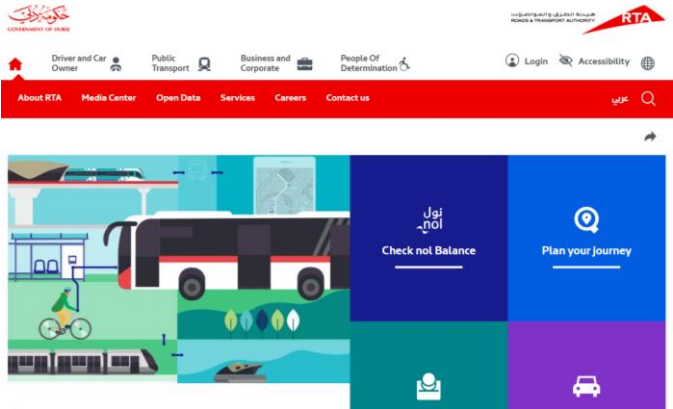



# Prequalification Guideline

# Vendor

# 1- Registration

Step 1



- Go to [www.rta.ae](http://www.rta.ae)
- Click on **Login**  icon
- Select **Create an account**

Step 2

## Login to access all RTA Services in one place

Register Individual user



Register as a new user and access to your personal details and RTA Online Services.

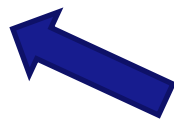
Register as a Company



To register as a new Company your business license information is required.

Register

Register



Register as a Company

## Step 3

**Register as company**

1 2 3

1 Company information as per license

Country of trade license\*  Enter a City\*  Type of Company\*

Company Name\*  Business License Number\*  Issue Date\*  Expiry Date\*

Comments or clarifications

**Business License issued\***  
 Dubai Economic Department  Outside UAE  Free Zone, other emirates

**License Activity\***  
 Goods and Passenger Transport (Please attach supporting documents)  
 Rental or Driving Institute (Please attach supporting documents)  
 Other

**Office Telephone:**  
 United Arab Emirates  Area code\*  Office Telephone\*  Fax number\*

Company Email ID\*

Choose an Emirate  P.O. Box\*

\*Required Fields

## Step 4

**Business License issued\***  
 Dubai Economic Department  Outside UAE  Free Zone, other emirates

**License Activity\***  
 Goods and Passenger Transport (Please attach supporting documents)  
 Rental or Driving Institute (Please attach supporting documents)  
 Other

**Office Telephone:**  
 United Arab Emirates  Area code\*  Office Telephone\*  Fax number\*

Company Email ID\*

**Upload documents**  
 List of Supporting Documents for Company Registration:  
 1. Scanned and stamped copy of Business License.  
 2. Scanned copy of the passport of the Company Administrator.  
 3. Business card of the Administrator User with the Name, Title and Company Logo.

Attach files

Maximum file size is 5MB, compressed files are not allowed. The total size of all the uploaded files should not exceed 50MB. The file extensions can be: .pdf, .png, .jpg, .gif, .bmp, .doc, .docx, .xls, .xlsx, .ppt. Only Microsoft English version can be uploaded.

## Step 5

**Register as company**

1 2 3

1 Company information as per license

2 Company Administrator Profile Information

User Name\*  Password\*

Title:  First Name\*  Middle Name  Last Name\*

Choose a Nationality  Mobile Number: United Arab Emirates  ISD  Company Admin Mobile N

Email ID\*  Registered Address

Preferred Communication Language:  
 Arabic  English

Preferred Communication Medium:  
 SMS  Email

My information can be passed to third party organizations:  
 Yes  No

- Company registration consists of 3 levels.
- Level 1:** The user must fill out company related information such as company name and business license number.

- After filling all the company information required, attach all supporting document.
  - Supporting documents: Copy of business license, copy of passport, copy of company business card**
  - Note: This step will not be required if your license activity type is: Dubai Economic Department – Other.**

- Level 2:** Enter the company administrator's details including the username that will be used when logging in.
  - Username guidelines:**
  - Must be at least 6 characters.
  - It can contain letters [A, B, C], numbers [1, 2, 3], and Periods [.]
  - Special characters are not allowed [&, \*, % \$, #, @ ]

## Step 6

 Register as company


1 Company Information as per license

2 Company Administrator Profile Information

3 Authentication Code

 Enter the security code\*

**Proceed**

## Step 7

 Register as company



Thank you for submitting your registration request for access to the e-Services offered through the Roads and Transport e-Government portal.

