



THE UNITED REPUBLIC OF TANZANIA

THE CONTRACTORS REGISTRATION ACT
(ACT No. 17 OF 1997)

BY-LAWS -1999

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Contractors Registration

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THE CONTRACTORS REGISTRATION ACT
(ACT No. 17 OF 1997)

BY-LAWS

Made under section 35

THE CONTRACTORS REGISTRATION BY-LAWS, 1999

1. These By-laws may be cited as the Contractors Registration By-laws, 1999. Citation

2. In these By-laws unless the context requires otherwise— Interpreta-
tion
 - "Act" means the Contractors Registration Act;
 - "Board" means the Contractors Registration Board;
 - "Minister" means the Minister responsible for Works.
 - "Upgrading" means upgrading to a higher class of registration of contractors.

- 3.-(1) Every application for registration or upgrading shall be— Applica-
tion for
permanent
registration
 - (a) in Form CRB-F1 as set out in the First Schedule;
 - (b) Submitted to the Board upon payment of application fees as set out in Table 12 of the Second Schedule;
 - (c) accompanied with the following information—
 - (i) the company profile;
 - (ii) applicant's bank references, in Form CRB-F2 as set out in the First Schedule;
 - (iii) particulars of key personnel employed by the firm;
 - (iv) particulars of plant and equipment owned;
 - (v) firm's experience in the field of application indicating particulars of projects executed in the last ten years;
 - (vi) names and qualifications of at least two referees who shall not be firms in the case of first registration;
 - (vii) a signed declaration undertaking to comply with the conditions of registration and non-involvement in corrupt prac-

Contractors Registration

G. N. No. 340 (contd.)

tices in Form CRB-F3 set out in the First Schedule;
(viii) a copy of audited accounts.

(2) Each director, shareholder or partner shall fill a curriculum vitae in Form CRB-F4 set out in the First Schedule.

Applica-
tion for
temporary
registration
by foreign
firms

4.-(1) Any foreign firm intending to carry out a specific contract for which it has been contracted shall submit to the Board the application on Form CRB-F5 set out in the First Schedule upon the payment of a application fee as set out in Table 12 of the Second Schedule.

(2) A duly filled application form shall be accompanied with the following information-

- (a) company profile;
- (b) particulars of the contracted project;
- (c) particulars of key personnel engaged in the project including their professions and nationalities;
- (d) particulars of plant and equipment deployed in the project;
- (e) experience of the firm including particulars of project executed in the last ten years;
- (f) certificate of compliance from the Registrar of Companies;
- (g) a letter from the client supporting the application;
- (h) an affidavit as shown in Form CRB-F6 declaring that once the firm has completed the specific contract it shall wind up business and shall not engage in any other for permanent registration;
- (i) a signed declaration that the firm shall not involve itself in corrupt practices and that it shall comply with all conditions of registration.

Data

5. The Board may enquire in writing to each of the referees, clients or consultants declared by the applicant in Form CRB-F7 and Form CRB-F8 respectively as set out in information submitted by the applicant.

Inspection
of pre-
mises

6.-(1) At least two officers of the Board shall visit and inspect the offices, workshops, yards, properties and projects executed or any other facilities of the applicant.

(2) The Board may request or Regional Engineer or any other com-

petent person to do the inspection in cases of first registration in classes IV through VII or upgrading to Classes VI, V and IV.

(3) The applicant shall provide transport for the physical visits done under paragraph (1).

(4) Any person who makes the inspection under this By-laws is required to fill the inspection form prescribed in Form CRB-F9 set out in the First Schedule.

(5) A show cause notice on site shortfalls found on site shall be served by the Board to any person with authority on the site on the prescribed Form CRB-F10.

7.-(1) There shall be kept separate registers for each type of contractors as specified in section 7(2) of the Act.

Classifica-
tion of con-
tractors

(2) Specialist contractors include those engaged in the following trades, namely-

- (a) carpentry and joinery works;
- (b) plumbing and sanitation;
- (c) glazing;
- (d) demolition;
- (e) drilling;
- (f) terrazo paving;
- (g) piling;
- (h) labour based road maintenance;
- (i) scaffolding;
- (j) paving;
- (k) roofing;
- (l) painting;
- (m) decorating;
- (n) landscaping;
- (o) refrigeration and airconditioning;
- (p) lift or elevator installation;
- (q) car or truck body building;
- (r) motor rewinding;
- (s) telecommunication and security systems installation;
- (t) engineering and safety system installation;
- (u) rigging;

Contractors Registration

G. N. No. 340 (contd.)

- (v) finishes and refurbishment;
- (w) any other trade as may be specified by the Board from time to time.

Class limits

8.-(1) The class limit for any single contract by a local contractor shall be as set out in Table 1 of the Second Schedule.

(2) Foreign contractors shall be limited to classes I and II only.

(3) The limit for a single contract—

(a) by a foreign contractor shall be as set out in class One and Two in Table 1 of the Second Schedule as applicable;

(b) by a local and a foreign specialist contractor shall be as set out in class One, Two and Three, in Table 1 of the Second Schedule as applicable;

(4) The Board may on an annual basis review the class limits set out in Table 1 of the Second Schedule.

Additional requirements for registration

9.-(1) In addition to the requirements for qualification for registration under the Act, the following shall be requirements to be satisfied by the Board, namely—

(a) that such person or group of persons applying for registration has a Certificate of Registration from the Registrar of Companies either as a limited liability company, partnership or sole proprietorship

(b) that the Memorandum and Articles of Association in case of a limited liability company is certified by the Registrar of Companies;

(c) that at least one of the shareholders or partners has the minimum technical qualifications prescribed under Table 2 of the Second Schedule, and as may be reviewed by the Board from time to time.

(2) The Board shall review the curriculum vitae of each shareholder or partner as the case may be to ensure that they are persons of good professional and general conduct.

Determination of appropriate class

10.-(1) In determining the appropriate class for registration as a contractor, the following criteria shall be used, namely—

Contractors Registration

G. N. No. 340 (contd.)

- (a) staff requirements..... 25 points.
- (b) plant and equipment..... 20 points.
- (c) office and service facilities..... 10 points.
- (d) safety gear..... 5 points.
- (e) financial status..... 30 points.
- (f) experience of the firm..... 10 points.

(2) An applicant who scores an aggregate of 60 points or above, but not less than half of the points in any criteria under subparagraphs (a) to (f) of paragraph (1) qualifies for registration.

(3) A local contractor who applies for registration for the first time under class IV, V, VI or VII in Table 1 of the Second Schedule shall not be assessed for experience of the firm but instead individual experiences of the shareholders or partners and their employees shall be taken into account.

