

GOVERNMENT OF ZAMBIA

STATUTORY INSTRUMENT NO. 32 OF 2005

**The National Council for Construction Act  
(Act No. 13 of 2003)**

**The National Council for Construction (Forms and Fees)  
Regulations, 2005**

IN EXERCISE of the powers contained in section *twenty-seven* of the National Council for Construction Act, 2003 the following Regulations are hereby made:

- |   |                 |
|---|-----------------|
| 1. These Regulations may be cited as the National Council for Construction (Forms and Fees) Regulations, 2005.              | Title           |
| 2. The form set out in the First Schedule shall be the prescribed form for the purposes of section <i>seven</i> of the Act. | Prescribed form |
| 3. The fees set out in the second Schedule shall be the prescribed fees for the matters mentioned therein.                  | Prescribed fees |

2.2 **Key Personnel—Skill based** (if not enough space attach separate sheet):

2.2.1 Name:..... Position in firm:.....  
 Date of Birth:..... NRC/Passport No:.....  
Date Employed:..... Education level:.....  
 Skills:.....  
 Courses attended/Training received:.....

2.2.2 Name:..... Position in firm:.....  
 Date of Birth:..... NRC/Passport No:.....  
 Date Employed:..... Education level:.....  
 Skills:.....  
 Courses attended/Training received:.....

2.2.3 Name:..... Position in firm:.....  
 Date of Birth:..... NRC/Passport No:.....  
 Date Employed:..... Education level:.....  
 Skills:.....  
 Courses attended/Training received:.....

2.2.4 Name:..... Position in firm:.....  
 Date of Birth:..... NRC/Passport No:.....  
 Date Employed:..... Education level:.....  
 Skills:.....  
 Courses attended/Training received:.....

2.2.5 Name:..... Position in firm:.....  
 Date of Birth:..... NRC/Passport No:.....  
 Date Employed:..... Education level:.....  
 Skills:.....  
 Courses attended/Training received:.....

**CERTIFICATES/DOCUMENTS WHICH MUST BE ATTACHED**

- (a) Certified copies of all certificates/trade papers/references from previous employers (if applicable)



**2.5 Contracts on hand (if not enough space attach separate sheet):**

Project Name	Client/Employer	Consulting Engineer/ Architect	Contract Value	Expected date of completion

**CERTIFICATES/DOCUMENTS WHICH MUST BE ATTACHED**

- (a) Copies of the latest Interim Payment Certificates for each project (if applicable) or
- (b) Reference from the Consulting Engineers/Architects regarding progress on each project (if applicable) or
- (c) Reference from the Clients/employers with regarding each project (if applicable)

**2.6 Technical Referees:**

Name and physical address of traceable **technical referees**, i.e. Consulting Engineers/Architects/Quantity Surveyors, from whom references may be sought.

Consulting Engineering Architectural/Quantity Surveying Firm	Contact Person	Physical Address	Telephone No.	Facsimile No.	E-mail

**2.7 Client references:**

Name and physical address of traceable **Clients**, preferably established organisations, government bodies and institutions from whom reference may be sought regarding the firms' performance and reputation.

Client/Employer	Contact Person	Physical Address	Telephone No.	Facsimile No.	E-mail

## 3.0 CATEGORIES OF CONSTRUCTION ACTIVITIES

FORM NCC 1-40

Categories Code	Type of Categories	Construction Activity	select Mark with "X"
B	Main Category	General Building and Housing	
Ba	Sub-category	Air Conditioning, Mechanical and Refrigeration Installations	
Bb	Sub-category	Aluminium and Steel Works, Partons and Ceiling finishes	
Bc	Sub-category	Painting, glazing, Interior and exterior Decorating Services	
Bd	Sub-category	Electrical Installations	
Be	Sub-category	Flooring and Tiling Services	
Bf	Sub-category	Landscaping and Gardening Services	
Bg	Sub-category	Plumbing Sanitary Installations	
Bh	Sub-category	Carpentry, Joinery, Roofing and Waterproofing Services	
C	Main Category	General civil Engineering Works	
Ca	Sub-category	Bridges and Structures	
Cb	Sub-category	Pre cast and Pre-stressed Concrete	
Cc	Sub-category	Piling and Foundation Engineering	
Cd	Sub-category	Structural Steel Engineering	
Ce	Sub-category	Harbours and Ports	
Cf	Sub-category	Public Health Engineering Works (Incl. Water, Drainage and sewerage	
R	Main Category	General Roads and Earthworks	
Ra	Sub-category	Bituminous surfacing and Paving Applications	
Rb	Sub-category	Drainage Structure	
Rc	Sub-category	Off-carriageway rehabilitation and Maintenance	
Rd	Sub-category	On-carriageway rehabilitation and Maintenance	
Re	Sub-category	Road Furniture, signage and markings	
M	Main Category	General Mining Services	
Ma	Sub-category	Mining- Civil and Building	
Mb	Sub-category	Mining Roads, Earthworks and Dams	
Mc	Sub-category	Mining-Structural steelworks and piping	
Md	Sub-category	Mining-Drilling and Blasting	
Me	Sub-category	Mining-Quarrying and Crushing	
E	Main Category	Electrical and Telecommunications	
Ea	Sub-category	Heavy current transmission and distribution	
Eb	Sub-category	Light current transmission and distribution	
Ec	Sub-category	Civil works to power stations, sub-stations, communication systems	
Ed	Sub-category	Telecommunication network installations	

The contractor to indicate on the category of construction in which the firm is experienced. Mark with an "X" in the column next to the selection.

