

ENGR. HUSSEIN ABUDAWOOD Chairman of the Board of Directors,
 ABU DAWOOD CO.
 > Corporate Headquarters
 > P.O. Box 227, Jeddah 21411, Kingdom of Saudi Arabia
 > Telephone: +96616573149
 > WEBSITE: www.husseinabudawood.com
 Mail: husseinabudawood@gmail.com
 > SKYPE ID: Engr.huseinabudawood

2.ATTN: SHEIKH AYMAN ABUDAWOOD
 President, Abudawood Trading Company
 Director, Abudawood Global
 P.O. Box 227, Jeddah 21411,
 Telephone: + 966-12-6422661 Fax: +966-12-6432609
 Kingdom of Saudi Arabia
 WEBSITE: WWW.ABUDAWOOD.COM

Form No.

1. **REGISTERED BUSINESS NAME:**

CURRENT OFFICE ADDRESS (Not P.O. Box):

POSTAL ADDRESS:

E-MAIL ADDRESS (Mandatory):

TELEPHONE NUMBER (S):

2. **OWNERSHIP STRUCTURE (P/c, Limited liability):** (Please indicate)

Directors/Owners

I) **NAME:**

RESIDENTIAL ADDRESS:

SPECIMEN SIGNATURE:

NAME:

RESIDENTIAL ADDRESS:

SPECIMEN SIGNATURE:

II) **NAME OF REPRESENTATIVE:**

RESIDENTIAL ADDRESS:

SPECIMEN SIGNATURE:

• **DISCLAIMER:** Registration as a contractor does not guarantee the award of contract(s)



ARABIAN DEVELOPMENT AUTHORITY (ADA)
 ADA HEADQUARTERS
 CIRCLE 3, AS SAFIYAT, RYADH 15912
 KINGDOM OF SAUDI ARABIA
 WWW.ARAYAH.COM, WWW.ADA.GOV.SA

Affix passport photograph (Representative)	Affix passport photograph (Director/ Owner)
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3. CONTRACTORS REGISTRATION REQUIREMENTS:

- (1) Photocopy of Company Certificate of Incorporation
- (2) Photocopy of VAT certificate and Tax Identification Number-TIN.
- (3) Business reference letters (minimum of 2).
- (4) Banker's reference Letter.
- (5) Photocopy of 3-years Tax Clearance Certificate.
- (6) Documentary profile of organization incorporating physical address, organogram of management, structure and ownership.
- (7) Company Management Certificates, Product Quality & Compliance Certificates

4. BANK DETAILS:

NAME:.....

ADDRESS:.....

ACCOUNT TYPE/NUMBER:.....

BANK BRANCH:.....

SORT CODE:.....

IBAN:.....

5. REGISTRATION CATEGORIES AND FEES: (Please Tick)

CATEGORY	\$	\$	FEES (US\$)
A	BELOW	-	1,000,000.00
B	1,000,001.00	-	10,000,000.00
C	10,000,001.00	-	25,000,000.00
D	25,000,001.00	-	ABOVE
			25,000.00

6. BUSINESS INTEREST:

Please indicate area of business interest based on the specializations attached beneath OR Specify:.....

Note: All information will be treated in the strictest confidence.
Any of the information found to be false would lead to disqualification.
Payment will be refundable 100% on disqualified or rejected applications.
Payment shall be made to our Registrar Account Specified on Page 5 of this Form

CODE OF CONDUCT

- Integrity is one of our core values in Arrivadh Development Authority (ADA), and it is therefore essential that we restate the position of this organization on issues impacting on integrity.
1. Our employees are not permitted to accept any gift from Suppliers, Contractors and Consultants or their representatives, which is intended to facilitate or give undue advantage to the Supplier/Contractor/Consultant in the processing of orders, documents or payments.
 2. If at any time, any of our employees is offered an inducement or such a gift, which is, or may be construed as being a bribe, the matter will be reported formally for disciplinary actions.
 3. Where an employee demands for inducement or gratification from any Supplier/Contractor/Consultant, such request must be promptly rejected and reported to any Head of Department available at the time of the incident.
 4. The issuance and acceptance of order for service constitutes a legal contract, and as such, any inability to service or incomplete deliveries of order must be declared in writing within at least three (3) days from expected date of delivery. Unserviced and/or incomplete service of order without notification as stipulated above attracts three (3) months suspension or outright loss of registration status.

5. Multiple registrations are not permitted. That is, registration with two (2) or more different names, or by the use of proxy by the same Supplier/Contractor/Consultant. When detected such defaulters will lose their registration status with this organization.

