

ADCE CONTRACTOR REGISTRATION FORM

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Contractor Registration Form

All fields are mandatory.

Official Company Full Name:	
Vendor Code (for Renewal):	
Tax Registration Number:	
Specification Grade:	
P.O. Box:	
Telephone Number:	
Fax Number:	
E-Mail Address:	
Address:	Building Name: Floor No.: Unit No.: Street: City: Emirate:
Main Contact Person's Name:	
Main Contact Person's Mobile Number:	
Name of Authorized Signatory(ies):	
Position of Authorized Signatory(ies):	
Signature:	
Company Stamp (Seal):	

Contractor General Information

Company Name: (as in Commercial License)

Short Name:

Sister or Parent Cie.:

Date Established:

Nationality:

Established in: Abu Dhabi
 Al Ain
 Other, please specify:

Company Profile (specialization/classification):

Address 1 - Head Office: Street/Building:
P.O. Box:
E-mail Address:
Telephone No.:
Fax No.:

Address 2 - Branch: Street/Building:
(if applicable) P.O. Box:
E-mail Address:
Telephone No.:
Fax No.:

Contact Person(s): please include also the GM of the Company

Name	Designation	Email Address	Telephone No.	Mobile No.
	GM			

Contractor Ownership Details & POA: (as per official certificates & documents)

- 100% Owned by U.A.E Nationals
 51% Owned by U.A.E National
 Branch of a Foreign company
 Local service agent
 Other, please specify:

Name of Owner(s)	Nationality	% of Ownership

If company is sponsored in Abu Dhabi, please provide details

Name(s) of Sponsor(s)	Tel. No.	Fax No.	E-mail

Authorized Signatory (as per Company Law)

Name	Designation	Specimen Signature

Contractor Certificates & Licenses (min 1 month validity)

Classified related work: Yes No

Description	Registration No.	Date of Registration	Reg. Expiry Date
Trade license Registration Certificate from Abu Dhabi Municipality			
Trade License from Department of Economic Development			
Contractor Classification from Department of Economic Development			
"To Whom it May Concern" Certificate from Abu Dhabi Chamber			

Contractor Experience

Projects Portfolio :

Provide brief Consultant experience for the last 5 years in comprehensive tables, for the (1): Ongoing projects (2): Completed projects to include the following:

- Project name/owner name.
- Location.
- Scope of work: Main Contractor (MC), Sub contractor (SC) or Maintenance (MN).
- Contract value (AED).
- Year of completion (for completed projects).

Please attach Client's Reference Letters (if any) & pictures of the Projects (Completed and Ongoing) in the designated sections in "ADCE Registration Document" file.

Please, fill below top 5 projects only based on Project Value:

Project Name	Location	Client	Consultant	Contract Value	Role	Project Status

Contractor Resources

A. Equipment/Vehicles/Facilities (please specify the Nature of Equipment/Vehicles/Facilities in the U.A.E.)

Equipment/Vehicles/ Facilities and its Make	Location	Capacity	Quantity	Month/Year

B. Warehouses/Stores/Show Rooms/Workshops

Location	Location Details
Abu Dhabi	
In other Emirates	

Contractor Organization Structure

Fill-in below, where applicable, the boxes for each specialization:

Please attach the following in the designated sections in "ADCE Registration Document" file:

1. Organization Chart.
2. Updated employee & labors list from the Ministry of Labor.
3. CV's of Engineers along with copy of their valid residence Visa, degree equivalency certificate from MOE.
4. Joint Venture with another Contracting firm (if applicable).
5. Office location/Google Map.

Specialization	Total Num.	Years of Experience	Permanent/Hired
Architect			
Civil Engineer			
Structural Engineer			
Commissioning Engineer			
Contract/Project Management			
Design/Drawing Personnel			
Planning Engineer			

Electrical Engineer			
Electrical Supervisor/Technician			
Estimation Engineer			
Mechanical Engineer			
Mechanical Supervisor/Technician			
Procurement Personnel			
QA/Inspection Personnel			
Research & Development Personnel			
Safety Personnel			
Finance Officer/Accountant			
Public Relations Officer (PRO)			
Sales Personnel			
Piping Engineer			
Supervisor			
Labors			
Others			
Others			
Others			
Others			
Joint Venture with another contracting firm:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Specify:

Contractor Infrastructure

A. Space (please specify space in square meters)

Offices		Warehouses	
Workshops/Plants		Showrooms	
Laboratories		Others	

B. Office Automation

No. of Computers:

No. of Other Hardware:

Do you use Autodesk Revit? Yes No

Do you use AutoCAD? Yes No

Please list the Software used including Planning/Designing/Structure Calculation:

Contractor Quality Assurance Information

Please tick the Boxes and provide the required information:

- | | | |
|--|------------------------------|-----------------------------|
| 1. Do you have a QA Manual? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Does your QA System meet the requirements of ISO 9000 Series? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Is your QA System approved by any Inspection Agency? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Do you have an HSE Manual? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Do you have a Training Manual? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Contractor Financial Background

Contractor to provide Financial details of the company for the last three fiscal years with supporting documents.

