

# CONTRACTORS' REGISTRATION FORM



**NIGERIAN AVIATION HANDLING COMPANY PLC**  
**nahco aviance HEADQUARTERS**  
**MURTALA MUHAMMED INTERNATIONAL**  
**AIRPORT P.M.B. 013, M.M.I.A.**  
**IKEJA, LAGOS**

Affix passport photograph with name and signature behind the photograph.

(Representative)

Affix passport photograph with name and signature behind the photograph.

(Director/Owner)

*Form No.*

**1. REGISTERED BUSINESS NAME:** .....

.....

**CURRENT OFFICE ADDRESS (Not P.O.Box):** .....

.....

**POSTAL ADDRESS:** .....

.....

**E-MAIL ADDRESS:** .....

**TELEPHONE NUMBER(S)**.....

**2. OWNERSHIP STRUCTURE (Plc, Limited liability).....(Please indicate)**

**Directors/Owners**

I) **NAME:** .....

**RESIDENTIAL ADDRESS:** .....

.....**SPECIMEN SIGNATURE**.....

**NAME:** .....

**RESIDENTIAL ADDRESS:** .....

.....**SPECIMEN SIGNATURE**.....

II) **NAME OF REPRESENTATIVE:** .....

**RESIDENTIAL ADDRESS:** .....

..... **SPECIMEN SIGNATURE**.....

- **DISCLAIMER: Registration as a contractor does not guarantee the award of contract(s)**

**3. CONTRACTORS REGISTRATION REQUIREMENTS: (Ensure all documents are bound)**

- (1) Photocopy of Certificate of Incorporation (Original for sighting)
- (2) 3 (three) years audited financial statements
- (3) Photocopy of VAT Certificate and Tax Identification Number-**TIN** (Original for sighting).
- (4) Business reference letters (minimum of 2).
- (5) Banker's reference & account statement.
- (6) Photocopy of 3-years Tax Clearance Certificate (Original for sighting).
- (7) Documentary profile of organization incorporating physical address, organogram of management, structure and ownership.
- (8) Legal Search at C.A.C (to be conducted at the expense of the applicant)

**4. BANK DETAILS:**

ACCOUNT NUMBER:.....

BANK BRANCH:.....

SORT CODE:.....

**5. REGISTRATION CATEGORIES AND FEES: (Please Tick)**

CATEGORY	₦		₦	FEES (₦)
<b>A</b>	BELOW	-	500,000.00	10,000.00
<b>B</b>	500,001.00	-	2,500,000.00	25,000.00
<b>C</b>	2,500,001.00	-	10,000,000.00	100,000.00
<b>D</b>	10,000,001.00	-	25,000,000.00	150,000.00
<b>E</b>	25,000,001.00	-	ABOVE	250,000.00

**6. BUSINESS INTEREST:**

Please indicate area of business interest based on the specializations attached overleaf:.....

**Note:** All information will be treated in the strict confidence.  
Any of the information found to be false would lead to disqualification.

**CODE OF CONDUCT**

**Integrity is one of our core values in NAHCO Plc, and it is therefore essential that we restate the position of the Company on issues impacting on integrity.**

- 1. Our employees are not permitted to accept any gift from Suppliers, Contractors and Consultants or their representatives, **which is intended to facilitate or give undue advantage** to the Supplier/Contractor/Consultant in processing of orders, documents or payments.
- 2. If at any time, any of our employees is offered an inducement or such a gift, **which is, or may be construed as being a bribe**, the matter will be reported formally for disciplinary actions.
- 3. **Where an employee demands for inducement or gratification** from any Supplier/Contractor/Consultant, such request must be promptly rejected and reported to any Head of Department available at the time of the incident.
- 4. The issuance and acceptance of Order for service constitutes a legal contract, and as such, any inability to service or incomplete deliveries of orders must be declared in writing within at least three (3) days from expected date of delivery. Unserviced and/or incomplete service of orders without notification as stipulated above attracts three (3) months suspension or outright loss of registration status.

5. Multiple registrations are not permitted. That is, registration with two (2) or more different names, or by the use of proxy by the same Supplier/Contractor/Consultant. When detected such defaulters will lose their registration status with the Company.

It is important to note that we expect full compliance with this policy by all Suppliers, Contractors and Consultants as well as their Representatives.

**Acknowledgement by Suppliers, Contractors or Consultants**

I confirm that I have read and understood the contents of this Form. I hereby declare the information given herein is true and made in good faith with all due care. I also consent that all the information given can be verified by NAHCO Plc.

Name of Company: .....

Name of Person Signing: .....

Position: .....

Date: ..... Signature: .....

**FOR OFFICIAL USE ONLY**

**NOTE:** All references (Business and Banker’s) must be sent with Referee’s letterhead containing assessment of the company/supplier’s previous relationships particulars as to suitability or otherwise of the applicant for business purposes. This should be sent under confidential cover to: **THE PROCUREMENT MANAGER**, nahco aviance Hqtrs  
**PROCUREMENT MANAGER**  
 NIGERIAN AVIATION HANDLING COMPANY Plc.  
 MURTALA MUHAMMED INTERNATIONAL  
 AIRPORT, P.M.B. 013, M.M.I.A  
 IKEJA, LAGOS

<b>CHECKED BY:</b> .....	<b>SIGNATURE/DATE:</b> .....
<b>REQUIREMENTS: COMPLETE</b> .....	<b>INCOMPLETE</b> .....
<b>RECOMMENDATION FROM DEPARTMENTS OTHER THAN PROCUREMENT DEPARTMENT</b>	
<b>DEPARTMENT:</b> .....	<b>SIGN/DATE:</b> .....
<b>COMMENTS:</b> .....	
<b>APPROVAL:</b> (To be completed by the Procurement Manager)	
<b>COMMENTS:</b> .....	
<b>NAME:</b> .....	
<b>SIGNATURE:</b> .....	<b>DATE:</b> .....
<b>HEAD, CORPORATE SERVICES</b>	
<b>SIGNATURE:</b> .....	<b>DATE:</b> .....

**Closing date for submission: 31<sup>st</sup> March, 2017.**

<b>S/N</b>	<b>CLASSIFICATION</b>	<b>DESCRIPTION OF ITEMS</b>
1.	Spare parts, tyres & tubes	All spare parts and GSE accessories like batteries, tyres and tubes
2.	GSEs – Foreign & Local	FMCs, Pushbacks, Pax steps, Conveyor belt, tractors, toilet and water bowsers, hand trucks etc.
3.	Oil and Lubricants	AGO, PMS (fueling of operational/official cars) and other lubricants.
4.	Motor vehicles & Forklifts	Official/operational vehicles and forklifts
5.	ICT equipments & accessories	Computers, laptops, photocophiers, printers, scanners, telephone boxes, handheld, radios, toners and inks
6.	Office/household equipment	Airconditioners, fridges, televisions, washing machines, cookers, water dispensers, microwave etc.
7.	PPEs	Safety boots, hand gloves, ear muffs, raincoats, fire extinguishers etc
8.	Construction, Civil & Carpentry works	Civil works and construction/carpentry works including plumbing and electrical consumables such as taps, lightings, bulbs etc
9.	Furnitures & fittings	Tables, chairs, file cabinets, safe etc
10.	Printing & Stationeries – General Printing & Creative designs (agencies)	Printing paper, letterhead, call cards, printed items etc.
11.	Drugs & medical supplies	Drugs supplies for clinic use.
12.	Miscellaneous	All other supplies not classified in any of the eleven (11) groups. Such items as cleaning items, nylon and trash bags, corporate gifts and branded items.