

OBTAINING FORMS FOR REGISTRATION AS A CONTRACTOR IN NATIONAL HOSPITAL ABUJA.

1. Check the various fees listed below for the amount to be paid for your Application form and Registration of the Category of your choice
2. Make both payments on separate receipts at the DENTAL/ENT CASH POINT
3. Bring the two receipts to the legal unit where you will be given a set of application form and a copy of the guidelines to help in completing the forms
 - i. Business Names/Partnerships =N=500:00
 - ii. Limited Liability Companies =N=1,000:00

THE FOLLOWING CATEGORY OF CONTRACTS ARE OPEN FOR REGISTRATION:

NOTE: A contractor SHALL NOT be awarded any contract above his /her limit on any account.

CATEGORY A CONTRACTS: Contract limit of =N= 200,000:00
Registration fee is =N=1,000:00

CATEGORY B CONTRACTS: Contract limit of =N= 500,000:00
Registration fee is =N= 2,500:00

CATEGORY C CONTRACTS: Contract limit of =N= 1,000,000:00
Registration fee is =N= 5,000:00

CATEGORY D CONTRACTS: Contract limit of =N= 5,000,000:00
Registration fee is =N= 10,000:00

CATEGORY E CONTRACTS: Contract limit of =N= 10,000,000:00
Registration fee is =N= 15,000:00

CATEGORY F CONTRACTS: Contract limit of =N= 50,000,000:00
Registration fee is =N= 20,000:00

CATEGORY G CONTRACTS: Contracts over =N= 50,000,000:00
Registration fee is =N= 50,000:00

REQUIRED DOCUMENTS

All completed forms should be returned to the Legal Unit with Photocopies of the following documents.

BUSINESS NAMES

1. Certificate of Registration of Business Name
2. A current Income Tax Clearance Certificate
3. Attestation from a creditable Commercial Bank
4. Evidence of previously executed Government contract
5. Photocopies of receipts for Application form and Registration fees
6. VAT registration certificate

PARTNERSHIPS

1. Business name Registration Certificate
2. A current Tax Clearance Certificate of the Partnership
3. Professional (not academic) qualification of Partners for contractors in Building/Civil Engineering, Electrical Engineering/Installation, Mechanical Engineering, Pharmaceuticals
4. Attestation from a creditable Commercial Bank
5. VAT registration certificate
6. Photocopies of the receipts for application form and Registration fees
7. Evidence of previously executed Government contract

LIMITED LIABILITY COMPANIES

1. Certificate of Incorporation
2. Stamped Memorandum and Articles of Association
3. Current Tax clearance of the company
4. Professional (not academic) qualifications of Directors for contractors in Building/Civil Engineering, Electrical Engineering/Installation, Mechanical Engineering, Pharmaceuticals
5. Photocopies of the receipt for application form and Registration fees
6. VAT registration certificate
7. Attestation from a creditable Commercial Bank
8. Evidence of previously executed Government contract