

## 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](http://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.