11.-(1) Any contractor applying for registration or upgrading is required to have a number of staff having the minimum technical qualifications and skills for the respective type and class as prescribed under Part A of Tables 3 - 6 of the Second Schedule, and as may be reviewed by the Board from time to time.

Staff requirements

(2) The marks for staff qualification shall be further allocated as follows-

- (a) adequacy of staff in accordance with registration requirements..... 10 points.
- (b) qualifications of individuals..... 5 points.
- (c) experience of individuals..... 10 points.

12.-(1) Any plant or equipment owned by a contractor for the execution of the intended works shall be assessed-

Plant and equipment

- (a) against the registration requirements for the respective type and class as set out under Part B of Tables 3 - 6 of the Second Schedule, and as may be reviewed by the Board from time to time.
- (b) in accordance with its age and conditions based on available records or visual inspection.

Contractors Registration

G. N. No. 340 (contd.)

(2) The marks for plant or equipment shall be distributed as follows-

- (a) adequacy of proposed list of equipment compared to registration requirements..... 15 points.
- (b) age and condition of plant or equipment..... 5 points.

Office and service facilities

13.-(1) Any person or firm applying for registration or upgrading is required to satisfy the registration requirements for office and service facilities as set out in Part C of Table 3 - 6 of the Second Schedule, as may be reviewed by the Board from time to time.

(2) A contractor under class I, II and III is required to have a well established workshop or open yard for storage of materials and equipment.

(3) The marks for office and service facilities shall be distributed as follows-

- (a) offices building..... 3 points;
- (b) communication facilities..... 1 point;
- (c) yard/workshop..... 2 points;
- (d) furniture/office equipment..... 2 points;
- (e) hygiene facilities..... 2 points.

Safety gear

14.-(1) Every contractor if required to maintain and provide to his workmen appropriate safety gear as set out in Part D of Table 3 - 6 of the Second Schedule.

(2) Every contractor shall provide every person on a construction site with a helmet and other appropriate safety gears.

(3) The marks for safety gear shall be distributed as follows-

- (a) helmets..... 1 point;
- (b) boots..... 1 point;
- (c) jackets..... 1 point;
- (d) gloves..... 1 point;
- (e) masks and others..... 1 point.

15.—(1) Any firm applying for registration shall be assessed in terms of average annual turnover, liquidity and the value of its fixed assets. Financial requirements

(2) The financial requirements for any firm applying for upgrading or first registration shall be as set out under Table 7 of the Second Schedule, and as may be reviewed by the Board from time to time.

(3) The marks for financial requirements shall be distributed as follows-

- (a) average annual turnover 10 points
- (b) liquidity 10 points
- (c) fixed assets 10 points

(4) In the case of new applicants, the average annual turnover shall not be assessed and the allocation of the marks shall be as follows-

- (a) liquidity 15 points
- (b) fixed assets 15 points

16.—(1) The experience of any firm applying for upgrading or registration in any class other than class VII, shall be judged against the registration requirements set out in Table 8 of the Second Schedule, and as may be reviewed by the Board from time to time. Firm experience

(2) The marks for experience requirements shall be distributed as follows-

- (a) years of practice in the field of application 2 points
- (b) average size of at least 3 projects 5 points
- (c) maximum size of any single project 3 points

17. In the case of first registration in classes IV through VI, experience of individual staff shall be assessed as follows- Individual staff experience

- (a) years of practice in the field of application 2 points
- (b) average size of at least three projects supervised 5 points
- (c) maximum size of any single project supervised 5 points

18.—(1) The Board shall inform the applicant of his approval and the applicant shall pay the prescribed registration fees and annual subscription fees subscription commensurate with the type, class and category of fees registration within sixty days. Registration and annual subscription fees

Contractors Registration

G.N. No. 340 (contd.)

(2) An applicant approved for registration who fails to pay the prescribed registration fees and annual subscription fees shall have his approval revoked.

(3) The fees payable under paragraph (1) are set out in Tables 9, 10 and 11 of the Second Schedule, and as may be reviewed by the Board from time to time.

(4) The contractor shall be issued with a registration certificate within fourteen days of payment of fees.

Procedure
for grant-
ing dis-
pensation

19.-(1) The Board may grant dispensation in respect of performance of contractors beyond their respective class limits to the above following classes with respect to the actual class registered in.

(2) Application for dispensation by a contractor shall be made by a client upon payment of a prescribed fee as set out in Table 12 of Second Schedule and shall contain the following information, namely-

- (a) a summary of the nature and scope of the work;
- (b) consultant's estimates prior to tendering;
- (c) consultant's written recommendation to the client on shortlisting of contractors, which shall include the names, addresses and classes of registration of the recommended contractors;
- (d) final decision of the client on the recommended shortlist of contractors;
- (e) written proof of invitation to tender as sent to shortlisted tenderers;
- (f) results of tender opening, showing who were present at opening, their representations, tabulated tender figures and any other special conditions accompanying the tenders;
- (g) consultant's evaluation results and recommendation to client;
- (h) client's provisional decision to award the tender to the contractor who needs dispensation.

(3) A successful applicant shall be granted dispensation upon payment of a fee equivalent to the registration fees of the class in which the value of the project falls.

20.—(1) Any contractor, who has been suspended or deleted from the register shall return the *Certificate of Registration to the Registrar* within one month after being informed of the deletion or suspension. Rules of conduct

(2) Breach of the provisions in paragraph (1) constitutes an offence punishable by a fine equal to three times the registration fee in the class the contractor falls.

(3) A contractor shall maintain at every construction site a register in which all accidents and causes therefrom are recorded and such accidents shall include all major and minor injuries sustained on the construction site.

(4) Non-compliance of the provision of paragraph (3) shall be punishable by fine of 0.1% of the contract sum or one hundred thousand shillings, whichever is higher.

(5) Any contractor carrying out works above the class limit without obtaining dispensation from the Board commits an offence punishable by fine of 10% of the amount in excess of the class limit but not less than five hundred thousand shillings.

(6) A contractor is required to submit annual returns to the Board on prescribed forms issued by the Board, and the forms shall be presented to the Board not later than the 31st March of the following year and non-submission constitutes an offence punishable by a fine equal to 0.1% of the class limit or two years suspension.

(7) Every site for construction, installation, renovation or alteration works shall have a signboard which show the names and address of the project, client, consultants and the contractors of the project.

(8) Non-compliance of provisions of paragraph (7) constitutes an offence punishable by a fine equal to 0.5% of the contract sum or two hundred thousand shillings, whichever is higher.

(9) All building construction sites shall be hoarded and failure to do so constitutes an offence punishable by a fine equal to 0.5% of the contract sum or two hundred thousand shillings, whichever is higher.