It is important to note that we expect full compliance with this policy by all Suppliers, Contractors and Consultants as well as their representatives.

Acknowledgment by Suppliers, Contractors or Consultants

I confirm that I have read and understood the contents of this form. I hereby declare the information given herein is true and made in good faith with all due care. I also consent that all the information given can be verified by Arrivadh Development Authority (ADA).

Name of Company:

Name of Person Signing:

Position:

Date:

Signature:

NOTE: All references (Business and Banker's) must be sent with Referee's letterhead containing assessment of the company/supplier's previous relationships particulars as to suitability or otherwise of the applicant for business purposes. This should be in attention to: **THE PROCUREMENT MANAGER, ARRIVADH DEVELOPMENT AUTHORITY (ADA) HQTRs.**

FOR OFFICIAL USE ONLY

1) CHECKED BY:..... 2) RECOMMENDATION FROM DEPARTMENTS OTHER THAN PROCUREMENT DEPARTMENT DEPARTMENT:..... DEPARTMENT:..... COMMENTS:..... (3) APPROVAL (to be completed by Procurement Manager): COMMENTS:..... NAME:..... SIGNATURE:..... DATE:..... (4) GM, HUMAN RESOURCES & ORGANIZATIONAL DEVELOPMENT SIGNATURE:..... DATE:..... 2017/2018	SIGNATURE/DATE:..... COMPLETE NOT COMPLETE SIGN/DATE:.....
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AREAS OF SPECIALIZATION S/N CLASSIFICATION DESCRIPTION OF ITEMS

S/N	CLASSIFICATION	DESCRIPTION OF ITEMS
1.	Spare parts, tyres & tubes	All spare parts and GSE accessories like batteries, tyres and tubes
2.	GSEs	Limited to Manufacturers
3.	Oil and Lubricants	Limited to Major & Independent Oil Marketers
4.	Motor vehicles & Forklifts	Limited to Accredited Manufacturers' Representatives, Agents
5.	ICT equipments, accessories & services	Limited to certified Manufacturers' Representatives.
6.	Office/household equipment	Air conditioners, fridges, televisions, washing machines, cookers, water dispensers, microwave etc.
7.	Protective Personal Equipment	Safety boots, hand gloves, ear muffs, raincoats, fire extinguishers etc
8.	Construction, Civil & Carpentry works	Civil works and construction/carpentry works including plumbing and electrical consumables such as taps, lightings, bulbs etc
9.	Furniture & fittings	Tables, chairs, file cabinets, safe etc
10.	Printing & Stationeries - General Printing & Creative designs (agencies)	Printing paper, letterhead, call cards, printed items etc.
11.	Drugs & medical supplies	Limited to only registered pharmaceutical companies
12.	Miscellaneous	All other supplies not classified in any of the eleven (11) groups. Such items as cleaning items, nylon and trash bags, corporate gifts and branded items.
13.	Others	Please specify:

Note: Completed forms should be returned by email attachment in the following order for submission;

- Completed Registration form
- Photocopy of Certificate of Incorporation.
- Photocopy of VAT certificate and Tax Identification Number-TIN
- Business reference letters (minimum of 2).
- Banker's reference.
- Photocopy of 3-years Tax Clearance Certificate
- Documentary profile of organization incorporating physical address, organogram of management, structure and ownership.

Original documents maybe requested for sighting where necessary

REGISTRATION FEE PAYMENT

In accordance with the category of registration, please direct corresponding registration payments to our Revenue Agent Covering your area as follows and issue payment document;

BANK NAME:	NDOR BANK
BANK ADDRESS:	GIVERSNOR TOWERS, SHEIKH ZAYED ROAD, UAE
SWIFT CODE:	WISLAEXXX
A/C NUMBER:	0010892750010
IBAN NUMBER:	AE7305200010892750010
A/C NAME:	ELIF FACILITIES MANAGEMENT LLC
BENEF. ADDRESS:	ABRAJ AL MANZAR, TOWER A, 7TH FLOOR, OFFICE NO.706
	54TH STREET, AL LITHAD ROAD, POBOX 95258, DUBAI - UAE.
INVOICE NUMBER:	CFR /2017 /REG /NH /PH/900127

NOTES

All application are subject to the approval of the administrative department of the ADA.
Completed Applications must be returned with the corresponding Registration Fee)

Applications that are not accepted are returned with payments.

Payment receipts and certification of registration are provided upon payment.
Registrations is valid for 12 Calendar Months from date of payment receipt and invoice, subject to renewal



