

EPQ GUIDELINE 2015

Benefits of the Prequalification Process:

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

Benefits of using the system:

- Ease of submitting requests electronically.
- Maintain 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 expiry of your pre-qualified vendor status.

How the process works:

The prequalification process is in 3 main steps.

1. Filing a general company profile
2. Choosing scopes of work or projects you would like to be prequalified for.
3. Submitting the request

Should the company did not submit for the e-prequalification , then it will not be entitled to be invited nor to participate in RTA's Projects.

What is Registration?

Creating account to enable the Vendor to Apply for several RTA's e-Services

Is Registration enough ?

NO , it is not.

The Vendor should use the created account to submit the Prequalification Request

1- Registration of User Name and Password:

A- Visit www.rta.ae

Step 1: Press the 'Login' option on top left corner at the RTA Portal home page, as shown below:



B- Click New User

On the 'RTA Login Page', select **"New User"** link.



C- Click Register as a Company

The screenshot shows the RTA website's 'New User Registration' page. The page is in Arabic and features a navigation bar with links for Home, About RTA, Driver & Car Owner, Public Transport, Corporate, and Contact Us. A search bar is located below the navigation bar. The main content area is titled 'New User Registration' and contains three main sections:

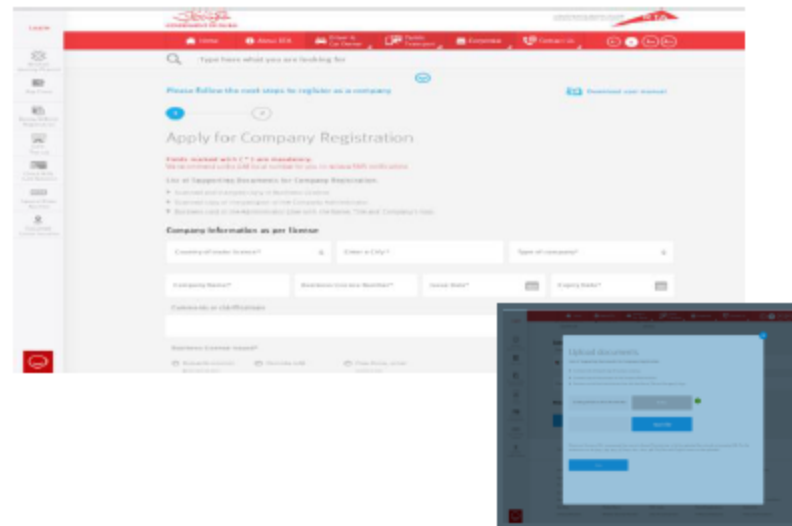
- Register as an individual:** Includes a description and a 'Register' button.
- Register as a Company:** This section is circled in red. It includes a description stating that business license information is required and a 'Register' button.
- Log in using Emirates ID:** Includes the MYID logo and a 'Log in' button.

Below these sections, there are links for 'Don't want to register now?' leading to 'Fines Inquiry and Payment', 'Check NOL Card Balance', 'Vehicle Testing Eligibility', and 'Seasonal Parking Card'. A footer note states 'For full access to our services please register.' and a contact number '800 90 90' is provided.

D- Fill The form, Attach required documents and Submit.

After you have clicked on "register as company", a new user data screen will appear to be filled with all required information. *This practice involves a Two-following-phase process. The 1st phase is about filling the needed company's data, whereas the 2nd phase requires filling the needed company administrator's data;* a screen will display to fill all company's required data and attach all supporting documents to proceed further as shown below:

HINT: Please provide an email address that is not pre-used for RTA services.



List of Supporting Documents for Company Registration.

- I. Scanned and stamped copy of Business License.
- II. Scanned copy of the passport of the Company Administrator.
- III. Business card of the Administrator User with the Name, Title and Company's logo.

Did You Receive the Credentials ?