We are pleased to inform you that your request Reference No. **UM-17-425201** is currently under processing and you will shortly receive an e-mail confirming your transaction. We are currently processing your request and shall update you soon.  
Thank you again for using RTA's e-service provided for your convenience.

**Login**

## Step 8


 Confirm User Registration

 Choose password and finish registration. You are almost finished!

Username \*      First Name      Last Name  
XXXXXXXXXX      XXXXXXXXX      XXXXXXXXX

Email ID \*      Reference Number  
XXXXXXXXXXXXXXXXXXXX      XXXXXXXXX

Password\*      Re-enter Password\*  
\*\*\*\*\*      \*\*\*\*\*



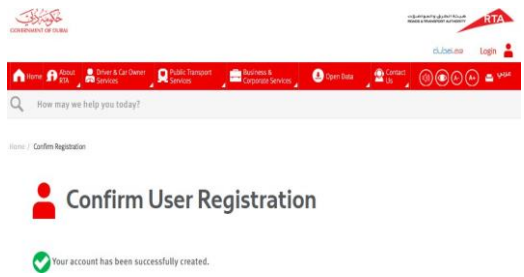
**Finish Registration**


- **Level 3:** Enter the security code shown in the image and click on the **'proceed'** button.

- A message is displayed, stating: Your company registration request has been sent and is awaiting approval. Once the company is approved/rejected an **email** will be sent to the entered administrator's email address.
- **Approvals take between 2-3 businessdays.**

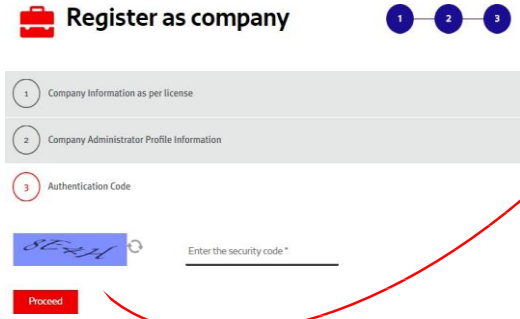
- We have sent an email to verify your account. Please check your email inbox and click on the **activation link** to be able to choose your password as shown in above screen
- **Password must be a minimum of 8 characters including at least 1alphabet, 1number and 1 special character. Example : password@123**

Step 9



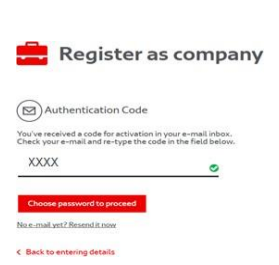
- You chose your password and your registration process is now complete. You can login now!
- To login click on the 

Step 10



- In case your license is issued from **Dubai Economic Department – Other**, after completing **step 6** of the registration, which is entering the security code, you will receive an authentication code via email to verify your account.

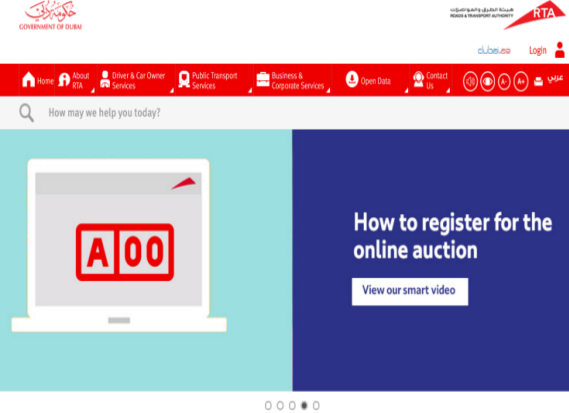
Step 11




- Enter the 4-digit code received by email and click on the **'choose password and proceed'** button.

