

NATIONAL CONTRACTOR REGISTRATION (NCR)

2007

MINISTRY OF CONSTRUCTION AND PUBLIC INFRASTRUCTURE
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DEFINITIONS

1. **MCPI** - means Ministry of Construction and Public Infrastructure.
2. **Board** – means Construction Industry Development Board (**CIDB**).
3. **Registration** – means National Contractors Registration (**NCR**).
4. **Construction** – means the performance of building, altering, repairing, addition to , subtracting from, improving, reconstruction, moving, excavating, reclaiming, wrecking or demolishing of any building, roads, bridges or other structure, project, development or improvement to real property or to do any part of thereof, including the erection of scaffolding or other structures.
5. **Contractor** – means
 - a. any person who in any capacity undertakes, offers to undertake, purports to have the capacity to undertake or submit a bid to or does himself or through others , perform construction or
 - b. a construction manager who performs construction management services
6. **Person/applicant** – means any individual, firm, partnership, limited liability company, limited partnership, cooperation, trust, association or other entity or organization capable of conducting business, or any combination thereof acting as unit.

SUMMARY

PURPOSE OF REGISTRY

The purpose of Contractors Registration is to register contractors who provide construction-related work goods & services to the public sector. Contractors who wish to be registered with the Registry must show that they have the relevant experience, financial, technical and management capability.

The MCPI Contractor Registration Requirements specify the registration requisites. Contractors who wish to apply for registration are advised to read the Terms of Registration carefully before submitting the application form. All applications must be accompanied by the necessary supporting documents.

To help applicants have a quick grasp of the registration requirements, the basic requisites are outlined as follows:-

Regulating NCR- National Contractor Registration is regulated by CIDB

REGISTRATION WITH THE MINISTRY OF TRADE AND INDUSTRIES

All local applicants must be registered with the Ministry of Economic Development and Trade at the time of application. Foreign applicants will be registered entitling to undertake work only for the duration or period of the contracted works or as directed by the board.

FINANCIAL REQUIREMENTS

The applicants must submit their latest audited financial report or accounts during the time of application for verification.

All the audited financial reports must be verified and authorized by a professional auditor/accountant who is registered in the Audit Office

SPECIAL CONCESSIONARY RULES

New firms entering the construction industry or existing firms that wish to diversify into a related line of business may be considered under the special concessionary rules (see Appendix B).

PERSONNEL REQUIREMENTS

A person applying for registration depending on the work head must employ sufficient number of **full-time** qualified technical and professional personnel in the relevant disciplines

Consultants or part-time employees cannot be considered as personnel resources for registration purposes. For purpose of verification of employment status of employees, the following must be submitted during application:

<u>Personnel/Qualification</u>	<u>To Submit</u>
Full time employees	(i) Educational Certificates. (ii) Curriculum vitae listing past experience
Foreign technical personnel	(iii) Work permit

TRACK RECORD REQUIREMENT

In terms of track record, the firm must have, in the last three years; completed projects relevant to the particular registration head (see Appendix A). The applicants must forward the relevant letters of award and completion certificates to substantiate these track records.

A firm applying for renewal of its registration status is required to prove that it is still active in the line of business. It must produce evidence to show that it has undertaken relevant works or supplies during the preceding three years.

INSURNACE

Minimum insurance coverage of 1.Public Liability and 2.Third party insurance.

RENEWAL OF REGISTRATION

Registered firms are advised to submit their renewal applications **one month** before the certificate expiry date.

REGULATING CONTRACTORS REGISTRATION

The MCPI contractor's registration is regulated by the **Construction Industry Development Board**. The registration will be administered by the construction industry development section of MCPI

GENERAL POWERS AND DUTIES OF THE BOARD- CIDB

The board shall enforce the minimum standards and requirements therefore as provided by this chapter and by rule adopted by the board. The board may exercise such powers and duties as are reasonably necessary to carry out the provisions of this chapter and it may, among other things:

- (1) Accept or reject applications for registration and establish the fees to be charged for application, registration and renewal, subject to the provisions of this chapter;
- (2) Hold meetings, seminars and attend or be represented at such meetings related to construction, prepare and publish rules pertaining to this chapter and such other information as may be necessary, and furnish copies thereof to those engaged in the business, trade, practice or work of contracting and to the public upon request;
- (3) Furnish standards and procedures and prescribe reasonable rules for applications, qualifications and registration of contractors, including prorating of registration fees and staggering initial annual registration; and
- (4) Under such rules as it may adopt, investigate, classify and determine the qualifications of applicants for registration pursuant to this chapter.

CIDB'S AUTHORITY TO INVESTIGATE AND DISCIPLINE -- SUSPENSION OR REVOCATION OF REGISTRATION.

(1) The board may investigate any person engaged in contracting within the country, or any person believed to have acted as a contractor without being duly registered as required by this registration. Upon receipt of a written complaint from a person who claims to have been injured or defrauded by such person, or upon information received by the board, the board shall perform an investigation of the facts alleged against such person.

