

REPUBLIC OF YEMEN

Ministry of Public Works & Highways

Sana'a

Form # 1

Registration & Classification for Yemeni Contractors

Building Construction /Architectural

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**Ministry of public Works & Highways**

**Registration & Classification of Yemeni Contractors**  
(Attach Supporting Documents)

**A. General Information :-**

1- Name of contractor or Company :

2- Address :

Office Address :

3 :Telephone No:

4.Cable /Email :

5.P.O.Box No :

6.Telex :

7.Fax :

8.Type of Office :-

Share Holder Company  
Gen.Corp/Pvt.Corp

Pvt.Limited Company  
Private Holding

Cooperative

9. Valid ,Tax Card and Trade Registration certificate , Joint Venture company registration or corporation establishing certificate issued by the relevant governmental authorities.

**Ministry of Public Works & Highways**

(Attach Supporting Documents)

**B – Capital investment for contracting works :-**

All applicants are required to Provide information on Working Capital ( Investment) ( Provide authenticated supporting documents from relevant authorities like Trade Registration office ( Chamber of Commerce), authenticated audit certificates prepared by chartered accountant) .

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

**C.Names of the owners/proprietors’ and/ or founders of the Corporations/companies:-**

( Provide official/authenticated supporting documents) .

.....  
.....

No	Name	% Share Holder	Adm. & Financial Authority	Responsibility for Contract works
1				
2				
3				
4				
5				
*				
**				

\*Attach additional documents

\*\*Provide details for the directly responsible person.

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**Ministry of Public Works &Highways**

(D) List of Projects (with value) executed during last Five Years)  
( Attach supporting documents /completion certificates etc.etc.)

No	Project	Place	Owner	Type Of Work	Supervisor.	value	Period To complete	Start Date	Completion Date	Value Work Done
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
**										

\*Provide copies of certificates for works executed.

\*\*Attach supporting documents.

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**Ministry of Public Works & Highways**

E- List of projects (with value) executed prior to the last five years.  
( Attach supporting documents /completion certificates etc.etc.)

No	Project	Place	Owner	Type Of Work	Supervisor.	value	Period To complete	Start Date	Completion Date	Value Work Done
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
**										

\* Attach supporting documents.



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**Ministry of Public Works & Highways**

**G-1** Equipment ( list ) capability of the applicant ( Building Contractors )  
( Attach copy- ownership documents proof )

No	Eqpt.Item	Type /Dt Of Mfg.	Capacity	Nos	Present Condition	Value	Owner ship Reg.Number
1	Tower Crane						
2	Mixer w/hopper						
3	Drum mixers						
4	Poker Vibrators						
5	Shovel Loaders						
6	Excavators						
7	Trucks						
8	Transport Cars						
9	Rollers/Compactor						
10	Stone cutter saws						
11	Wk.Shp/Plants**						
12	Timber shuttering						
13	Steel Shuttering						
14	Survey Equip.**						

\*Additional equipment ,plants, workshops etc. owned by the contractor , not mentioned in the AM list ( Attach ).

\*\*Provide detailed information with evidence.



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\*Attach documents for additional equipment owned by the contractor ( if any ).

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**Ministry of Public Works & Highways**

**H-1** Engineering & Technical Personnel capability (Employed + Engaged)  
( Attach employment agreements)

No	Specialization	Name	Qualification & Date of graduation	Experience	Date of Employment
1	Civil Engineer				
2	Arch.Engineer				
3	Site Engineer				
4	Elect. Engineer				
5	Sanitary Engineer				
6	Technicians				

7	Inspector of Works ( Supervisors)				
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\*The contractor is needed to provide the date of employment for employed or engaged personnel engineers/Technicians.

\*\* Attach documents for additional information.

