

Friday 28th October, 2016

Tender No. CSC 225/2016 - Provision and Implementation of a Job Evaluation Methodology for the Fijian Civil Service

1. The Government of Fiji through the Director of Fiji Procurement Office invites written signed tender(s) from eligible bidders for the above subject tender.
2. Competitive bidding will be conducted in accordance with government procurement procedures and guidelines and is open to all eligible suppliers.
3. The following Sections attached will form part of the Bidding Documents:
 - 3.1. Terms & Conditions of Tender in Section 1
 - 3.2. Technical Specification and additional requirement - Section 2
 - 3.3. Evaluation Criteria - Section 3
 - 3.4. Companies Particulars - Section 4
4. Bids must be delivered and should reach the tender box before 2:30pm on Wednesday 23rd November, 2016 at the Ministry of Economy, Ro Lalabalavu House, 4th Floor West Wing, Suva. The envelope should be addressed as follows:

Tender No CSC 225/2016
The Secretary
Government Tender Board
Ministry of Economy,
Ro Lalabalavu House, 4th Floor West Wing,
Suva.

5. Interested parties must register their interest to this tender at the Fiji Procurement Office in Suva. Hard copies of the tender documents will be distributed to you from the office. All documents are in the English language.
6. Tender documents are available from the Fiji Procurement Office, Ro Lalabalavu House, Suva, Fiji, upon payment of a document fee of FJD\$50; Please note that this fee is mandatory and non-refundable.

Payments are to be in the form of CASH or BANK CHEQUE payable to "Government of Fiji".

For electronic-payment, please remit into the account reflected hereunder, and liaise with the designated contact-person(s) for the tender documents:

Name of Account:	Supplies Consolidated Fund - Trading & Manufacturing Account
Name of Bank:	Bank of South Pacific (BSP) Fiji
Account number:	203793
Swift code:	BOSP FJFJ
Address:	Ground Floor, Pacific House / Private Mail Bag, Suva


When making payment, please reference the (i) tender-number; and (ii) company-name.

Alternatively, for overseas companies a Bank Cheque of FJD\$65.00 (inclusive of \$15 Bank-charges) payable to "Government of Fiji" is to be enclosed with tender-bids submitted.

It's important to note that such registrations need to be made in the name of the entity that is submitting a tender/proposal. Documentation verifying payment of the fee, such as the stated Bank Cheque, or a copy of the relevant receipt/deposit-slip, must accompany the bid/proposal.

7. Bidders are to pay close attention to details of the Conditions of Contract and specifications and provide necessary details and documents as requested.
8. Bidders are required to submit compliance letters/certificates from FNPF and FRCA as part of their bids. Failure to provide these may result in elimination of bids.
9. Bidders are to note that tender bids once submitted will not be returned to the bidder(s) and becomes the property of Government.
10. Late tenders will not be accepted. It is the bidder's responsibility to ensure that the sealed envelope is delivered to the appropriate tender opening location or office by the specified closing time.
11. The lowest or any tender may not necessarily be accepted.
12. Failure to comply with the requirements of the Bidding Documents may invalidate your tender bid.
13. Entities seeking further clarification/information should contact Ms. Bernadette Bainimarama at the Ministry of Communications on Ph. 3307011 or email: bernadette.bainimarama@govnet.gov.fj

Yours faithfully,


M. Lagilagi (Ms.)

for Director (Fiji Procurement Office)

SECTION 1

GOVERNMENT TENDERS GENERAL TERMS AND CONDITIONS FOR PROCUREMENT OF GOODS AND WORKS

General Terms and Conditions

1. These Government Tenders General Terms and Conditions, the request for company particulars, the returnable schedule and the specification requirements attached will apply to this tender.