If the board investigation reveals that the facts alleged or received are sufficient to proceed with a formal action, the board may authorize the filing of an administrative complaint against such person and may seek injunctive relief prohibiting such person from engaging in construction business.

(2) The board shall have the authority to issue informal letters of reprimand, suspend or revoke a registration, or file a lawsuit in the court of law against any registered contractor if, after an opportunity for a hearing, the board determines that:

(a) A contractor has violated any of the provisions of this chapter including, but not limited to, failure to keep current or provide insurance coverage as required.

(b) A contractor has violated any provisions, relating to consumer protection and fair trading laws and regulations including, but not limited to, making fraudulent misrepresentations to consumers;

(c) A contractor employed fraud or deception, made a misrepresentation or misstatement, or employed any unlawful means in applying for or securing registration as a contractor;

(d) A contractor employed fraud or deception, made a misrepresentation or misstatement, or employed any unlawful means in applying for or securing a building permit or other permits for construction of any type;

(e) A contractor failed to pay the required fee for registration as provided in this chapter;

(f) A contractor has been convicted of or has engaged in conduct constituting a violation of laws of the country, or any subdivision thereof, relevant to contracting, reflecting on the registered contractor's ability or qualifications to continue contracting for other persons, and making the registered contractor a threat to the public safety, health or well-being;

(g) A contractor has engaged in any conduct in business which constitutes dishonest or dishonorable dealings;

(h) A contractor was grossly negligent or reckless in his conduct in the performance of construction. For purposes of this chapter, conduct is grossly negligent or reckless if, when taken as a whole, it is conduct which substantially fails to meet the generally accepted standard of care in the practice of construction in Republic of Maldives.

(i) A contractor had the registration or certification revoked, suspended or refused by the board or omitted such information from any application to the board, or failed to divulge such information when requested by the board;

(j) A contractor has been adjudged mentally incompetent by a court the court of law or

(k) A contractor interfered with an investigation or disciplinary proceeding by a willful misrepresentation of facts or by the use of threats or harassment against any person to prevent such person from providing evidence in a disciplinary proceeding, investigation or other legal action instituted in accordance with this chapter.

(3) A contractor whose registration has been revoked or suspended shall be required to return his certificate of registration within the time determined by the board or, upon a failure to do so, shall be liable for civil penalties as set by the board but not to exceed MRF 50.00 per day for each day the certificate is not returned after the expiration of the period allowed.

TERMS OF REGISTRATION

FUNCTIONS & SCOPE OF THE CONTRACTORS REGISTRY

Functions of the Registry

The Contractors Registry is regulated by the Construction Industry Development Board (CIDB). The registration serves the procurement needs of government departments, statutory bodies and other public sector organizations.

The Registry functions as an administrative body only for the public sector procurement. As such, business entities, which are not registered with CIDB are not precluded from conducting business as contractors or suppliers outside the public sector.

Scope of Registration

There are six major groups of registration heads, namely

1. Harbour contractors (HC)
2. General building contractors (GC)
3. Specific building construction works (OB)
4. specific mechanical /electrical works (ME)
5. Supply works (SY)
6. Other types of construction related works (OT)

APPLICATION DETAILS

Application Procedure

All applications should be submitted in the prescribed application forms. The submissions should include every item in the checklist in the correct sequence. It is the applicants' responsibility to ensure completeness of the submissions. Incomplete or uncompiled submissions will be returned. Processing will commence only after the submissions are found to be in order.

Application forms are available from Ministry's website.(www.constructon.gov.mv)

References

In the course of processing the applications, reference will be obtained from the applicant's bankers and the clients/professional consultants who supervised the works of the applicant either by requesting the presence of such person or sending officers from MCPI to applicant's head office

(Local or overseas) for further verification.

All flights / transport, accommodation (regional and overseas), incidental and any service charges imposed by bankers or professional consultants shall be borne by the applicant.

Processing Time

Under normal circumstances, if the submissions are complete and in order, the applicants will be informed of the outcome within 4 weeks. Nevertheless, the processing time can be reduced if the applicants could forward references directly from the clients/consultants of the projects which the firms have undertaken.

The references should be submitted together with the application form to MCPI in an envelope marked "Strictly Confidential". In the event that no reference is forwarded, MCPI will complete the processing based only on the available information.

Firms are requested to apply for renewals one month before the expiry of the validity period of their registration certificates. Processing is on first-come-first-serve basis. Late applications cannot be expedited.

INSURNACE

All local and foreign applicants are required to produce certificate issued by an insurance company as satisfactory proof of the minimum coverage of public liability and third party

Outcome of Application

Board will notify each applicant on the outcome of the application as soon as the case has been processed. The successful applicant will be issued with a certificate of registration, which shall state the head of registration allocated to the applicant.

Registration fees local applicants

A registration fee of MRF 3000.00 (Three Thousand Maldivian rufiyaa) per registration per work head is applicable to any applicant seeking interest to register in the following work heads.

