



# NORTHERN MARIANAS HOUSING CORPORATION

P.O. BOX 500514, Saipan, MP 96950-0514

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233-6870

## REQUEST FOR QUALIFICATIONS

This is to inform all Northern Marianas Housing Corporation (NMHC)-approved Contractors (including Tinian and Rota contractors) that we are currently updating our **Pre-Approved Contractor Listing for calendar year 2026**. For NMHC to extend your company's inclusion on our listing for another year, you must submit the documentation listed below **before or by December 31, 2025**. Those companies that are not on our list of approved contractors but wish to be included are likewise encouraged to submit the following:

1. Valid CNMI Business License
2. Current Financial Statements (certified by the principal executive officer and principal financial officer)
3. 2 Years Business Gross Revenue (BGR) Tax Returns
4. 2 Years Corporate Income Tax Returns (1120)
5. Clearance Letter from the Department of Labor
6. Certificate of Compliance from the Revenue & Taxation Office
7. Workmen's Compensation Policy
8. Name of Insurance Company(ies) Currently Dealing With
9. A list of ongoing/completed projects showing the name of the project, start and completion dates, and contract amounts
10. At least three (3) reference letters from owners of the completed projects
11. List of vendors and suppliers and at least three reference letters from them (CONSTRUCTION QUARRY, READY-MIX CEMENT & HARDWARE STORES)
12. Company background
13. Articles of Incorporation & Company By-Laws, if applicable
14. Annual Report (Registrar of Corporations)
15. Registration on the System for Award Management (SAM) official U.S. Government website and provide a Unique Entity Identifier (UEI)

**FAILURE TO SUBMIT THE ABOVE DOCUMENTS BY MONDAY, DECEMBER 31, 2025, WILL RESULT IN YOUR COMPANY'S ELIMINATION FROM OUR LIST OF "PRE-APPROVED CONTRACTORS".**

NMHC encourages Minority and Women-Owned Businesses (MBE/WBE) to participate in this Request for Qualifications and that they will be afforded full opportunity to participate and will not be discriminated against on grounds of race, color, national origin, political affiliation, creed, sex, religion, age, familial status, or disability status.

Thank you for your understanding and cooperation.

**/S/ ZENIE P. MAFNAS  
CORPORATE DIRECTOR**



**"NMHC is an equal employment and fair housing public agency"**

**Tinian Field Office**  
Tel: (670)433-9213  
Fax: (670)433-3690

**CDBG-DR Office**  
Tel: (670)233-9447/9448/9449

**Rota Field Office**  
Tel: (670)532-9410  
Fax: (670)532-9441