

SUBCONTRACTOR REGISTRATION CHECKLIST (CIVIL, MEP)

SN	Description	M: Mandatory O: Optional	Provided
1	Trade/Commercial licence	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	VAT/TRN Registration Certificate	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	Chamber Of Commerce Membership Certificate	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	Commercial Registration Certificate with Percentage of National ownership	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	Authorities Certificates, Classifications by DED & Approvals (ADCD, ADCC, ADSSC...)	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	Official List of employees & labours issued by MOHRE in PDF format	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	List of Machinery, Tools and equipment	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
8	ADCE Subcontractor Registration Form (Index + 11 pages)	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
9	ADCE previous Certificate (if any)	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
10	Company Profile with Index page	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
11	Organizational Chart with Engineers & key personnel CV, valid passport copies with visa or EID	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
12	List of Ongoing and Executed projects (last 5 years) listing: Owner, Consultant, Contractor, scope of services, Bldg configuration and Cost	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
13	Audited Financial Statement for the last 3 years	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
14	Referral/Completion Certificate/appreciation letters from Consultant/Contractor for completed projects	O	<input type="checkbox"/> Yes <input type="checkbox"/> No
15	Certificates (QA QC, HSE, ISO)	O	<input type="checkbox"/> Yes <input type="checkbox"/> No
16	Min 10 years comprehensive Warranty form (as attached) (For waterproofing, Aluminum & other specialized subcontractors)	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
17	Selective samples of Official Approvals ("Subcontractor approval" cover sheet only) from ongoing or completed projects	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
18	Certified Applicator letter/Certification from Manufacturers (For waterproofing and other applicable subcontractor)	M	<input type="checkbox"/> Yes <input type="checkbox"/> No