

SUPPLIER REGISTRATION CHECKLIST

SN	Description	Disciplines (MEP, Civil)	M: Mandatory O: Optional	Provided
1	Trade/Commercial/Industrial licence	MEP + CIV	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	VAT/TRN Registration Certificate	MEP + CIV	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	Chamber Of Commerce Membership Certificate	MEP + CIV	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	Company Profile with Index page	MEP + CIV	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	ADCE Supplier Registration Form (Index + 3 pages)	MEP + CIV	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	ADCE Materials Summary Form	MEP + CIV	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	Materials Technical Data Sheet/Product brochure	MEP + CIV	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
8	Valid Civil Defence approval Certificate (For Fire related, firefighting & fire alarm related Materials)	MEP + CIV	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
9	Materials Country of Origin Certificate (mandatory for International Materials)	MEP + CIV	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
10	Factories location letter from the manufacturer	MEP + CIV	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
11	Agency/Trading/Distributor/Appointment letters by Manufacturer and letter/certificate from Ministry of Economy for Agents	MEP + CIV	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
12	Valid ADQCC/ADDC/AADC approval Certificate for the registered electrical material (e.g. switchgears, Bus bars, cables...)	MEP	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
13	Budgetary price list	MEP + CIV	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
14	Certificates (QA QC, HSE, ISO)	MEP + CIV	O	<input type="checkbox"/> Yes <input type="checkbox"/> No
15	Trading or Agency confirmation letter from the manufacturer to supply ADCE projects	MEP	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
16	ADCE previous Certificate (if any)	MEP + CIV	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
17	List of Ongoing and Executed projects (last 5 years) listing: Owner, Consultant, Contractor, scope of services, Bldg configuration and Cost	MEP + CIV	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
18	Selective samples of Official Approvals ("Material submittal" cover sheet only) from ongoing or completed projects	MEP + CIV	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
19	Confirmation letter for the availability of spare parts and after sale service	MEP	M	<input type="checkbox"/> Yes <input type="checkbox"/> No