

**Standard Procedures/Process for Becoming a  
Registered Petty/General Contractor with SGRC.**

1. The Contractor's Application Form is filled out and returned to the Tenders Clerk of SGRC.
2. The Application Form is entered on the List of Applicants to be Registered Contractors and a Letter of Acknowledgement will be issued.
3. This List of Applicants is forwarded to the County Superintendent of SGRC and an interview will be scheduled and conducted to ensure that Contractor is capable of executing projects.
4. Once interview is done and all criteria are met – e.g.: if the Contractor have the technical capability, financial capability, skills, manpower, etc – a recommendation is done and forwarded by the C.E.O., SGRC to the Ministry of Local Government.
5. Ministry processes the recommendation and is then forwarded to Central Tenders Board.
6. Central Tenders Board processes the recommendation and forwards it to the Minister of Finance for the approval.
7. The Minister of Finance approves the recommendation and it is returned to Central Tenders Board, then back to the Ministry of Local Government and then back to Tenders Clerk, SGRC.
8. SGRC Tenders Clerk notifies/informs the Contractor via a Letter of Approval that he/she is now an Approved Registered Contractor and is now eligible to tender any documents for contracts in SGRC.