1. General building construction (GC)
2. Harbour contractors (HC)

A registration fee of MRF 100.00 (One Hundred Maldivian Rufiyaa) per registration per work head is applicable for applicants seeking to registration in all the other work heads.

Registration fees for foreign and JV applicants

A registration fee of USD 1000.00 (One Thousand Dollars unites states) per registration per work head is applicable to any applicant seeking interest to register in the following work heads.

3. General building construction (GC)
4. Harbour contractors (HC)

A registration fee of USD 100.00 (One Hundred Dollars Unites states) per registration per work head is applicable for applicants seeking to registration in all the other work heads.

REGISTRATION REQUISITES

Track Record and Performance

The Registration Heads are listed in Appendix A. Applicants are expected generally to have executed engineering or construction works similar to those Heads which they wish to be registered.

Main contracts and nominated subcontractors (NSC) must form the substantial portion of the track records. Subcontracts awarded directly by another contractor may be considered provided the scope and value of projects are clearly described and accompanied with the necessary contractual documents. However, the contract value of subcontract work may not be taken at face value. This will depend on the extent of involvement of the applicant in a particular project.

In addition to the requirements on aggregate project values, applicants are expected to have a consistently good performance record. Those with poor performance history may be refused registration.

Financial Capacity

Applicants should satisfy Board that they have sufficient financial resources to meet the financial commitments which would normally arise.

Applicants are required to submit with their applications a copy of their latest audited financial report or other suitable accounting document that will clearly certify the financial position of the applicant for the preceding one year. Outdated reports or documents will not be accepted. Financial statements submitted by sole-proprietor or partnership firms must be duly signed by the sole-proprietor or principal partners and must be produced by a registered accountant in Audit Office in Maldives.

Personnel Resources

Applicants should satisfy the Board that they have the necessary full-time personnel resources stationed in Maldives to undertake the work corresponding to the registration head applied for.

The minimum personnel requirements are laid out in Appendix A. If foreign personnel based in Maldives are employed to satisfy the personnel resources requirement, their work permit should be submitted.

Equipments

All firms seeking to register in the in the categories of HC and GC 01 and GC 02 are required to submit proof that they have the necessary equipments and facilities to complete the works. The minimum required equipments are listed in Appendix A – registration heads.

The applicant must prove that they have the necessary equipments by

- a. submission of registration certificates issued by the Ministry of Transport and Civil Aviation (*the certificate must show that the equipments are registered under the applicants name*)or
- b. Submission of lease agreements with a leasing company (foreign/ local) for the lease of required equipments for the term of registration with no conditions.

Company Status with the Ministry of Economic Development and Trade

All local firms have to be registered with the Ministry of Economic Development and Trade for the business during the time of application.

Foreign applicants will be required to register the business with Ministry of Economic Development and Trade to conduct the business after they meet the Board's requirements to be registered as a contractor.

CONDITIONS OF REGISTRATION

Registration Status

Registration status shall be accorded only to firms which Board considers as having sufficient resources, experience and technical expertise to undertake contracts of a nature and size as defined by the Registration Head. The requirements stipulated, as set forth shall be taken as defining only the minimum requirements expected of an applicant.

Validity

The validity of any registration is for a period of three years. (However contractors registered in GC01,GC02,GC03,GC04,HC01,HC02,HC03 are required to submit their audited accounts annually and meet the financial requirement in order to retain in their respective grades of registration).

Registration will thereafter lapse automatically unless a renewal is filed and approved by MCPI. Renewals shall be made **one month before** the expiry of the validity period. Application forms for renewals will be sent by MCPI to all registered contractors one and a half-month before the certificate expiry date.

Update of Firms' Particulars

A registered contractor is required to advise Board immediately of any changes in its management status, address or any other pertinent particulars which may occur from time to time.

It should be noted that registration status is accorded to the firm on the basis of the firm's particulars at the time of application and Board reserves the right to revoke or modify the registration status in the event of any development or change in the firm's particulars which, in the opinion of Board, renders the firm unsuitable to be accorded the current registration status.

Notification of change of firm's particulars should be in writing and accompanied by copies of the supporting documents. In addition, Board may periodically require registered firms to furnish pertinent particulars to Board for the purpose of assessing the eligibility of their continued registration.

Certificate of Registration

The Certificate of Registration is the property of Board and must be surrendered to MCPI whenever the registered firm is debarred or when the firm's registration is terminated for any reason.

Authority of Board - CIDB

Board reserves the right to review the registration status of the registered firms from time to time. The following courses of action may, inter alia, be taken by Board if the firms fail to fulfil the registration requisites as set forth in this brochure:

- (a) Downgrading of registration grades;
- (b) De-registering the firm from the Contractors Registry.