For Example:

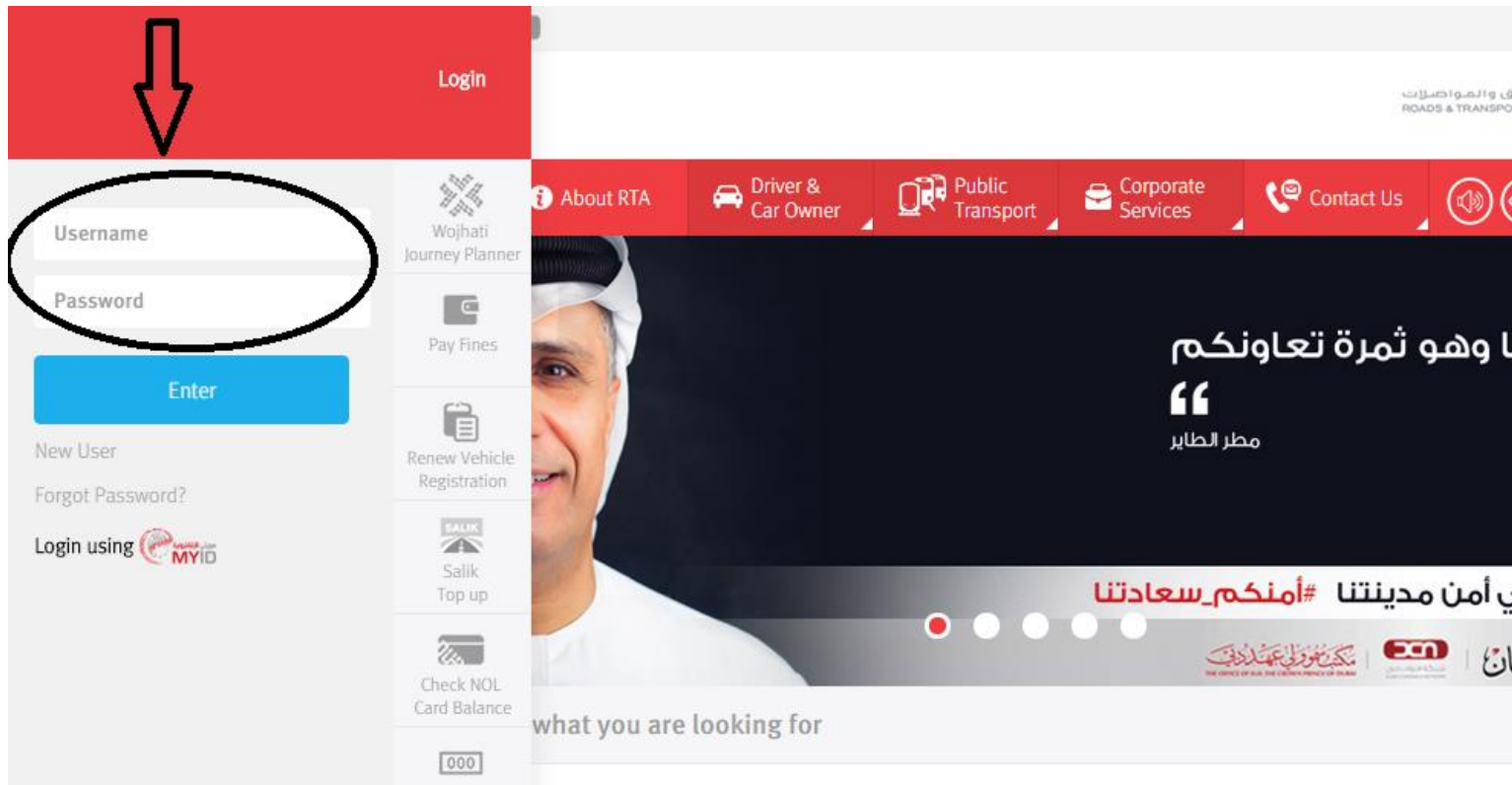
Account : abcd@gmail.com password = 16ygfdrdsfg

NOW the company can Log in to start the e-Prequalification Submission.