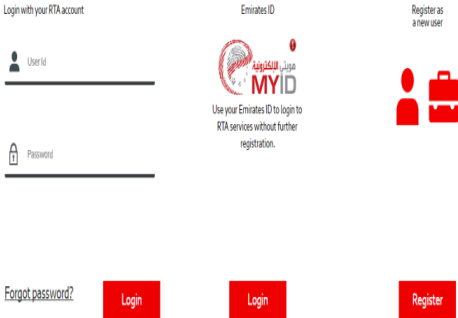
# 2- Prequalification

# Login RTA Portal

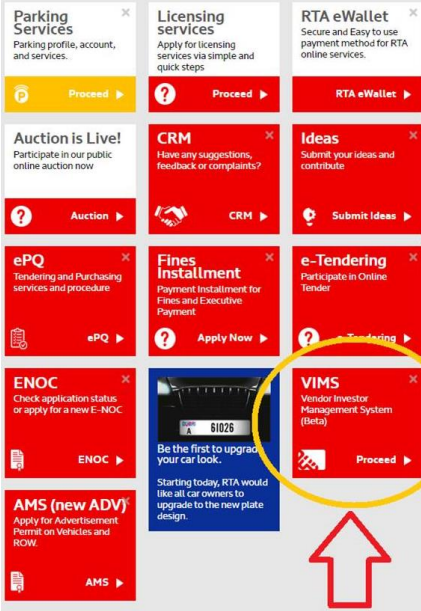


Go to [www.rta.ae](http://www.rta.ae)  
Click on **Login**  icon as shown above.

