



NESC TECHNICAL INSTITUTE

REGISTRATION AND QUALIFICATION GUIDELINES



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INTRODUCTION

The NESC Technical Institute (NESC-TI) Registration or Qualification process is to identify qualified suppliers or contractors who can be invited to submit proposals or tenders for the provision of goods, works and or services.

Registration or Qualification is not to limit the number of participants in the procurement proceedings but seeks to invite suppliers and contractors to participate in the NESC-TI's future projects.

Registered or Qualified Suppliers and Contractors are companies that satisfy the NESC-TI's requirements and have been successfully reviewed in accordance with Section (29) of the ACT.

There are three levels of spend for which Suppliers and Contractors can apply, based on the monetary value of goods, works and or service to be supplied. Supplier and or Contractors with an estimated spend of less than equal to \$75,000.00 will not be applicable for Qualification process but apply for Registration. Applicants whose spend level is expected to exceed \$75,000.00 will have to go through the Qualification process.

VALUE CATERGORIES



GENERAL INSTRUCTIONS

1. The Registration or Qualification requirements are open to providers of goods, works and services in the categories identified in *Appendix 1*
2. **Applicants shall be registered or qualified into various value-categories based on the type of services above in accordance with the following values:**

Registration

- **Micro-Procurement - \$0 to \$75,000.00 TTD**

Qualification

- **Small Scale Procurement - \$75,001.00TTD to \$1,000,000 TTD**
- **Large Scale Procurement - Greater than \$1,000,001.00 TTD**

3. The evaluation and subsequent Registration or Qualification will be based on the information provided in each section of this document. The mandatory requirement will be the provision of documentation required as stated in *Appendices 2-3*
4. Each application can be for the supply of multiple categories of goods, word and or services as indicated in the listing *Appendix 1*. In order to effectively assess the application, it is important that the required fields are completed as it applies to the organization. **All mandatory fields must be completed.**
5. The Supplier and Contractor shall provide as much detail as possible with respect to the information required. This will facilitate the ease of processing of the application.
6. Applicants are advised that an NESC-TI's representative may visit their premises to seek verification of certain information recorded.
7. If any information provided in the questionnaire by the respondent is found to be false and/or misleading, the application shall be forthwith rejected/disqualified. In the circumstance where this is discovered subsequent to the admission of a Supplier and Contractor to the Registration or Qualification Register, the Supplier shall be forthwith removed.
8. NESC-TI reserves the right to accept or reject any application, and to cancel the Registration or Qualification process and reject all applications at any time, without incurring any liability.
9. The evaluation of the qualification application will be based on the applicant's Key Personnel, Financial Capability, General Management Structure and Organization, Equipment, Health, Safety and Environment, References and relevant experience of the applicant.
10. In evaluating the applications submitted, NESC-TI reserves the absolute and unfettered discretion to:
 - (a) Accept or reject any application that fails to comply with the requirements set out in this application.
 - (b) Assess applications as it sees fit, without in any way being obliged to registrar or qualify any applicant.
 - (c) Determine whether any applicant satisfactorily meets the established selection criteria.
 - (d) Request clarification after the dates and times set out from the submission date.
11. NESC-TI shall promptly notify each supplier, contractor and service provider presenting an application of its decision, including, where relevant, a statement of reasons for failure to be registered or qualified. Additionally, the NESC-TI shall make available to any applicant, upon written request, the names of all suppliers or contractors who have been registered or qualified.

APPLICATION PROCESS

REGISTRATION ON THE EBOX PLATFORM

1. You will receive an email inviting you to Register on *eBoxTenders*
2. Use the link provided in the invitation e-mail to access the platform and register your business.
3. Complete the Questionnaire and choose the Category of Goods, Works and Services and the Sub Category for which you should apply. **Do Not Register** a new account to choose additional Categories. Under your profile go to *Manage Category* drop down and choose the additional Categories for which you wish to apply. Refer to *Appendix 1* for the Categories of Good, Works and Services
4. Ensure to use your group company email address for easy communication.
5. Complete all applicable information.
6. Agree to the terms and conditions.
7. Click *Submit*.
8. **You will then receive an email to verify your email address. Please ensure to verify your email to be able to access the Qualification Questionnaire.**

Please DO NOT Register more than once on the system

APPLYING FOR QUALIFICATION / REGISTRATION

1. After successfully registering your business account on **eBoxTenders**, you will receive an invitation to apply for Qualification.
2. Once you log back into the eboxTenders platform, you will be taken straight the Qualification Questionnaire.
3. Vendors are required to upload additional information including but not limited to Financial and Statutory Compliance data, Principal Shareholding, Insurance and Litigation Claims, and a final Acknowledgement.
4. Complete the Qualification Questionnaire as follows:

Step 1 – Financial Information

Step 2 – Upload Documents

- ♦ Upload the documents applicable to your expected value category. Refer to **Appendices 2 & 3** for the requirements.
- ♦ Have all required documents saved on your desktop for an easy upload.
- ♦ Click the **Choose File** button to choose a file saved on your computer in order to upload to eboxTenders
- ♦ To add additional documents, simply click the **+ icon**
- ♦ Click the next button to process

Step 3 – Company Information.

