

INITIAL CATEGORISATION FORM

CONTRACTOR CATEGORISATION APPLICATION FORM FOR CATEGORY

Date of Application.....

PART 1: CONFIRMATION OF LEGAL STATUS

PART 1 - PARTICULARS OF THE COMPANY		
1	Name of the Company	
2	Postal Address	
3	Physical Address	
4	Name(s) of Business Owners and Nationality and contact details (phone numbers, e-mail etc)	
5	Registration reference number with Law Office	
6	Traders Licence reference number	
7	Tax Clearance Certificates reference number (TIN & VAT)	

Guidelines on filling in the form:

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

In the rectangular box at the top right-hand side of the page insert the Category for which application is made.

PART 2: FINANCIAL CAPABILITY

PART 2A. CONSTRUCTION TURNOVER (for applicants established in the construction business)	
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 (for applicants established in the construction business) 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 (for applicants established in the construction business) 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.
 NB: It is important to note that the employer this time is the Main Contractor

PART 2D. AVERAGE ANNUAL BUSINESS TURN OVER (for applicants setting into construction business for the first time)

Nature of Existing Business	
Annual Business Turn Over	Amount (Maloti)
Year 1	
Year 2	
Year 3	
Total	
Average Annual Business Turnover	

Guidelines:

This table only to be completed by those wishing to enter the road construction business for the first time.

PART 3: WORKS CAPABILITY

PART 3A. PROFESSIONAL AND TECHNICAL STAFF				
	Name of Staff	No. of Years of Experience	Proposed Position in Road Works Contracts	Qualifications Obtained
1				
2				
3				
4				
5				
6				
7				
8				

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: the table below indicates that the relevant parts have been completed and necessary supporting documents are attached. It should be filled with the relevant Roads Directorate officer during submission.

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 Application Processing Fee has been paid		

We agree that this submission has been checked :- Sign;-.....Name;.....

Confirmed for Roads Directorate: Sign:.....Name:.....

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

Documents to be Submitted by Applicants

All applicants will be required to submit the information listed in Table No. 2.

No.	Qualification Item	Supporting Document Required
1.	Confirmation of Legal Status of the firm (this is a compliance issue and failure to provide one of the required information shall lead to automatic disqualification)	Registration with Law Office (for companies)
		Trader's Licence (from Ministry of Trade)
		Tax Clearance Certificate (from LRA)
		Name(s) and nationality of owners (attach proof of nationality), Passport, Identity Document or Birth Certificate
		Indicate principal place of business (including physical address) and proof of right of occupancy to the premises. For categories A, B& C; attach commercial lease or Sub-lease agreements
2.	Financial Capability	
	a. Annual Average Construction Turnover for the immediate last three years	Attach certified copies of audited financial statements for the last 3 years. For new entrants, provide proof of financial backing from a financial institution registered with the Central Bank of Lesotho to the amount of the financial limit of the required category
	b. Annual Average Business Turnover for the immediate last three years (for applicants setting into construction business for the first time)	
	c. Value of Largest Contract of Works Carried out in the last 5 years	Copies of contract agreements and completion certificates.
3	Works Capability	
	a. Names of professional staff, educational and professional qualifications	Certified copies of educational and professional registration certificates of staff.
	b. Track record of project	Track record table of full-time staff. List of projects undertaken in the last 10 years and the employers.

Table 2: Documents to be submitted by Applicants in Request for Categorisation

Notes:

- 1) Applications are to be submitted in the order specified in the table above.
- 2) Applications must be submitted in one (1) original and three (3) copies
- 3) Registration with law office; Only the cover page and pages indicating the ownership of the company are to be submitted.
- 4) All accompanying documents must be valid and certified at source.
- 5) All leases and sub-leases agreements must be notarised.
- 6) Financial statements must be audited by auditors registered with the Lesotho Institute of Accounts

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