## Login to access all RTA Services in one place

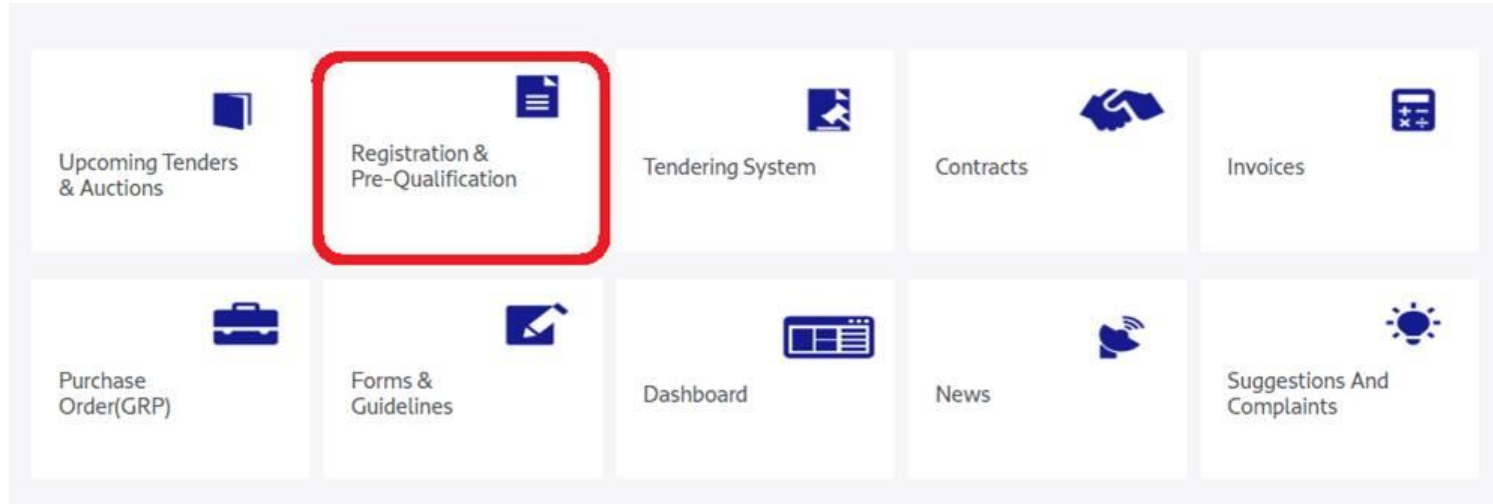


Insert username and password and Click Login

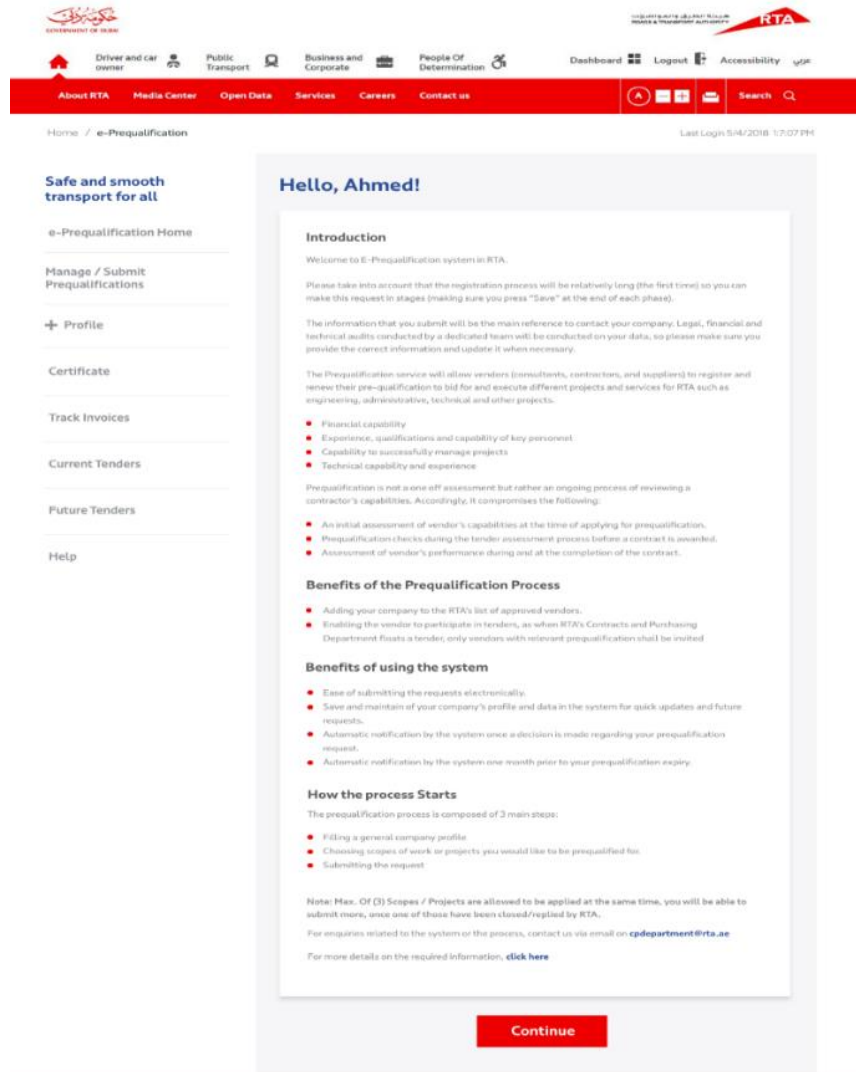


Click on VIMS





Click on **Registration & Pre-Qualification**



The screenshot shows the RTA e-Prequalification system interface. At the top, there is a navigation bar with the RTA logo and the text 'RTA' in a red triangle. Below the navigation bar, there are several menu items: 'About RTA', 'Media Center', 'Open Data', 'Services', 'Careers', and 'Contact us'. The main content area is titled 'Hello, Ahmed!' and contains an 'Introduction' section. The introduction explains the registration process and the information required for prequalification. It lists the benefits of the prequalification process and the benefits of using the system. The process starts with three main steps: filling a general company profile, choosing scopes of work or projects, and submitting the request. A note states that a maximum of three scopes/projects can be applied for at the same time. The page ends with a 'Continue' button.

Home / e-Prequalification Last Login: 5/4/2018 1:07 PM

## Safe and smooth transport for all

- e-Prequalification Home
- Manage / Submit Prequalifications
- + Profile
- Certificate
- Track Invoices
- Current Tenders
- Future Tenders
- Help

### Hello, Ahmed!

#### Introduction

Welcome to E-Prequalification system in RTA.

Please take into account that the registration process will be relatively long (the first time) so you can make this request in stages (making sure you press "Save" at the end of each phase).

The information that you submit will be the main reference to contact your company. Legal, financial and technical audits conducted by a dedicated team will be conducted on your data, so please make sure you provide the correct information and update it when necessary.

The Prequalification service will allow vendors (consultants, contractors, and suppliers) to register and renew their pre-qualification to bid for and execute different projects and services for RTA such as engineering, administrative, technical and other projects.