Contractors Registration

G.N. No. 340 (contd.)

(10) Any person who obstructs any staff of the Board from performing his duties commits an offence punishable by a fine of two hundred thousand shillings.

(11) Every contractor shall provide every person on site with the appropriate safety gear, and failure to do so shall constitute an offence punishable by a fine of twenty thousand shillings per person.

(12) Every contractor shall ensure that there is fire fighting equipment and hygienic facilities on site, and failure to do so shall constitute an offence punishable by a fine of fifty thousand shillings.

(13) Any kind of negligence on site leading to poor work, breakage or default shall be considered as an offence, punishable by the contractor being downgraded to a class as shall be determined by the Board.

Code of ethics 21.—(1) A contractor shall uphold and advance the integrity, honour and dignity of the contracting business by-

- (a) using his knowledge and skills for the enhancement of human welfare;
- (b) being impartial, and serving with fidelity the public, their employers and clients;
- (c) striving to enhance reputation and prestige of contractors in Tanzania;
- (d) supporting the trade association and technical societies of their disciplines;
- (e) enhancing competence through participation in workshops, seminars, training courses and other technical forums.

(2) In the performance of their duties, contractors shall give utmost consideration to safety, health and welfare of their workmen and general public.

(3) Every contractor shall perform services only in the areas of his competence.

(4) A contractor shall build his reputation on the merit of his services and shall not compete unfairly with others.

(5) A contractor shall at all times refrain from corruption and corrupt practices.

(6) Every contractor shall take reasonable care of the environment.

FIRST SCHEDULE

CONTRACTOR REGISTRATION BOARD

CRB-FI

APPLICATION FORM FOR FIRST REGISTRATION OR UPGRADING OF CONTRACTORS - By-laws 3(1)(a)

For Official Use only	
Application form received on: <input type="text"/>	Application received by: <input type="text"/>
Application fee paid on: <input type="text"/>	Receipt No. <input type="text"/>
<u>Processing</u>	
Site inspection on: <input type="text"/>	Site inspection by: <input type="text"/>
Application submitted to the Board of Directors on: <input type="text"/>	Approved <input type="checkbox"/> Not approved <input type="checkbox"/>

NOTES: 1. Should the space provided on the questionnaire prove in sufficient, additional details may be provided on a separate sheet of paper.

SECTION I: COMPANY PROFILE

1. Company's Name in full.....
2. Address of Head Office:.....
.....
.....
3. (a) Telephone No
 (b) Fax No.
 (c) Telex No.
 (d) E-mail.
 (e) Internet Website

Contractors Registration

G.N. No. 340 (contd.)

FIRST SCHEDULE—(contd.)

4. Banker's Name (s) and Address(es):
-
-
5. Place (s) of Business (i.e. Location of Main and Branch Offices).
(House/Plot No. Block No. Street and Village/Town/City)
.....
6. Type of Contracting Business'
7. Current Class: Registration No Year of Registration.....
(Attach photocopy of Registration Certificate)
8. Class Applied for (in words).....
9. No. of Certificate of Incorporation/Registration of Business Names:.....
(Photocopy of Certificate required)
- 10.— (a) Registered Capital:..... (b) Paid up Capital.....
(Applicable to Companies which are limited by shares as shown in
their Memorandum and Articles of Association).
11. Names, qualifications/experience and nationality of shareholders or
partners. Put a star(*) against the technically qualified shareholders/
partners.

S/No.	Name	Qualification	Nationality	%Shares
.....
.....
.....
.....

12. Current Business Licence (if any)
Number:.....
Date issued:..... Place Issued.....

'State whether Civil, Building, Mechanical, Electrical or Specialization contractors should state clearly the field of specialist e.g. Air conditioning, Drilling, Glazing etc.

Contractors Registration

G.N. No. 340 (contd.)

FIRST SCHEDULE-(contd.)

SECTION II: FINANCIAL STATUS OF THE FIRM

13 Capital and Other Financial Resources in Possession of/or Available to, the Firm (Specify & Attach Certified Bank Statement)

- (i) Cash in bank
- (ii) Stocks and other securities held and redeemable in Tanzania at market prices.....

14. Annual Turnover for the last three (3) years

S/N	Fiscal Year	Turnover (TShs.)	Remarks
1			
2			
3			

15. Company's Fixed (Immovable) Assets (Certified Photostat copies of documents proving ownership i.e. Letters of offers or Title deeds should be attached). NB: Plant and Equipment are not Fixed Assets for the purpose of registration.

S/N	Name of Asset	Value	Document Attached
1			
2			
3			

FIRST SCHEDULE—(contd.)

SECTION III: OFFICE AND SERVICE FACILITIES

16. Particulars of office, workshop, storage yard, testing equipment and safety gear

Establishment	Size (m ²)	No. of Rooms	Staff		Available	
			Position	No.	Type	No.
A. OFFICE						
B. SERVICE WOKSHOP		N.A.				
C. YARD		N.A.	N.A.			
D. TESTING EQUIPMENT	N.A.	N.A.	N.A.	N.A.		
D. TESTING EQUIPMENT	N.A.	N.A.	N.A.	N.A.		
E. SAFETY GEAR	N.A.	N.A.	N.A.	N.A.		

FIRST SCHEDULE-(contd.)

SECTION IV: STAFF QUALIFICATIONS

17. Particulars of Permanent Personnel (Including Directors/Partners, Technical and Administrative Staff)²

Name of Personnel	Nationality	Academic Qualifications ³	Status and Position in Company ⁴	Working Experience (No. of years)	No of Years with the Company	Basic Terms of Employment (Permanent or Contract)	Remarks(Give Number and Photostat Copy of Work Permit in case of foreign nationals)

Signature and Official Stamp

Date

² Attach copy of latest Payroll except for new applicants.

³ Attach Certificates or Testimonials and CVs)

⁴ Shareholders should be shown clearly

SECTION V: PLANT AND EQUIPMENT OWNED

18. Particulars of Construction Equipment Owned by Company:

Name of Equipment	Type/Make/Model	Date of Manufacture	Registration No/Serial No/ Other Identification Mark	Ownership	Remarks

Date

Signature and Official Stamp

FIRST SCHEDULE (Contd.)

SECTION VI: FIRM'S EXPERIENCE

19. Particulars of Contracts in hand or executed by the firm since last upgrading with particular reference to Tanzania-including works carried out as sub-contractors. Please give names of Main Contractors for works carried out as Sub-Contractors. Evidence required for each Project indicated e.g. Photocopies of first pages of Contract Agreements up to the page containing signatures and seals and Appendices to the contract (Jobs without photocopies of Contract Agreements and those supervised by unregistered consultants will not be considered).