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**Ministry of Public Works & Highways**

**H2** Engineering & Technical Personnel capability (Employed + Engaged)  
( Attach employment agreements)

No	Specialization	Name	Qualification & Date of graduation	Experience	Date of Employment
1					
2					
3					

4					
5					
6					
7					
8					
9					
*					

\*\* Attach documents for additional information.

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**Ministry of Public Works & Highways**

**J-** Additional resources available with the Contractor  
( Road construction Contractors)

No	Type of Resources *	Qty	Present Condition	Value ( in thousands)
1	Office space for project site			
2	Contractor's camp			

3	Laboratory space & equipment			
4	Eqpt.repair/Maint Wk.shop Mobile Wk.shop Welding units Oil & grease units Denting repairs / painting Lathe Machine(s) Drilling unit Mechanical Press			
**				

\*Provide complete details for (1) to (4) - add documents.

\*\*Add documents for additional information

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**Ministry of Public Works & Highways**

**K** – Administrative & Financial capabilities ( Employed + Engaged)  
( Attach employment agreements)

No	Job Title	Name	Qualification	Experience	Full time/engaged
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1	General Manager				
2	Administrative Manager				
3	Accountant(s)				
4	Clerk				
*					

\* Add documents for additional information

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(The following Documents need to be attached with the application for Classification & Registration)

1. Valid Trade Registration and Tax card.

2. Certificate of formation of a company/registration of partnership / establishment of corporation approved and issued by the concerned governmental authorities(agencies).
3. Financial capability (working Capital) certificate issued & authenticated by relevant government authority.
4. Annual budget and financial audit report for the past year, checked and attested by a recognized chartered accountant, accepted and authenticated by the relevant government authority.
5. Agreements and final receipt certificates (issued by the employers/owners) for projects executed by the contractor (applicant) during last five years.
6. Agreements and final receipt certificates (issued by the employer) for the projects completed by the contractor (applicant) prior to the last five years.
7. Employers certificate for ongoing (under construction) projects.
8. Ownership documents for plant , equipment , workshop and other available resources .
9. Employment agreement (s) for the Technical and administrative cadre, their CV's and experience records.
10. Employment agreement for (full time available) General Manager along with his (qualification) CV and experience.
11. Registration Certificate issued by the competent authority to establish the office .
12. Two photo graphs (6 X 4) ( applicant / Owner / Chairman of the board).
13. For the Companies – Two copies of Trade Registration certificate issued by the Ministry of Supply and Trade.

**Remarks:**

The statements, which are not supported with the required documents, will not be taken in to consideration for deciding the classification/grade of the contractor ( applicant).

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**Ministry of Public Works & Highways**

(L) – Conclusion

I/We undertake that, I/we have studied and understood the conditions and requirements for classification and registration; the information (s) provided are true to the best of my /our knowledge and responsibility.

Name of The Applicant :.....

Position/ Job Title :.....

Signature:.....

Date:.....

Official Seal

\*The applicant needs to be the founder of the contracting company in case of Individual contractors, where as, in the case of corporations/ companies the applicant could be an authorized official designated by the consortium/corporation or companies.

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**Ministry of Public Works & Highwa**

Criterion requirements to determine (degree) classification ( Building Works)

Name of the Contractor / Company :.....

Data	Details	Total Credit	Part Credit	Deserved Credit		Remarks
				PartDeg	Total	
Office and Other resources	Office					
	Telephone					
	P.O.Box:					
	Fax/Telex/email					
	PC Units					
Capital	WorkingCapital					
Works executed during Last (5) years	Last (5) years					
	Before (5)years					
	Undergoing					
	Annual work value.					
Plant Equipment Workshop Facilities and atelier	Tower Crane					
	Mixer w/hopper					
	Drum Mixer					
	Poker Vibrators					
	Shovel Loaders					
	Excavators					
	Trucks					
	Transport Cars					
	Rollers/Compactor					
	Stone cutter saws					
	Wk.Shp/Plants					
	Steel Shuttering					
	Timber Shuttering					
	Survey Equipment					
Engineering & Technical staff.	Civil Engineer					
	Architect Engineer					
	Site Engineer					
	Elect. Engineer					
	Sanitary Engineer					
	Technician					
Finance & Administration	Supervisor					
	General Manager					
	Finance & Adm.					
	Accountant					
Average Grade	Clerk					
Total Grades						

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**Ministry of Public Works & Highways**

**Criterion requirements to determine (degree) classification ( Road Const. Works)**

Name of the Contractor / Company : .....