Details of Bidders

2. Bidders responding to this tender must be of good repute and should be in a position to provide the Government of Fiji (Government) with quality transactional services. A brief history of the company's background must be submitted. Bidder's should also clearly state the locations and contact details of the head office and branches throughout the country (local companies only) together with the brief history.
3. Bidders (both local and overseas) must provide valid evidence of company registration and business licences (if relevant), including a copy of the company's valid registration certificate or certificate of incorporation, a copy of a valid business licence and a TIN Letter. Copies of any documents provided must be certified by a director of the company. Trading names and business name registration certificates of any Bidder should also be provided (if applicable).
4. Bidders are to disclose all parent companies and subsidiaries of the bidding company. A corporate structure diagram showing the shareholding of the bidding group must be provided.
5. In the event that a Bidder seeks to put in a bid in conjunction with another person, evidence of the business relationship in the form of a partnership agreement, joint venture agreement or supply contracts or like documentation would be necessary to demonstrate the ability to fulfill the tender to the satisfaction of the Government Tender Board.
6. Bidders must name each entity that will enter into the contract documents with the Government. If the Bidder is a consortium or joint venture, details of each joint venture party or consortium member are required, including a breakdown of the responsibilities of each member.
7. Each Bidder must submit only one bid either individually, or as a partner in a joint venture. A Bidder that submits or participates in more than one bid will be disqualified. Bidders can, however, provide unlimited options.
8. If sub-contracting then details of the sub-contractor must also be clearly provided as part of the bidding document. If the Government is not informed of a sub-contractor in the bidding document and the sub-contractor is engaged to carry out the requirements of this tender, this will result in termination of the contract.
9. Bidders (including sub-contractors), especially those that are locally-registered and conduct or have conducted operations or services in Fiji, must be in compliance with all laws and statutory requirements such as those of the Fiji National Provident Fund

(FNPF) and the Fiji Revenue & Customs Authority (FRCA). Certified copies of compliance letters from the FNPF and FRCA must accompany the bidding documents.

10. Bidders must provide financial statements for the last three financial years.
11. Bidders must provide information regarding the financing of the proposed contract if the contract is awarded to the Bidder. Details of the Bidder's financier, any third party financing required by the Bidder to perform the contract and any security being provided by the Bidder must be provided (if applicable).

For bidders information: "The Multilateral Investment Guarantee Agency (MIGA), a member of the World Bank Group, has the mandate to facilitate foreign direct investment into developing countries by alleviating concerns related to non-commercial risks through the issuance of guarantees to investors, including lenders, against losses caused by the risks of expropriation, breach of contract, currency inconvertibility and transfer restriction, and war and civil disturbance. The cross border equity and debt investments in the project may be covered against the applicable non-commercial risks if they meet MIGA's eligibility criteria. The issuance of a guarantee is subject to securing requisite approvals of MIGA's management, Board of Directors and the host country. For more information, please visit www.miga.org or contact MIGA at +1 (202) 245-2539"

Pricing and Delivery

12. **Local Bidders** must quote their price on **Duty Paid VAT inclusive** delivered directly on "**as and when**" required basis as per the tender documents. **Overseas Bidders** must quote price on **C&F Sea, Suva and C&F Air, Suva** basis as per the tender documents, or to the destination stated.
13. The successful Bidder must, upon request by the Director of the Fiji Procurement Office or his representative, produce all documents supporting their pricing of the commodities under the tender.
14. The Government may use its discretion to purchase commodities either on duty paid or duty free basis.
15. The Government reserves the right to award the purchase of the commodities under the tender either on C&F, CIF or ex-stock basis.
16. The Government reserves the right to nominate or to appoint a shipping-line or forwarding-agent for the purpose of arranging the shipment of goods, from the country of shipment.
17. Bidders are required to disclose the rate of exchange used for the conversion into local currency.
18. For the purposes of comparison, the Government may use the exchange-rate applicable on the date of opening of tenders.
19. Advance payments are only permitted in accordance with the advance payment policy of the Government available on www.fpo.gov.fj.

20. (a) Bidders must quote prices separately for each item and not on whole lot basis, unless required otherwise.
(b) Price should be valid for a period of 90 days from the closing date of tender. Any counter validity of less than 90 days is likely to render the bid invalid.
21. The contract price after the award of the tender should be valid for the period of the tender and no price increase will be entertained.

