

# Appendix I: Online Registration Information Checklist - Sample

This section provides a sample checklist of the information required for the online registration process.

## SECTION A: REGISTRATION OF COMPANY PARTICULARS

### **BASIC CONTACT INFORMATION**

1. Full Registered Name of Business: \_\_\_\_\_
2. Other Business Trade Name/Acronym/Short Name (Optional): \_\_\_\_\_
3. Head Office Address:

Street Address: _____
City: _____ State: _____ Country: _____
Post Office Box: _____ Private Mail Bag: _____ Zip: _____

*(For foreign companies, enter overseas head office address)*

4. Business Telephone Number(s):

Fixed /Land Line: - Country Code: _____ Area Code: _____ Phone Number: _____
Mobile Phone: - Phone Number: _____
5. Business Fax Number: Country Code: \_\_\_\_\_ Area Code: \_\_\_\_\_ Fax Number: \_\_\_\_\_
6. Business Email Address: \_\_\_\_\_
7. BPP Registration Contact Information: *(Optional - only if different from contact information provided above)*

Email Address: _____
Fixed/Land Line: Country Code: _____ Area Code: _____ Phone Number: _____
Mobile Line: Phone Number: _____
Department Name: _____

**LEGAL REGISTRATION INFORMATION**

9. Company Legal Structure: *(Check relevant box below)*  
 Public Limited    Private Limited    Partnership    Proprietorship    Government Agency    Not-For-Profit
10. Date of Company Registration: \_\_\_\_\_ *mm/dd/yyyy* \_\_\_\_\_
11. Date Business Commenced: \_\_\_\_\_ *mm/dd/yyyy* \_\_\_\_\_
12. Company's Ownership Structure: *(Check relevant box below):*  
 Nigerian Owned    Foreign Company    Foreign-Owned Nigerian Subsidiary
13. CAC Business Registration Number: \_\_\_\_\_ *(Nigerian companies only)*
14. Dun & Bradstreet (DUNS) Number: \_\_\_\_\_ *(Foreign companies only)*
15. Tax Identification Number (TIN): \_\_\_\_\_ *(Nigerian companies only)*
16. Pension Registration Number (PenCom): \_\_\_\_\_ *Nigerian companies only with 5+ employees)*

17. Board of Directors:

List the members of the board of directors of your company below. For Nigerian companies, this list should be identical to the **current Form CO7** filed with the Corporate Affairs Commission (CAC).

S/No	First Name	Last Name	Nationality	Country of Origin
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

18. Group Parent Company Information: *(Optional – only for subsidiary companies)*

Registered Name of Parent Company: _____
CAC RC # of Parent Company: _____
Dun & Bradstreet DUNS # <i>(**for Foreign Parent Company Only)</i> _____
BPP Contractor ID of Parent Company: <i>(if already registered with BPP)</i> _____



Manufacturer Representative or Foreign Agent/Distributor Representation Details:

Manufacturer Name / Foreign Principal Company: \_\_\_\_\_

Date of Commencement of Agency Relationship: \_\_\_\_\_dd/mm/yyyy\_\_\_\_\_

Type of Representation (*Exclusive or Non-Exclusive*): \_\_\_\_\_

**SECTION C: BUSINESS CLASSIFICATION INFORMATION**

**SECTION C1 - WORKS (CONSTRUCTION) CATEGORY COMPANIES ONLY**

23. **Standard Construction Equipment Template:**

Please provide details of equipment owned or leased by your company using the format below.

A specific template is provided for each Works category. Sample form below is for Highways and Streets Construction Category only. In the online form, based on your category selection, the correct template will be provided for completion.

You will be required to complete this for **each category** your company has selected.

**Important Notes –please review before completing table:**

- *This information will be used in classification of contractors into applicable "grades" or "tiers" and may be subject to further verification.*
- *A contractor must be able to show evidence of registration of equipment declared in the name of the contractor only.*
- *A contractor must also be able to provide copy of vehicle licence, road worthiness and insurance for all declared equipment at time of verification. All equipment must be in serviceable condition.*
- *Providing false information may lead to serious sanctions.*

**Standard Equipment Template – For Highways and Streets Category:**

<b>Standard Equipment Type</b>	<b>Total Number Owned or Leased</b>
Bulldozer	
Excavator	
Pay Loader	
Grader	
Rollers	
Trucks	
Survey Equipment (Theodolite)	
Concrete Mixers	

Crane	
Asphalt Plant	
Tar Boilers	
Water Pump	
Low Bed	
Air Compressor	

24. **Management Personnel Template:**

Please provide details of company management personnel using the format below.

