

FORM FOR UPGRADING CATEGORISATION

CONTRACTOR UPGRADING CATEGORISATION

FROM **TO**

Date of Application.....

PART 1 - PARTICULARS OF THE COMPANY – CONFIRMATION OF LEGAL STATUS		
1	Name of the Company	
2	Address	
3	Physical Address and proof of right of occupancy.	
4	Name(s) of Business Owners and Nationality (attach proof of nationality), Birth Certificate	
5	Registration with Law Office	
6	Traders Licence (Ministry of Trade)	
7	Tax Clearance Certificates (LRA) under the heading of Confirmation of Tax Compliance	

Guidelines on filling in the form:

This form is to be used for Upgrading of current Categorisation only. Other forms are available for Initial Application and Renewal of Categorisation.

In the rectangular boxes at the top right hand side of the page insert against the word ‘FROM’ the current category and against the word ‘TO’ insert the category to which registration is now sought.

PART 2: FINANCIAL CAPABILITY

PART 2A. CONSTRUCTION TURNOVER	
Audited financial statements for the last 3 (three) years	
Annual Average Construction Turnover for the immediate past 3 (three) years	Amount (Maloti)
Year 1	
Year 2	
Year 3	
Total	
Annual Average Construction Turnover	

PART 2B. VALUE OF LARGEST CONTRACT OF WORKS CARRIED OUT IN THE LAST 5 YEARS AS THE MAIN CONTRACTOR	
Contract Name:	
Description of Project	
Value of Contract:	
Contract Start (Month / Year)	
Contract End (Month / Year)	
Name of Employer	
Address	
Telephone	
e-mail	
Name of Supervising Engineer	
Address	
Telephone	
e-mail	

Guidelines:

Details to be provided relating to the largest completed contract for which the Contractor was the Main Contractor. Details must include provision of copies of Contract Agreement and Certificate of Completion signed by the relevant authorities.

A separate table, see Part 2C below, is to be used for contracts completed by the Contractor under a Sub-Contract, i.e. when the Contractor was not the Main Contractor

PART 2C. VALUE OF LARGEST CONTRACT OF WORKS CARRIED OUT IN THE LAST 5 YEARS AS A SUB-CONTRACTOR

Contract Name:	
Description of Project	
Value of Contract:	
Contract Start (Month / Year)	
Contract End (Month / Year)	
Name of Employer	
Address	
Telephone	
e-mail	
Name of Supervising Engineer	
Address	
Telephone	
e-mail	

Guidelines:

This table to be completed giving details of the largest SUB-CONTRACT completed by the Contractor

PART 3: WORKS CAPABILITY

PART 3A. PROFESSIONAL AND TECHNICAL STAFF				
	Name of Staff	No. of Years of Experience	Proposed Position in Road Works Contracts	Certified copies of educational certificates
1				
2				
3				
4				
5				
6				
7				

Guidelines:

The educational certificates relate to those obtained following successful completion of technical and university courses. The certificates should give the qualification obtained, the date, and the awarding body.

PART 3B: PROFESSIONAL AND TECHNICAL STAFF TRACK RECORD

Name

Date of birth

Summarize professional experience over the last 10 years, in reverse chronological order.

From	To	Employer	Description of the Project	Position and Duties of Staff

CHECK LIST: Applicants are requested to complete the table below to indicate that the relevant parts have been completed and necessary supporting documents are attached.

PART	DESCRIPTION	PUT A TICK (✓) IF THE PART IS RELEVANT AND COMPLETED
PART 1	CONFIRMATION OF LEGAL STATUS	
PART 2A.	CONSTRUCTION TURNOVER (for applicants established in the construction business)	
PART 2B.	VALUE OF LARGEST CONTRACT OF WORKS CARRIED OUT IN THE LAST 5 YEARS (for applicants established in the construction business) AS THE MAIN CONTRACTOR	
PART 2C.	VALUE OF LARGEST CONTRACT OF WORKS CARRIED OUT IN THE LAST 5 YEARS (for applicants established in the construction business) AS A SUB-CONTRACTOR	
PART 2D.	AVERAGE ANNUAL BUSINESS TURN OVER (for applicants setting into construction business for the first time)	
PART 3A.	PROFESSIONAL AND TECHNICAL STAFF	
PART 3B	PROFESSIONAL AND TECHNICAL STAFF TRACK RECORD	
Proof that Upgrading Processing Fee has been paid		

DECLARATION BY THE COMPANY

I, the undersigned, hereby declare that the information provided is true and correct in every respect. I am duly authorized to sign this declaration on behalf of the company.

I accept that the Roads Directorate reserves the right to undertake further investigations as they may deem appropriate.

Name of the Signatory and Title

Authorized Signature

Company Seal

Date

CATEGORY	Typical Type of Work Carried Out	Contract Amounts Limits (Maloti)	Minimum Requirements for Financial Capability (Maloti)		Number of professional and Technical staff for Works Capability	Fee Structure (Maloti)		
			Average Annual Construction Turnover for the last 3 years	Value of Largest Contract of Works Carried Out in last 5 yrs.		Application for Categorisation	Renewal of Categorisation	Transfer to Higher Category
A	Periodic Maintenance involving re-gravelling, resealing, rehabilitation etc. Construction Works: both paved and unpaved roads, bridge building	No Limit	10,000,000	15,000,000	1*	700	10,500	-
B	Periodic and Routine Maintenance involving re-gravelling, pothole patching, crack sealing, resealing, rehabilitation etc. Construction Works of both paved and unpaved roads and minor structures.	30,000,000 to 15,000,000	8,000,000	10,000,000	2*	700	7,600	1000
C	Construction of gravel roads, periodic maintenance on both paved and unpaved roads involving, section re-gravelling, pothole repairs, section patching, longitudinal and cross drainage repairs, reconstruction of headwalls, road-marking, crack sealing and spot repairs.	17,500,000 to 10,000,000	6,000,000	7,500,000	3*	700	6,000	1000
D	Periodic maintenance on unpaved roads involving spot re-gravelling, grass cutting, shoulder repairs, culvert cleaning	12,500,000 to 5,000,000	3,750,000	3,750,000	4*	700	4,500	1000
E1	Routine maintenance involving spot re-gravelling, grass cutting, shoulder repairs, culvert cleaning	6,000,000 to 3,000,000	3,000,000	3,000,000	5*	700	3,000	1000
E2	Specialized work, e.g. street lighting maintenance, pedestrian bridge building, minor structures building, road furniture repairs and maintenance, road markings etc	3,000,000 to 2,000,000	1,500,000	1,500,000	6*	700	2,000	1000
E3	basic routine maintenance – de-silting drainages structures, clearing the road way, minor surface repairs, clearing and grubbing, erosion protection works	Up to 2,000,000	1,000,000	1,000,000	7*	700	1,000	1000