2-PREQUALIFICATION PROCESS

A- After Getting your username and Password, Fill your User Name and Password as following to login to your account:



B- When you are inside click on the Prequalification

Note: Each attachment Should not exceed 2MB



The screenshot shows the RTA website interface. At the top, there are logos for the Government of Dubai and the Roads & Transport Authority (RTA). The navigation bar includes links for RTA Home, About RTA, RTA services, Contact Us, Manage Account, and a search bar. The main content area is titled 'Update Profile' and contains a form for selecting a profile type (RTA Staff, Dubai Taxi Staff, External Customer) and filling in employee information (RTA Employee ID, RTA Date of Join). A 'Submit' button is located at the bottom of the form. The left sidebar contains a menu with 'ePreQualification' highlighted by a white arrow. Other sidebar items include 'Safe and smooth transport for all', 'Licensing eServices', 'Wojhati (Journey Planner)', social media icons, a contact number (8009090), and an 'E-mail' button.

C- Click Profile to fill the company details and to upload The **Company trade License** and **Local Emirati Sponsor ID** Please note that the boxes which have red stars are **Mandatory**



RTA Home About RTA RTA services Contact Us Manage Account Search RTA dubai.ae

Welcome Admin - Test Account

Safe and smooth transport for all

- e-Prequalification Home
- Manage Prequalifications
- Profile**
- Structure and Organisation
- Financial Information
- Experience
- Personnel
- Other Resources
- Additional Data
- Certificate
- Help

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.

Prequalification is based on company's assessed ability to complete projects given consideration to the company's:

- 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:

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

transport for all

- e-Prequalification Home
- Manage Prequalifications
- Profile
- Structure and Organisation
- Financial Information
- Experience
- Personnel
- Other Resources
- Additional Data
- Certificate
- Help



Reach us anytime on
800 9090

Profile

General

Account Name (English)
Account Name (Arabic)
Main Phone
Address
Emirate
P.O. Box
Fax
Country

Contact Details

Primary Mobile
Secondary Mobile
Primary Email
Secondary Email

Company Information

Vendor Type
Joint Venture Type
Country of Origin
Company Scope of Work (Brief)

Trade License

Trade License Number
Trade License Classification
Trade License Attachment
Trade License Issuing Country
Trade License Expiry Date
Trade License Activities
Trade License Restrictions
Owners/Partners as per the Trade License



Vendor Passport

Emirati Sponsor Partner Name
Emirati Sponsor ID Type
Emirati Sponsor Emirates ID Attachment
Expat Partner Name
Expat Partner ID Type
Expat ID Attachment

Previous Save Next

C- Click Structure and Organization to attach company Profile and or organization chart then **Click (Save)**

RTA Home [About RTA](#) [RTA services](#) [Contact Us](#) [Manage Account](#) Search RTA [dubai.ae](#) [عربي](#)

Welcome Admin - Test Account

1 Structure and Organisation

Safe and smooth transport for all

e-Prequalification Home
Manage Prequalifications
Profile
Structure and Organisation
Financial Information
Experience
Personnel
Other Resources
Additional Data
Certificate
Help

Reach us anytime on
800 9090

General

Company Profile Attachment
[Click here to upload file *](#)
Preferred Pdf format of maximum 2 MB

Organization Chart Attachment
[Click here to upload file *](#)
Preferred Pdf format of maximum 2 MB

Names and addresses of people or associates the Firm has in the country knowledgeable in the procedures of customs, immigrations etc.

Characters Left

2

Associated Companies

3

If your company type is either Joint Venture or Consortium, you are required to fill details of your partners before submitting.

Previous **Save** Next

Website Survey :: Useful links :: Organization Chart :: Privacy Policy :: Terms and Conditions :: Quality Policy :: Site Map :: Special Needs :: Careers :: Contact Us

3- Click **Financial Information** to fill details, attach 3 years Audit Report RTA Analysis Form and RTA Financial Brief then click **(Save)**

e-Prequalification Home

Manage Prequalifications

Profile

Structure and Organisation

Financial Information

Experience


Personnel

Other Resources

Additional Data

Certificate

Help



Reach us anytime on
800 9090

Financial Information

Financial Capacity

Capital Authorized (AED)

Monetary Value of Projects and Work in Hand (AED)

Size of Contract you can Undertake (AED)

Financial Statements

A minimum of 3 financial documents are required as follows

1. RTA financial analysis template - Excel Format
2. RTA financial analysis template - scanned signed and stamped copy PDF format
3. Audited reports for the last 3 years or scanned Bank Statement for the last 6 months.