Step 4 – Supply of Material and Services.

- ♦ To apply for additional categories, go to the **Manage Category** drop down on your profile.

Step 5 – Acknowledgement Confirmation.

5. Submit and Finalize Application.

KINDLY NOTE: You can save the questionnaire at any step in the process and complete at another time

CATEGORIES OF GOODS, WORKS AND OR SERVICES

1. During the Qualification Phase you may apply for additional Categories
2. You may select as many categories as are relevant to the Good, Works and or Services offered by your company and submit the required documents as stated in these Guidelines. Refer to *Appendix 1*.

VALUE CATEGORIES

1. Vendors are free to submit documents in keeping with the value category they wish to be considered.
2. After approval of the Vender's value category, a Vendor may apply for the higher level and will be required to submit any additional information necessary to become Qualified at a higher level.

TIME AND DATE OF DOCUMENT SUBMISSION

1. Vendors are asked to submit their documents for Qualification/Registration within two (2) weeks from the date of their Qualification Invitation. This will allow the NESC-TI to provide timely updates on their Qualification status.
2. Qualification or Registration with the NESC-TI does NOT guarantee that a Vendor will be invited to bid for a tender, nor does it guarantee the award of contracts.
3. All Vendors will be informed of their status via the *eBoxTenders*, platform.
4. NESC Technical Institute shall treat all vendors information as confidential, except where otherwise required by law.

UPDATING STATUTORY DOCUMENTS

1. Vendors are responsible for the timely upload of the expiring statutory documents.
2. You will receive one alert indicating the need to upload expired statutory documents.
3. You will be responsible for the continued submission of these documents.

Qualification or Registration will be based on Applicants meeting the requirements as outlines in this document. Please note that all require documents must be provided to be considered for doing business with the NESC-IT

CATEGORY OF GOODS

Please use the information provided to aid in identifying the categories of goods, works and or service offered by your organization and for which your organization would like to be registered or qualified. Applicants are allowed to registrar and qualify for more than one (1) category, based on the nature of their business. **(Appendix 1 – List of Goods, Works and or Services complete with UNSPSC Codes)**

APPENDIX 1

CATEGORIES AND SUBCATEGORIES OF G&S

NUMBER / CODE	CATEGORIES OF GOODS & SERVICES	SUB CATEGORIES OF GOODS & SERVICES
100	General Building Maintenance, Works and Related Services	101 General Contractors 102 Carpentry Works 103 Plumping Works 104 Electrical Works 105 Mechanical Works 106 Masonry Works 107 Painting Works 108 Welding and Fabrication 109 Rental of Equipment 110 Plant and Landscaping Service 111 Plant Rental and Maintenance 112 Specialist Interior Outfitting Contractor 113 Engineering – Civil, Structural, Mechanical Services 114 Heating Ventilation and Air Condition (HVAC) 115 Elevator Maintenance 116 Generator Sales and Service 117 Inspection and Certification

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APPENDIX 1

Categories and Subcategories of G, W &S

NUMBER / CODE	CATEGORIES OF GOODS & SERVICES	SUB CATEGORIES OF GOODS & SERVICES
200	Real Estate Services	201 Quantity Surveyor Services 202 Valuator Services 203 Architectural Services 204 Real Estate Agencies 205 Storage/Warehouse Services 206 Rental/Leasing of Office Space
300	Information Services and Information Technology Services	301 Information/Data Centers 302 Computer Hardware and Peripherals 303 Computer Software- Maintenance and Licenses 304 Computer Maintenance and Repairs 305 Computer Accessories 306 IT Services and Consultancy 307 Records/ Document Management
400	Transportation – Vehicle Sales, Maintenance and Services	401 Vehicle Sales and Services 402 Vehicle Washing and Cleaning 403 Vehicle Repair and Services 404 Tyre Sales and Repairs 405 Transport/Moving of Equipment and other items 406 Taxi/Transportation Services 407 Courier Services 408 Customs Brokerage/Shipping Services
500	Interior Design	501 Interior Décor and General Decorating Services 502 Home and Office Furniture and Equipment 503 General Household Appliances 504 Artwork – Paintings and Sculpture

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Categories and Subcategories of G, W&S

