



Abu Dhabi Commercial Engineering Services LLC  
Contractor Pre-qualification Document- Dubai

## Document Check List

1	Commercial License issued by Dept. of Economic Development	<input type="checkbox"/>
2	Commercial Register issued by Dept. of Economic Development	<input type="checkbox"/>
3	Dubai Chamber of Commerce Membership Certificate	<input type="checkbox"/>
4	Partners List issued by Dept. of Economic Development	<input type="checkbox"/>
5	Dubai Department of Planning Contractor Classification Certificate	<input type="checkbox"/>
6	Contractor Company Copy of QA Certificate for ISO 9000	<input type="checkbox"/>
7	Contractor Company Organization Chart	<input type="checkbox"/>
8	List of staff working for the company	<input type="checkbox"/>
9	Project Engineer In charge CV	<input type="checkbox"/>
10	Contractor Company Profile including the following:-	
	a) List of Ongoing Projects with contract value, starting completion dates, progress percentage, delay if applicable, etc	<input type="checkbox"/>
	b) List of completed projects in the past 3 years	<input type="checkbox"/>
	c) Financial statements (Audited) for last year 3 years with contract value, starting & completion dates, etc	<input type="checkbox"/>
	d) List of equipments	<input type="checkbox"/>
	e) Photos of few completed and ongoing projects	<input type="checkbox"/>
11	Submission of ADCE filled forms (No's 12)	<input type="checkbox"/>

Company: \_\_\_\_\_

Authorized Person: \_\_\_\_\_

Signature: \_\_\_\_\_

For ADCE use only

Revised By:		Date:	
Approved By:		Date:	

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**Contractor's General Information**

<b>Company Name</b> (As in Registration Cert.)			
<b>Short Name</b>			
<b>Sister or Parent Cie.</b>			
<b>Date Established</b>		<b>Nationality:</b>	

**Established in**

Dubai  Other Emirates

If other please specify here:

**Company Profile:**

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Address in Dubai	Street/Building			
	P.O.Box No.		E-mail Address	
	Telephone No.		Fax No.	
Other Address	Street/Building			
	P.O.Box No.		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.

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Approved By:		Date:	

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**Contractor's Ownership Details & POA**

100% Owned by U.A.E National

51% Owned by U.A.E National

Other (Specify)

Name of Owner(s)	Nationality	% of Ownership

If company is sponsored in Dubai, please provide details

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

Authorized signatory (As per Company Law)

Name	Designation	Specimen Signature

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**Certificates & Licenses**

(Copies of Certificates and Licenses are to be attached)

Classified related work

Yes

No

Description	Registration No.	Date of Registration	Reg. Expiry Date
Trade Registration Certificate from Dubai Municipality			
Trade License from Dept. of Economic Development			
Membership Reg. Certificate from Dubai Chamber of Commerce			
Industrial License issued by U.A.E Government			
Contractor Classification from Department of Economic Development			

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**Contractor's Experience**

**Projects Portfolio**

To provide brief details of work experience / clients over the last 5 years  
 Please attach below details in a separate sheet  
 Also attach *Client's Reference Letters*

List of Projects (Completed and On-Going)

Contract Scope of Work

Contract Project Title

Role in the Project

Project Value

Project Schedule -Planned vs. Actual (reference docs. to be attached separately)

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**Contractor's Resources**

**A. Equipment/Vehicles/ Facilities**

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

Sheet: 06

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

**B. Warehouses / Stores / Show Rooms / Workshops**

Location	Location Details
In Dubai	
In other Emirates	

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### Organizational Structure

( Please fill-in below, where applicable, the boxes for each specialization along with the respective CV )

**Contractor:**

Specialization	Total Num.	Permanent	Hired
Architects			
Civil Engineers & Supervisors			
Structural Engineers			
Commissioning Engineers			
Contract/Project Management			
Design/drawing Personnel			
Planning Engineers			
Electrical Engineers			
Electrical Supervisors/Technicians			
Estimating Engineers			
Mechanical Engineers			
Mechanical Supervisors/Technicians			
Metallurgists			
Purchasing Personnel			
QA/Inspection Personnel			
Research/Development Personnel			
Safety Personnel			
Sales Personnel			
Piping Engineers			
Piping Technicians			
Welding Engineers/Technicians			
Others (Please specify)			

\*IMP: PLEASE ATTACH THE LIST OF LABORS FROM THE MINISTRY OF LABOR

Please provide Organization Chart for your Local Office and Head Office

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**Infrastructure**

**(A) Space**

*(Please specify space in square meters)*

Offices	<input type="text"/>	Warehouses	<input type="text"/>
Workshops / Plants	<input type="text"/>	Showrooms	<input type="text"/>
Laboratories	<input type="text"/>	Others	<input type="text"/>

**(B) Office Automation**

No. of Computers	<input type="text"/>	No. of Other Hardwares	<input type="text"/>
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Do you use AutoCAD or similar program? Yes  (Please specify)

Please list Softwares used with you including Planning and Designing Systems

Please describe briefly the communication facilities available



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## Quality Assurance Confirmation

*(Please tick the Boxes and provide the required information)*

1 Do you have a QA Manual ?  
If yes, specify to which standard

Yes  No

2 Does your QA System meet the requirements of ISO 9000 Series ?  
If yes, specify to which part

Yes  No

3 Is your QA System approved by any Inspection Agency ?

Yes  No

4 Do you have an HSE Manual ?

Yes  No

5 What Test/Codes/Standards are applied ?

6 Do you have a Training Manual ?

Yes  No

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### **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. Financial Statement for last 3 Fiscal years

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**Contractor's Declaration**

We declare that the given statements and information are true to the best of our knowledge.

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.

Signature	
Full Name	
Designation	
On Behalf of	
Date	