Subject to Contract and Contract Terms

22. The successful Bidder **must** enter into a contract with the Government with a performance bond to be paid as surety. The amount of the performance bond will be determined after the award of the contract, in accordance with the Government's Performance Bond Guide. Any bank charges pertaining to the performance bond, such as for the refund of a performance bond through a requested bank draft will be borne by the Bidder.
23. Selection of a preferred Bidder is subject to contract and Bidders should not rely on communications with the Government as evidence of acceptance until a formal contract is signed.
24. Please note that supply, services or works should only be rendered upon receipt of a Purchase-Order (*for local-procurement*) or an Indent (*for procurement-abroad*) from the client-Ministry/Department. Any other form of an order (*whether verbal, via alternative-documentation, or otherwise*) **WILL NOT BE ACCEPTED** and may not be claimable for payment from the Government. Should any assistance or advice be needed, please visit www.fpo.gov.fj for a list of contacts.
25. In the event that delivery cannot be met, the Indent (*subject to funds being made available by end-users*) should be cancelled or the LPO returned. It should be noted that payment from funds available in the current year cannot be carried over to the following year.
26. Payment, for supplies or services-rendered, will be made upon satisfactory execution of the order in compliance with the tendered-prices, delivery time and full supply of quantity ordered.
27. The Government reserves the right to return the goods, if wrongly supplied, at the Bidder's expense.
28. The Government reserves the right to terminate the services of a successful Bidder, in the event of undue delay in delivery or unsatisfactory performance by the Bidder.
29. In the event of delays in the delivery of items, liquidated damages at the rate as per the tender documents will apply.
30. The Government reserves the right to require any overseas Bidder to provide a legal opinion in a form acceptable to the Government, from a law firm acceptable to the Government, in respect to entry into the contract documents.
31. Bidders must comply with all the laws of the Republic of Fiji during the tender process and the contract phase, including the Procurement Regulations 2010 (as amended).

32. All conditions listed herein will form part of the contract whenever a contract arrangement is drawn up between the successful Bidder and the Government.

General tender requirements

33. Bidders must inform themselves of the tender and contract requirements and should seek clarification if required. Assumptions with respect to the tender response cannot be relied upon by Bidders.
34. Bidders must inform the Government of any potential conflict of interest in respect to their bids.
35. Bidders must not collude with other bidders or engage in improper tender practices. Any evidence of collusion or improper tender practices may render the offers invalid.
36. The Government may withdraw the tender at any time in accordance with the Procurement Regulations 2010 (as amended).
37. Bidders are to note that by bidding, the Bidder is taken to have authorised the Government to inspect their warehouse, farm, office, or other premises and access any information (*including financial information*) it may so require.
38. All costs in respect to the preparation of bids and tenders responses will be borne by the Bidder. The Government will not reimburse any Bidder for costs incurred in preparing bids or responding to requests for further information.

Evaluation and Award of Tender

39. Qualification to bid will be carried out during the tender evaluation process and only Bidders that comply with requirements will be considered.
40. The Government reserves the right to award the contract to the bid that is considered the most advantageous to the Government.
41. The Government reserves the right to split the award amongst Bidders, to cater for orders on the basis of specified areas or instructions or to make a collective-award to a single Bidder.
42. The Government reserves the right to negotiate with any Bidder where it appears from the evaluation that no one tender is more advantageous in terms of the specific evaluation criteria set out in the tender notice or tender documentation.
43. The lowest or any tender may not necessarily be accepted.
44. The Government reserves the right to seek best and final offers at its sole discretion at any time during the evaluation process.

Form of Bids and Submissions

45. Bidders must submit their bids on their official letter head, clearly written or typed, signed with all relevant contact details clearly specified. Bids will be regarded as invalid, if there is any alteration and use of white-ink.

