

**MINISTRY**

**OF**

**ROADS AND HIGHWAYS**

**APPLICATION FORM FOR CLASSIFICATION OF**

**CONTRACTORS FOR ROAD AND BRIDGE WORKS**

**(UPGRADING OF EXISTING CERTIFICATE)**

**MAY, 2021**

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| **MINISTRY OF ROADS AND HIGHWAYS UPGRADING FORMS FOR THE \**  **CLASSIFICATION OF CONTRACTORS FOR ROAD AND BRIDGE WORKS**  **PAGE 1** | | | | |
| **Please Tick as appropriate ;**  **Upgrading**  **Local Applicant**    **CURRENT MRH CLASS:** | **CLASS REQUESTED : Please tick as appropriate:**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **CATEGORY**  **CLASS** | **A** | **B** | **C** | **S** | **M** | **L** | | **1** |  |  |  |  |  |  | | **2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **3** |  |  |  |  |  |  |   (NOTE: Applicants Refer to  MT/PROC. 2 for guidance) | | | |
| **SUBMISSION** | **Submit Application to:** **CHIEF DIRECTOR**  **MINISTRY OF ROADS AND HIGHWAYS ONLINE AT www.mrh.gov.gh.**  **P. O. BOX MB 57**  **ACCRA.** | | | |
| l. (a) BUSINESS NAME  (b) Date (of Establishing business under this name) |  | | | |
| 2. POSTAL ADDRESS  TELEPHONE | **EMAIL ADDRESS POSTAL ADDRESS/ PLACE TEL. NO. & CELLPHONE NO.**    **SOCIAL MEDIA HANDLE** | | | |
| 3. EXACT PHYSICAL LOCATION OF  CONTRACTOR'S OFFICE AND YARD (Town, Street etc.) | **HEAD OFFICE** | **DIGITAL ADDRESS** | | |
| **YARD** |
| 4. ORGANIZATION  (ATTACH PHOTOCOPY) | **With the Registrar General** | **Registration Number** | **Tax Identification Number (TIN)** | **Date of Incorporation** |
| (i) Registration of Business as Sole Proprietor (Act 151) |  |  |  |
| (ii) Incorporation as Private Partnership (Act 152) |  |  |  |
| (iii) Registration under Limited Company (Act 179) |  |  |  |
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| 5. PROPRIETORS, DIRECTORS AND PARTNERS | **NAME** | **POSITION** | **NATIONALITY** | **ADDRESS** | |
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| **6.** STAFF AND EMPLOYEES | **SUMMARY OF CONTRACTOR'S STAFF** | |  | | |
| **FUNCTION** | | **Roads, Airports and related structures** | | **Bridges, culverts and other structures** |
| PROJECT MANAGER | |  | |  |
| ENGINEER | |  | |  |
| QUANTITY SURVEYOR | |  | |  |
| GEOMATIC ENGINEER | |  | |  |
| ACCOUNTANT | |  | |  |
| WORKS SUPERINTENDENT | |  | |  |
| MECHANICAL SUPERINTENDENT | |  | |  |
| LABORATORY TECHNICIAN | |  | |  |
| WORKS FOREMAN- EARTHWORKS | |  | |  |
| WORKS FOREMAN- CONCRETE | |  | |  |
| MECHANICS | |  | |  |
| **TOTAL** | |  | |  |

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**PAGE 2A**

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|  | **QUALIFICATION OF CONTRACTOR'S STAFF** | | | |  | |
| **FUNCTION** | **NAME** | **EDUCATION** | | | **PRACTICAL EXPERIENCE** | |
| **INSTITUTION** | **DEGREE/CERT.** | **YEAR OF AWARD** | **YEARS** | **EMPLOYER** |
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|  | **7. IMMOVABLE**  **PROPERTY**  **Land, buildings etc. Owned by the firm or any of its Partners Less Mortgages** | **DESCRIPTION** | **LOCATION** | **REGISTERED OWNER** | **CURRENT VALUE** | **TOTAL**  **(GH)** |
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| **8. MOVABLE PROPERTY**   1. **CONTRACTOR'S**   **EQUIPMENT**    **TOTAL** | (From pages 5.7) |  |  |  |  |
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| **9. OTHER ASSETS**  **CASH** | | **BANK** | | **LOCATION/BRANCH** | | **BALANCE** |
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| TOTAL CURRENT VALUE OF OTHER ASSETS | |  | |
|  | |
| **10.** | | **TOTAL VALUE CAPITAL** | |