Board is not bound to accept any application notwithstanding that the applicant may have complied with the minimum requirements as set forth in this brochure. Furthermore, the applicant is also deemed to accept that Board is not bound to assign any reasons for rejecting applications or for downgrading/suspending a registered contractor or de-registering a firm from the register

Firms which are debarred by the Ministry of Economic Development and Trade will be refused registration for all lines of business and for the duration stated in the debarment order. They may apply for consideration to be re-registered after the debarment period has lapsed.

Board may publish information on projects handled by the registered contractors. Note: (*refer: general powers and duties of the board – CIDB, page No.03*)

REGISTRATION OF FOREIGN CONTRACTORS

REGULATIONS FOR FOREIGN CONTRACTORS REGISTRATION

REQUIREMENTS FOR FOREIGN CONTRACTORS REGISTRATION

LEGAL

1. All foreign contractors shall satisfy the requirements set by the Board before they can be registered as a contractor in the Maldives.
2. All foreign parties who work as a contractor for civil and building works in the Republic of Maldives shall be registered as a contractor with the Ministry Economic Development and Trade. The registration shall be for the duration of the contract period.

All foreign parties wishing to register in NCR must submit with the application.

- a. Certificate of Registration to do business in the Republic of Maldives or if not yet doing business, certificate of registration of representative office;
 - b. Company Brochure and company profile.
3. A copy of the signed works contract shall be submitted to Board when applying for registration.

The documents that shall included with the signed contract shall include but not limited to

- a. Copy of "Invitation to Bid" or "Instruction to Bidders" or "Notice to Bidders" published in newspapers or disseminated by the owners/tendering agency showing the following:
 - b. Deadline for submission of Intent/Interest to pre-qualify, deadline for qualification and the date of bidding;
 - c. Funding Source, Loan Agreement Number, Approved Budget for the Project;
 - d. Required registration Category, Project kind and Size Ranges
4. All foreign contractors who work in the Republic of Maldives, as part of joint venture (JV) with a Maldivian contractor or on their own under a contract from an International Aid Agency or on International Banking Institute, shall also be registered as a contractor with the Ministry of Economic Development and Trade.

5. Generally foreign contractors will not be allowed to participate in local competitive tenders. Depending on the nature, the type of works and the financial needs of the works, Board will decide on foreign participation in any local competitive tenders. Preference will be given to local to foreign JVs over total foreign participation on such tenders.

6. In all local competitive tenders, foreign contractors may participate as subcontractors. Subcontracting is limited to service related works and those which require finish or product of a specialist nature. Subcontracting is limited to not more than 40% of the total works.

7. Foreign contractors are allowed to participate in all International Competitive tenders called by the local authorities. Preference will be given to local to foreign JVs over total foreign participation on such tenders.

FINANCIAL ,TECHNICAL AND TRACK RECORD

1. The contractor shall have minimum five years of experience as a contractor in home country or a third country. And shall be registered in such the legal contractor's registration of that country during the period of execution of the works.
2. At least one project shall be completed in similar nature of and size as to which the contractor seeks the registration.
3. List of completed and/or on-going projects during the last three (3) years. Including the nature, size, type and price of the project. Copies of completion letters or certificates from the employer must be accompanied as a proof for all the executed projects.
4. All technical people of the company must hold the degree level or equivalent qualifications. There must be a minimum of one for each of the following categories depending on the project; Civil, Electrical and Mechanical Engineering, Surveying and Quantity Surveying.

Note: in Maldives all the copies of documents have to authenticate by the Public Examinations.

5. Audited Financial Statements and financial records of the past three years from the date of application of registration. Including Income Tax Return (if applicable) of each non-contractor partner. Foreign, documents must be duly authenticated by the authorized certifier of the country or the in the partner's home country.

Note: Audited financial report and documents must be authenticated by a registered chartered accountant of that country.

6. The turnover of the company for the last three years must not be less than US\$6 million per year.

7. For JVs applying for registration must submit

- a. Financial Statements / Pre-Operating Balance Sheet Partners' Statement under oath containing their combined financial resources (pre-operating balance sheet) to be committed/invested in the consortium.

- b. Partners' statement under oath containing the names and other details of their respective nominated technical personnel to be assigned in the implementation of the project of the consortium.

- c. Track Record of the both the parties (if not previously submitted)

- c.1 Copy of Contract/Subcontract Agreement/s duly authenticated by the tendering agency or project owner or in case of subcontract, by the prime/main contractor.

- c.2 Copy of Certificate of Acceptance/Completion from tendering agency or project owner, or in case subcontract, from the prime/main contractor.

- c.3 For privately-owned projects only: Certified True Copy of Certificate of Creditable Income

Appendix A

REGISTRATION REQUIREMENTS FOR HARBOUR CONTRACTORS (HC)

WORKHEAD CLASSIFICATION AND DESCRIPTION

Workhead	Title	Description
HC	Harbour construction works	Works involving marine piling and the construction of marine structures such as harbours, jetties, quay walls, and sea walls. Works involving dredging and reclamation work.