46. Bids must clearly specify:
 - a) currency used
 - b) back up services
 - c) other benefits
 - d) delivery time
 - e) mode of payment
 - f) warranty period
 - g) country of origin
47. Where prescribed forms are provided, these must be completed with relevant information and furnished with other tender documents, as part of the tender requirements.
48. The Government Tender Board Form (Section 4) must be completely filled and submitted with the bid.
49. Bidders must submit product samples, brochures, photos and technical literature pertaining to the items with the tender, or to demonstrate as necessary, whenever requested to do so.
50. Bidders are required to specify precisely the warranty period and warranty coverage for the items under tender.
51. Technical data, test reports and certificates must be applied or submitted wherever applicable. Copies of any documents provided must be certified by a director of the company.
52. Mark the envelope clearly as Tender No:CSC 225/2016 - Provision and Implementation of a Job Evaluation Methodology for the Fijian Civil Service
53. Sealed Bids should be placed in the tender box provided at the Ministry of Economy, 4th Floor, West Wing, Ro Lalabalavu House, Suva.
54. All written offers, in respect of this tender, should reach the tender box at the stipulated time and date.
55. The use of facsimile or e-mail is not valid for tendering purposes.
56. Late Bids will **NOT** be accepted. As a common measure for time, the GMT <http://www.greenwichmeantime.com/time-zone/pacific/fiji/time-fiji/> is adhered to during the opening of the tender box.
57. All information submitted will be kept strictly confidential and will be used only for the purposes of the tender award.
58. Any tender not complying with these conditions may be rejected. Bidders that fail to comply with these General Terms and Conditions, special tender conditions and requirements of the tender may render their offers invalid.

By submitting a response to this tender, you are perceived to have read and agreed to these Government Tenders General Terms and Conditions. Note: This page must be signed by a representative who is authorized to legally bind the organisation.

I have read and understood the Government Tenders General Terms and Conditions and agree to all the clauses:

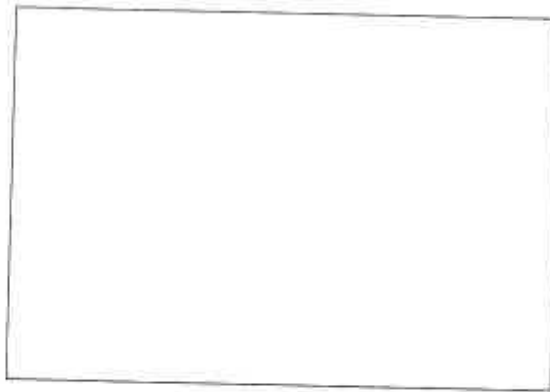
Name: _____

Designation: _____

Signature: _____

Date: ___/___/___

Company Stamp:



Request for Tenders

Provision and Implementation of a Job Evaluation Scheme for the Fijian Civil Service

October 2016

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1. Background

On 25 October 2016 the Fijian Government approved the approach to remuneration for the Civil Service, confirming that it will be position based. The Public Service Commission will soon issue a Guideline for Permanent Secretaries to implement a system of Job Evaluation to ensure fair and consistent application of remuneration setting across the Civil Service.

To implement this Guideline, the Fijian Government is seeking tenders from reputable specialist firms to:

- a) Provide and Support the implementation of a Job Evaluation Methodology (Proprietary Points Factor Based Job Evaluation Scheme) across the Fijian Public Sector (FPS);
- b) Review current Civil Service pay scales and salary information with the aim of developing a simplified pay grading framework;
- c) Assist the Civil Service to conduct sample Job Evaluations across the service to apply the new pay grading framework (remuneration scales).

The implementation of the Job Evaluation Methodology will be managed through the Civil Service Reform Management Unit (CSRMU).

2. Scope of Work

The implementation of a Job Evaluation Methodology is expected to involve all jobs across the Fijian Civil Service, and may also apply to some independent agencies in the Public Sector. The initial focus will be on implementing a suitable Job Evaluation Methodology for roles in the Civil Service (excluding Permanent Secretaries), conducting evaluations for vacant positions as they arise. Small independent agencies in the Public Sector may also opt to utilise the methodology.

