

CONSULTANT REGISTRATION CHECKLIST (CIVIL , MEP)

SN	Description	M: Mandatory O: Optional	Provided
1	Trade/Commercial license	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	Legal authorized signatory & POA with 3 years validity	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	Legal Partnership Certificate	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	Classification by DED or DMT	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
8	Official List of employees issued by MOHRE in PDF format	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
9	ADCE Consultant Registration Form (Index + 7 pages)	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
10	ADCE previous Certificate (if any)	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
11	Company Profile with Index page	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
12	Organizational Chart with Engineers & key personnel CV, valid passport copies with visa or EID, degree equivalency from MOE	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
13	List of Ongoing and Executed projects (last 5 years) listing Owner, Contractor, scope of services, Bldg configuration and Cost	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
14	Audited Financial Statement for the last 3 years	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	For Civil Consultant: <ul style="list-style-type: none"> • Joint venture agreement with MEP Consultant or any other company (if no MEP engineers under company sponsorship) • Attach MEP company Trade/Commercial license with official list of employees, CV resume & Visa of MEP engineers 	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
17	Company Electronic stamp	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
18	ADCE/ADCP Terms of use	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
19	PI - Professional Indemnity Insurance	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
20	Bank letter with IBAN	M	<input type="checkbox"/> Yes <input type="checkbox"/> No