Project & Location	Main or Sub-contractor	Client and his Address	Consultant and his Address	Original Contract Sum (Tshs. 000)	Final Contract Sum (Tshs. 000)	Months & Year Started	Months & Year Completed	Extension of time (if any)	Remarks/ Explanations

Signature and Official Stamp

Date

Attach certificate of completion

(if not completed or not completed)

Contractors Registration

G.N. No. 340 (contd.)

FIRST SCHEDULE—(contd.)

20. Does your firm attend Professional Seminars/Workshops organised by the Board and other institutions dealing with the construction sector (Y/N)?

If the answer is 'Yes', list the most recent seminars/workshops attended since your first upgrading.

THEME OF SEMINAR	YEAR	ORGANISERS

SECTION VII: REFERENCES

21. Names and Qualifications of at least two Referees. Referees must be registered Architects, Quantity Surveyors or Engineers in the field of application. The referee must be a person who knows and can comment on the performance of the firm. (N.B; A fellow contractor cannot be a referee, even if he is registered.)

Name:	Registration No ⁸	Postal Address
1.
2.
3.

SECTION VIII: DECLARATION

22. 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.

Contractors Registration

FIRST SCHEDULE—(contd.)

G.N. No. 340 (contd.)

(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 requested 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.

⁷ Photostat copies of Attendance Certificate are required

⁸ Registration Number from relevant Professional Board must be given

(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..... (Name in Block letters)

in the capacity of (status in Firm)

.....
Signature

(ii) Signed by..... (Name in Block letters)

in the capacity of (Status in Firm)

.....
Signature

Contractors Registration

G.N. No. 340 (contd.)

FIRST SCHEDULE-(contd.)

SECTION IX

LIST OF ATTACHMENTS TO BE SUBMITTED⁹

- AT 1(a) - Company Memorandum & Articles of Association or Extract from Registrar of Companies
- AT 1(b) - Certificate of Incorporation/Registration
- AT 1(c) - Certified Copies of Share Certificates
- AT 1(d) - Current Business Licence if applying for upgrading
- AT 1(e) - Previous CRB Registration Certificate
- AT 2 - CV's of Shareholders /Partners.
- AT 3 - CV's of Key Personnel & their Certificates of Professional Registration
- AT 4 - Registration Card/Proof of ownership of Plant and Equipment.
- AT 5 - Report of Audited Accounts
- AT 6 - Bank Statement
- AT 7 - Proof of Securities
- AT 8 - Proof of Asset Ownership.
- AT 9 - Duly Signed Anti-Bribery Pledge

⁹ Tick against those attachments you have submitted. Additional attachments may be listed separately on the covering letter.

CONTRACTOR REGISTRATION BOARD

CRB - F2

BANKER'S REFERENCE FORM - By-laws 3(1)(c)(ii)

Date:

Name of Applicant:

1. Banker's Name :

2. Branch where Account is held :

3. Title of the Account :

Contractors Registration

FIRST SCHEDULE-(contd.)

G.N. No. 340 (contd.)

4. Account Number :

5. Names of Signatories : (i)
(ii)
(iii)

6. Bank balance as at TShs./USD*
(Please enclose certified copy of Bank Statement for the past one year)

7. Overdraft Facilities (if any) :
.....

8. Other Securities (if any) :
.....

9. Other Comments (if any) :
.....

*(Delete whichever is applicable, or state currency if different from those shown here.

10. Recommendation:
The Firm is capable to undertake contracts of values up to TShs.
.....

11. Full Name :

Adress :

.....

.....

Contractors Registration

G.N. No. 340 (contd.)

FIRST SCHEDULE-(contd.)

Position :

Signature :

Date :

CONTRACTORS REGISTRATION BOARD

CRB-F3

ANTI-BRIBERY PLEDGE-By-law 3(1) (c) (vii)

(To be signed by all applicants for First Registration or Upgrading)

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.

Contractors Registration

G.N. No. 340 (contd.)

FIRST SCHEDULE—(contd.)

- (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

CONTRACTORS REGISTRATION BOARD

CRB-F4

CURRICULUM VITAE FOR SHAREHOLDER OF PARTNERS OF
CONSTRUCTION FIRM - BY-LAWS 3(2)

(Each Shareholder/Partner of the Company should fill this Form)

PART A: PERSONAL BIODATA:

1. Names
Surname:.....
First:.....
Middle:.....
2. Date of birth:
Year:.....
Month:.....
Date:.....
Place of Birth.....
3. Nationality:
.....
Passport No.....
Date of issue.....
4. Residential Address:
Street.....
Town/City.....
Country.....

Contractors Registrations

G.N. No. 340 (contd.)

FIRST SCHEDULE-(contd.)

5. Postal Address: P.O. Box.....
 Tel. No.
 Town/City.....
 Country.....

6. Non-Citizen Passport No
 Date of Issue.....
 Residence Permit No. ¹.....

7. (a) Number of Shares Held²

(b) Percentage of Shares Held.....

¹ Attach copies of residence permit

² Attach copies of Share Certificates

PART B. FORMAL TRAINING:

S/N	Date		Schools/College/University	Certificate/Award ³
	FROM	To		

PART C: WORKING EXPERIENCE:

Date		Employer/Organization	Position	Duties and Actual Assignments Executed ⁴
From	To			

Contractors Registration

FIRST SCHEDULE-(contd.)

G.N. No. 340 (contd.)

PART D: DECLARATION

I declare that the information given above is correct.

Signed:.....

Date:.....

³ Attach copy of certificates awarded

⁴ Technical Director to submit a detailed CV.

CONTRACTORS REGISTRATION BOARD

CRB-F5

APPLICATION FORM FOR TEMPORARY REGISTRATION OR UPGRADING OF CONTRACTORS-By-law 4(1)

For Official Use only

Application form received on: Application received by

Application fee paid on: Receipt No.

Processing:

Site inspection on Site Inspection by:

Application submitted to the Board of Directors on Approved Not approved

NOTES: 1. Should the space provided on the questionnaire prove insufficient, additional details may be provided on a separate sheet of paper.

SECTION I: COMPANY PROFILE

1. Company's Name in full.....
2. Address of Head Office:.....
 - (a) Postal Address
 - (b) Telephone No.
 - (c) Fax No.
 - (d) Telex No.
 - (e) E-mail
 - (f) Internet Website
3. Name of Authorised Representative:.....

Contractors Registration

G.N. No. 340 (contd.)

FIRST SCHEDULE-(contd.)