A review of the current pay levels and other salary information will be a separate exercise and the consultant(s)/provider will be required to provide additional information on the proposed approach, time-frames, resources required and anticipated outcomes as a separate assignment.

3. Objectives

The consultant(s)/provider will support the Fijian Civil Service with the following:

1. Identify a suitable points factor based analytical Job Evaluation Scheme that meets the requirements of the Fijian Civil Service. (The scheme must be relevant, meet short and longer term requirements, will not discriminate and will provide a reliable, accurate and transparent platform for evaluating jobs across the Fijian Civil Service);
2. Partner with the Fijian Civil Service to implement the selected methodology including; training of staff on the selected methodology, development of all job evaluation training and information materials and on-going technical support to the Job Evaluation Leadership Team (JELT) and Job Evaluation Committees (JEC's);

The consultant(s)/provider will also be required to separately undertake a review of existing Civil Service salary scales and to develop an updated simplified salary framework that meets the current and future requirements of the Fijian Civil Service. Additionally, the consultant(s)/ provider will be required to assist in the implementation of the revised, simplified salary framework, including supporting sample job evaluations across the Civil Service.

(Please note that a separate proposal for these components must be included in the tender bid)

4. Methodology

The consultant(s)/provider will have access to recent reports and if necessary, conduct an analysis of the current Fijian Civil Service job structures. Based on its findings, recommend a suitable, proprietary points factor based Job Evaluation Methodology. The consultant(s)/provider will be required to justify that the recommended methodology meets the requirements for the Fijian Civil Service, including ensuring the scheme follows international best practice, is points factor based, non discriminatory and it is appropriate to the Fijian Public Sector.

The consultant(s)/provider will then support the implementation of the selected Job Evaluation through the development and delivery of training to Civil Service staff. Note that training delivery will be limited to the Job Evaluation Leadership Team and Ministry Job Evaluation Committees. Further information sessions for all staff will be provided by Fijian Civil Servants, the consultant/ provider will be required to develop materials for this purpose.

The consultant(s)/provider will also support the Fijian Civil Service to implement and integrate quality assurance processes that will ensure the ongoing reliability and consistency of Job Evaluations under the selected methodology.

5. Project Management

The CSRMU Director will oversee implementation of the Job Evaluation Methodology with support from the Job Evaluation Leadership Team.

6. Terms of Reference

The Terms of Reference for this assignment are:

6.1 Implementing Job Evaluation Methodology

6.1.1 The consultant(s)/provider will conduct an analysis and make recommendations on a Job Evaluation Methodology relevant to the Fijian Public Sector. The Job Evaluation Methodology will:

- Be analytical and points factor based;
- Follow international best practice for Job Evaluation;
- Be non Discriminatory and able to be transparently applied across all levels of the FPS;
- Meet all Fijian legislative requirements; and

- Meet the short term and longer-term needs of the FPS.

The Consultant(s)/provider will also be required to:

- 6.1.2 Define the process of conducting the Job Analysis, including the recommended Proprietary Scheme methodology, including justification of how the proposed scheme meets the requirements of the FPS;
 - 6.1.3 Provide a sequenced programme of proposed Implementation actions, activities, responsibilities, anticipated outcomes and timing, noting that implementation relates to new / changed positions in the Civil Service as they occur;
 - 6.1.4 Provide all technical support and fully facilitate the implementation of the job evaluation methodology for FCS Ministries on the basis of the agreed strategy;
 - 6.1.5 Develop effective training materials and packages for a range of audiences and provide a range of training opportunities to ensure that all those involved in the management of the project and its implementation are confident and competent to carry out their roles in the short and longer term;
 - 6.1.6 Partner with the Fijian Civil Service in the operation of the agreed system and to up-skill local staff in the operation of the system, including system accreditation if necessary;
 - 6.1.7 Implement a number of quality assurance processes to ensure the following:
 - Implementation of the system and framework is consistent across Ministries;
 - Staff are accredited to operate the methodology;
 - The system's integrity is maintained over the longer term;
 - Staff skills, knowledge and application of the system is maintained; and
 - Systems are in place so that jobs continue to be evaluated, validated and graded accurately and reliably.
- 6.2 Conducting a Review of Pay Scales in The Fijian Civil Service
- 6.2.1 The consultant(s)/provider will also be required to conduct a review of existing pay scales and salary information which will include:
 - Reviewing current Fijian Civil Service Pay and Remuneration Scales and salary information;

- Make recommendations for simplified pay scales for positions across the Fijian Civil Service.