If you are a Joint Venture/ Consortium, you have to provide a minimum of one financial document per partner

[Click Here to Add Record](#) Refresh

Document Name	Document Type	For Period	Currency	Link	Edit	Delete
part one 2011	Audited Reports	2011	AED	Download	Edit	Delete
srj6stykyd	Audited Reports	20010	AED	Download	Edit	Delete
srj6stykyd	Audited Reports	20010	AED	Download	Edit	Delete
Financial	RTA financial analysis template - signed and stamped (PDF)	2011	AED	Download	Edit	Delete
test	RTA Financial Analysis Template (Excel)	2011	AED	Download	Edit	Delete
RTA financial analysis template 12	RTA financial analysis template - signed and stamped (PDF)	2011	AED	Download	Edit	Delete
test dov	Audited Reports	2006	aed	Download	Edit	Delete
test1	Bank Statement	2010	LE	Download	Edit	Delete

[Click Here](#) to download RTA's Financial Analysis Template.
[Click Here](#) to download Financial Brief Template

Vendor Bankers

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

[Click Here to Add Record](#) Refresh

Name	Address	Edit	Delete


Previous [Save](#) Next

Website Survey :: Useful links :: Organization Chart :: Privacy Policy :: Terms and Conditions :: Quality Policy :: Site Map :: Special Needs :: Careers :: Contact Us

4- Click **Experience** to attach Experience and supporting documents (LOI, Contract Summary , LPO.....etc) then click (**Save**)

transport for all

- [e-Prequalification Home](#)
- [Manage Prequalifications](#)
- [Profile](#)
- [Structure and Organisation](#)
- [Financial Information](#)
- [Experience](#)
- [Personnel](#)
- [Other Resources](#)
- [Additional Data](#)
- [Certificate](#)
- [Help](#)



Reach us anytime on
800 9090

Experience

Experience

Number of Years Experience

In Own Country * In Gulf Cooperation Council Countries (G.C.C.) *

Internationally *

Experience: Geographical
Years and place in which similar works has been undertaken *

test

Characters Left

Summary of experience of firm in UAE and other countries *

test

Characters Left

Relevant Experience *

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.

[Click Here to Add Record](#) [Refresh](#)

Client Name	Project Type	Key Contact	Contract Price (AED)	Contract Duration (Months)	Expected Completion Date	Status	Edit	Delete
asc	sdfasd	adsfsd	123.00	2		Complete	Edit	Delete
test1	test	test	10,000.00	20	26/08/2012	In Progress	Edit	Delete
..

Relevant Project Details

Client Name

RTA Project Yes No

Location

Project Type

Key Contact

Project Description

Contract Price (AED)

Contract Duration (Months)

Percentage of Participation in the Project

Project Start Date

Status

[Click here to upload file.](#)

Preferred Pdf format of maximum 2 MB

Select all scopes of work to which this project is relevant

test	tst	test update	89,789,799.00	100000		Complete	Edit	Delete
nAKHEEL	CONSTRUCTIO N	KHALID	1,000,000.00	36	08/01/2013	In Progress	Edit	Delete

Previous **Save** Next

5- Click **Personnel** to attach Labor Ministry statement Contact and Key Staff CVs then click (**Save**)

RTA Home About RTA RTA services Contact Us Manage Account Search RTA dubai.ae

Welcome Admin - Test Account

Personnel

Staff Summary

Number of Administrative Staff **2**

Number of Staff Released (in the last year)

Number of Technical Staff

Number of Staff Acquired (in the last year)

