

## VENDOR REGISTRATION FORM

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### Instructions for completing the form and other conditions:

1. The attached set of Vendor Registration Forms is to be completed in all respects by the Contractor/ Supplier/Consultant/Vendor to be considered for registration as an approved Vendor of Emarat.  
**Please not that sections A, B, and C are to be completed by the Vendor. Section D is for Emarat use only.**

The following documents should be enclosed with the Vendor Registration Form:

- a. A copy of the Trade License issued by the Authorities of the concerned Emirate, along with details of Municipality Categorisation, if any
- b. Details/evidence, if any, of various Projects/Services completed/undertaken in the UAE along with the respective contract values
- c. Details of Plant and Machinery and other assets
- d. Details of manpower showing professionally qualified staff, skilled and unskilled categories, etc.
- e. Financial statements/particulars.

**The completed Vendor Registration Form along with the above documents should be submitted to the Secretary of the Tender Committee.**

2. Information submitted for the purpose of the registration of a Vendor is subject to verification by Emarat. Such verification may also include inspection of your facilities/projects/products/services.
3. All information submitted to Emarat will be treated as confidential.
4. Registration of any Company as an approved Vendor is subject to the approval of the Tender Committee, whose decision shall be final and binding. Emarat reserves the right to reject the request for registration of any Company without assigning any reason.
5. The Secretary of the Tender Committee shall arrange to notify the Company if they are successfully registered as an approved Vendor to Emarat. Details of the type of work and the value group in which the applicant Company has been registered will be advised.
6. Invitation to tender for Emarat's projects/services/contracts is subject to the discretion of the Tender Committee as well as the past performance of the concerned Vendor. Registration as an approved Vendor does not necessarily guarantee any tender invitation.
7. The approved Vendor shall agree to abide by all contracting rules, regulations and other conditions of Emarat.

## VENDOR REGISTRATION FORM – SECTION A

To  
The Chairman, Tender Committee  
P.O. Box 9400, Dubai  
United Arab Emirates

**Dear Sir,**

We wish to register our Company with Emarat in accordance with the attached conditions for the Type of Works in the Value Group, as indicated by us in Section C of the Vendor Registration Form.

We also hereby declare that the information provided is true and correct and the type of work/value group indicated is fully representative of the expertise and capability of our Company, whose details are given below:

Name of the Company: \_\_\_\_\_

Name(s) of the Owner(s): \_\_\_\_\_

Title/Designation: \_\_\_\_\_

Signature(s) of the Owner(s): \_\_\_\_\_

Place: \_\_\_\_\_ Date: \_\_\_\_\_

Postal Address: \_\_\_\_\_  
\_\_\_\_\_

Physical Address/Location: \_\_\_\_\_

Telephone Nos.: \_\_\_\_\_ Fax No. \_\_\_\_\_

Email ID: \_\_\_\_\_ Web Address: \_\_\_\_\_

Date of issue of Trade License: Valid until: \_\_\_\_\_

Trade License(s) is/are valid for undertaking jobs in the Emirate(s) of: \_\_\_\_\_

### Authorized Personnel

**Name**

**Designation**

**Specimen Signature**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## VENDOR REGISTRATION FORM – SECTION B

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### I. Organisational Structure of the Applicant Company

- a. Name of the Company: \_\_\_\_\_
- b. Date of Establishment: \_\_\_\_\_
- c. Legal Status (i.e. LLC, Partnership, etc.) \_\_\_\_\_
- d. Owner's Name: \_\_\_\_\_
- e. Name and Address of Parent Company, if any: \_\_\_\_\_  
\_\_\_\_\_
- f. State whether parent company will guarantee performance (on your behalf) of a possible contract:  
\_\_\_\_\_
- g. Names and address of other companies, if any, which are within your parent company's organization:  
\_\_\_\_\_  
\_\_\_\_\_

### II. Financial Details of the Applicant Company

1. Please enclose a copy of your latest financial statements, preferably an audited one, showing details of your Capital, Assets and Liabilities
2. Details of Turnover for the last three (3) calendar/financial years  
\_\_\_\_\_
3. Parent Company Turnover, if applicable, for the last three (3) calendar/financial years  
\_\_\_\_\_
4. Name(s) of your Bankers:  
\_\_\_\_\_
5. Name of your Auditors, if applicable:  
\_\_\_\_\_

## VENDOR REGISTRATION FORM – SECTION C

SL.No	Type of Work	Value Groups				
		A	B	C	D	E
	Description of the type of work	Contract Value above AED 1 Million	Contract Value AED 500,000 to 1 Million	Contract Value AED 100,000 to 500,000	Contract Value AED 25,000 to 100,000	Contract Value up to AED 25,000
<b>1.</b>	<b>Consultancy Services</b>					
1.1	Architectural planners and developers					
1.2	Building consultants and architects					
1.3	Road design consultants					
1.4	Traffic impact study					
1.5	Corporate identity consultants					
1.6	Landscaping architects					
1.7	Oil and gas consultants					
1.8	Ports and harbours consultants					
1.9	Project managers and claim consultants					
1.10	Interior designers					
1.11	MEP design consultants					
<b>2.</b>	<b>Construction (Civil)</b>					
2.1	Civil Works (incl. construction of filling stations)					
2.2	Vertical Storage Tank Foundation					
2.3	Road Works – Asphalt					
2.4	Carpentry and joiner filling stations)					
2.5	Demolition works					
2.6	Fencing					
2.7	Landscaping and irrigation					
2.8	Glass, aluminium and metal works					
2.9	Minor civil works					
2.10	Shoring, piling and foundation					
2.11	Road marking					
2.12	Waterproofing and insulation					

