



MOUNTAIN TOP UNIVERSITY, PRAYER CITY
Km 2, Lagos-Ibadan Expressway, Prayer City

REGISTRATION OF UNIVERSITY CONTRACTORS

The Authorities of Mountain Top University, Ogun State has approved that Contractors hired by the University should be duly registered with the Institution. The details are as presented below:

01. Objectives

- i. To ensure that Contractors hired by Mountain Top University are properly accredited.
- ii. To confirm that Contractors/Companies employed by the University are duly registered under the Companies and Allied Matters Act.
- iii. To ensure that the University engages only accredited Contractors.
- iv. To maintain a database of all Contractors and Companies hired by the University.

02. Qualifications for Registration/Registration Requirements

The following requirements are to be fulfilled in the process of Contractor's registration with the University:

- i. Duly completed Application Form
- ii. Payment of Registration fees
- iii. Certificate of Incorporation
- iv. Evidence of Company's Article /Memorandum of Association
- v. Current 3 years Personal-Tax Clearance Certificate of Two (2) Directors
- vi. Bank Reference Letter
- vii. Corporate profile of the Company including Curriculum Vitae of key personnel supported by professional licences (where applicable)
- viii. Passport photograph of the Managing Director/Chief Executive Officer
- ix. Development Levy of at least two Directors
- x. Evidence of Remittance of Pay-As-You-Earn Tax for key staff (Limited Liability Company)
- xi. Evidence of Value Added Tax (VAT) PIN/Remittance
- xii. Photocopy of the Company's three (3) years Tax Clearance Certificate (original must be produced for sighting).

03. Categorisation of Contractors' Registration

CATEGORY	GRADES	REGISTRATION FEES	
		Fresh ₦	Renewal ₦
CATEGORY A: SUPPLIES Supplies and Service contracts (uniform & tailoring, interior decoration, printing, building materials, stationery, books, drugs, auctioneer, manufactured goods, office equipment, electrical spare parts, motor spare parts, laboratory equipment, academic gowns/hoods/caps, motor mechanic, furniture, computer equipment, cleaning, gardening, horticulture, beautification, courier and catering services.	A - Max Contract value up to Above N5m	25,000.00	10,000.00

CATEGORY B: REHABILITATION WORKS Building, Civil, Electrical, Mechanical Engineering, Plumbing and Furniture.	B - Max Contract value up to Above N10M	50,000.00	17,500.00
CATEGORY C: CONSTRUCTION WORKS Building, Civil, Electrical, Mechanical Engineering, Plumbing and Furniture	C - Max Contract value up to Above N20m	100,000.00	50,000.00

04. **Application Fee**

Non-refundable Application fee of N5,000.00

05. **Method of Application**

(a) Application forms can be obtained from the Office of the Registrar (Registry), Mountain Top University, Km 12 Lagos-Ibadan Expressway, Prayer City, Nigeria on the payment of the appropriate non-refundable application fee to the University Bank Account below:

Account Name: Mountain Top University Properties Rentage
Bank: First Bank of Nigeria Plc
Account Number: 2030309564.

A photocopy of the University Bursary receipt for payment of the required registration fee must accompany each application.

(b) All applicants are requested to complete registration forms as follows:

Category A (Supplies) Forms RC 1
Category B (Rehabilitation) Forms RC 2
Category C (Major Contacts) Forms RC 3

Prospective Contractors for Categories B and C should include documents of at least one (1) skilled supervisory employee in the relevant field.

Additionally:

- (i) Prospective Contractors for Categories B and C should show evidence of successful completion (i.e. copies of letters of award and certificates of completion of contract) of at least one (1) job valued
- (ii) Also Categories B and C Contractors must provide the following additional information:
 - Attach a list of professional employees with photocopies of their certificates
 - Attach an inventory of plants and machineries owned
 - Indicate Consultant worked with
- (iii) Electrical Engineering Contractors should attach a photocopy of their PHCN Licence.

06. **Period of Registration**

The Registration is for the period up to December 2016.

Signed
Registrar