



## **MINISTRY OF ROADS AND HIGHWAYS**

# **GUIDELINES FOR THE CLASSIFICATION AND LICENSING OF CONTRACTORS FOR ROADS, BRIDGES AND RELATED FACILITIES**

**NEW APPLICATION**

**(INTERNATIONAL FIRMS)**

**MAY 2021**

**MINISTRY OF ROADS AND HIGHWAYS  
GUIDELINES FOR CLASSIFICATION AND LICENSING OF FOREIGN  
CONTRACTORS FOR ROADS, BRIDGES AND  
RELATED FACILITIES.**

**NEW APPLICATION**

**CLASSIFICATION TABLE FOR FOREIGN ROAD CONTRACTORS BY CATEGORY AND CLASS.**

CLASS	CATEGORY A	CATEGORY B	CATEGORY S
<b>1F</b>	Major Rehabilitation, asphaltic overlay and major construction of roads and airports  No limit on tender.  Minimum financial Threshold	Construction of bridges and interchanges including bridges and other such major structures  No limit on tender.  Minimum financial Threshold	Construction and maintenance of major steel structures.  No limit on tender.  Minimum financial Threshold

## **PURPOSE OF CLASSIFICATION**

The System of Classification aims at the proper grading of Contractors into respective categories and financial classes related to the applicants' capital, annular turnover, equipment holding and personnel, Applicants must satisfy all applicable requirements outlined in this document for the purposes of Classification and registration. Applicants who are thus classified would be eligible to undertake road and bridge contract awarded by Government and other institutions that may require such certification.

The Classification exercise aims at the proper grading of Contractors into respective categories, and financial classes. Only Contractors thus classified and registered will be eligible to undertake Roads, Bridges and Related Works awarded by Government.

Foreign Contractors are registered and licensed only under Class **1F**

## **HOW TO APPLY FOR CLASSIFICATION**

Prospective Contractors must purchase Application forms from the Accounts Department of the Ministry of Roads and Highways or financial institutions designated by MRH. Applications may also be submitted online at [www.mrh.gov.gh](http://www.mrh.gov.gh).

## **HOW TO COMPLETE APPLICATION FORMS**

The following notes are intended to assist applicants submit the required information as clearly as possible. If required, further clarification may be obtained from the office of the Road Classification Secretariat, Ministry of Roads and Highways.

A Contractor's Application may be classified non-responsive for failure to provide the required information and meeting the Applicable criteria.

**PLEASE NOTE THAT SECTIONS OF THE APPLICATION RESERVED FOR USE BY THE CLASSIFICATION COMMITTEE SHOULD NOT BE COMPLETED BY THE APPLICANT.**

Section 1      **NAME**

- (a)      State here the name under which your firm is carrying on business.
- (b)      State the date of Incorporation
- (c)      State date of Commencement of Business.

Section 2      **POSTAL ADDRESSES/ E-MAIL ADDRESS & TELEPHONE NUMBERS**

State here permanent Postal Address (Local and Foreign), E-mail address and Telephone

Numbers including cell phone numbers.

Section 3      **STREET ADDRESS**

State here the Street and House or Plot number, and National Identification Code and any similar details sufficient to enable the location of your place of business.

If any of the above particulars for sections 1, 2 & 3 should change, the Chief Director of the Ministry of Roads and Highways should be notified as soon as possible for appropriate amendments to be made in the Register.

Section 4 **ORGANIZATIONS**

The statutes referred to are part of the Laws of Ghana and applicable to all businesses and companies. State the Act under which you are registered.

- I. Registration of Business as Sole Proprietor (Act 151)
- II. Incorporation as Private Partnership (Act 152)
- III. Registration under limited Company (Acts 179)
- IV. Companies (Amendment) Act 2016 (Act 920)

Provide the company registration number and Tax Identification Number (TIN)

Section 5      **PROPRIETORS / DIRECTORS**

State here the name(s) of Partners, Directors, Shareholders or anyone having financial interest in the firm. State the name(s) and addresses of each and the positions in the company.