REGISTRATION REQUIREMENTS (HC)

Grade	Tendering Limit (MRf)	Financial (Min Net Worth) (MRf)	Management & Development	Track Record (Past 10 years)**	Equipment	Additional Requirements
				HC(Harbour Construction Works) (MRf)		
1	unlimited	12.0m	7P/T*	120.0m of which 25.0m MC 2.0m SP	*a)	Annual Submission of Financial Accounts
2	40.0m	4.0m	5P/T*	40.0m of which 16m MC 2m SP	*a)	Annual Submission of Financial Accounts
3	20.0m	2.0m	3P/T*	20.0m of which 6m MC 2m SP	2 Excavators *b) 1 Loader *c) 2 Trucks	Annual Submissions of Financial Accounts
4	8.0m	0.8m	1T *d)	-	1 Excavator 1 Loader 2 Trucks	-

Note:

- 1) m stands for million
- 2) Minimum net worth must be met.
- 3) MC – main contracts (nominated sub-contracts may be included)
- 4) SP – minimum size single project
- 5) Percentage of sub-contract value taken into consideration shall be 75%.

P/T – Professional and Technical personnel with relevant qualifications (see Table for more details).

* One third of P/T personnel must possess relevant qualifications from universities recognised by MCPI or MAB (Maldives Accreditation Board)

**** For renewal cases, projects completed satisfactorily in the past 10 years including ongoing projects and recently awarded projects will be considered as track record. For evaluation of overseas projects and financial accounts, MCPI may send its officers to the respective countries for further verification. All flight and accommodation expenses shall be fully borne by the applicant.**

*a) - Dredging and Excavating equipment of minimum 120cbm/hr capacity jointly or individually
Earthmoving plant of minimum 120cbm/hr capacity jointly or individually
Heavy lifting capacity of 80t
Barge, landing craft, RORO equipment of 1200t carrying capacity

*b) - Minimum 0.8cbm bucket capacity per excavator

*c) - Minimum 8.0cbm per truck

*d) - Minimum 5 years of experience required for a Diploma holder

PERSONNEL QUALIFICATION

Workhead	Title	Personnel Qualifications
HC	Harbour Construction Works	<p>“P” shall mean a Professional qualification with a recognised degree in Architecture, Building, Civil/Structural Engineering or equivalent.</p> <p>“T” shall mean a Technical qualifications in any of the following:</p> <ul style="list-style-type: none"> i) A recognised polytechnic diploma in Architecture, Building, and Civil/Structural Engineering. ii) A National Certificate in Construction Supervision (NCCS) iii) Certificate/Specialist Diploma in M&E Coordination iv) Or other equivalent qualifications approved by MCPI or MAB

REGISTRATION REQUIREMENTS FOR GENERAL BUILDING CONTRACTORS (GC01 & GC02)

WORKHEAD CLASSIFICATION AND DESCRIPTION

Workhead	Title	Description
GC01	General Building Contracting Work	All type of building works in connection with any structure, being built or to be built, for the support, shelter and enclosure of persons, animals, chattels or movable property of any kind, requiring in its construction the use of more than two unrelated building trades and crafts.
GC02	General Civil Contracting Works	Works involving concrete, masonry and steel in bridges, sewers, culverts, reservoirs, retaining walls, canals, drainage systems, underground structures, cutting and filling of embankment, revetments, excavation of deep trenches, scraping of sub-soil, surface drainage works, flexible pavement, rigid pavement, open car parks and related works such as kerbs and footways.

REGISTRATION REQUIREMENTS

Grade	Tendering Limit (MRf)	Financial (Min Net Worth) (MRf) 10% OF Tendering limit	Management & Development	Track Record (Past 3 years)**		Equipment	Additional Requirements
				GC01 (General Building Contracting Work) (MRf)	GC02 (General Civil Contracting Works) (MRf)		Annual Submission of Financial Accounts
1	unlimited	10.0m	10P/T*	120.0m of which 90.0m MC 30.0m SP	120.0m of which 60.0m MC 30.0m SP	*a)	Annual Submission of Financial Accounts
2	40.0m	4.0m	5P/T*	40.0m of which 30m MC 10m SP	40.0m of which 20.0m MC 10.0m SP	*a)	Annual Submission of Financial Accounts
3	18.0m	1.8m	3P/T	18.0m of which 13.5m MC 4.5m SP	18.0m of which 9.0m MC 4.5m SP	*b)	Annual Submission of Financial Accounts
4	8.0m	800,000	1P or 2T	8.0m	8.0m	*c)	Annual Submission of Financial Accounts
5	1.5m	50,000	1T	-	-		

Note:

- 6) m stands for million
 - 7) Minimum net worth must be met.
 - 8) MC – main contracts (nominated sub-contracts may be included)
 - 9) SP – minimum size single project
 - 10) Percentage of sub-contract value taken into consideration shall be 75% for GC01 and 50% for GC02.
- P/T – Professional and Technical personnel with relevant qualifications (see Table B2 for more details).