6.3 Conducting a Review of a sample of Fijian Civil Service positions to place them onto the reviewed Remuneration Scales

6.3.1 The consultant(s)/provider will also be required to partner with the Fijian Civil Service to conduct a review of a sample of positions within the Fijian Civil Service in order to correctly place them onto the revised Remuneration scales. This will include:

- Confirming a strategy and timetable for the review of all positions (through sampling) across the Civil Service, noting that this work will be completed within the 2017 calendar year;
- Providing training and ongoing mentoring for staff who will collect the job analysis information and undertake the job evaluation assessments;
- Ensure that quality assurance systems and processes are in place to enable consistent grading of positions across the civil service.

7 Reporting

The consultant(s)/provider will be required to submit a number of plans and reports in supporting the Job Evaluation including:

- Initial Analysis and Job Evaluation System recommendations and justification;
- Accreditation requirements;
- Stakeholder Report, Communication Plan;
- Implementation Plan with a schedule of activities;
- Training plan, Training Handbooks;
- Periodic reports to the Job Evaluation Leadership Team;
- Draft and Final Job Evaluation Framework and Recommended Pay Scales
- Other interim reports as requested by CSRMU.

8 Proprietary Job Evaluation Scheme

The consultant(s)/provider will support the Fijian Civil Service through the training of job evaluation system users, ideally through an accreditation program, while also ensuring adequate long-term access to the system to enable the Job Evaluation Leadership Team and Job Evaluation Committees to review new and changing jobs after completion of the Job Evaluation.

9 Deliverables

In line with the objectives of the assignment, the consultant/provider will be expected to present the following deliverables:

1. A Strategy Paper/Framework and Handbook on the Job Evaluation Methodology, and implementation process to be undertaken;
2. Accreditation for a minimum of 200 accredited users of the methodology;
3. A detailed Project Implementation Plan;
4. Job Evaluation Training Materials and Handbooks;

5. Training conducted with all relevant staff to the required level on Job Evaluation and the Job Evaluation Scheme.

10 Requirement of Eligible Consultant(s)/Providers

The consultant(s)/provider will be required to demonstrate specific technical and project management expertise to be eligible for this assignment including but not limited to the following:

- Demonstrated experience in implementing commercial points factor job evaluation scheme/s;
- Experience implementing Job Evaluation methodology in complex organisations, preferably in the public sector;
- Proven training and capacity building success with a wide range of staff to enable them to effectively undertake ongoing job evaluations, including the development and employment of effective training and development tools;
- Demonstrated expertise in the Pacific Region ideally in Fiji;
- Experience in conducting pay scales reviews;
- Experience of working cooperatively and successfully with a broad range of clients.

The Consultant(s)/Provider must clearly demonstrate that members of the core team are suitable experts for this assignment and possess the required broad range of technical, project management and training skills, knowledge and experience.

11. Basis of Payment

Will be negotiated with the successful tenderer.