Section 6      **STAFF AND EMPLOYEES**

a) State here the number of Local Employees and Expatriates in the Firm.

Further details on Employees must be provided on page 2A of the Application.

You will be required to produce documentary evidence of employment and qualification by way of:

- i. Social Security payment receipt in respect of employees.
  - ii. Ghana Revenue Authority receipts in respect of taxes paid by employees.
  - iii. Certificate and/or Testimonials for key Personnel.
  - iv. The Curriculum Vitae (CV) for the following grades of employees.  
Project Managers, Engineers, Quantity Surveyors,  
Accountants/Accounts Officers and other Key Personnel.
- b) The minimum number of staff requirements for the various categories and financial classes are as listed in Table "A" attached.

Section 7 **MOVABLE PROPERTY**

The details of all road construction equipment owned by the company must be provided on pages 5-7 of the Application Form.

The information on the minimum numbers of construction equipment required for **1F** should be provided on page 4 on the Application.

Proof of ownership of Movable Property should be provided: Attach copies of:

- I. Purchase receipts of Plant and Equipment including motor vehicles.
- II. Driver Vehicle and Licensing Authority registration of all equipment including off-road machinery
- III. Current Roadworthy Certificates for vehicles.

Section 8 **OTHER ASSETS**

Provide details of other assets not included in Sections 7 i.e. Current Financial Statement.

Supporting documents to be provided should include:

Current Bank Statement.

Section 9 **VALIDITY PERIOD OF LICENSE**

The category and financial class accorded to contractors will be valid for a period of two years effective from the date of issue of the certificate of classification.

Contractors are required to resubmit all application information at the end of the validity period in order to permit the Classification Committee to assess the contractor's current status. A contractor may apply for renewal of its current classification status before the expiry of its current Classification License.



Section 10      **CATEGORIES OF CLASSIFICATION REQUESTED**

Contractors will be informed of the status of their Applications after consideration by the Classification Committee of the Ministry of Roads & Highways (MRH). A Contractor's Classification License will be issued by MRH upon payment of the prescribed fee by the Contractor within **21 Days** and satisfying all the conditions.

**WITHDRAWAL OF CLASSIFICATION STATUS**

The Ministry of Roads and Highways reserves the right to withdraw a Contractor's classification status at any time, if the Ministry deems.

Section 11      **APPLICATION PROCEDURE**

- (a) Purchase Application forms from the Accounts Department.
- (b) Return completed Application Forms to the Office of the Chief Director – MRH within **Two weeks** from date of purchase of Application Form.
- (c) A Technical Sub-committee vets and processes Application and submits findings to Classification Committee for consideration.
- (d) Classification Committee forwards recommendations to the Chief Director for approval.
- (e) The Chief Director and the Honorable Minister informs successful Applicants to pay prescribed fees for the issuance of the Contractor's license.
- (f) The Chief Director and the Hon. Minister of MRH jointly sign the Contractor's License with a seal and deliver to Contractor.

**NO LICENSE WOULD BE ISSUED TO A FOREIGN CONTRACTOR WHO FAILS, REFUSES AND NEGLECTS TO PAY THE APPLICABLE FEES WITHIN THE PRESCRIBED PERIOD.**

**IF THE FEE IS NOT PAID WITHIN THE PRESCRIBED PERIOD THE APPLICATION WILL LAPSE.**

## Section 12    **PROCEDURE FOR ON-LINE APPLICATION**

The Contractor Information Management System (CIMS) will have the following steps for easy usage by applicants.