* One third of P/T personnel must possess relevant qualifications from universities recognised by MCPI or MAB (Maldives Accreditation Board)

**** For renewal cases, projects completed satisfactorily in the past 5 years including ongoing projects and recently awarded projects will be considered as track record. For evaluation of overseas projects and financial accounts, MCPI may send its officers to the respective countries for further verification. All flight and accommodation expenses shall be fully borne by the applicant.**

*a) Track/Tractor
Concrete mixer (10/7cft)
Survey equipments
Vibrator

*b) Concrete mixer (7/5cft)
Survey equipments
Vibrator

*c) Survey equipments
Water pump

PERSONNEL QUALIFICATION

NATIONAL CONTRACTOR REGISTRATION

Workhead	Title	Personnel Qualifications
GC01 GC02	General Building General Civil Contracting Works	<p>“P” shall mean a Professional qualification with a recognised degree in Architecture, Building, Civil/Structural Engineering or equivalent.</p> <p>“T” shall mean a Technical qualifications in any of the following:</p> <ul style="list-style-type: none"> v) A recognised polytechnic diploma in Architecture, Building, and Civil/Structural Engineering. vi) A National Certificate in Construction Supervision (NCCS) vii) Certificate/Specialist Diploma in M&E Coordination viii) Or other equivalent qualifications approved by MCPI or MAB

**REGISTRATION REQUIREMENTS FOR
SPECIFIC BUILDING CONSTRUCTION WORKS (OB)**

WORKHEAD CLASSIFICATION AND DESCRIPTION

Workhead	Title	Description
OB01	Concrete Works	All works related to the preparation and casting of reinforced concrete structures including sub and super structure of buildings, casting of foundations and footings for non-building structures and the pre-casting of concrete.
OB02	Masonry and Plastering Works	Construction of masonry walls in buildings, boundary and retaining masonry walls, plastering and screeding using mortar mixes.
OB03	Tiling Works	Indoor and outdoor tiling to include specialist tiles fixing using tiling agents and the treatment and cleaning of tiles.
OB04	Glazing, Windows and Cladding Works	Supply and installation of curtain walls, windows, louvers, glass, ironmongery, sliding and folding doors.
OB05	Painting Works	Interior and exterior painting works in building including specialist finishes. This also include marine painting works including the cleaning and painting of metal surfaces.
OB06	Steel and Welding works	Includes the erection of steel building structures and the fabrication of steel members for structure use. It includes the fabrication of steel structure such as tank, towers, pipes etc.
OB07	Carpentry and Interior finishing	Interior design. Planning and the decoration of the buildings. This includes the ceiling panels, furniture designing and manufacturing, partitions, built-in fitments, raised floor works.

OB08	Excavation and Demolition works	This head covers all general demolition and excavation works
OB09	Concrete Repair and Corrosion Protection work	The head covers the reinforcement of structures and joints through the use of cement-sand-mortar mix or the injection of slurry into joints and cracks in concrete structure and the application of spraying of cement sand mortar onto surfaces of reinforced concrete works. Corrosion protection on metal surfaces and structures. Includes processes such as cathodes, anodic and electrolytic protection.

REGISTRATION REQUIREMENTS FOR SPECIFIC MECHANICAL ELECTRICAL WORK (ME)

WORKHEAD CLASSIFICATION AND DESCRIPTION

Workhead	Title	Description
ME01	Air-condition / Ventilation work	The installation, commissioning, maintenance and repairs of air-conditioning, refrigeration, cold rooms, and ventilation system.
ME02	Building Automation Control, Communication and Security system	(a) Installation and maintenance of microprocessor or computer based building control systems (e.g. integrated environment control, fire and security computer control system), and industrial process control system. (b) Installation and maintenance of communication systems. (e.g. intercom and wireless radio) and security system (e.g. CCTV, security alarm, car park security control and card access systems). (c) Installation and maintenance of central Antenna Television (CATV) systems.
ME03	Electrical and Power Distribution work	The installation, testing, commissioning, maintenance and repair of electrical based systems such as switch gears, transformers and large generators. It also includes the electrical installation in building and marine vessels. Firms, which are suppliers of electrical equipments or materials, should register under relevant supply heads. Applicants must employ a person who used valid electrical license (approved by MEB).
ME04	Fire Protection	Installation and maintenance of fire alarms, prevention and protection systems.
ME05	Vertical and Horizontal Transport system	This covers the installation, commissioning and maintenance of lifts escalators and travellers.
ME06	Telephone and Telecommunication	Wiring works within a building for telecommunication and communication purpose.

ME07	Mechanical work	The installation, commissioning, maintenance and repair of mechanical plants, machinery and systems. It includes the installation and maintenance of power generation and turbine systems. Firms which only supply the hardware should register under the relevant supply heads.
ME08	Plumbing and Sanitary work	Installation, repair and servicing of water and sanitary works and plumbing fixtures.