Labor Statement [Click here to upload file](#) (Offered Pdf format of maximum 2 MB Applicable only for construction companies)

Additional Information

Characters Left

Contacts & Key Staff **3**

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	Contact Type	Edit	Delete
MOHAMMED KEFAYA	Jordan	TECHNICAL MANAGER	14	14	Director/Manager	Edit	Delete
FName LName	United Arab Emirates	PQ Engineer	5	10	PQ Contact Person	Edit	Delete

C.V.s **4**

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	Yrs of Experience	Edit	Delete
TIBO Testing	India	test	test	10	20	Edit	Delete

Previous **Save** Next


Website Survey :: Useful links :: Organization Chart :: Privacy Policy :: Terms and Conditions :: Quality Policy :: Site Map :: Special Needs :: Careers :: Contact Us

5

6- Click **Other Resources** to attach Equipment Details And fabrication facilities then click **(Next)** *(This for contractors Only)*

Safe and smooth transport for all

- e-Prequalification Home
- Manage Prequalifications
- Profile
- Structure and Organisation
- Financial Information
- Experience
- Personnel
- Other Resources**
- Additional data
- Certificate
- Help

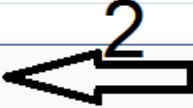



Reach us anytime on
800 9090

Welcome Admin - Test Account

Other Resources

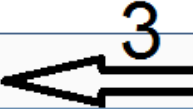
Contractor's Equipment


Click Here to Add Record 

 Refresh


Equipment	Ownership Status	Age	Quantity	Operating Condition	Current Location	Edit	Delete
yuyi	Owned	90	90	09		Edit	Delete
ABCD	Hired	89	89	89		Edit	Delete

Fabrication Facilities

Click Here to Add Record 

 Refresh

Name	Description	Location	Capacity	Annual Production	Edit	Delete
ui	ui	u	89	89	Edit	Delete

[Previous](#) **Next** 

6- Click **Additional Data** More information Will Support your technical and financial information then click(**Save**)

RTA Home [About RTA](#) [RTA services](#) [Contact Us](#) [Manage Account](#) Search RTA [dubai.ae](#) [عربي](#)

Welcome Admin - Test Account

Additional Data

Additional Documents

Additional Documents	Uploaded on	Delete
Test Account AdditionalDocument 10092321492048test.doc	23/09/2010	Delete
Test Account AdditionalDocument 10042508201017Driver-Financial Analysis Template RTA .pdf	25/04/2010	Delete
Test Account AdditionalDocument 10042508464357Acr10C.tmp.pdf	25/04/2010	Delete
Test Account AdditionalDocument 10042508471981Pre-Qualification invitation.pdf	25/04/2010	Delete
Test Account AdditionalDocument 10042508481017DSWP Chart Rev. 02.pdf	25/04/2010	Delete
Test Account AdditionalDocument 10020220503489Michelle.Lloyd.doc	02/02/2010	Delete
Test Account AdditionalDocument 10020220503489Profile.pdf	02/02/2010	Delete
Test Account AdditionalDocument 10022117101530test.doc	21/02/2010	Delete
Test Account AdditionalDocument 10022117101530reports.doc	21/02/2010	Delete
Test Account AdditionalDocument 10062802585414MatchingShare.pdf	28/06/2010	Delete
Test Account AdditionalDocument 11120611262057bmwx6.jpg	06/12/2011	Delete

Additional Documents [Click here to upload file](#)

Additional Notes

It is preferred that all attachments are in Pdf format. Maximum size allowed is 2 MB

[Save Additional Data](#)

[Previous](#) [Proceed](#)

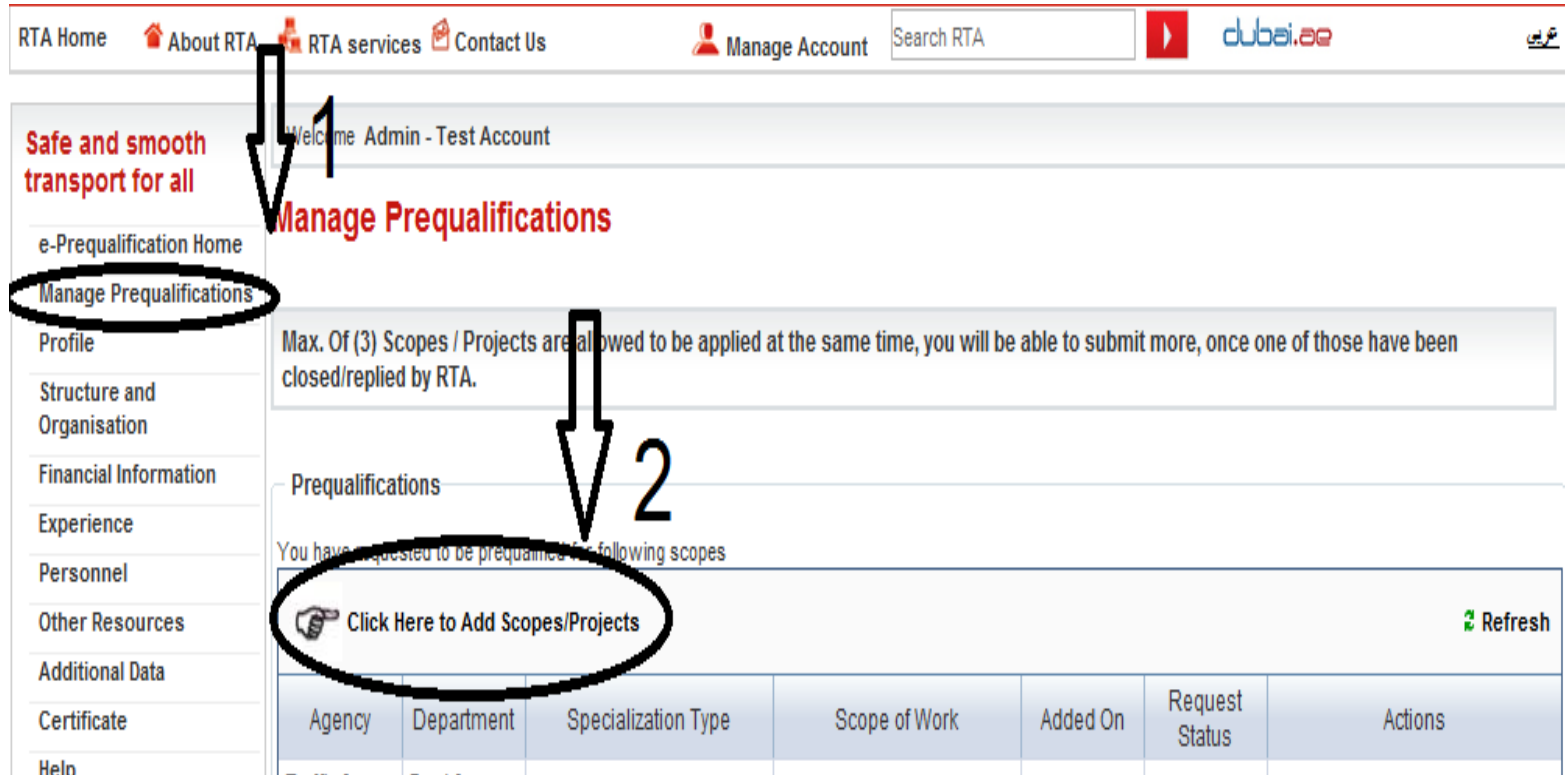
1 (points to Additional Data in sidebar)

2 (points to Click here to upload file)

3 (points to Save Additional Data button)

FINAL STEP HOW TO SUBMIT THE PREQUALIFICATION REQUEST ???

1- Click *Manage Prequalification*, Click Here to Add scope of work



RTA Home [About RTA](#) [RTA services](#) [Contact Us](#) [Manage Account](#) Search RTA [dubai.ae](#) [عربي](#)

Welcome Admin - Test Account

Safe and smooth transport for all

Manage Prequalifications

- e-Prequalification Home
- Manage Prequalifications**
- Profile
- Structure and Organisation
- Financial Information
- Experience
- Personnel
- Other Resources
- Additional Data
- Certificate
- Help

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.

