FIDIC Conditions of Contract? Yes  No

21. 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

22. 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.

3. 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 three years**. The first row is an example.

NAME OF PROJECT	LOCATION	YEAR COMPLETED	OWNER & PHONE NUMBER	COST ECS
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: \_\_\_\_\_

#### FOR OFFICIAL USE ONLY

[ ] Approved by: ..... Title/Position: ..... Date: .....

[ ] Disapproved by: ..... Title/Position: ..... Date: .....

Reason for disapproval: .....