- Financial capability
- Experience, qualifications and capability of key personnel
- Capability to successfully manage projects
- Technical capability and experience

Prequalification is not a one off assessment but rather an ongoing process of reviewing a contractor's capabilities. Accordingly, it comprises the following:

- An initial assessment of vendor's capabilities at the time of applying for prequalification.
- Prequalification checks during the tender assessment process before a contract is awarded.
- Assessment of vendor's performance during and at the completion of the contract.

#### Benefits of the Prequalification Process

- Adding your company to the RTA's list of approved vendors.
- Enabling the vendor to participate in tenders, as when RTA's Contracts and Purchasing Department floats a tender, only vendors with relevant prequalification shall be invited.

#### Benefits of using the system

- Ease of submitting the requests electronically.
- Save and maintain of your company's profile and data in the system for quick updates and future requests.
- Automatic notification by the system once a decision is made regarding your prequalification request.
- Automatic notification by the system one month prior to your prequalification expiry.

#### How the process Starts

The prequalification process is composed of 3 main steps:

- Filling a general company profile
- Choosing scopes of work or projects you would like to be prequalified for
- Submitting the request

Note: Max. Of (3) Scopes / Projects are allowed to be applied at the same time, you will be able to submit more, once one of those have been closed/egited by RTA.

For enquiries related to the system or the process, contact us via email on: [cpdepartment@rta.ae](mailto:cpdepartment@rta.ae)

For more details on the required information, [click here](#)

**Continue**

- Please read carefully the introduction
- Click Continue button at the end

# Profile

- Fill in the mandatory info on profile screen
  - Attach mandatory documents as following:
    1. TRN Certificate.
    2. Trade License.
    3. Memorandum of Association.
    4. Sponsor & Manager ID
- ✓ If company is **SME** to attach the Membership Certificate.
- Click save
  - Click on Next button

The screenshot shows the RTA Profile page with the following sections:

- General:** Account Number (A019-0003456), Account Name (English) (Ahmad TVS), Account Name (Arabic) (Ahmad TVS), Main Phone (0252305585), Fax (0252305585), Emirate (Dubai), Address (1905 Regal Tower, Business Bay), Country (United Arab Emirates), P.O. Box (45 K).
- Contact Details:** Primary Mobile (053218548), Secondary Mobile (053218548), Primary Email (info@techvita.com), Secondary Email (info@techvita.com).
- Company Information:** Vendor Type (Consultant), Maker Number, Country of Origin (Pakistan), TRN No.
- Trade License:** Trade License Number (321854897), Trade License Classification (Free Zone), Is the company a startup company? (No).
- Trade License Attachment:** Upload button, All trade license pages have to be included in one file. Preferred Pdf format of maximum 10 MB.
- Memorandum of Association Attachment:** Upload button, Preferred Pdf format of maximum 10 MB.
- Trade License Issuing Country:** Pakistan, Trade License Expiry Date (09/10/2019), Owners/Partners as per the Trade License, Ownership Type.

# Company Structure



- Attach all mandatory documents as following :

1. Company Profile
2. Organizational Chart.

- Click save
- Click on Next button

The screenshot shows the RTA website interface. At the top, there is a navigation bar with various service links like 'Driver and car owner', 'Public Transport', 'Business and Corporate', and 'People Of Determination'. Below this is a red navigation bar with 'About RTA', 'Media Center', 'Open Data', 'Services', 'Careers', and 'Contact us'. The main content area is titled 'Company Structure' and features a sidebar on the left with 'Prequalification Requirements' and 'Company Structure' (highlighted) under the 'Profile' section. The main content area contains two 'Upload' buttons for 'Company Profile Attachment' and 'Organization Chart Attachment', both with a note 'Preferred Pdf format of maximum 10 MB'. At the bottom of the main content area, there are three buttons: 'Previous', 'Save', and 'Next' (highlighted in red).

