



هيئة مياه و كهرباء أبوظبي
Abu Dhabi Water & Electricity Authority

Companies Registration Section

Contractor and Consultant Site Survey Guidelines



شركة المرفأ للطاقة
Al Marfa Power Company



شركة أبوظبي لخدمات الصرف الصحي
Abu Dhabi Sewerage Services Company

 **TRANSCO**
شركة أبوظبي للنقل والتحكم
Abu Dhabi Transmission & Despatch Company

AiDWEC
شركة أبوظبي للماء والكهرباء
Abu Dhabi Water & Electricity Company



شركة العين للتوزيع
Al Ain Distribution Company



شركة أبوظبي للتوزيع
Abu Dhabi Distribution Co.

LIST OF DOCUMENTS TO BE SUBMIT
PRIOR TO SITE SURVEY
FOR CONTRACTOR

- ❖ Covering letter with Company's brief profile, indicating company services can provide to **ADWEA** (Attach Company Brochure, if available).The Company's will only be considered for registration with **ADWEA** for services which match with the activities mentioned in Company Licenses.
- ❖ Copies of the following company licenses:
 1. Department of Economic Development or equivalent licenses issued from Abu Dhabi
 2. Chamber of Commerce License
 3. Planning Department Classification, if available
- ❖ Track record of completed/ongoing major experiences, for the last 5 years, in the ADWEA experience form for each workgroup / service separately as applicable Performance Certificate/Completion Certificate for Completed Projects)
- ❖ Whole copy of the Quality System Manual and copy of certificates held, if any.
- ❖ Safety Manual and Lost Time Injury Records.
- ❖ Organization chart indicating **Positions/Names** of key personnel.
- ❖ List of manpower by discipline specifying permanent staff, along with copy of **Ministry of Labor Certificate**, issued by UAE Government, Abu Dhabi.
- ❖ 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.

**BUSINESS PLANNING & PERFORMANCE DEPARTMENT
COMPANY REGISTRATION SECTION**

LIST OF MAJOR EXPERIENCE FOR THE LAST 5 YEARS

| <i>CONTRACTOR COMPANY NAME</i> | | | | | <i>REGISTRATION NUMBER</i> | | |
|--------------------------------|----------------------|-----------------------------------|-----------------------------|---------------------------|--|--------------------------------------|---------------------------------|
| WORK GROUP (WG) DESCRIPTION | | | | | WORK GROUP NUMBER <small>06 DIGITS CODE</small> | | |
| SR. NO. 1 | PROJECT TITLE (2) | CLIENT/ END USER NAME (3) 3 | DETAIL SCOPE OF WORK (4) | ROLE IN PROJECT (5) | YEAR (6) | TOTAL CONTRACT VALUE (DHS) (7) | VALUE FOR THIS WG (DHS) 8 |
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CoLUMN NO.0 8 - This value should reflect the relevant portion of **your Contract Value** which relates directly to the concerned Work Group / Service for which this form is being filled, e.g., If your total job value is Dhs. 1 Million and out of this the relevant Work Group / Service is only Dhs. 50,000 then write Dhs. 50,000 in this column.

Note: Please list **Projects dates** in Ascending Order.