NUMBER / CODE	CATEGORIES OF GOODS & SERVICES	SUB CATEGORIES OF GOODS & SERVICES
600	Cleaning and Hygiene Services	601 Janitorial Services 602 Power Washing and Surface Cleaning Services 603 Window Washing and Tower Cleaning Services 604 Furniture Cleaning Services 605 Hygiene Management Services
700	Occupational Health, Safety and Environmental Services and Supplies	701 Garbage Disposal and Provision of Sanitary Bins and Relater Supplies 702 Water Treatment 703 Air Quality 704 Disposal of e-waste and Poisonous Substances 705 Solid Waste and Drainage Systems and services 706 Waste Recycling 707 Health and Safety Equipment and Supplies 708 Fire Suppression Equipment and Services 709 Security Emergency Alarm/PA System 710 Emergency Medical Response and Ground Ambulance Services 711 Pest Control Services 712 Locksmith Services

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NUMBER / CODE	CATEGORIES OF GOODS & SERVICES	SUB CATEGORIES OF GOODS & SERVICES
800	Corporate Services	<p>801 Advertising, Public Relations and Corporate Communication Services</p> <p>802 Event Planning and Rental</p> <p>803 Catering and Bar Services – Over Fifty</p> <p>804 Catering and Bar Services – Under Fifty</p> <p>805 Corporate Promotional Items</p> <p>806 Photography</p> <p>807 Children’s Toys and Gift Items</p> <p>808 Awards and Prizes</p> <p>809 Signage, Banners, Emblems and Flags</p> <p>810 Fabrics Embroidery and Embossing</p> <p>811 Art Supplies</p> <p>812 Market Research and Analysis</p> <p>813 Commercial Printing and Publications</p> <p>814 Dry Cleaning and Laundering Services/Rental or Linens</p> <p>815 Entertainment</p>
900	Human Resources, Training and Development Services	<p>901 Recruitment Agency Services</p> <p>902 Training and Development</p> <p>903 Group Health/ Medical Insurance</p> <p>904 Health/ Medical</p> <p>905 Hotels/Lodging and Conference Facility</p> <p>906 Travel Agencies</p> <p>907 Gift Baskets</p> <p>908 Floral Arrangements</p> <p>909 Employee Assistance</p>

APPENDIX 1

Categories and Subcategories of G, W&S

NUMBER / CODE	CATEGORIES OF GOODS & SERVICES	SUB CATEGORIES OF GOODS & SERVICES
1000	Uniforms and Clothing	1001 Staff Uniforms 1002 Special Events Clothing for Staff 1003 Security Uniforms 1004 Hosiery 1005 Safety Boots 1006 Coveralls, Overalls and Safety Suits 1007 Jackets and Waistcoats 1008 Motorcycle Helmets
1100	Cafeteria/Kitchen Equipment, Supplies and Services	1101 Commercial Cafeteria Equipment, Supplies and Maintenance 1102 Kitchen Equipment and Supplies 1103 Rental of Water Coolers 1104 Vending Machine Supplies and Services 1105 Cafeteria Catering Services 1106 Hospitality Attendant Services
1200	Financial Services	1201 Financial Consultancy/Advisory 1202 Investment Services 1203 Auditing and Taxation 1204 Insurance Brokerage 1205 Auctioneering Services

APPENDIX 1

Categories and Subcategories of G, W&S

NUMBER / CODE	CATEGORIES OF GOODS & SERVICES	SUB CATEGORIES OF GOODS & SERVICES
1300	Telecommunications/ Electronic Services	1301 Music/Electronic/Sound Systems - Sales and Rental 1302 Telecommunications Services 1303 Cable TV 1304 Mobile, Satellite and Landline Phones 1305 Photographic/Filming/ Video Equipment 1306 Rental of Printers/Copiers
1400	Specialized Machinery, Equipment, Supplies And Services	1401 Currency Counter/ Cheque Endorsing Machines 1042 Note Processing/ Destruction Machines 1403 Gym and Sporting Equipment and Supplies 1404 Gym Management 1405 Gym and Sporting Equipment Service and Repair 1406 Binding, Laminating and Franking Machines
1500	Security and Related Safety Supplies and Services	1501 Security Equipment and Supplies 1502 Surveillance and Detection Equipment/CCTV 1503 Information Security Management Systems (ISMS) 1504 Security Uniform Supplies 1505 Servicing of Security Equipment 1506 Security/ Guard Services

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Categories and Subcategories of G, W&S

NUMBER / CODE	CATEGORIES OF GOODS & SERVICES	SUB CATEGORIES OF GOODS & SERVICES
1600	Energy and Utilities	1601 Water and Sewerage 1602 Gas and Fuel 1603 Electricity 1604 Uninterruptable Power Supply (UPS)
1700	Other Goods and Services	1701 Canteen/Grocery Supplies 1702 Stationery Supplies 1703 Hardware Supplies 1704 Bathroom Supplies and Accessories 1705 Consultancy Services 1706 Government/Agency Services 1707 Subscriptions and Memberships 1708 Airfare and Travel