Applicant visits MRH website for preliminary steps and guideline. This will include the list of designated banks etc

1. Applicant goes to the bank to purchase E-Voucher for the online application
2. Applicant visits the online CIMS portal for detailed steps and guidelines on how to fill the online forms
3. Applicant fills the online forms including documents upload
4. Applicant reviews all the forms filled and submit to MRH for onward processing. The system checks to ensure that the fundamental requirements (number of staff and equipment etc.) for the class being sort are provided
5. Applicant downloads the submitted form for keeps or evidence
6. MRH classification team reviews the submitted forms by cross checking the information submitted against other systems such as;  
Registrar General Department. Through the TIN numbers and business registration numbers etc.
  - a. Ghana Post GPS system. This agency will assist to identify the exact location of the business premises, especially its head office.
  - b. Social Security and National Insurance Trust (SSNIT). Through SSNIT, key personal can be validated as personnel of the business entity
  - c. Ghana Revenue Authority (GRA). GRA will also validate the information and document provided in respect of tax compliance
  - d. Driver and Vehicle Licensing Authority (DVLA). DVLA will assist to validate the equipment ownership
7. If Applicants' registration is rejected, E-notification is sent to the applicant stating the reasons.
8. If Applicants registration is approved, E-notification is sent to the applicant stating the approved category, class and the detail payments to be made.
9. Applicant proceeds to the bank to purchase E-Voucher for the approved class(es)
10. Applicant accepts the approved class(es) and print the acceptance letter.
11. Applicant is given a date to come and pick up the classification certificate. Applicant can also download it.
12. Applicants information is added to the list of Contractor of good standing.

## SUPPORTING DOCUMENTS

Photocopies of all the under-listed documents must be attached to the completed Application Form for submission:

1. All Company Registration documents including Certificate of Incorporation and Certificate to Commence Business.
2. Evidence of Equipment owned
3. DVLA Registration Document for road vehicles.
4. Current and Valid Social Security Clearance Certificate.
5. Current and Valid Tax Clearance Certificate.
6. CVs of Works Manager, Engineers, Accountants and other Key personnel.
7. Company Profile
8. Evidence of Membership of recognized Road Contractor Associations. (If any)

An applicant shall be qualified to be classified only if it satisfies the minimum requirements for each of the following:

- a. Equipment (All evidence confirming ownership must be submitted)
  - b. Experience
  - c. Personnel (All CV's from the professional staff must be signed by them and the company)
  - d. Financial status
9. Evidence of Homeland Registration.
10. The application form must also be accompanied with the **ORIGINALS** of the under-listed documents:
- A. Current and valid Social Security Clearance Certificate
  - B. Current and valid Tax Clearance Certificate.
11. Registration with the Public Procurement Authority (PPA) is required.

**FULL TIME PERSONNEL REQUIREMENTS FOR  
CLASSIFICATION TABLE A, B & S  
'A' ROADS, AIRPORTS AND RELATED  
STRUCTURES.  
'B' BRIDGES, CULVERTS & OTHER STRUCTURES  
'S' STEEL BRIDGE AND STRUCTURES**

**FULL TIME PERSONNEL REQUIREMENTS FOR CLASSIFICATION TABLE A  
"A" ROADS, AIRPORTS AND RELATED STRUCTURES**

FINANCIAL CLASS	ITEM	DESCRIPTION	NO. REQUIRED	RECOMMENDED QUALIFICATION
<b>1F</b>	1	Project Managers	2	<p>Either</p> <p>BSc. Degree in either Civil Engineering with a minimum of 10 years' experience in Road Works</p> <p>Or</p> <p>HND/Diploma in either Civil Engineering with a minimum of 12 years' experience in Road Works Certificate in Project Management</p> <p>Registered under GhIE</p>
	2	Civil Engineers	4	<p>Either</p> <p>BSc. Degree in either Civil Engineering with a minimum of 5 years' experience in Road Works</p> <p>Or</p> <p>Diploma in either Civil Engineering with a minimum of 7 years' experience in Road Works</p> <p>Registered under GhIE</p>
	3	Geomatic Engineers	2	<p>Either</p> <p>BSc. Degree in either Geomatic Engineering with a minimum of 5 years' experience in Road Works</p> <p>Or</p> <p>HND/Diploma in either Geomatic Engineering with a minimum of 7 years' experience in Road Works</p> <p>Registered under GhIE</p>
	4	Materials Engineers	2	<p>Either</p> <p>BSc. Degree in either Civil/Geological Engineering with a minimum of 5 years' experience in Road Works</p> <p>Or</p> <p>HND/Diploma in either Civil/Geological Engineering with a minimum of 7 years' experience in Road Works</p>