# Financial Information



- Attach all mandatory documents as following :
  1. Bank Statement from Minor Services up to 1 million financial Limit.
  2. Audit Report for the Major Projects above 1 million AED Value.
- Fill all mandatory information
- Add Vendor banker details
  
- Click save
- Click on Next button

Home / Prequalification Requirements / Financial Information

## Financial Information

Safe and smooth transport for all

e-Prequalification Home

Manage / Submit Prequalifications

**Prequalification Requirements**

- Profile
- Company Structure
- Financial Information**
- Experience
- Personnel
- Green Economy
- Vendor Undertaken

Certificate

Track Invoices

Current Tenders

Future Tenders

Help

**Financials**

Size of Contract you can Undertake (AED) \*

Please attach Etihad Risk Bureau \*

Upload \*

Preferred Pdf format of maximum 10 MB

Please select financial information to attach \*

Bank Statement

Audit Report

Please attach Bank Statement \*

Upload \*

Preferred Pdf format of maximum 10 MB

Please enter the average balance \*

**Vendor Bankers**

It is required that you provide as a minimum the details of one banker

Click Here to Add Record Refresh

Name	Address
No records found	

Previous Save Next

# Experience

- Fill all mandatory information as following :
  1. Previous Completed and in progress projects information (at least 3 projects for each scope of work)
  2. Attach Supporting Documents (Contract, letter of Award, LPO).
  3. Provide the correct value of projects.
- Add Relevant Experience details
- Click save
- Click on Next button

The screenshot displays the RTA e-Prequalification Requirements portal. The header includes the RTA logo and navigation links: Home, Driver and car owner, Public Transport, Business and Corporate, People Of Determination, Dashboard, Logout, and Accessibility. A red navigation bar contains links for About RTA, Media Center, Open Data, Services, Careers, and Contact us, along with a search bar. The main content area is titled "Experience" and features a sidebar with navigation options: Profile, Company Structure, Financial Information, Experience (selected), Personnel, Green Economy, and Vendor Undertaken. The main form area is titled "Experience" and includes sections for "Number of Years Experience" (with fields for "In Own Country" and "In Gulf Cooperation Council Countries (G.C.C.)") and "Internationally". Below this is a "Relevant Experience" section with a message: "It is required that you provide the details of at least one project experience related to each scope of work you are requesting to be prequalified for." A "Click Here to Add Record" button is present, along with a "Refresh" button. A table with columns "Client Name", "Project Type", "Key Contact", "Contract Price (AED)", and "Expected Completion Date" is shown, with the message "No records found" below it. At the bottom, there are "Previous", "Save", and "Next" buttons.

# Personnel



- Fill all mandatory information
- Add Contacts and Key staff details
- Add CV's
- Add Labour Statement (**Contractors Only**)

## Business Rule(s):

- Need to add 2 records in contact and key staff section (**mandatory**):
  - one will be the **PQ contact person**
  - other will be the **Director/Manager**

- Click save
- Click on Next button

The screenshot shows the RTA Prequalification Requirements website. The top navigation bar includes links for Driver and car owner, Public Transport, Business and Corporate, People Of Determination, Dashboard, Logout, and Accessibility. The main navigation bar has links for About RTA, Media Center, Open Data, Services, Careers, and Contact us. The breadcrumb trail is Home / Prequalification Requirements / Personnel.

### Personnel

Safe and smooth transport for all

e-Prequalification Home

Manage / Submit Prequalifications

Prequalification Requirements

Profile  
Company Structure  
Financial Information  
Experience  
**Personnel**  
Green Economy  
Vendor Undertaken

Certificate

Track Invoices

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Help

#### Staff Summary

Number of Administrative Staff *	Number of Technical Staff *
400	200
Number of Staff Released (in the last year) *	Number of Staff Acquired (in the last year) *
100	50

#### Labour Statement

Upload | Download

Preferred PDF format of maximum 10 MB  
Applicable only for construction companies.

#### Additional Information

Characters Left

#### Contacts & Key Staff

It is required that you provide as a minimum the contact information of

1. the Prequalification Contact Person and
2. the company Director or Manager

Click Here to Add Record | Refresh

Name	Nationality	Present Position	Yrs With the Firm	Yrs of Experience
Gibran dow	United Arab Emirates	Manager	5	10
max dow	United Arab Emirates	engineer	10	10

#### C.V.s

It is required that you provide as a minimum of one CV for each scope/project you want to prequalify for

Click Here to Add Record | Refresh

Name	Nationality	Present Position	Proposed Position	Yrs With the Firm
John Dow	United Arab Emirates	Manager	CEO	15

Previous | Save | Next

# Green Economy

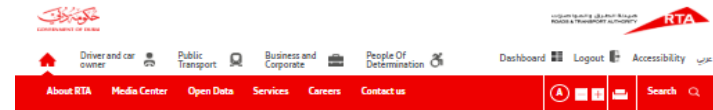


- Attach mandatory documents
- Answer each question with Yes, No, N/A
- Click on Next button