- 4. Banker's Name(s) and Address(es):.....
- 5. Contact Address in Tanzania
(House No./Plot No./Block No./Street and Village/Town/City, Postal Address)
- 6. Type of Contracting Business².....
- 7. Class Applied for (in words).....
- 8. No. of Certificate of Incorporation/Registration of Business Names:.....
(Photocopy of Certificate required)
- 9. Country of Incorporation:.....
- 10. Certificate of Compliance No.:.....
- 11. Names, qualifications/experience and nationality of shareholders or partners. Put a star (*) against the technically qualified share holders/partners.

S/No.	Name	Qualification	Nationality	%Shares
.....
.....
.....
.....

SECTION II: PARTICULARS OF THE CONTRACTED PROJECT

- 12. (a) Name of Project:.....
(b) Scope of Works:.....
- 13. Location of Project:.....
- 14. (a) Value of the Contract:.....
(b) Awarding Authority:.....
- 15. (a) Client:.....
(b) Financier (s):.....
(c) Consultants:.....

Contractors Registration

G.N. No. 340 (contd.)

FIRST SCHEDULE—(contd.)

(d) Other Contractors on the Project:.....
.....
.....

16. (a) Starting Date:.....
(b) Expected Completion Date:.....

FIRST SCHEDULE—(contd.)

SECTION III: STAFF REQUIREMENTS

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

Name of Personnel	Nationality	Academic Qualifications ³	Status and Position in the Project	Working Experience (No. of years)	No of Years with the Company	Basic Terms of Employment (Permanent or Contract)	Remarks (Give Number and Photostat Copy of Work Permit, in case of foreign nationals)

.....
Signature and Official Stamp

.....
Date

³ Attach Certificates or Testimonials and CVs

FIRST SCHEDULE-(contd.)

SECTION IV: PLANT EQUIPMENT OWNED/LEASED

18. Particulars of Plant to be Deployed in the Project

Name of Equipment	Type/Make/Model	Date of Manufacture	Registration No/Serial No/ Other Identification Mark	Owned/Leased	Remarks

.....
Signature and Official Stamp

.....
Date

Contractors Registration

G.N. No. 340 (contd.)

FIRST SCHEDULE—(contd.)

SECTION V: FIRM'S EXPERIENCE

19. Particulars of Contracts in hand or executed by the firm in the last 10 years including those carried out as sub-contractors. Please give names of Main Contractors for works carried out as Sub-Contractors.

Project & Location	Main or Sub-contractor	Client and his Address	Consultant and his address	Original Contract Sum (Tshs. 000)	Final Contract Sum (Tshs. 000)	Month & Year Started	Month & Year Completed	Extension of Time (if any)	Remarks/ Explanation

..... Signature and Official Stamp

..... Date

Contractors Registration

G.N. No. 340 (contd.)

FIRST SCHEDULE--(contd.)

Sworn/Affirmed at by the said who is
the of M/S
this day of 1999.

BEFORE ME:
SIGNATURE:
POSTAL ADDRESS:
QUALIFICATIONS:

CRB-F7

CONTRACTORS REGISTRATION BOARD

RE: QUESTIONNAIRE FOR PROFESSIONAL/TECHNICAL REFERENCE

(Bylaws 5)

Name of the Applicant:

- (1) Please fill in duplicate. Return the original and retain the copy for record.
(2) Please use space overleaf if space provided for a given item in the questionnaire is not adequate.
(1) (a) How long have you known this firm/company?
(b) In what capacity?
(2) What type of work has this firm executed to-date?
(3) (a) What is the value of the largest single contract executed by this firm/company?
(b) Has the firm executed such contracts satisfactorily as regards workmanship, materials and timely completion?
(4) Does the firm/company have technically qualified and experienced Personnel? Yes/ No If so, please give details.

G.N. No. 340 (contd.)

Date:

FIRST SCHEDULE—(contd.)

PERSONNEL ASSESSMENT FORM

Name of Contractor:

S/N	Name	Position	Confirmed Qualification	Proof of Employment	Present Deployment	SP	Work Permit		Confirm Registr.
							Number	SO V/NV	
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									

SP = Seen Physically Yes/No
 SO = Seen Original - Yes/No
 V = Valid
 NV = Not Valid

Contractors Registration

G.N. No. 340 (contd.)

FIRST SCHEDULE—(contd.)

20. 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 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.....(Name in Block letters)
in the capacity of.....(status in Firm)

.....
Signature

- (ii) Signed by.....(Name in Block letters)
in the capacity of.....(Status in Firm)

.....
Signature

Contractors Registration

G.N. No. 340 (contd.)

FIRST SCHEDULE-(contd.)

SECTION VI

LIST OF ATTACHMENTS TO BE SUBMITTED*

- AT1 - Company Memorandum & Articles of Association or Extract from Registrar of Companies
- AT2 - Certificate of Incorporation/Registration
- AT3 - Certificate of Compliance
- AT4 - CV's of Share holders/Partners
- AT5 - CV of Key Personnel
- AT6 - Supporting letters from Client
- AT7 - Affidavit
- AT8 - Duly Signed Anti-Bribery Pledge

*Tick against those attachment you have submitted. Additional attachments may be listed separately on the covering letter.

CONTRACTORS REGISTRATION BOARD
CRB-F6

AFFIDAVIT
Under By-laws 4(2)(h)

I.....an adult Christian/Muslim 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.....of applicant
Company M/S.....with
Certificate of Compliance No.that the company has contracted works
with a specific project at.....for a period of.....
months/years.

That the duration of the project is.....months/years commencing
fromand that once the contracted works are completed we the
applicant company 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.

.....
DEPONENT

Contractors Registration

G.N. No. 340 (contd.)

FIRST SCHEDULE—(contd.)

- (5) Does the firm have serviceable Construction Plant and Equipment? Yes/No
If so, give details:.....
- (6) Do you consider that this firm/company may be trusted in EVERY PROJECT it is entrusted to execute?
.....

Recommendation:

- (7) The firm is capable to undertake contracts of value up to the limit of Class.....of Building/Civil/Electrical/Mechanical/Specialist Contractors.
- (8) Any other relevant information.....
.....
.....
.....

Full Name:.....	Profession:.....
.....	Professional Board?.....
.....	Registration No.....
Status/Position.....	Stamp.....
Signature:.....	Professional Qualification(s).....
Date:.....	Postal Address:.....
	Physical Address.....

FIRST SCHEDULE—(contd.)

CRB-F8

CONTRACTORS REGISTRATION BOARD

CONSULTANT'S/CLIENTS COMMENTS ON CONTRACTORS WORK PERFORMANCE-Bylaw 5

Name of Contractor.....

S/N	Name(s) of Project(s)	Date of Commencement	Date of Completion		Contract Sum		Assessed Performance ¹	Remarks ²
			Original	Actual	Original	Final ³		
1.								
2.								
3.								
4.								