REGISTRATION REQUIREMENTS FOR SUPPLY WORKHEADS (SY)

WORKHEAD CLASSIFICATION AND DESCRIPTION

Workhead	Title	Description
SY01	Basic Building Material	Supply of basic building materials such as granite, bricks, cement, sand, timber, ready-mixed concrete and reinforcement bars.
SY02	Chemicals	Supply of all forms of chemicals including pollution dispersal chemical hardening compounds, adhesives solvents and paints.
SY03	Electrical Equipment	Supply of heavy electrical equipment such as switchgears and transformers. Firms must have facilities and personal to provide maintenance back up services for the equipment supplied.
SY04	Electrical and Electronic Material, Product and components	Supply of electrical and electronic products and materials such as batteries, electrical cables and wires, lightings and includes control and measuring instruments.
SY05	Finishing and Building products	Supply of all finishing and building products such as carpets, tiles, ceiling board, awnings, blinds and wallpapers.
SY06	Gases and Petroleum Products	Supply of gases including oxygen, nitrogen, hydrogen nitrous oxide, chlorine, carbon dioxide and oxyacetylene gases. Petroleum products and by-products including lubricants, bunker oil, diesel, gasoline and greases. Equivalent synthetic products suppliers can also considered for registrations.

SY07	Mechanical Equipment and Plant and Machinery	Supply of mechanical plants and equipment including generators, vehicles, air compressors, pumps, lathes, boilers, bulldozers, cement mixtures, cranes and turbines. Firms should possess facilities and personal to provide maintenance and back-up services.
SY08	Mechanical Materials Product and components	Supply of mechanical products and components including ferrous and non-ferrous casting machine tools, rollers, conveyor belts, valves and spare parts for mechanical equipment.
SY09	Metal and Timber for Structure	Supply of aluminum, steel. Steel alloy and timber structural components, metal scaffolds.
SY10	Sanitary Products	Supply of sanitary fittings including washing basins, bidets, toilet bowl and bathtubs. Supplier of pipes should be registered under SY01.

**REGISTRATION REQUIREMENTS FOR
OTHER TYPES OF CONSTRUCTION RELATED
WORK HEAD (OT)**

WORKHEAD CLASSIFICATION AND DESCRIPTION

Workhead	Title	Description
OT01	Building Maintenance	Includes cleaning and housekeeping services for offices, buildings, compounds, industrial and commercial complexes, desisting and cleaning of drains and landscape maintaining.
OT02	Sign and Craft	Planning and installation of an integrated signposting system for complexes, airports, shopping centers. It includes the setting up of exhibition stands and signs along roads.
OT3	Pest Control	Extermination and control of pests in installation and building complexes.

APPENDIX B – special and concessionary rules

New firms entering the construction industry with no track records will be allowed to register the NCR under the special and concessionary rules. This registration requirement is only applicable to those firms that wish to register under the work head of

- a. HC – harbour construction works
- b. GC01 - general building contracting works
- c. GC02 – general civil contracting works

New firms with no track records will only be registered in the lowest grade of the work heads.

Special and concessionary rules for HC , GC01, GC02

New firms seeking to register will only be registered in the HC4, GC01 (5) and GC02 (5) category. The applicants are required to fulfill the following requirements:

- a. The line of business must be registered in the Ministry of Economic Trade and Development.
- b. Must be a local firm
- c. Must have the necessary equipments specified in the work head.
- d. Must meet financial requirements specified in the work head
- e. Must have the required qualified technical and professional full time employees
- f. Any one of the professional must have a minimum of three years documented project execution experience and a direct involvement with a minimum accumulated value of
 - 1. MRF 4 million for HC4 category
 - 2. MRF 0.75 million for GC01 (5), and GC02 (05) category.

Appendix C



**Application Form for National Contractors Registration
Harbour Construction Works**

1. About the Applicant

Ministry of Economic Development and Trade's registration details

Name: Telephone Numbers:
 Address: Fax:
 Road: Email:
 Ward: Website:
 Atoll / Island: Registered Date:
 Registration Number:

Business Type:

Company Local Investment Partnership Business Name Others
 JV Company, Specify Details:

.....

Main line of business

.....

2. Submissions

Please submit the following documents and any additional documentary evidence along with the completed application form:

- 1- A copy of company's registration certificate
- 2- Last three years audited financial reports
- 3- Complete form 2, 3, 4, 5, 6, 7 and 8

3. Declaration

I affirm that the information given in this application are true and correct

Name: Sign: Stamp: Date:

4. For official Use Only

All the relevant documents are submitted

Received by:

Sign:

Date:

Harbour Contractor
 Grade:

Checked By: Sign: Date:

Form 02: Experience Summary of Key Personnel (Harbour Construction Works)

Please include the following staff proposed to carry out the project. (General management, Administration, Technical Management, Project manager, Project Engineer, Site Engineer, and a Site Supervisor with accordance to registration requirement

Position:		
Candidate Information	Name of Candidate:	Date of Birth:
	Professional Experience:	Highest Qualification Achieved:
Present Employment	Name of Employer:	
	Address of Employment:	
	Telephone:	Facsimile:
	Years with present Employer	

Summarized professional experience over the last 10 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the project

From	To	Company:	Project:
		Position:	
Relevant Experience:			
From:	To:	Company:	Project:
		Position:	
Relevant Experience:			

**Form 03: Experience in Contracts of Similar Nature
(Harbour Construction Works)**

List all works of Value above MRF 2,000,000 performed in the past 10 years.
Please attache contract agreements for projects.