## Business Rule(s):

- If the answer to any question(s) is Yes the attachment(s) will be mandatory

- Click save
- Click on Next button



Home / Prequalification Requirements / Green Economy

## Safe and smooth transport for all

e-Prequalification Home

Manage / Submit Prequalifications

Prequalification Requirements

- Profile
- Company Structure
- Financial Information
- Experience
- Personnel
- Green Economy
- Vendor Undertaken

Certificate

Track Invoices

Current Tenders

Future Tenders

Help

## Green Economy

#	Section Compliance	Yes/No	Attachment
1	Is there an Environmental Policy (or equivalent) for the organization?	Yes	 Preferred PDF format of maximum 10 MB
2	Is there an Environmental Management system for the organization?	Yes	 Preferred PDF format of maximum 10 MB
3	Is there an evidence of compliance with legal requirements for the relevant service / product?	Yes	 Preferred PDF format of maximum 10 MB
4	Does the organization comply with any international standard or requirement for environmental, energy, sustainability, or carbon reduction management system, for example: Certification for ISO 14001 - Environment Management System or Certification for ISO 50001 - Energy Management System or Certification for ISO 14064 - Green House Gas Accounting and Verification	Yes	 Preferred PDF format of maximum 10 MB
5	Is there any Environmental Impact Assessment (EIA) conducted for the service / project / product offered to RTA?	Yes	 Preferred PDF format of maximum 10 MB
6	Do you follow an Eco-labelling / Environmental labelling scheme for the product(s) offered to RTA (examples: ISO 16021, ISO 14024, ISO 14025, etc)?	Yes	 Preferred PDF format of maximum 10 MB
7	Is there any qualified environmentalist in the organization, and do you provide environmental training and awareness programs for employees and stakeholders?	Yes	 Preferred PDF format of maximum 10 MB



# HSE (For Contractors only)



- Attach mandatory documents
- Answer each question with Yes, No, N/A
- Click on Next button

## Business Rule(s):

- If the answer to any question(s) is Yes the attachment(s) will be mandatory

- Click save
- Click on Next button

Home / Prequalification Requirements / HSE

### Safe and smooth transport for all

e-Prequalification Home

Manage / Submit Prequalifications

**Prequalification Requirements**

- Profile
- Company Structure
- Financial Information
- Experience
- Personnel
- HSE**
- Green Economy
- Other Resources
- Vendor Undertaken

Certificate

Track Invoices

Current Tenders

Future Tenders

Help

### HSE

#	Section Compliance	Yes/No	Attachment
1	Is there a company documented and approved company Occupational Health, Safety and Environmental & Energy (HSE) Management System manual or plan?	Yes	 Preferred Pdf format of maximum 10 MB
2	Is the HSE Management System certified by a recognized Independent Certification Body?	Yes	 Preferred Pdf format of maximum 10 MB
3	Are HSE responsibilities clearly identified for all levels of staff, HSE Goals, Objectives and Performance Indicators set relevant to your Operations	Yes	 Preferred Pdf format of maximum 10 MB
4	Do you have processes for hazard identification, risk assessment considering environmental impacts, the needs and expectations of Interested Parties for services provided to client ?	Yes	 Preferred Pdf format of maximum 10 MB
5	Is there a yearly Employee HSE Training Programme?	Yes	 Preferred Pdf format of maximum 10 MB

# Vendor Undertaken

- Click to download the template
- Attach the undertaken letter after sign and stamp
- Click on Save additional data
- Click on Proceed button

## **Business Rule(s):**

- Multiple documents can be added at a time.

The screenshot displays the RTA website interface. At the top, there is a navigation bar with links for 'About RTA', 'Media Center', 'Open Data', 'Services', 'Careers', and 'Contact us'. Below this, a sidebar on the left contains a list of links: 'e-Prequalification Home', 'Manage / Submit Prequalifications', 'Prequalification Requirements', 'Profile', 'Company Structure', 'Financial Information', 'Experience', 'Personnel', 'Green Economy', 'Vendor Undertaken', 'Certificate', 'Track Invoices', 'Current Tenders', 'Future Tenders', and 'Help'. The main content area is titled 'Vendor Undertaken' and features a section for 'Vendor Undertaken Documents'. This section includes a table with columns for 'Vendor Undertaken Documents' and 'Uploaded on', which currently shows 'No records found'. Below the table, there is a link to 'Click Here to download Vendor Undertaken template' and an 'Upload' button with a file icon. A note specifies 'Preferred Pdf format of maximum 10 MB'. At the bottom of the form, there is a 'Characters Left' indicator and three buttons: 'Save Vendor Undertaken', 'Previous', and 'Proceed'.