<b>Required Information</b>	<b>Managing Director</b>	<b>Head of Finance/Accounts/ Administration</b>	<b>Head of Technical/ Engineering/Operations</b>	<b>Head of Human Resources</b>
<b>Does This Position/Role Exist In Your Company? (Yes / No)</b>  <i>(if yes, provide details below)</i>				
<b>First Name</b>				
<b>Last Name</b>				
<b>Official Title</b>				
<b>Appointment Date</b> <i>(dd/mm/yyyy)</i>				
<b>Nationality</b>				
<b>Country of Origin</b>				
<b>Passport Number</b>				
<b>Date of Birth</b>				

(dd/mm/yyyy)				
<b>Highest Educational Qualification Achieved</b>				
<b>Professional Certifications</b>				
<b>Total Years of Experience</b>				

25. **Construction Technical Personnel Template:**

Please provide details of company technical personnel using the format below.

**Important Notes –please review before completing table:**

- *This information will be used in classification of contractors into applicable "grades" or "tiers" and may be subject to further verification including review of professional qualifications.*
- *Personnel may be permanent or temporary and must be indicated as such. All personnel should have proper certification for their job.*
- *Providing false information may lead to serious sanctions.*

**Construction Technical Personnel Template: \_\_**



<b>Standard Construction Technical Roles</b>	<b>Number of Staff in Your Company</b>	<b>Staff #</b>	<b>Position Or Title In Your Company</b>	<b>First Name</b>	<b>Last Name</b>	<b>Employment Type</b> <i>(Permanent or Temporary)</i>	<b>Professional Certification</b>
Construction Manager		i					
Registered Engineers (Civil)		i					
		ii					
		iii					
Registered Engineers (Electrical)		i					
		ii					
		iii					
Registered Engineers (Mechanical)							
Registered Quantity Surveyors							
Technologist (Civil)							
Technologist (Electrical)							
Technologist (Mechanical)							
Site Supervisors							

**SECTION C2 - SERVICE(CONSULTANTS) CATEGORY COMPANIES ONLY**

**26. Consultant Professional Staff Personnel Template:**

Please provide details of the Consultant’s Professional Staff expertise using the format below.

A specific template is provided for each Consultant category. Sample form below is for IT Consultant Category only. In the online form, based on your category selection, the correct template will be provided for completion.

**Important Notes –please review before completing table:**

- *This information will be used in classification of contractors into applicable "grades" or "tiers" and may be subject to further verification including review of professional qualifications.*
- *Consultant personnel may be permanent or temporary and must be indicated as such. All personnel should have proper academic qualifications and certifications for their job.*
- *Providing false information may lead to serious sanctions.*

**Consultant Professional Expertise Template For Category – Information Technology (IT):**

Standard Consultant Role	Number of Staff in Your Company	Staff #	First Name	Last Name	Employment Type <i>(Permanent or Temporary)</i>	Highest Academic Qualification	Highest Professional Certification	Number of Previous Projects	Individual Consultant Years of Experience	Total Experience In Consultant Firm (Years)
Business Analyst										
		i								
		ii								
System Analyst										
		i								
		ii								
Database Analyst										
		i								
		ii								
Software Programmer										
		i								

		ii								
Quality Assurance Analyst										
		i								
		ii								

27. **Consultant Professional Software Library and Tools Template:**

Please provide details of the Consultant’s Professional Software Library and Tools using the format below.

A specific template is provided for each Consultant category. Sample form below is for Engineering Consultant Category only. In the online form, based on your category selection, the correct template will be provided for completion.

**Important Notes –please review before completing table:**

- *This information will be used in classification of contractors into applicable "grades" or "tiers" and may be subject to further verification including review of professional qualifications.*
- *Providing false information may lead to serious sanctions.*

**Consultant Professional Software Library and Tools Template For Engineering Consultant**

<b>Standard Required Software or Tool Type</b>	<b>Does Consultant Have Required Software or Tool? (Yes or No)</b>	<b>Sub-Type #</b>	<b>Software Title Name Owned By Consultant (if applicable)</b>	<b>Number of Software Licenses Maintained By Consultant (if applicable)</b>
Engineering Design Software				
		i		
		ii		

Engineering Modelling Software				
		i		
		ii		
Wind Tunnel Simulator Software				
		i		
		ii		
Financial Costing Software				
Project Management Software				

**SECTION C3 – FINANCIAL CAPACITY INFORMATION**

28. **Audited Total Sales Turnover of Your Company for the last three financial years:** *(All Companies)*

<b>Financial Year</b>	<b>Amount (Naira)</b>	<b>Date of Audit Report (dd/mm/yyyy)</b>	<b>Name of Audit Firm</b>

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29. **Additional Financial Ratio Information for the last three financial years:** *(Works Companies Only)*

Financial Year	Pre-Tax Profit as % of Sales	Quick Ratio	% Return on Total Assets

30. **Current Number of Employees:** \_\_\_\_\_ *(All Companies)*

**SECTION C4: JOBS COMPLETED INFORMATION**

31. **Number of Relevant Jobs/Projects / Contracts Completed in the past ten years:**

Please provide details of previous jobs completed for each category that your Company has selected using the format below.