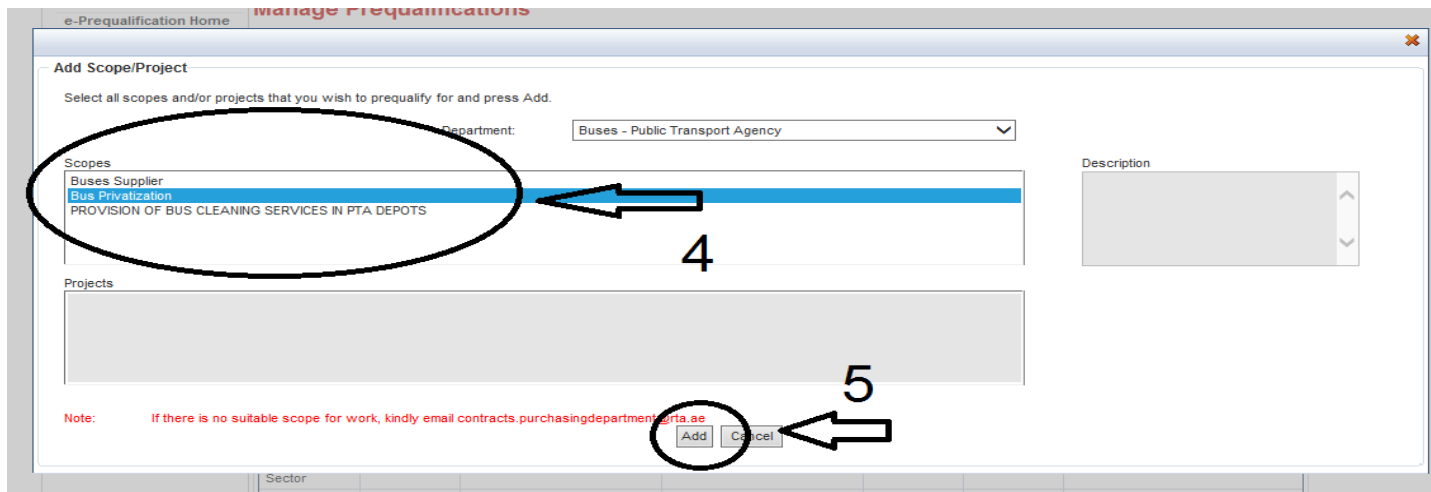
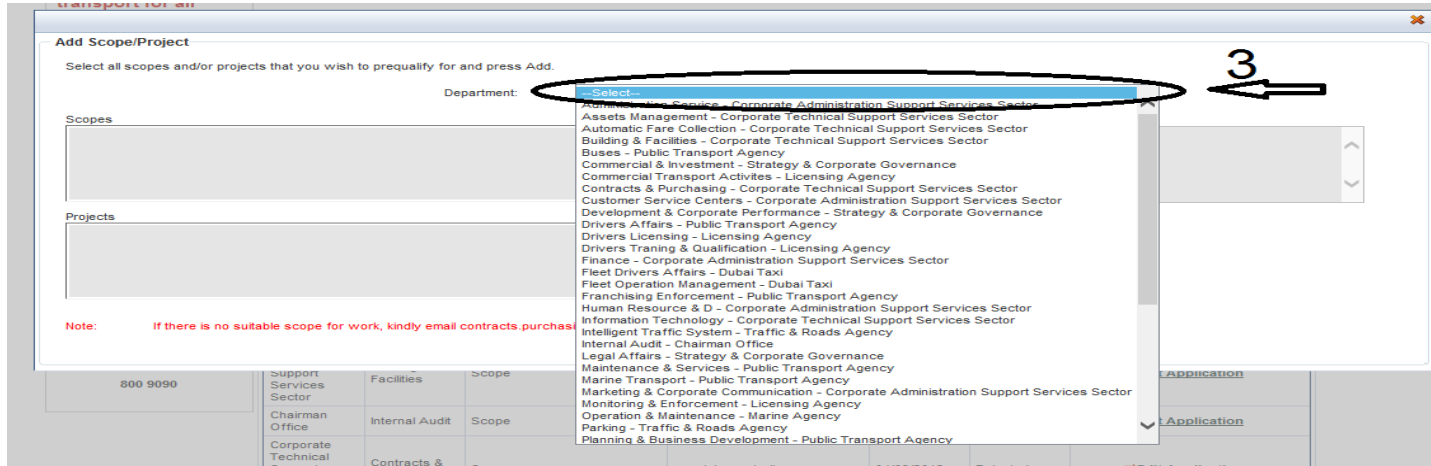
Prequalifications