¹ 1. Excellent 2. Good 3. Fair 4. Poor 5. Very Poor
² State any exceptional performance e.g. delay, early completion, etc.
³ Final Contract Sum to include any fluctuations, claims paid, and dayworks

Contractors Registration

G.N. No. 340 (contd.)

FIRST SCHEDULE-(contd.)

OTHER COMMENTS

.....
.....

RECOMMENDATION:

Based on the contractor's work performance, I/we recommend that the firm should be:-

- (a) Registered in Class.....
- (b) Upgraded to Class.....
- (c) Remain in the same Class.....
- (d) Downgraded to Class.....
- (e) Deleted.....

Full Name:.....

Organisation:.....

Status/Position in Organisation:.....

Signature and Official Stamp Date

Postal Address:

Physical Address:

Tel..... Fax..... E-mail.....

CONTRACTORS REGISTRATION BOARD
CRB F-9

INSPECTION FORM-Bylaw 6(4)

Application Reference No.

Name of Applicant:.....

Date & Time of Inspection:.....

Inspection Team: (1)..... (2).....

Applicant's Team (during inspection)	Name	Position
1.
2.

A. Inspection of Office:

Town:..... Street..... Area.....

House No./Building/Floor.....

Description e.g. door, sign (if any), neighbourhood, etc.....

Number of Rooms:

Total Size (m²):

Number of Staff in the office: Technical:..... Others:.....

Contractors Registration

G.N. No. 340 (contd.)

FIRST SCHEDULE—(contd.)

Office Equipment

Type	No.	Condition

Testing Equipment

Type	No.	Condition

Safety Gear

Type	No.	Condition

Proof of Ownership of Office:.....

Contractors Registration

G.N. No. 340 (contd.)

FIRST SCHEDULE—(contd.)

2. Establishment:
 Size of Workshop-m²
 Size of Open Yard-m²

Workshop/Equipment

Type/Make	No.	Condition

3. Workshop Staff:

- (a) Engineers, Technicians/Artisans:.....
 (b) Others:.....

4. Any other information

.....

E. Inspection of Project(s)

1. Name of Project:
2. Location:
3. General Description of Works:

4. Status: Completed/Ongoing*
5. Quality of Completed Works: Good/Fair/Poor*:- Comment:

6. Safety Conditions on Site:- Good/Fair/Proor*:- Comment:

7. Opinion of Client/Clients Representative:.....

Contractors Registration

G.N. No. 340 (contd.)

FIRST SCHEDULE-(contd.)

8. Name and Position of People Interviewed on Site:		
Name	Position	Opinion
.....
.....
.....

*Delete whichever is inapplicable.

F. Declaration:

I/We declare that the information provided above is based on my/our personal assessment not influenced in any manner by the applicant or any other person.

Signed on this.....day of.....(month) in the year.....

1. Name:.....Position:.....Signature.....

1. Name:.....Position:.....Signature.....

CONTRACTORS REGISTRATION BOARD

CRB-F10

CONSTRUCTION SITE SHORTFALLS-By-law 6(5)

Ref. No. Date:

M/S.....
.....
.....

Dear Sir,

RE: PROJECT.....

Inspectors from this Board visited your construction site located at.....
At which the following works are taking place
.....
.....

The officers noticed that the following are the shortfalls at the site:

1. Quality of Hoarding
2. Details on Signboard:

Contractors Registration

G.N. No. 340 (contd.)

FIRST SCHEDULE--(contd.)

TABLE 2: Minimum Technical Qualifications of a Technical Director

Type of Contractor	Minimum Qualifications
Civil	FTC in Civil Engineering
Building	Trade Test Grade I in relevant field
Mechanical	Trade Test Grade I in relevant field
Electrical	Trade Test Grade I in relevant field
Specialist	Trade Test Grade I in relevant field

FIRST SCHEDULE—(contd.)

Table 3: CRITERIA FOR REGISTRATION OF CIVIL WORKS CONTRACTORS
REGISTRATION REQUIREMENTS FOR PERMANENT PERSONNEL, PLANT, EQUIPMENT AND TOOLS, SAFETY GEAR, OFFICE SERVICE FACILITIES

RESOURCES	CLASS ONE	CLASS TWO	CLASS THREE	CLASS FOUR	CLASS FIVE	CLASS SIX	CLASS SEVEN	REMARKS
A. KEY STAFF (Attach CV's)								
1. Head of Organisation	1	1	1	1	1	1	1	
2. Accountant	1	1	1	1	1	1	1	
3. Structural/Civil engineers*	2	2	1	1	1	1	1	Holder of FIC or equivalent
4. Civil Engineering Technicians	2	1	1	1	1	1	1	Holder of Diploma or Degree
5. Quantity Surveyor*	1	1	1	1	1	1	1	Holder of Diploma or Degree
6. Land Surveyor	3	2	2	1	1	1	1	At least Trade Test Grade I and not less than 2 years practical experience
7. Artisans								
8. Workshop Mechanic	1	1	1	1	1	1	1	
9. Workshop Engineer**	1	1	1	1	1	1	1	
10. Electrical Technician**	1	1	1	1	1	1	1	
B. PLANT AND EQUIPMENT								
1. Bull Dozers (Min capacity 120)	1	1	1	1	1	1	1	
2. Graders (Min. capacity 100 HP)	2	2	1	1	1	1	1	
3. Loaders (Min. Capacity 100 HP)	3	2	1	1	1	1	1	
4. Vibrating Rollers (Min. capacity 10 T)	2	1	1	1	1	1	1	
5. Tandem Rollers (Min. capacity 10 T)	2	1	1	1	1	1	1	
6. Pneumatic Tyre Rollers	2	1	1	1	1	1	1	
7. Peestrian Rollers/Plate Compactors	2	1	1	1	1	1	1	
8. Hand Compactors	2	1	1	1	1	1	1	
9. Water Bowsers/Trailer	2	1	1	1	1	1	1	
10. Tipper	6	4	3	2	1	1	1	
11. Backhoes	3	2	1	1	1	1	1	
12. Agricultural Tractor With Loaders	1	1	1	1	1	1	1	
13. Low Loader	2	1	1	1	1	1	1	Min capacity 5T
14. Non-tipping Truck	4	2	1	1	1	1	1	
15. Concrete Mixers	3	2	1	1	1	1	1	
16. Compressors	3	2	1	1	1	1	1	
17. Water Pumps	3	2	1	1	1	1	1	

FIRST SCHEDULE—(contd.)