Field of (specialization) works for classification : .....

Requirements		Unit	Total Credit	Part Credit		Deserved Credit		Remarks
Data	Detail					Part Deg	Total	
Financial Capability	Wkg.Capital	Mil.Yr						
	Avg.Annual work value	Mil.Yr						
Experience	Value of Works executed	Mil.Yr						
Executing Capability	Heavy Equipment	Dozer	Hp					
		Air Comp.	Hp.					
		Shovel Loader	Hp.					
		Grader	Hp.					
		Mech. Broom	Hp.					
		Base Course Spreader	Hp.					
	Sp.Eqpt	St.Roller	Tone					
		Pnum.Roller	Tone					
	TPT Eqipt.	Trucks	Tone					
		Water Bowser	Lit.					
		Asphalt Tanker	Tone					
		Winches	Tone					
	Plants	Screen unit	TpH					
		Crusher	TpH					
		Conc. Batch Mix.Plant	Tph					
		Base course Mix.Plant	TpH					
		Asph.conc. plant	TpH					
Preliminaries	Head Office	Nos.						
	Site office	Value						
	Contractor camp	Value						
	Laboratory & Survey equipment	Value						
	Mechanical Work Shop.	Value						
Technical	Civil Eng.	Nos.						
	Mech.Eng/	Nos.						

	Financial & Administrative Cadre	Technicians						
		Surveyor	Nos.					
		Lab.Tech.	Nos.					
		Supervisor	Nos.					
		Fin & Adm	Nos.					
		Eqpt.Mngmt Supervisor	Nos.					
General Opinion on the works executed	Degree of Sufficient Working capital							
	Degree /Work experience							
	Quality control & reputation							
	Degree of equipment & working staff							
Total	Credit							

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**Ministry of Public Works & Highways**  
Classification Evaluation

**Building (Work) Contractor:-**

Name of the Contractor / Company:.....

Class/Degree	Requirements	Applied Criterion	Classification	Grade/Class.

**Road Works Contractor:-**

Name of the Contractor / Company:.....

Field of (specialization) works for classification :.....

Degree/Class	Requirements	Applied Criterion	Classification	Grade/Class

Examiner Engineer: -

Checked by ( Engineer):-

Name:-.....

Name:-----

Signature:.....

Signature:.....

Date:.....

Date:.....

NP/20 ( For office Use)

**Ministry of Public Works & Highways**

**Conclusion on Classification Evaluation & Registration of contractor**

Name of the Contractor:-.....

**(A)Recommendation:-**

With reference to the documents presented by the contractor (applicant) and its evaluation, in accordance with the rules and regulations and the requirements for the classification of contractor, we recommend to award the Class (.....) with registration Number : (.....).

Engineer in charge :-

Checked by ( Engineer ):-

Name:.....

Name:.....

Signature:.....

Signature:.....

Date:.....

Date:.....

**(B)Decree :-**

After reviewing the information and the documents presented by the contractor (applicant), and in lieu of the above mentioned recommendation; with respect to the rules and regulations and the requirements for registration and classifications of the contractors, the above mentioned Contractor is granted the category .....

In the field of :.....

For work( specialization):.....

Registration Number :.....

From the date :.....

No	Name	Job title	Signature	Date
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		Manager Classification		
		General Manager Classification		
		Under Secretary Public Works Sector		
		Approved /-  Minister of Public Works & Highways		