**PAGE 3**

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| --- | --- | --- |
| **UNIT** | **NUMBER** | |
| **A** | **B** |
| DOZER |  |  |
| MOTOR GRADER |  |  |
| GRADER |  |  |
| TRAXCAVATOR |  |  |
| WHEELED LOADER |  |  |
| EXCAVATOR |  |  |
| STATIC ROLLER |  |  |
| VIBRATORY ROLLER |  |  |
| PNEUMATIC ROLLER |  |  |
| PLATE PEDESTRIAN ROLLER |  |  |
| WATER TANK TRUCK |  |  |
| FLATBED TRUCK/DROP SIDE TRUCK |  |  |
| LOW LOADER TRUCK |  |  |
| TIPPER TRUCK |  |  |
| PICKUP TRUCK |  |  |
| BITUMEN DISTRIBUTOR |  |  |
| FARM TRACTOR |  |  |
| CONCRETE MIXER |  |  |
| CONCRETE VIBRATOR |  |  |

# **SUMMARY OF CONTRACTOR'S EQUIPMENT CLAIMED OPERATABLE OR ECONOMICALLY REPAIRABLE PAGE 4**

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| **UNIT** | **NUMBER** | |
| **A** | **B** |
| AIR COMPRESSOR |  |  |
| WATER PUMP |  |  |
| CHIPPINGS DISTRIBUTOR (ATTACHMENT) |  |  |
| CRANE |  |  |
| PILING HAMMER |  |  |
| BAR BENDER & CUTTER |  |  |
| THEODOLITE |  |  |
| LEVELLING INSTRUMENT |  |  |
| SAND BLASTING EQUIPMENT |  |  |
| GENERATOR |  |  |
| EMULSION SPRAYER |  |  |
| WELDING MACHINE |  |  |
| ROADLINE MARKING MACHINE |  |  |
| OTHER |  |  |
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**A = WORKING**

**B=BROKEN DOWN BUT ECONOMICALLY REPAIRABLE**

## **PAGE 5**

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|  | **STATEMENT OF ROAD CONTRACTOR'S EQUIPMENT HOLDINGS** | | | | | | |
| **DESCRIPTION** | **YEAR OF**  **MANUFACTURE** | **REGISTRATION**  **NUMBER**  **(LICENCE)** | **SERIAL NUMBER** | **ENGINE NUMBER** | **CHASSIS NUMBER** | **CONDITION** | **DO NOT**  **WRITE HERE (RESERVED FOR MINISTRY/ DVLA)** |
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|  | **STATEMENT OF ROAD CONTRACTOR'S EQUIPMENT HOLDINGS** | | | | | |  |
| **DESCRIPTION** | **YEAR OF**  **MANUFACTURE** | **REGISTRATION**  **NUMBER**  **(LICENCE)** | **SERIAL NUMBER** | **ENGINE NUMBER** | **CHASSIS NUMBER** | **CONDITION** | **DO NOTWRITE HERE (RESERVED FOR**  **MINISTRY/DVLA)** |
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**PAGE 6**

**PAGE 7**

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|  | **STATEMENT OF ROAD CONTRACTOR'S EQUIPMENT HOLDINGS** | | | | | |  |
| **DESCRIPTION** | **YEAR OF**  **MANUFACTURE** | **REGISTRATION**  **NUMBER**  **(LICENCE)** | **SERIAL NUMBER** | **ENGINE NUMBER** | **CHASSIS NUMBER** | **CONDITION** | **DO NOTWRITE HERE (RESERVED FOR MINISTRY/ DVLA)** |
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|  | |  | |  | **SUMMARY OF CONTRACTS EXECUTED IN THE LAST FIVE YEARS** | | | | | | | |  |  |
| **DESCRIPTION AND LOCATION OF PROJECT** | | **EXECUTING**  **AGENCY**  **AND**  **ENGINEER**  **IN CHARGE** | | **DATE OF**  **AWARD/**  **COMMENCEMENT** | **DATE FOR**  **COMPLETION** | **ACTUAL**  **COMPLE-TION**  **DATE** | **%**  **COMPLETED**  **IF**  **PARTIALLY**  **COMPLETED** | **VALUE OF CONTRACT** | | | | |  | **DO NOT WRITE HERE (RESERVED FOR MINISTRY)** |
| **INITIAL**  **CONTRACT SUM** | | | **FINAL**  **VALUE** | | |
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**DECLARATION**

I declare that the above particulars are true to the best of my knowledge and belief, and I understand that, if any false or deliberately misleading information has been given to my Application may be disqualified.

I agree that the Ministry of Roads and Highways may make any enquiries considered necessary to confirm the information provided in this Application.

**NAME:**

**SIGNATURE**

**POSITION:**

**OFFICIAL STAMP:**