SECTION 3

EVALUATION CRITERIA

BIDDER CHECKLIST – ADMINISTRATIVE STAGE

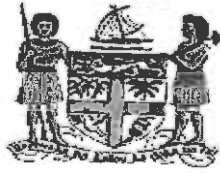
Clauses	ADMINISTRATIVE REQUIREMENTS	Page Numbers(s)
2	Background/History of the Company including details of Parent companies and subsidiaries	
3	Valid Company Registration Certificate (Certified Copy) (Local/Overseas)	
3	Valid Business License (Certified Copy) (Local/Overseas)	
5-8	The business relationship: 1) List all Partner(s)/Supplier(s)/Subcontractors 2) Attach letter(s) from each Partner/Supplier/Subcontractor to confirm the business relationship (for all applicable)	
9a	Valid FRCA Compliance Letter (Certified Copy)	
9b	Valid FPNF Compliance Letter (Certified Copy)	
12	Local Bidders are to provide quotes which include Duty, VAT and delivery-to-site on an "as and when required" basis. Overseas Bidders are to provide quotes which include Cost and Freight to the respective	
20a	Separate Quoting for each item unless required to do otherwise	
20b	Price must be valid for 90 days from the Closing Date of Tender	
21	Contract Price after award should be for a period of contract duration.	
26	Specify Payment Term: Payment should be upon satisfactory execution of the order in compliance with the tendered prices, delivery time and full supply of quantity ordered	
45	Bids are to be clearly written or typed on official letter-heads, signed and designating all relevant contact details	
46d	Delivery Time or Completion period/plan	
47	Furnish prescribed forms (if any) and any other relevant documentation	
48	GTB Form - Company Particulars, signed & stamped to be fully completed	
49	Product samples and technical literature/brochures/photos	
50	Warranty Period	
57	General Terms and Conditions (signed and return)	

NOTE:

- i) Please submit the documents in the same order as per the list above
- ii) Bidders not submitting the required documents will not be contracted for the tender
- iii) ONLY FRCA Compliance Certificate NOT Exemption Certificate, VAT Registration, TIN Registration etc (TIN letter can be attached with the Compliance Letter if not stated in the compliance letter)
- iv) ONLY FPNF Compliance Certificate. NOT FPNF Registration, payment etc

SECTION 4

Government Tenders Board Form



Company Particulars

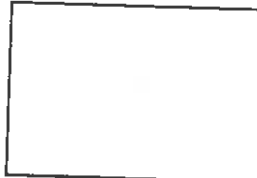
Name			
Date of Regⁿ			
Registered Office			
Postal Address			
Telephone		Facsimile	
Email		Website	
Principal Activities			
Directors			
Share Capital Authorised Issued&Paid-Up			
Accountant			

The undersigned attest that the above information is true and correct as of the date hereby given

Name:
 Signature:
 Designation:

Name:
 Signature:
 Designation:

Date.....





Taxation Division

APPLICATION FORM FOR TAX COMPLIANCE CERTIFICATE FOR COMPANIES AND INDIVIDUALS

Section A - APPLICANT'S DETAILS

First Name:

Middle Name:

Last Name:

Business Address :

Phone:

T.I.N.:

Authorised Officer :

Postal Address :

Email :

Section B - REASON FOR REQUESTING TAX COMPLIANCE CERTIFICATE

[Tick against Type of Clearance Required]

Public Sector Tender or Government Requirement :

Professional Membership / Employment :

Business / Broker / Exporter / Importers License :

Others [Please Specify] :

Bank Loan / Financing or Asset Transfer :

Vehicle Registration / Transfers [LTA] :

Visa / Travel and Migration :

Contractual Payment :

Section C - FOR COMPANIES AND PARTNERSHIPS

List Names of Directors and TIN

Names	TIN

Names	TIN

Section D - TAX AGENT DETAILS

Name :

Tax Agent Number :

Declaration By Applicant

I, _____ declare that the information in this application is true and accurate in every detail.

Signature:

Designation :

Date :

IT IS A SERIOUS OFFENCE TO MAKE A FALSE DECLARATION TO THE COMMISSIONER

Section E - OFFICIAL VERIFICATION [OFFICE USE ONLY]

Tax Lodgment Status:

Lodged : If Outstanding Issue Demand : Issue Date :

Outstanding : If Extension Granted : Extension No:

Tax Arrears Status: Nil If Arrears Refer to DMS Payment Arrangement

Section F - APPROVAL

Approved : Name : Signature Date :

Not Approved :

Comments: