

## ADCE SUBCONTRACTOR REGISTRATION FORM

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## Subcontractor 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:	
<b>Address:</b>	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):	

## Subcontractor 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			

### Subcontractor 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

### Subcontractor Building Services

Service Provided	Building Configuration		
	All Building Configurations	(Up to G+M+7T)	(Up to G+M+4T)
<input type="checkbox"/> HVAC			
<input type="checkbox"/> Plumbing & Drainage			
<input type="checkbox"/> Fire Fighting			
<input type="checkbox"/> LPG			
<input type="checkbox"/> BMS			
<input type="checkbox"/> Fire Alarm			
<input type="checkbox"/> CCTV			
<input type="checkbox"/> SMTV			
<input type="checkbox"/> Intercom			
<input type="checkbox"/> Telephone			
<input type="checkbox"/> Access Control			
<input type="checkbox"/> LV-HV			
<input type="checkbox"/> Other/(s)			

## Subcontractor Civil Services

Service Provided	
<input type="checkbox"/> Waterproofing works applicators	<input type="checkbox"/> Demolition
<input type="checkbox"/> Dewatering	<input type="checkbox"/> Excavation
<input type="checkbox"/> Enabling/Piling Contractors	<input type="checkbox"/> Ready Mix Concrete Suppliers
<input type="checkbox"/> False Ceiling Works: <input type="checkbox"/> Metal <input type="checkbox"/> Gypsum	<input type="checkbox"/> Laboratories: <input type="checkbox"/> Soil investigation <input type="checkbox"/> Concrete test
<input type="checkbox"/> External cladding: <input type="checkbox"/> GRC, GRP <input type="checkbox"/> Metal Composite panels <input type="checkbox"/> Natural/Artificial stone, Granite, Marble, Porcelain <input type="checkbox"/> Cladding, Fiber cement, Terracotta	<input type="checkbox"/> Carpentry Works: <input type="checkbox"/> Doors <input type="checkbox"/> Wardrobes <input type="checkbox"/> Readymade Kitchen Cabinets
<input type="checkbox"/> Aluminum, Metal and Glass works: <input type="checkbox"/> Curtain walls <input type="checkbox"/> Windows <input type="checkbox"/> Doors <input type="checkbox"/> Internal Partition etc.	<input type="checkbox"/> Concrete Works: <input type="checkbox"/> Precast Concrete <input type="checkbox"/> Post tension concrete <input type="checkbox"/> Stamped concrete
<input type="checkbox"/> Steel structure	<input type="checkbox"/> Plastering
<input type="checkbox"/> Rough carpentry/Formwork/Scaffolding	<input type="checkbox"/> Kitchen
<input type="checkbox"/> Specialties (Swimming pools, Cubicles, Special Flooring)	<input type="checkbox"/> ID & Fit out
<input type="checkbox"/> Hardscaping, Landscaping & Irrigation	<input type="checkbox"/> Other Services Pls specify: .....
<input type="checkbox"/> Aluminum, Metal and Glass works: <input type="checkbox"/> Curtain walls <input type="checkbox"/> Windows <input type="checkbox"/> Doors <input type="checkbox"/> Internal Partition etc.	<input type="checkbox"/> Concrete Works: <input type="checkbox"/> Precast Concrete <input type="checkbox"/> Post tension concrete <input type="checkbox"/> Stamped concrete
<input type="checkbox"/> Steel structure	<input type="checkbox"/> Plastering
<input type="checkbox"/> Rough carpentry/Formwork/Scaffolding	<input type="checkbox"/> Kitchen
<input type="checkbox"/> Specialties (Swimming pools, Cubicles, Special Flooring)	<input type="checkbox"/> ID & Fit out
<input type="checkbox"/> Hardscaping, Landscaping & Irrigation	<input type="checkbox"/> Other Services Pls specify: .....

### Subcontractor 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			
Commercial/Industrial License from Dept. of Economic Development			
Subcontractor Classification from Department of Economic Development			
Previous ADCE Certificate			

### Subcontractor Experience

**Projects Portfolio :**

Provide brief Subcontractor 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.
- Consultant (Cons)/Contractor (Cont).
- Location.
- Scope of work.
- Contract value (AED).
- Year of completion (for completed projects).

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

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

Project Name	Location	Client	Cons./Cont.	Contract Value	Role	Project Status

## Subcontractor 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	

**Subcontractor Organization Structure**

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

Please attach the following in the designated sections of "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.
4. Joint Venture with another Contracting/Subcontracting 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:     Yes     No  
Specify: .....

## Subcontractor Infrastructure

**A. Space (please specify space in square meters)**

<b>Offices</b>		<b>Warehouses</b>	
<b>Workshops/Plants</b>		<b>Showrooms</b>	
<b>Laboratories</b>		<b>Others</b>	

**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:

**Subcontractor 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 |

**Subcontractor 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.

## Subcontractor Declaration & Disclaimer

- We understand that appointment of a pre-qualified subcontractor is exclusively done through an official submission process (by the Contractor), where they should prove adequate resource allocation, solid financial position and proper competent engineering & technical staff for the job.
- We understand that the approval of subcontractor for a scope in any project is subject to the Consultant and/ ADCE final approval.
- We understand that ADCE does not hold any responsibility towards subcontractor or any other party.
- We pledge that the seal appearing on this Registration Form belongs to our company and it is official.
- This prequalification approval does not absolve the subcontractor from getting a 'project specific approval' by the project consultant and by ADCE.
- By signing this registration form, the Subcontractor 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.
- The issuing of this certificate does not confer any authority upon the Sub-Contractor.

Name:	Signature & Stamp:
Designation:	
Date: <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	