Notes:

- (a) Only select a category or sub category in which you have proven ability and capacity;
- (b) Only experienced contractors will be considered under the main categories "B", "C", "R" and "M";
- (c) Contractors approved under the main categories may carry out construction works in any or all of the sub-categories, e.g. a category "C" contractor may tender for and carry out construction works in sub-categories "Ca", "Cb", "Cc", "Cd", "Ce" and "Cp".
- (d) A contractor may only select one main category or three sub-categories in that main category;
- (e) Contractors wishing to apply in more than one main category or three sub-categories must submit separate applications.

Indicate your selection in the boxes below:

Main category	
Sub-categories	

#### 4.0 CLASSIFICATION GRADE OF CONTRACTOR

CLASSIFICATION GRADE >	1 Large Scale	2 Large Scale	3 Medium Scale	4 Medium Scale	5 Small Scale	6 Small Scale
Limitation on contract value to be tendered	Unlimited	K20.0bn	K10.0bn	K5.0bn	K1.0bn	K1.0bn
Maximum annual turnover in any one year during the past 5 years (certified and/or invoiced)	>K25bn	K15 bnto 25bn	K10.bn to 15 bn	K2bnto 10bn	K1 bn to 2bn	
Fixed and movable assets	>K5 bn	>K2.5 bn	>K1.0 bn	>K0.5 bn	>K0.1 bn	
Credit and bonding facility (attach letter from Banks, Insurance)						
Companies and Suppliers	>K5.0 bn	>K3.0 bn	>K1.5bn	>K0.75bn	>K75mil	
Professional staff—Reg.Eng/QS/ Arch	>5No.	>3No.	>2No.	>1 No.	>0No.	
Technical Staff—Technicians	>10 No.	>6No.	>3No.	>1 No.	>1No.	
Skilled staff—Artisans/On-job training >10 years	>15No.	>9No.	>5No.	>2No.	>2No.	
Financial/Accountants—CIMA/ CIS?ZICA Member	>1 No.	>1 No.	>1 No.	>0No.	>0No.	
Bookkeeper—Accounting Diplomat/On-job trained Bookkeeper>10 years	>1 No.	>1 No.	>1 No.	>1 No.	>1No.	
Audited financial Statements to IAS in English	Yes	Yes	Yes	Yes	Yes	
Select—Mark with "X"						

**5.0 DECLARATION BY THE APPLICANT:**

I/we, the undersigned hereby declare that all the particulars and information provided in this application are true and correct and I/we agree that in the event th at any of the particulars and information provided for in this application is found to be untrue or fraudulent, the National Council for Construction shall be at liberty to revoke my/our registration.

I/we declare that in the event that the nature of my/our business changes and/ or I/we no longer carry on operations in terms of my/our registration as a contractor I/we shall notify the National Council for Construction in which case my/our classification and categorisation as a contractor may be accordingly revised.

I/we declare that the premises that I/we occupy, the plant, vehicles and equipment that I/we own, hire or lease and my/our staffing levels are suitable to carry out construction works in the works category and classification grade selected by me/us.

Declared at .....the day of.....20.....by the following, who are duly authorised to sign for and on behalf of the applicant by vitue of an attached power of Attorney or Board Resolution.

Before me: .....  
Commissioner for Oaths, or Notary Public

<i>Name (Print)</i>	<i>Signature</i>	<i>Title/Designation</i>
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Witnessed by:

<i>Name (Print)</i>	<i>Signature</i>	<i>Title/Designation</i>
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<i>Name (Print)</i>	<i>Signature</i>	<i>Title/Designation</i>
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**6.0 FOR OFFICIAL USE ONLY**

- Admitted as a contractor in (1) Category.....and Classification Grade.....
- (2) Category.....and Classification Grade.....
- (3) Category.....and Classification Grade.....

NCC Registration Number.....

- Application rejected due to.....
- .....

Dated:.....

**THREE signatories of the designated Registration Committee**

*Name*:.....

*Signature*:.....

*Name*:.....

*Signature*:.....

*Name*:.....

*Signature*:.....

Form NCC 1-04

**SECOND SCHEDULE***(Regulation 3)*

Prescribed Fees

*(Sections 14 and 27)*

FEES PAYABLE BY A CONTRACTOR

**CLASSIFICATION GRADE >**

	1	2	3	4	5	6
	Large Scale Fee Units	Large Scale Fee Units	Medium Scale Fee Units	Medium Scale Fee Units	Small Scale Fee Units	Small Scale Fee Units
1. Application form	111	111	111	111	111	111
2. Scrutiny fee on initial application	2222	1111	555	227	111	83
3. Scrutiny fee on re-application or renewal of annual membership	111	555	227	138	55	41
4. Annual registration fee	8333	4166	2777	1666	833	555

LUSAKA

M. M. NSINGO,  
*Minister of Works and Supply*