FINANCIAL CLASS	ITEM	DESCRIPTION	NO. REQUIRED	RECOMMENDED QUALIFICATION
				Registered under GhIE
	5	Mechanical Engineers	1	Either BSc. Degree in either Mechanical Engineering with a minimum of 5 years' experience in Road Construction Equipment Maintenance Or HND/Diploma in either Mechanical Engineering with a minimum of 7 years' experience in Road Construction Equipment Maintenance  Registered under GhIE
	6	Quantity Surveyors	2	Either BSc. Degree in either Building Technology with a minimum of 5 years' experience in Road Works Or HND/Diploma in either Building Technology with a minimum of 7 years' experience in Road Works  Registered under GhIS
	7	Environment, Social, Health and Safety (ESHS) Officer	2	Either BSc. Degree in either Environmental Science with a minimum of 5 years' experience in Road Works Or HND/Diploma in either Environmental Science with a minimum of 7 years' experience in Road Works
	8	Accountant	1	BSc. (Admin) Accounting Option or CA Part 1 with 5 years' experience
	9	Works Superintendent	4	WASSCE (Science), NVTI Part 2 certificate or equivalent with 10 years' experience in Road Works
	10	Mechanical Superintendent	2	5 years Road Construction Equipment experience with NVTI Part 2 or equivalent
	11	Laboratory Technician	8	HND/Diploma in either Civil Engineering with a minimum of 5 years' experience in Construction Materials
	12	Works Foreman	2	NVTI Part 1 with 5 years' experience in road construction

FINANCIAL CLASS	ITEM	DESCRIPTION	NO. REQUIRED	RECOMMENDED QUALIFICATION
		Earthworks		
	13	Works Foreman Pavement	2	NVTI Part 1 with 5 years' experience in road construction
	14	Works Foreman Concrete	2	NVTI Part 1 with 5 years' experience in road construction
	15	Works Foreman Asphalt	2	NVTI Part 1 with 5 years' experience in Asphalt Pavement construction
	16	Mechanics	10	NVTI Part 1 with experience of road construction equipment



**FULL TIME PERSONNEL REQUIREMENTS FOR CLASSIFICATION TABLE A  
"B" BRIDGES, CULVERTS AND OTHER STRUCTURES**

FINANCIAL CLASS	ITEM	DESCRIPTION	NO. REQUIRED	ORIGINAL QUALIFICATION
<b>1F</b>	1	Project Managers	2	Either  BSc. Degree in either Civil/Structural Engineering with either 10 years' experience or 7 years' experience in Bridge Works  Or  Diploma in either Civil/Structural Engineering, with a minimum of 10 years' experience in Bridge Works
	2	Civil Engineers	4	Either  BSc. Degree in either Civil/Structural Engineering with either 5 years' experience in Road Works or 3 years' experience in Bridge Works  Or  Diploma in either Civil/Structural Engineering, with a minimum of 7 years' experience in Road Works or 3 years' experience in Bridge Works
	3	Geomatic Engineers	4	Either  BSc. Degree in either Geomatic Engineering with a minimum of 3 years' experience in Concrete Structural Works  Or  HND/Diploma in either Geomatic Engineering with a minimum of 5 years' experience in Concrete Structural Works
	4	Materials Engineers	2	Either  BSc. Degree in either Geological Engineering with a minimum of 3 years' experience in Concrete Structural Works  Or  HND/Diploma in either Geological Engineering with a minimum of 5 years' experience in Concrete Structural Works

