



**APPLICATION FOR REGISTRATION AS CONTRACTOR
FOR THE FEDERAL UNIVERSITY, OTUOKE**

The Bursar
Federal University, Otuoke
P.M.B. 126, Yenagoa
Bayelsa State

Dear Sir/Madam,

I/we hereby apply to be registered as Contractor in your University in the category indicated herein. Attached hereto is a photocopy of the receipt issued by your Department for the non-refundable registration fee pertaining to the category of my/our registration.

I/we agree that registration with your University does not in any way guarantee the registered Contractor any form of work in the University. The Federal University, Otuoke is not precluded from placing any of its work in an open tender whereby registered contractors would be free to bid for the work.

I/we also declare that the information given herein are true and correct, and understand that any false information given about myself/ourselves will lead to my/our disqualification or subsequent cancellation of any contract awarded to me/us at the full discretion of the University.

APPLICATIONS SHOULD BE ACCOMPANIED BY:

- a. A Reference letter from your bank for categories B, C & D only
- b. A photocopy of your 3 years Tax Clearance Certificate
- c. Curriculum Vitae of your key personnel (applicable to consultancy Companies only)

Registration of more than one area of specialization can be affected by completing one or more registration form.

All applicants not duly registered would be informed accordingly.

1. Name of Applicant/Company/(Photocopies of certificate of registration/incorporation to be attached)

.....
.....

2. Postal Address (Box or P.M.B. Not accepted):.....

.....
.....

3. Email address of Designated Officer:.....

4. Office of Registration desired (if different from 2 above):.....

.....

5. Category of Registration desired (see table 1 below):.....

6. Application Fee, Receipt Number with date:.....

7. Give brief details of the area of your specialization:.....
.....
.....
.....
.....
.....

8. Give brief details of the type of and value of work done by your company in the past 12 months:
.....
.....
.....
.....
.....
.....

9. What is the highest value of job done by your company since registration/incorporation? Give details:
.....
.....
.....
.....
.....
.....

10. Purchase a Bank Draft in the name of Federal University Otuoke, Contractor Registration Fee, p ayable at First Bank Plc.

11. Obtain a receipt from the Office of the Bursar, Federal University Otuoke.

Yours faithfully,

Official designation

GSM NO.

Official Rubber Stamp or Seal

CATEGORIZATION OF CONTRACTS

CATEGORY	CONTRACT VALUE N	REGISTRATION FEE N	RENEWAL FEE
A Supply Of Uniforms, Tailoring, Interior Decoration, Local Building Materials, Drugs, Stationery, Chemicals, Printing, Building/Engineering Works, Repairs/Serviceing of office equipment and machines, Furnishing and household goods; Supply of general maintenance goods; Supply of general maintenance goods; External, Internal, Civil, Mechanical and Electrical Maintenance Works.	Up to but not exceeding N1,000,000.00	N5,000.00	N2,500.00
B Decoration, Local Building Materials, Drugs, Stationery, Chemicals, Printing, Building/Engineering Works, Repairs/Serviceing of office equipment and machines, Furnishing and household goods; Supply of general maintenance goods; Supply of general maintenance goods; External, Internal, Civil, Mechanical and Electrical Maintenance Works. Construction, Consultancy, Professional Services etc	More than N1,000,000.00 but not exceeding N5,000,000.00	N10,000.00	N5,000.00
C Contracts/supply of Building Materials, Scientific/Engineering Equipment, Chemicals, Repairs, Equipment and Stationery. Civil Works, Bridges, Consultancy Services Agency etc	CI More than N5,000,000.00 But not exceeding N10,000,000.00	N15,000.00	N7,500.00
	C2 More than N10 Million But not exceeding N50,000,000.00	N30,000.00	N15,000.00
D Building Engineering Works and Supply of equipment. All manner of works and services higher in content and value than (A to C) above	DI More than N50 Million But not exceeding N250,000,000.00	N50,000.00	N25,000.00
	D2 More than N250 Million And above	N100,000.00	N50,000.00