19. Hoisting Equipment	2	1	-	-	-	-	-	-	-
20. Light Duty Vehicles (Pick-ups)	4	4	2	1	1	1	1	1	1
21. Generator Set	2	1	1	-	-	-	-	-	-
22. Welding Set	2	1	1	-	-	-	-	-	-
23. Mechanical Room	1	-	-	-	-	-	-	-	-
24. Asphalt Plant	1**	1**	-	-	-	-	-	-	-
25. Asphalt Paver	1**	1**	-	-	-	-	-	-	-
26. Chip Spreader	1**	1**	-	-	-	-	-	-	-
27. Stone Crusher	1**	1**	-	-	-	-	-	-	-
28. Bitumen Distributor or Sprayer	1**	1**	-	-	-	-	-	-	-
29. Levelling Instrument (e.g., Dumpy Level)	1	1	1**	-	-	-	-	-	-
30. Theodolite/Total Station	1	1	1**	-	-	-	-	-	-
31. Assortment of Hand Tools (Set of shovels, pans, pick axes, hoes, wheel barrows etc.)	30	30	20	15	15	15	15	15	15
C: LAND & SERVICE FACILITIES									
1. Storage Yard m ²	1000	800	500	300**	100**	100**	100**	100**	-
2. Service W/Shop m ²	200	150	100	100**	50**	50**	50**	50**	-
3. Office m ²	100	50	50	20	20	10	10	10	-
D: SAFETY GEAR (Every person on a construction site should be provided with safety gear, especially helmets).									
1. Helmets	50	20	10	5	5	5	5	5	2
2. Boots (pairs)	50	20	10	5	5	5	5	5	2
3. Gloves (pairs)	50	20	10	5	5	5	5	5	2
4. Reflective Jackets (pairs)	50	20	10	5	5	5	5	5	2

* Must be Registered with Professional Board; Engineers must be in the professional category or above.
 ** Recommended but not Mandatory.
 *** Accountant may not be a permanent employee.
 **** May not be registered engineers

FIRST SCHEDULE—(contd.)

Table 4: CRITERIA FOR REGISTRATION OF BUILDING CONTRACTORS

REGISTRATION REQUIREMENTS FOR TECHNICAL PERSONNEL, PLANT, EQUIPMENT AND TOOLS, SAFETY GEAR AND OFFICE SERVICE FACILITIES

RESOURCES	CLASS ONE	CLASS TWO	CLASS THREE	CLASS FOUR	CLASS FIVE	CLASS SIX	CLASS SEVEN	REMARKS
A: KEY STAFF (ATTACH CVs)								
1. Head of Organisation	1	1	1	1	1	1	1	
2. Accountant*	1***	1***	1***	1***	1***	1***	1***	
3. Structural/Civil Engineers*	2	1	1	1	1	1	1	
4. Quantity Surveyor*	1	1	1	1	1	1	1	
5. Mechanical Engineering Technicians	2	1	1	1	1	1	1	
6. Civil Engineering Technicians	4	3	2	1	1	1	1	
7. Electrical Engineering Technicians	2	2	1	1	1	1	1	
8. Apprentices	2	1	1	1	1	1	1	
B: PLANT AND EQUIPMENT								
1. Tower Building Crane	1	1	1	1	1	1	1	
2. Concrete Batching Machine	1*	1*	1*	1*	1*	1*	1*	
3. Concrete Mixer	1	1	1	1	1	1	1	
4. Concrete Vibrators	2	1	1	1	1	1	1	
5. Block Making Machines	3	2	1	1	1	1	1	
6. Steel Bending Machines (Set)	1	1	1	1	1	1	1	
7. Light Duty Vehicles	3	2	1	1	1	1	1	
8. Water Pumps	2	1	1	1	1	1	1	
9. Concrete Dumpers	2	1	1	1	1	1	1	
10. Trucks or Tipper	4	3	2	1	1	1	1	
11. Hand Compactors	2	1	1	1	1	1	1	
12. Compressors	1	1	1	1	1	1	1	
13. Steel Scaffolding Set (400m/set)	2	1	1**	1	1	1	1	
14. Levelling instrument (e.g. Dumpy Level)	2	1	1	1**	1**	1**	1**	
15. Assortment of Handtools (set of shovels, pans, etc.)	20	20	15	15	10	10	5	

FIRST SCHEDULE—(contd.)

C. LAND & SERVICE FACILITIES									
1. Storage Yard m ²	300	500	200	100					
2. Service W Shop m ²	100	168**							
3. Office m ²	50	40	20	20	10	10			
(Every person on a contract shall be provided with uniform, specially selected.)									
D. SAFETY GEAR									
1. Helmets	20	20	10	5	3	2			
2. Boots (pairs)	20	20	10	5	3	2			
3. Gloves (pairs)	20	20	10	5	3	2			
4. Reflective jackets (pairs)	20	20	10	5	3	2			

* Must be Registered with Professional Board: Engineers must be in the professional category or above.
 ** Recommended but not Mandatory.
 *** Accountant may be not be a permanent employee.
 **** May not be registered engineers

FIRST SCHEDULE—(contd.)

Table 5: CRITERIA FOR REGISTRATION OF MECHANICAL CONTRACTORS
REGISTRATION REQUIREMENTS FOR TECHNICAL PERSONNEL, PLANT, EQUIPMENT AND TOOLS, SAFETY GEAR AND OFFICE SERVICE FACILITIES

RESOURCES	CLASS ONE	CLASS TWO	CLASS THREE	CLASS FOUR	CLASS FIVE	CLASS SIX	CLASS SEVEN	REMARKS
A. KEY STAFF (Attach CV's)								
1. Head of Organisation	1	1	1	1	1	1	1	
2. Accountant	1	1	1	1	1	1	1	
3. Mechanical Engineer	2	2	2	2	2	2	2	
4. Mechanical Engineering Technicians/Artisans	4	4	4	4	4	4	4	Min. qualification for Artisans is
5. Electrical Engineering Technicians/Artisans	1	1	1	1	1	1	1	Trade Test Grade I.
B. PLANT AND EQUIPMENT								
1. Air Compressors	2	2	2	2	2	2	2	
2. Welding Equipment (set)	2	2	2	2	2	2	2	
3. Testing Equipment (set)	2	2	2	2	2	2	2	
4. Assortment of Jacks (Set)	1	1	1	1	1	1	1	
5. Greasing Equipment (Set)	1	1	1	1	1	1	1	
6. Fork Lift	2	2	2	2	2	2	2	
7. Truck Mounted Crane/Mobile Crane	3	3	3	3	3	3	3	
8. Generators (portable)	2	2	2	2	2	2	2	
9. Heavy Duty Trucks	2	2	2	2	2	2	2	
10. Light Duty Vehicles	2	2	2	2	2	2	2	
11. Toolboxes with assortment of Handtools +	4	4	4	4	4	4	4	
12. Electric Hand Drills	2	2	2	2	2	2	2	
13. Hand Grinders	4	4	4	4	4	4	4	
14. Stocks and Dies (Set)	6	6	6	6	6	6	6	
15. Pipe Cutter/Bender	8	8	8	8	8	8	8	
16. Ladders (See length)	10	10	10	10	10	10	10	
C. LAND & SERVICE FACILITIES								
1. Service Workshop etc.	500	300	200	100	50**	50**	50**	
2. Office etc.	60	50	50	20	10	10	10	

PPST SCHEDULE (contd.)

