

SUPPLY DEPARTMENT COMMERCIAL SUPPLY REGISTRATION

LIST OF DOCUMENTS TO BE SUBMITTED BY CONTRACTORS **PRIOR TO SITE SURVEY**

Covering letter with your Company's brief profile, indicating services (Work Group Number) (You can download the WG List from www.adssc.ae) you can provide to **ADSSC** (Attach your Company Brochure, if available). Please note that your Company will only be considered for registration with Chamber of **ADSSC** for services which match with the activities mentioned in your Company's Licences. Commerce & Department of Economy

- Copies of all your licenses **INCLUDING** Planning Department Classification.
- Track record of your completed/ongoing major experiences, for the last 5 years, in the attached form (**Attachment 02**) for each workgroup / service separately as applicable (**NOTE: Contract No. should be stated for projects done for ADSSC**, Performance Certificate/Completion Certificate for Completed Projects)
- Whole copy of the Quality System Manual and copy of certificates held, (**ISO certificate is mandatory**) .
- Safety Manual and Lost Time Injury Records.
- Organization chart indicating **Positions/Names/CV's** of key personnel.
- List of manpower by discipline specifying permanent staff, along with copy of **Ministry of Labour Certificate**, issued by UAE Government.
- Employee Training Policy and/or on the Job Certification.
- List of major equipment location-wise, including office equipment viz. computer hardware/software and specifying the manufacturer/make, year of purchase and quantity available.
- Layout of your facilities (offices/workshop/warehouse/showrooms) and it's necessary to include the **LOCATION MAP** of your facilities.
- Financial turnover in last 3 years with **audited Annual Reports** for the last year.

NOTE: Please Send your request letter with the name of activity required to be qualified to E-mail: **Prequalification@adssc.ae** , and include the contacts details for the coordinator. Any miss of commination will close your pre-qualification case. Further, It is necessary that a **Senior Technical Personnel/Manager** be present during the survey.