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2.13	Underground tank installation and allied works at filling stations and industrial outlets					
2.14	Marine construction (jetty, pontoons, etc.)					
<b>3.</b>	<b>Construction (Mechanical)</b>					
3.1	Supply and installation of HVAC system					
3.2	Design, fabrication and erection of vertical steel storage tanks for petroleum products					
3.3	Medium/small fabrication of structural/mechanical steel works					
3.4	Supply and installation of firefighting system					
3.5	Manufacture of underground and aboveground horizontal steel tanks					
3.6	Supply and installation of flexible piping system for filling stations					
3.7	Fabrication and erection of steel canopy for filling stations					
3.8	Supply and installation of carbon steel piping system for filling stations					
3.9	Fabrication and erection of LPG bullets					
3.10	Painting/metal coating (industrial plants)					
3.11	Piping, equipment and machinery erection					

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3.12	Supply and installation of plumbing and drainage system					
3.13	Supply and installation of refrigeration system					
3.14	Manufacture and supply of tanker trailer					
3.15	Supply and installation of insulation and fire proofing system					
3.16	Fabrication and supply of double-wall fuel storage tanks					
3.17	Car wash water recycling system					
3.18	Potable water treatment system					
<b>4.</b>	<b>Construction (Electrical)</b>					
4.1	Supply and installation of electrical system					
4.2	Supply, installation and maintenance of CCTV System					
4.3	Supply, installation and maintenance of extra low-voltage system					
4.4	Supply and installation of BMS System					
4.5	Supply and installation of access control system (traffic barrier system)					
4.6	Supply and implementation of solar power system					

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<b>5.</b>	<b>Repairs and Maintenance</b>					
5.1	A/C chiller maintenance					
5.2	Air conditioning and ventilation system					
5.3	Civil repairs and modifications					
5.4	Cleaning and janitorial services					
5.5	DG sets					
5.6	Electrical, sanitary and plumbing repairs					
5.7	Electronic surveillance system					
5.8	Fire alarm system					
5.9	Firefighting system					
5.10	Fitness equipment (Gymnasium, Sauna, Jacuzzi)					
5.11	Fresh water supply					
5.12	Hospitality supplies and maintenance					
5.13	Laundry services					
5.14	Lifting equipment incl. hire - hoists and cranes					
5.15	Lighting					
5.16	Marine and jetty repairs					
5.17	Office equipment maintenance					
5.18	Pest control					
5.19	Pump overhauling and workshop machinery					
5.20	Refrigeration system					

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5.21	Road tanker repairs and modification					
5.22	Tank internal cleaning (petroleum products)					
5.23	Tank repairs and modifications					
5.24	Valve overhauling					
5.25	Waste oil collectors					
5.26	Waste water removal (hazardous)					
5.27	Waste water removal (non-hazardous)					
5.28	Water purification system					
5.29	Water tank cleaning					
5.30	Switchgears and DBS modification					
<b>6.</b>	<b>Specialized Services</b>					
6.1	Cathodic protection system					
6.2	Corrosion protection					
6.3	Diving and underwater survey					
6.4	Environmental studies					
6.5	Fitness equipment					
6.6	Inspection services including NDT					
6.7	Laboratory services					
6.8	Parking management system					
6.9	Risk assessment studies					
6.10	Testing, certification and calibration					
6.11	Waste water/effluent treatment plant					
6.12	Tents and awnings					



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6.13	Geotechnical investigation					
6.14	Topographical survey					
6.15	Interior fit-out works					
6.16	Interior landscaping					
6.17	Sliding/folding door system					
6.18	Supply, installation and maintenance of automatic doors					
6.19	Shop fitting and shelving system					
6.20	Suspended ceiling system					
6.21	Office furnishing					
6.22	Supply, installation and maintenance of auto care equipment					
6.23	Radiographic survey					
6.24	Radiographic/NDT inspections					
6.25	Scaffolding supply and erection					
6.26	Marble and granite restoration					
<b>7.</b>	<b>Instrumentation Work</b>					
7.1	Supply and installation of tank gauging and automation					
7.2	Supply and installation of SCADA system					
<b>8.</b>	<b>Cladding and Signage</b>					
8.1	Metal cladding, glazing and signage works					
8.2	Road signage					
8.3	Signage works (illuminated and non-illuminated)					

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<b>9.</b>	<b>Transport Services</b>					
9.1	Heavy vehicle hire					
9.2	Light vehicle hire					
9.3	Transport haulage contractors (for petroleum products)					
<b>Note: If any other type of work is offered, apart from those listed above, please list below or add a separate sheet with the necessary details.</b>						

**Important: Please tick the Value Group against the type of work for which you would like to register.**

## VENDOR REGISTRATION FORM – SECTION D

(This section of the Form is for Emarat use only)

VR Form submitted on: \_\_\_\_\_ Vendor inspected on: \_\_\_\_\_

**1. Observations/Comments of the Inspecting Officer:**

a. Quality of workmanship, equipment/machinery, availability of materials, manpower and any other details:

\_\_\_\_\_

\_\_\_\_\_

b. Recommendation of the Inspecting Officer regarding registration of the vendor:

M/s. \_\_\_\_\_ are recommended /not recommended to be registered, as follows: -

Sl.No.	Type(s) of Work	Value Group(s)

Signed: \_\_\_\_\_ Name and Designation: \_\_\_\_\_

Date: \_\_\_\_\_

**2. Observations/Comments of Section Head**

**3. Observations/Comments of Department Head**

**4. Tender Committee Approval**

a. Secretary Tender Committee Signed: \_\_\_\_\_

b. Member of Tender Committee Signed: \_\_\_\_\_

c. Chairman Tender Committee Signed: \_\_\_\_\_

**5. Submit to the Secretary of the Tender Committee after completion of the approval process.**