Value of contract								
Type of Work Performed and Year of Completion								
Name of Client and Contract Person								
Location of Project								
Name of Project								

Attache project completion letter's and certificate from the client, for all the works listed.

**Form 04: Equipments Proposed for the Project
(Harbour Construction Works)**

Major items of Contractor's Equipment proposed for carrying out the works. List all information requested below.

Condition (new, good, poor) and number available								
Capacity of Equipment								
Description, Mark and age (year)								
Item of Equipment								

Form 05 – Joint Venture Data

A copy of the joint venture agreements must be attached to this form.

Name of all partners
1. Lead partner:
2. Partner:
3. Partner:
4. Partner:

Total value of annual construction turnover, in terms of work billed to clients at the end of the Project

Annual Turnover Data (Construction only) for the last three years.			
Partner	Year 2006	Year 2005	Year 2004
1. Lead partner			
2. Lead partner			
3. Lead partner			
4. Lead partner			
Total			

Please attach copies of Board resolution to form JV Company

Form 06:

Schedule of Annual Turnover data

Annual Turnover Data for the last 3 years		
Year	Turnover	Detail
1.		
2.		
3.		

Schedule of current works in progress

Name of Contract	Value of Outstanding Work (current US\$ equivalent)	Estimated Completion Date
1.		
2.		
3.		
4.		
5.		
6.		

Contractors and each partner of a joint venture should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, of contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Schedule of finance data

Name of Banker:	
Address of banker:	
Telephone:	Contact name and title:
Facsimile:	Telex:
The contractor or each of a joint venture must fill in this form. If necessary, use separate sheets to provide complete banker information	

Form 07:

Financial information

	Previous three years		
	1.	2.	3.
1. Total assets			
2. Current assets			
3. Total liabilities			
4. Current liabilities			
5. Profile before taxes			
6. Profile after taxes			
Summarize actual assets and for the previous 5 years			

Credit line

Source of credit line	Amount
1.	
2.	
3.	
Specify proposed sources of credit line to meet the cash flow demands of the project. Attach audited financial statements for the past 3 years (for contractor or each partner of a joint venture). Firms owned by individuals and partnerships, may submit their balance sheets certified by a registered accountant, and supported by copies of tax return, if audits are not required by the laws of their countries of registration.	

**Form 08 – Summary of Contract Commitments / works in progress
(Harbour Construction Works)**

All contractors and partners of a joint venture contractor should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Name of Contract	Value of outstanding work	Estimated completion date
1.		
2.		
3.		
4.		
5.		
6.		
7.		



Ministry of Construction and Public Infrastructure

Male', Republic of Maldives

Application Form for National Contractors Registration

1. About the Applicant

Ministry of Economic Development and Trade's registration details

Name: Telephone Numbers:

Address: Fax:

Name:

Email:

Road:

Website:

Ward:

Registered Date:

Atoll / Island:

Registration Number:

Business Type:

Company Local Investment Partnership Business Name Others

2. Registration Category

Tick the related categories for registration

1- General contractors

GC01 General Building Contractors

GC02 General Civil Contractors

2- Specific building construction work

OB01 Concrete Works

OB02 Masonry & Plastering Works

OB03 Tiling Works

OB04 Glazing & Cladding Works

OB05 Painting Works

OB06 Steel & Welding Works

OB07 Carpentry & Interior Finishing Works

OB08 Excavation & Demolition Works

OB09 Concrete Repair & Corrosion Protection Works

3- Specialist Mechanical & Electrical Contractors

ME01 Air-conditioning & Ventilation Works

ME02 Building Automation, Control, Communication
& Security Systems

ME03 Electrical & Power Distribution Works

ME04 Fire Protection

ME05 Vertical & Horizontal Transport Systems

ME06 Telephone & Telecommunication

ME07 Mechanical Works

ME08 Plumbing & Sanitary Works

4- Other works

OW

3. Submissions

Please submit the following documents and any additional documentary evidence along with the completed application form:

1- A copy of company's registration certificate

2- Last three years audited financial reports

3- Projects completed within the past three years along with the value and details of projects

4. Declaration

I affirm that the information given in this application are true and correct

Name: Sign: Stamp: Date:

5. For official Use Only

All the relevant documents are submitted

Received by:

Sign:

Date:

Registered
Categories:

GC01 OB06 ME04

GC02 OB07 ME05

OB01 OB08 ME06

OB02 OB09 ME07

OB03 ME01 ME08

OB04 ME02 OW

OB05 ME03

Checked By: Sign: Date: