



CONTRACTORS REGISTRATION BOARD

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APPLICATION FORM FOR TEMPORARY REGISTRATION OF JOINT VENTURE OF CONTRACTORS – Bylaw 4(1)

By-law 4(1)

For Official Use only

Application form received on:	<input type="text"/>	Application received by	<input type="text"/>
Processing fee paid on:	<input type="text"/>	Receipt No.	<input type="text"/>
Application fee paid on:	<input type="text"/>	Receipt No.	<input type="text"/>

NOTES:

- I. *Should the space provided on the questionnaire prove insufficient, additional details may be provided on a separate sheet of paper.*
- II. *Application for Joint Venture shall be made by JV partners upon payment of non-refundable application fee of Tshs. 40,000/=.*
- III. *JV Partners should clear all outstanding Annual fees and Penalties prior to submission of application form*
- IV. *Application Form with incomplete submission shall not be accepted*
- V. *Constitute your JV's well in advance and acquire a stand by Confirmation Letter*
- VI. *Processing JV application for issuance of **Confirmation Letter** shall take at **least three (3) days***
- VII. *All key copies of supporting documents must be certified as true copies of the original*
- VIII. *Application forms must be filled in Block letters or Printed*
- IX. *Successfully bidders shall submit to the Board Letter of award/ acceptance along with a non-refundable Joint Venture processing fee of Tshs. 50,000/= for finalising JV registration.*

SECTION I: COMPANY PROFILE OF JOINT VENTURE PARTNERS

PARTNER 1 (LEAD PARTNER)

1. Company's Name in full.....
2. Address of Head Office:
- Contact Details:
- Telephone No. Fax No.
- E-mail: Website:
3. Name of Authorised Representative:¹
4. Type of Contracting Business..... Class & Registration Number

¹ Attach power of Attorney

PARTNER 2

- 1. Company’s Name in full.....
- 2. Address of Head Office:
- Contact Details:
- Telephone No. Fax No.
- E-mail: Website:
- 3. Name of Authorised Representative:¹
- 4. Type of Contracting Business..... Class & Registration Number.....

Note: If JV Partners are more than 2, fill on a separate sheet providing the same details

- 5. Authorised Representative of the Joint Venture:
Name:
- Qualification:
- 6. Class Applied for as a Joint venture

SECTION II : PARTICULARS OF THE TENDERED/CONTRACTED PROJECT
(as appear in ITB)

- Name & Address of Client:
7.
- 8. Name & Address of Project Consultant:
.....
- 9. Name of the Project:
- 10. Location of the Project:
- 11. Scope of Works:
- 12. Value of Contract:
- 13. Project Start Date: Expected Project Completion Date *(Defect Liability Period inclusive)*
.....

¹ Attach power of Attorney

STAFF TO BE DEPLOYED IN THE JOINT VENTURE

SECTION III: STAFF REQUIREMENTS TO SATISFY APPLIED CLASS

14. Particulars of Key Personnel (Including Directors/Partners, Technical and Administrative Staff)

Name of Personnel	Nationality	From which Partner Firm	Academic Qualifications ³	Status and Position in the Project	Working Experience (No. of years)	No of Years with the Company	Terms of Employment (Permanent or Contract) ⁴

.....
Signature and Official Stamp of Lead Partner

.....
Date

³ Attach Certificates or Testimonials and CVs

⁴ Attach Updated Employment Contract for personnel on contract

SECTION IV: PLANT EQUIPMENT OWNED/LEASED

15. To be Deployed to satisfy applied Class

Name of Equipment	Type/Make/ Model	Date of Manufacture	Registration No/Serial No/ Other Identification Mark	Owned/Leased ⁵	From which Partner Firm

.....
Signature and Official Stamp of Lead Partner

.....
Date

⁵Attach certified proof for ownership or lease confirmation.

DECLARATION

16. I/We the undersigned hereby declare as follows:-

- (i) My/our signing of this application form implies acceptance of responsibility for the veracity and accuracy of all information submitted therein or therewith.
- (ii) The information given will be used by the Contractors Registration Board for the purpose of evaluating this application for registration. Such registration will be approved at the sole discretion of the Board.
- (iii) Any employer, consultant or banker, past or present, is hereby authorised and requested to provide information on the competence and general reputation of this firm if so required by the Board.
- (iv) The Board is welcome to visit and physically inspect my/our establishment and works (contracts) executed, when it deems fit to do so, in order to verify the authenticity of the information given herein, or by our Referees, or obtained from any other source regarding our firm.
- (v) Failure to complete any part of this application form may result in not being registered.
- (vi) My/our firm shall not be engaged in any acts of bribery or corrupt practices in whatever form.

Dated this day of 19.....

(i) Signed by (*Authorised Representative of Lead Partner*)
(*Name in Block letters*)

in the capacity of (*status in Firm*)

.....
Signature

SECTION VI

LIST OF ATTACHMENTS TO BE SUBMITTED⁴

- AT 1 — JV Agreement
- AT 2 — Proof of Payment of Annual fees for the current year
- AT 3 — CV's of Key Personnel Deployed in the Joint Venture & Employment Contract for temporary staff and certified copies of their Certificates
- AT 4 — Invitation to bids /Advert/Supporting letters from Client
- AT 5 — Certified Copies of Registration Cards for owned Equipment/Confirmation for Lease
- AT 6 — In addition for all JV applications for already awarded Private Building Project should be supported by Building Permit, Drawings and Bill of Quantities prepared by Registered Quantity Surveyor/firm.

CONTRACTORS REGISTRATION BOARD

CRB-F5

ANTI-BRIBERY PLEDGE – Bylaws 3(1) (c) (vii)

M/s..... (name of applicant)

Recognises that corruption has a devastating impact on the social and economic development of any country. We share in the growing global consensus that action is needed to strengthen transparency and accountability, particularly in international development, trade and investment.

M/s..... therefore pledges to support the efforts of the Government of the United Republic of Tanzania and to participate, along with the Contractors Registration Board and other members of the business community and financing institutions, in forming a coalition against corruption.

M/s..... welcomes the action taken by the Government to strengthen transparency and accountability. In this context we will:-

- (a) not offer or give any bribes or any other form of inducement to any public official in connection with a pending bid.
- (b) not permit anyone (whether our employee or an independent commission agent) to do so on our behalf.
- (c) make full disclosure in our bids of the beneficiaries of payments relating to the bids to any person other than our employees but including bonus payments which may be made to employees
- (d) formally undertake to issue instructions to all our employees and agents or other representatives in Tanzania directing them at all times to comply with the laws of Tanzania and in particular not to offer or to pay bribes or other form of inducement to officials, whether directly or indirectly.

.....
(to be signed by Chief Executive Officer of the firm)

.....
Date

A F F I D A V I T

Made under bylaw 4(2)(h)

I _____ an adult Christian/Muslim/Hindu/Pagan of P.O Box _____

For the purpose of carrying out a specific contract in Tanzania.

DO HEREBY solemnly take oath/affirm and state as follows:

That I _____ am the Authorised Representative of this Joint Venture of _____ that the Joint Venture is bidding for the works advertised by _____ of which the project is expected to take a period of _____ months/years.

That once awarded the works we shall finalize registration of the Joint Venture and on completion of the works we shall wind up business and not engage in any other business beside the above mentioned project.

On behalf of the applicant I declare that the facts deposed to hereinabove are true to the best of my knowledge.

DE P O N E N T

Sworn/Affirmed at _____ by the said _____ who is the _____ of M/S _____ this _____ day of _____ 20.....

BEFORE ME: _____

SIGNATURE: _____

POSTAL ADDRESS: _____

QUALIFICATIONS: _____