C. SAFETY GEAR		(Every person on site should be provided with safety gear, especially helmets)									
1. Helmets	10	8	5	5	4	3	2				
2. Boots	10	8	5	4	3	2	1				
3. Gloves (pairs)	10	8	5	5	3	2	1				
4. Jackers (reflective)	10	8	5	4	3	2	1				

* Must be Registered with Professional Board; Engineers must be in the professional category of above.
 ** Recommended but not Mandatory.
 *** Accountant may not be a permanent employee.
 **** May not be registered engineers

Table 6: FIRST SCHEDULE—(contd.)

CRITERIA FOR REGISTRATION OF ELECTRICAL CONTRACTORS
REGISTRATION REQUIREMENTS FOR TECHNICAL PERSONNEL, PLANT, EQUIPMENT AND TOOLS, SAFETY GEAR AND OFFICE SERVICE FACILITIES

RESOURCE	CLASS ONE	CLASS TWO	CLASS THREE	CLASS FOUR	CLASS FIVE	CLASS SIX	CLASS SEVEN	REMARKS
A. KEY STAFF (attach CV's)								
1. Head of Organisation	1	1	1	1	1	1	1	***
2. Accountant	1	1	1	1	1	1	1	***
3. Electrical Engineers	2	2	2	2	2	2	2	***
4. Electrical Engineering Technicians-Artisans	2	2	2	2	2	2	2	****
5. Mechanical Engineering Technicians	1	1	1	1	1	1	1	****
B. PLANT AND EQUIPMENT AND TOOLS								
1. Complete Tool Box	15	10	8	4	2	2	2	
2. Soldering Equipment	10	8	6	2	2	2	2	
3. Welding Equipment	3	2	1	-	-	-	-	
4. Bench Grinder	2	1	1	-	-	-	-	
5. Bench Drill	2	1	1	-	-	-	-	
6. Hand Drill	6	6	4	2	1	1	1	
7. Stocks and Dies (Set)	6	6	4	2	1	1	1	
8. Pipe Cutter/Bender	8	6	4	2	1	1	1	
9. Electric Motor Rewinding Machine	2**	2	1	1	1	1	1	
10. Ladders (3m length)	10	8	6	4	2	2	2	
11. Light Duty Vehicles	3	2	1	1	1	1	1	
12. Heavy Duty Trucks	2	1	1	1	1	1	1	
13. Truck Mounted Crane/Mobile Crane	1	1	1	1	1	1	1	
C. SERVICE FACILITY								
1. Service workshop m ²	100	100	80	50*	5**	5**	5**	
2. Office (m ²)	60	30	30	20	10	10	10	
3. Testing Equipment (set)	2	2	1	1	1	1	1	
Every person on site should be provided with safety gear, especially helmets.								
D. SAFETY GEAR								
1. Gloves (pairs)	10	10	5	3	2	2	2	
2. Overall/overcoat	10	10	5	3	2	2	2	
3. Helmets	10	8	5	3	2	2	2	

* Must be Registered with Professional Board; Engineers must be registered engineers.
 ** Recommended but not Mandatory
 *** Accountant may not be a permanent employee
 **** May not be registered engineer

FIRST SCHEDULE—(contd.)

Table 7: Financial Requirements

	Classes I-III	Class IV -VI	Classes VII
Average Annual Turnover	15% Of Class limit	15% of Class limit	N.A.
Liquidity (Cash in Bank, Redeemable Financial Securities)	5% Of Class limit	2% of Class limit	N.A.
Fixed Assets	20% Of Class limit	10% of class limit	N.A.

The limit of Class I is hereby assumed to be twice the limit of Class II for all types of contractors

Table 8: Experience Requirements

	Experience	Minimum Requirements
1.	Years of practice in the field of application	Class I — 10 years Class II — 8 years Class III — 6 years Class IV — 4 years
2.	Average size of at least 3 projects executed in the years of practice or since last upgrading	At least 30% for Classes I-III, and 15% for Classes IV-VII of the Present Class Limit
3.	Maximum size of any single project executed in years of practice or since last upgrading.	At least 80% of present Class Limit

The limit of Class I is hereby assumed to be twice the limit of Class II for all types of contractors.

Table 9: Registration Fees for Local contractors (TSHs)

Class	Registration Fee				
	Building	Civil Works	Mechanical	Electrical	Specialist
I	250,000	300,000	150,000	150,000	60,000
II	200,000	250,000	90,000	90,000	40,000
III	150,000	200,000	60,000	60,000	30,000
IV	90,000	150,000	50,000	50,000	
V	60,000	90,000	40,000	40,000	
VI	50,000	60,000	30,000	30,000	
VII	40,000	50,000	25,000	25,000	

Contractors Registration

G.N. No. 340 (contd.)

FIRST SCHEDULE—(contd.)

Table 10: Annual subscription Fees for Local Contractors (TShs.)

Class	Annual Subscription				
	Building	Civil Works	Mechanical	Electrical	Specialist
I	1,000,000	1,500,000	500,000	500,000	50,000
II	650,000	800,000	330,000	330,000	40,000
III	420,000	650,000	210,000	210,000	30,000
IV	280,000	330,000	140,000	140,000	-
V	140,000	200,000	70,000	70,000	-
VI	70,000	70,000	50,000	50,000	-
VII	40,000	40,000	30,000	30,000	-

Table 11: Fees for All Types of Foreign Contractors (US\$)

Class	Building/Civil/Electrical/Mechanical		Specialist Contractors	
	Registration	Annual Subscription	Registration	Specialist
I	20,000	10,000	15,000	6,000
II	18,000	8,000	10,000	4,000
III			5,000	2,000

Table 12: Application Fees for All types of Contractors (TShs.)

	TYPE OF APPLICATION	FEES (TSHS)
1.	First application	10,000
2.	Upgrading	15,000
3.	Temporary Registration	20,000
4.	Dispensation	20,000

Dar es Salaam,
28th September, 1999

ANNA M. ABDALLAH,
Minister for Works