APPENDIX 1

Categories and Subcategories of G&S

UNSPSC CODE	GOODS
23271400 23271812	Welding Equipment and Supplies
40170000	Pipe Fitting Materials & Supplies
39000000	Electrical Equipment and Supplies
41114500	Mechanical and Electromechanical Equipment
14111509	Stationery and Office Supplies
50000000	Domestic and Grocery Supplies
30000000	Building and Hardware Supplies
30180000	Plumbing Equipment and Supplies
27140000	Automotive Equipment & Supplies
46180000	Safety Equipment & Supplies
27000000	Industrial Maintenance Equipment and Supplies
41110000	Instrumentation Equipment & Supplies
51000000	Pharmaceutical Supplies
UNSPSC CODE	GOODS
72000000	Commercial and Office Building New Construction Services
72000000	Commercial and Office Building Renovation and Repair Services
72151302	Commercial Painting Services
72153600	Cabinet Building and Installation Services
72101507	Building Maintenance and Repair Services
76111501	Building Cleaning Services
72140000	Earthworks
72102905	Exterior Ground Maintenance
72154013	Fencing and Railing Services
72102902	Landscaping Services
39000000	Lighting Systems Maintenance or Repair Services
39000000	Lighting Installation Services
72000000	Roofing Services
56101500/ 72153606	Supply and Installation of Office Furniture
72000000	Parking Lot Construction Services
72000000	Sidewalk Construction and Repair Services
78101725	Rental of Heavy Equipment (Excavators
73121614	Inspection Services (NDT)
8110703	Electrical Testing Services

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	Services
43210000	Provision of IT Hardware Services
81110000	Provision of IT Software Acquisition and Services
81110000	Provision Software Subscription
81110000	Provision of Renewal of Software Maintenance Services
81160000	Provision of Network Installation and Services
81110000	Provision of Hardware Maintenance
81110000	Provision of IT Infrastructure Works
81110000	Provision of Access control systems
81110000	Provision of Firewall
44101700	Provision of Printers
44101501	Provision of Photo-Copiers
39121011	Provision of UPS
43211501	Provision of Servers
	Services
43222612	Provision of Network Switches
45111609	Provision of Multimedia Projectors
76120000	Provision of Electronic Waste
76121900	Provision of Disposal of Waste (General Solid Waste / Fuel / Fluorescent Tubes / Bulbs etc.)
76121700	Provision of Disposal of Waste Oil
76121600	Provision of Non-Hazardous Waste
50202301	Provision of Bottle Water
72101511	Provision of AC Service (Installation / Servicing and Repairs)
72102100	Provision of Pest Control
46191505	Provision of Fire Alarm Services (Installation)
92121702	Provision of Fire Alarm Services (Inspection/ Maintenance and Certification)
76000000	Provision of Hygiene Services (Sani-Bins)
81161700	Provision of Mobile Services (Telecommunication)
90101603	Provision of Catering Services
80120000	Provision of Legal Services (Legal Consultant)
80101511	Provision of Human Resource Service (IR /HR Consultant)
80101504	Provision of Strategic Planning Consulting Services
85121700	Provision of Health Care Providers (Group Health)
84111600	Provision of Auditing Services
80101600	Provision of Project Management
86132201	Provision of Training Providers (Inhouse Staff Training and Workshops e.g. Forklift)

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8210000 82101603 82111900	Provision of Advertising (Newspapers / Photography / Videography / Flyers / Signage/ Social Media)
90101900	Provision of Décor / Chairs / Tents / Sideboard / Tables
71120000	Provision of Rig Maintenance and Repairs
72101506	Fire extinguisher inspection maintenance and repair service
78111808	Motor Vehicle (Light) Fleet Rental Services

NESC Technical Institute Registration-Qualification Guidelines

APPENDIX 2

REGISTRATION REQUIREMENTS

VALUE OF PURCHASES	DOCUMENTS REQUIRED FOR REGISTRATION
\$0 - \$ 75,000.00	<ul style="list-style-type: none">• National Identification• Address• Contact number• VAT Clearance/Exemption• NIB Compliance/Exemption• BIR Clearance/Exemption• Certificate Registration as Sole Trader, Partnership, or Firm) as applicable

APPENDIX 3

QUALIFICATION REQUIREMENTS

VALUE OF PURCHASES	DOCUMENTS REQUIRED FOR REGISTRATION
Over \$75,000.00	<ul style="list-style-type: none">• National Identification• Address• Contact number• VAT Clearance/Exemption• NIB Compliance/Exemption• BIR Clearance/Exemption• Certificate of Registration as Sole Trader, Partnership or Firm as applicable• Certificate of Incorporation/Continuance/Amendment• Recent Annual Return• Bank Reference letter• HSSE Policy (Signed)• At least one customer reference