**Annex 4: Documents Establishing the Administrative Compliance**

List of forms:

* Form 1 - General Information
* Form 2 – Compliance with Clause 26 Requirements

 **Form 1**

**GENERAL INFORMATION**

### Bidders should complete the information in this form. Attach to this form, the official registration documents of the Company and any documents (registration, legal status, place & registration of the office, shareholders and board of directors of the Company. There is no need to submit the company constitution.

|  |  |
| --- | --- |
| 1.  | Name of firm  |
| 2.  | Head office address  |
| 3.  | Telephone  | Name of contact person  |
| 4.  | Fax  | Email  |
| 5.  | Place of incorporation / registration | Year of incorporation / registration  |

|  |
| --- |
| **Shareholder(s)** |
| Name  | % of share  |
| 1.  |
| 2.  |

|  |
| --- |
| **Board of director(s)** |
| Name  |
| 1.  |
| 2.  |

Name: ............................................. Signature: .......................................

*[a person or persons authorized to sign on behalf of the Bidder]*

Date ………………………………………… (Seal)

**Annexes/documents to be provided together with the Form 1:**

Official registration documents of the Bidder including;

* registration;
* legal status;
* place & registration of the office; and,
* shareholders and board of directors.

Provide certified translations of the annexes/documents if not in English.

**Form 2**

**COMPLIANCE WITH CLAUSE 26 REQUIREMENTS**

Bidders must elaborate on the stipulations of Clause 26 of the General Conditions of Contract.

Regulatory Framework to operate as contractor in the project area/s must be substantiated and all relevant documentation must be submitted. Certification from relevant/competent authority or sectoral association that the bidder can operate/function in the project area in accordance with the applicable rules and regulations.

Name: ............................................. Signature: .......................................

*[a person or persons authorized to sign on behalf of the bidder]*

Date …………………………………. (Seal)

**Annexes/documents to be provided together with the Form 2:**

* Certification from the relevant/competent authority that the bidder has been registered building contractor for the current year.

Provide translations of the annexes/documents if not in English.