

ENUGU ELECTRICITY DISTRIBUTION COMPANY

GUIDELINE FOR REGISTRATION AS A CONTRACTOR/CONSULTANT

Application Form for registration as a Contractor or Consultant: (Form 'R') should be duly completed and returned to the Procurement Department for processing with the following documents:

- a. Original Incorporation Certificate of the Organization for sighting and Photocopy for retention.
- b. Photocopy of Tax Clearance Certificate for the past 3 years shall be attached to Form 'R'. Original Certificate shall be produced for sighting.
- c. Photocopy of VAT registration Certificate. Original shall be produced for sighting.
- d. Reference letter from Bank and bank account details (i.e. Statement of Account)
- e. Corporate profile including applicable Certifications.
- f. Audited financial statement and (Statement of Affairs)
- g. Original Receipt of Payment of Registration Fee shall be produced for sighting and photocopy for retention.

CATEGORIES AND REGISTRATION FEES

CATEGORY	CONTRACT VALUE	REGISTRATION FEE
A	Below N500,000.00	N10,000.00
B	Below N5,000,000.00 ≥ N500,000.00	N50,000.00
C	Below N50,000,000.00 ≥ N5,000,000.00	N100,000.00
D	Above N50,000,000.00	N200,000.00

Registration and fees shall be Annual and Registered Contractors shall receive cards for each period.

Note:

- Payment shall be in Bank Draft payable to '**Enugu Electricity Distribution Company**' and will be submitted at **Disbursement Office**, Room 413, 4th Floor.
- The registration Form will be obtained at **Procurement Department**, Room 311/312, 3rd Floor on presentation of receipt of payment.

REGISTRATION IS NO GUARANTEE FOR CONTRACT AWARD