FINANCIAL CLASS	ITEM	DESCRIPTION	NO. REQUIRED	ORIGINAL QUALIFICATION
				Registered under GhIE
	5	Mechanical Engineers	1	<p>Either</p> <p>BSc. Degree in either Mechanical Engineering with a minimum of 3 years' experience in Construction Equipment Maintenance</p> <p>Or</p> <p>HND/Diploma in either Mechanical Engineering with a minimum of 5 years' experience in Construction Equipment Maintenance</p> <p>Registered under GhIE</p>
	6	Quantity Surveyors	2	<p>Either</p> <p>BSc. Degree in either Building Technology with a minimum of 3 years' experience in Road Works</p> <p>Or</p> <p>HND/Diploma in either Building Technology with a minimum of 5 years' experience in Road Works</p> <p>Registered under GhIS</p>
	7	Environment, Social, Health and Safety (ESHS) Officer	1	<p>Either</p> <p>BSc. Degree in either Environmental Science with a minimum of 3 years' experience in Construction Works</p> <p>Or</p> <p>HND/Diploma in either Environmental Science with a minimum of 5 years' experience in Construction Works</p>
	8	Accountant	1	BSc. (Admin) Accounting Option or CA Part 1 with 5 years' experience
	9	Works Superintendent	2	WASSCE (Science), NVTI Part 2 certificate or equivalent with 10 years' experience in Road Works
	10	Mechanical Superintendent	1	WASSCE (Science), NVTI Part 2 certificate or equivalent with 10 years' experience in Road Works
	11	Laboratory Technician	4	HND/Diploma in either Civil Engineering with a minimum of 5 years' experience in Construction Materials
	12	Works Foreman	1	NVTI Part 1 with 5 years' experience in road construction

FINANCIAL CLASS	ITEM	DESCRIPTION	NO. REQUIRED	ORIGINAL QUALIFICATION
		Concrete		
	13	Works Foreman Piling	1	5 years' Construction experience with Bridge Construction Firm Polytechnic Certificate
	14	Works Foreman Re-Steel	1	5 years' experience in reinforced Concrete Works
	15	Mechanics	5	NVTI Part 1 with experience of construction equipment

**FULL TIME PERSONNEL REQUIREMENTS FOR CLASSIFICATION TABLE**

**A**

**"S" STEEL BRIDGES AND STRUCTURES - CONSTRUCTION, REHABILITATION AND MAINTENANCE**

FINANCIAL CLASS	ITEM	DESCRIPTION	NO. REQUIRED	ORIGINAL QUALIFICATION
<b>1</b>	1	Project Manager	1	Either BSc. Degree in either Civil Engineering with a minimum of 7 years' experience in steel Bridges and Structures Or Diploma in either Civil Engineering with a minimum of 10 years' experience in steel Bridges and Structures
	2	Civil Engineer	2	Either BSc. Degree in either Civil/Structural Engineering with a 5 years' experience in steel Bridges and Structures Or Diploma in either Civil Engineering with 6 years' experience in steel Bridges and Structures
	3	Accounts Officer	1	BSc. (Admin) Accounting Option or CA Part 1 with 5 years' experience
	4	Works Superintendent	1	HND/Diploma in Civil Engineering with 5 years' experience, NVTI Part 2 certificate or equivalent with 10 years' experience in Steel Works
	5	Mechanical Superintendent	1	WASSCE (Science), NVTI Part 2 certificate or equivalent with 10 years' experience in Bridge and Road Construction Works. HND in Mechanical Engineering with 5 years' experience in steel works or MET Part II with 10 years' experience
	6	Works Foreman (Steel Works)	2	NVTI Part 1 with 5 years' experience in Steel Bridges and Structures
	7	Works Foreman (Steel Welding)	1	NVTI Part 1 with 5 years' experience in Steel Bridges and Structures
	8	Mechanic	2	NVTI Part 2 certificate or equivalent with 10 years' experience in Bridge and Road Construction Equipment

S1 The Contractor for S1 in addition to the minimum equipment listed in the table for class S1 should have a workshop/laboratory equipped to perform the following;