Documents to Include:

1. Principal Bankers.
2. Performance for 3 Fiscal years.
3. Audited balance sheet for last 3 Fiscal years.

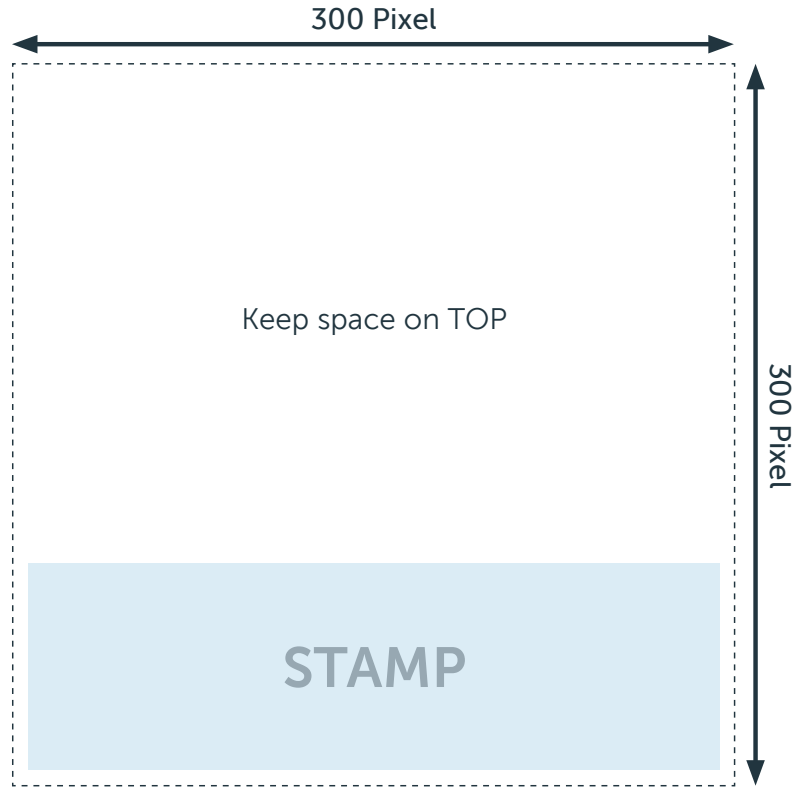
Contractor Declaration & Disclaimer

- We understand that Appointment of contractor is done through a participation in a formal online Tender as per ADCE procedures and the selection of the lowest bidder following a tender analysis by ADCE.
- We understand that ADCE does not hold any responsibility towards contractor or any other party.
- We pledge that the seal appearing on this Registration Form belongs to our company and it is official and contractual seal.
- We pledge and agree to submit an official electronic copy of our Company's Stamp ("The Seal") to ADCE through VENDORCafé website hosted by Yardi Systems Inc. ("Yardi").
- We pledge and agree to provide a Stamp in *.png or *.Jpeg Format through VENDORCafé.
- We pledge and agree to upload the correct copy of the Contractor Stamp under the name of "Attachment Type Stamp".
- We understand that only one stamp is allowable.
- We pledge and agree to stamp all our electronic documents submitted for ADCE via Yardi Systems Inc. ("Yardi") upon ADCE request.
- Once the Seal is affixed on the said documents and submitted by the Contractor, the Contractor pledges that contents of the documents become binding to the Contractor as per the ADCE process.
- By signing this registration form, the Contractor hereby agrees to the statements outlined above.
- We declare that the given statements and information are true to the best of our knowledge and any false or misleading information will result in a No or Cancellation of the registration or issued ADCE certificates.
- We acknowledge that the submission of this Questionnaire does not give the right to be invited to any work for ADCE. In case of any changes, ADCE shall be informed periodically.
- We understand that ADCE Tender committee may not invite us to bid for a job despite the project owner may have already nominated us.

Sample of the Required Stamp

Stamp shall come in a Square of (300x300) Pixel.

If your stamp is rectangular, keep space on top.



Name:

Signature:

Designation:

Date: - -