# Manage/Submit Prequalification



## Pre-Requisite(s):

- Profile of vendor should be completed

## Step(s):

- Click on manage/submit prequalification
- Click on “Click here to add record”

Home / Manage / Submit Prequalifications

### Manage / Submit Prequalifications

Prequalifications

Max. Of (3) Scopes / Projects are allowed to be applied at the same time, you will be able to submit more, once one of those have been closed/replied by RTA.

You have requested to be prequalified for following scopes

[+ Click Here to Add Scopes/Projects](#) Refresh

Agency	Department	Specialization Type	Scope of Work	Added On	Request Status
No records found					

### Help and support

- Contact us
- Feedback and suggestions
- Frequently asked questions
- Polls and surveys
- Smart videos

# Manage/Submit Prequalification Cont.



- Select Major scope.
- Select Department.
- Select Scope from the list.
- Click on Add button.

## Add Scope/Project

Select all scopes and/or projects that you wish to prequalify for and press Add.

Add Major Scope

Technical Categorization



Department:

Information technology - Corporate Technolo



Scopes

IT infrastructure



Projects



Description

**Note:**

If there is no suitable scope for work, kindly email [cpdepartment@rta.ae](mailto:cpdepartment@rta.ae)

Add

Cancel

# Manage/Submit Prequalification Cont.



Home Driver and car owner Public Transport Business and Corporate People Of Determination Dashboard Logout Accessibility عربي

About RTA Media Center Open Data Services Careers Contact us Search

Home / Manage / Submit Prequalifications

## Manage / Submit Prequalifications

- Click on edit/submit application button.

Safe and smooth transport for all

e-Prequalification Home

**Manage / Submit Prequalifications**

+ Prequalification Requirements

Certificate

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### Prequalifications

Max. Of (3) Scopes / Projects are allowed to be applied at the same time, you will be able to submit more, once one of those have been closed/replied by RTA.

You have requested to be prequalified for following scopes

+ Click Here to Add Scopes/Projects Refresh

Department	Specialization Type	Scope of Work	Added On	Request Status	Actions
Information technology	Scope	IT infrastructure	02/04/2019	Draft	<a href="#">Edit / Submit Application</a>

## Help and support

Contact us Feedback and suggestions Frequently asked questions Polls and surveys Smart videos

# Manage/Submit Prequalification Cont.



- Select experience from the grid.
- Select CV from the grid.
- Select Feedback by clicking on it.
- Accept agreement.
- Click on “Submit for prequalification request” button.

Home / Manage / Submit Prequalifications

Safe and smooth transport for all

e-Prequalification Home

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### Relevant Information for Scope : IT infrastructure

#### Relevant Experience

Client Name	Project Type	Key Contact	Contract Price (AED)	Contract Duration (Months)	Expected Completion Date	Status	Select
soft	inf	inf	123			Complete	

[Click here to add more experiences.](#)

#### C.V.s

Nationality	Present Position	Yrs With the Firm	Yrs of Experience	Contact Type	Select	
Dow	United Arab Emirates	Manager	15	25	CV	

[Click here to add more C.V.s.](#)

#### Request Status

Review Date	Current Review	Current Owner	Department	Status	Recommendation
No records found					

Please give your feedback. \*

agree on RTA code of vendors and investors conduct

[Previous](#) [Remove Scope of Work/Project](#) [Submit Form for Prequalification Request](#)

# Vendor Affairs Support Team



For any further clarification and assistance, please contact:

Email: [Reach\\_Mahmoud.Oriqat@rta.ae](mailto:Reach_Mahmoud.Oriqat@rta.ae)  
[cpdepartment@rta.ae](mailto:cpdepartment@rta.ae)

Tel.: 04-290 3241  
04-290 3242

# Thank you