1. Testing quality of materials for road maintenance

NB: 30% of the required all key personnel shall be Local Professional



**CONTRACTORS EQUIPMENT HOLDING FOR CLASSIFICATION**

**TABLE B**

**MINISTRY OF ROADS AND HIGHWAYS**

ITEM	EQUIPMENT	A	B	S
		I	I	I
	<b>Earth Works &amp; Pavement Works</b>			
1	Dozer 150 Kw (D8)	1		
2	Dozer 150 Kw (D7)	1		
3	Dozer 150 Kw (D6)	1	1	
4	Excavator 1m <sup>3</sup>	1	1	
5	Excavator 0.5 m <sup>3</sup>	1		
6	Wheeled Loader 1.1m <sup>3</sup>	2		
7	Motor Grader 140 Kw	4		
8	Roller 22 tons	2		
9	Roller 18 tons	2		
10	Roller 14 tons	2	1	
11	Pneumatic Roller 15 tons	2		
12	Sheep foot Roller 12 tons	1		
13	Double Steel Roller 14 tons	1		
14	Water Tanker 7,000 L	2	2	
15	Tipper Truck (15 – 20) m <sup>3</sup>	20	3	
16	Dump Trucks 15 m <sup>3</sup>	5		
17	Low Loader	2		
18	Road Mix Machine			
19	Soil Mixing Machine			
20	Mechanical Broom	1		
21	Fuel Tanker 10,000 L	1		
22	Asphalt Milling Machine	1		
	<b>Surfacing Works</b>			
1	Asphalt Plant 150 ton/hr	1		
2	Paving Machine	2		
3	Crushing Plant	1		
4	Drilling Rig (35-40mm deep)	1		
5	Hydraulic Hammer	1		
6	Bitumen Distributor	1		
7	Chippings Distributor (Attachment)	1		
8	Concrete Batching Plant	1		
9	Concrete Truck Mixer	6		
10	Concrete Dumper		6	
11	Concrete Pump		1	
12	Crane or Crane Mounted Truck	1	2	
13	Concrete Vibrator	3	6	

**CONTRACTORS EQUIPMENT HOLDING FOR CLASSIFICATION**

**TABLE B**

**MINISTRY OF ROADS AND HIGHWAYS**

ITEM	EQUIPMENT	A	B	S
		I	I	I
14	Concrete Mixer		6	
	<b>Utility Operations Equipment</b>			
1	Flat Bed Truck	1	1	
2	Plate Compactor	4		
3	Air Compressor	2	1	
4	Electric Generator	2		
5	Mud Pump	2		
6	Dewatering Pump	2		
7	Steel Bending Machine	1	2	
8	Steel Cutting Machine	1	2	
9	Welding Machine	1	2	
10	Flood Lights Unit	2		
	<b>Engineering Equipment</b>			
1	<b>Laboratory Equipment</b>			
	Soils Laboratory Equipment	1		
	Concrete Laboratory Equipment	1	1	
	Aggregates Laboratory Equipment	1		
	Asphalt Laboratory Equipment	1		
2	Surveying Equipment (set)	1		
3	Workshop with Equipment(set)	1		
	<b>Dedicated Steel Equipment</b>			
1	Pickup Truck			2
2	Tipper Trucks			2
3	Flat Bed Truck/ Drop Side Truck			2
4	Air Compressor			1
5	Concrete Mixer			2
6	Concrete Vibrator			2
7	Sandblasting Equipment			2
8	Spraying Equipment			2
9	Welding Machine			2
10	Survey Equipment			1

NB: Appropriate Protective Clothing for all work men in accordance with health & safety legislation/ regulations is required

FOR OFFICIAL USE ONLY

DO NOT WRITE IN THIS SECTION

ORIGINALS OF CERTIFICATE SUBMITTED: .....

VERIFICATION:

SSNIT: .....

GRA:.....

PPA: .....

MRH: .....

RECOMMEND FOR APPROVAL (YES/NO)

SIGNED