**Important Notes –please review before completing table:**

- *This information will be used in classification of contractors into applicable "grades" or "tiers" and may be subject to further verification including review of job completion certificates.*
- *Only jobs that are fully completed are valid. In-progress jobs or partial completion are not applicable.*
- *Providing false information may lead to serious sanctions.*

**Jobs Completed Template:**

S/ No	Name of Client Organization <i>(Private or Govt)</i>	Client Reference Contact First Name	Client Reference Contact Last Name	Contact Email <i>(if available)</i>	Contact Phone Number <i>(if available)</i>	Title of Job	Relevant Category	Award Date <i>(dd/mm/yyyy)</i>	Completion Date <i>(dd/mm/yyyy)</i>	Award Value <b>(Naira)</b>
1										
2										
3										
4										
5										
6										
7										

8										
9										
10										

**SECTION D: PAYMENT INFORMATION**

**32. Registration and Renewal Payment Schedule:**

Please review applicable registration and renewal payment applicable to your company.

<b>S/No</b>	<b>Type of Company</b>	<b>Initial Registration</b>	<b>Annual Renewal</b>
1	Nigerian Owned Company	Free	Required – TBD <i>(To cover annual verification costs and solution enhancements and data updates)</i>
2	Foreign Company	Required – TBD <i>(To cover verification report of foreign company information)</i>	Required – TBD <i>(To cover annual verification costs and solution enhancements and data updates)</i>
3	Nigerian subsidiary of Foreign Company	Required – TBD <i>(To cover verification report of foreign parent company information)</i>	Required – TBD <i>(To cover annual verification costs and solution enhancements and data updates)</i>

**33. Online Payment Options:**

Please select preferred option from menu and make payment. Your application will only be processed on confirmation of payment if applicable. Please note that only electronic payment options are accepted. No cash or cheque payments will be accepted.

- International Wire Transfer** *(International wire transfer to designated bank account)*
- Foreign Credit Card** *(Foreign credit card – VISA, MasterCard)*
- Local Bank Transfer** *(Local bank transfer to designated bank account)*
- Local Bank/Debit/Credit/Prepaid Cards** *(VISA, MasterCard, Interswitch, E-tranzact)*

**Local Prepaid Recharge Cards** (*Prepaid recharge card*)

**On selection of one of the options above, the appropriate screen to enter your payment details for your selected payment option will be provided.**

**SECTION E: LEGAL DISCLOSURES AND SIGNATURES**

**34. Legal Terms and Conditions :**

**Content for this section to be provided by BPP Legal Department**

*The Terms and Conditions will govern the operation of the BPP Contractor Registration, Categorization and Classification Database and the use of the information in the system.*

**Each applicant will be required to read and "Accept" or "Decline" the Terms and Conditions while completing the Online Registration Form.**

**35. Formal Binding Declaration By Executive Officer Of Company :**

*Declaration below must be signed by a senior executive office of the company with the power to sign on behalf of the company e.g. Managing Director, Chief Finance Office, Head of Legal etc.*



I / We declare and confirm that:-

- a. The information submitted herein concerning the Applicant/Firm's financial capacity, personnel, plant and equipment, etc pertains solely to the Applicant / Firm and that such information does not relate to or arise from any other Applicant / Firm categorized or to be categorized at the Bureau of Public Procurement (BPP) in which I / We have any interest and/or controlling interest by way of either direct or indirect ownership.
- b. All information and attachments submitted in this application are true and correct.
- c. I / We are aware that any false information provided herein will result in the rejection of this application and suspension of any categorizations granted.
- d. I / We shall not make refund claims of expenditure incurred in processing this application.

Check Box For Online Signature:

Name in Full: \_\_\_\_\_

Designation / Position: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

**36. Anti-Bribery Pledge By Executive Officer Of Company :**

*The anti-bribery attestation below must be signed by a senior executive office of the company with the power to sign on behalf of the company e.g. Managing Director, Chief Finance Office, Head of Legal etc.*

We at ..... (Name of Company)  
recognise that corruption has a devastating impact on the social and economic development of any country. We share in the growing global consensus that action is needed to strengthen transparency and accountability, particularly in international development, trade and investment.

We at .....therefore pledge to support the efforts of the government of Federal Republic of Nigeria and to participate, along with the Bureau of Public Procurement and other members of the business community and financing institutions, in forming coalition against corruption.

We at .....welcome the actions taken by the government to strengthen transparency and accountability. In this context, we shall:

- i. Not offer or give any bribes or any other form of inducement to any public official in connection with a spending bid;
- ii. Not permit anyone (whether our employee or an independent commission agent) to do so on our behalf;
- iii. Make full disclosure in our bids of the beneficiaries of payments relating to the bids to any person other than our employees but including bonus payments which may be made to employees;
- iv. Formally undertake to issue instructions to all our employees or agents or other representatives in Nigeria directing at all times to comply with the constitution and laws of the Federal Republic of Nigeria and in particular not to offer or to pay bribes or other form of inducement to officials, whether directly or indirectly.

Check Box For Online Signature:

Name in Full: \_\_\_\_\_

Designation / Position: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

**END OF ONLINE REGISTRATION PROCESS**