You have requested to be prequalified for the following scopes

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

Agency	Department	Specialization Type	Scope of Work	Added On	Request Status	Actions
...

2- Select Department where you want to be prequalified with Select the Scope then Click Add



3- Click *Edit Application*

RTA Home About RTA RTA services Contact Us Manage Account dubai.ae

Welcome Admin - Test Account

Manage 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.

Prequalifications

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	Actions
Traffic & Roads Agency	Road & Facilities Maintenance	Scope	Road Marking Maintenance	14/04/2013	Draft	Edit Application

5

Safe and smooth transport for all

- e-Prequalification Home
- Manage Prequalifications
- Profile
- Structure and Organisation
- Financial Information
- Experience
- Personnel
- Other Resources
- Additional Data
- Certificate
- Help



Reach us anytime on

800 9090

4- Select *and* save experience ,CVS and Declaration then click **Submit The request of prequalification**

RTA Home About RTA RTA services Contact Us Manage Account Search RTA dubai.ae

Welcome Admin - Test Account

Relevant Information for Scope : Road Marking Maintenance

Relevant Experience

Client Name	Project Type	Key Contact	Contract Price (AED)	Contract Duration (Months)	Expected Completion Date	Status	Select
nAKHEEL	CONSTRUCTION	KHALID	1000000	36	01/08/2013	In Progress	<input type="checkbox"/>
RTA	CRM Project Implementation	Issa Abdelahad	90000	89000	31/08/2010	In Progress	<input checked="" type="checkbox"/>
another test	كشور	kjjj	98797	7987	17/02/2010	Complete	<input checked="" type="checkbox"/>
ss	sdf	sdfs	2342	23		Complete	<input checked="" type="checkbox"/>
asc	sdfasd	adsfsd	123	2		Complete	<input type="checkbox"/>
sdfs	sdfs	sdfs	6265554	24		Complete	<input type="checkbox"/>
test1	test	test	10000	20	26/08/2012	In Progress	<input type="checkbox"/>
another test	test	test	90	0.56	02/05/2010	In Progress	<input type="checkbox"/>
test	tst	test update	89789799	100000		Complete	<input type="checkbox"/>

Click to Save Vendor Experience

C.V.s

Name	Nationality	Present Position	Yrs With the Firm	Yrs of Experience	Contact Type	Select
TIBCO Testing 2	India	tes	10	20	CV	<input checked="" type="checkbox"/>
TIBCO testing	Iceland	Test eng	6	10	CV	<input checked="" type="checkbox"/>
CRM 2011	United Arab Emirates	Sr Mngr	15	20	CV	<input checked="" type="checkbox"/>
Fname LName	United Arab Emirates	Test engineer	10	15	CV	<input checked="" type="checkbox"/>
sdf sdf	Afghanistan	sdf	3	4	CV	<input type="checkbox"/>
test test	Afghanistan	test	50	50	CV	<input type="checkbox"/>
YYYYYY TTTTTTTT	Angola	RRRRRRRR	0.4	1.7	CV	<input type="checkbox"/>
User User11111234	Romania	IT Manager	6.8	12.5	CV	<input checked="" type="checkbox"/>
Issa Abdelahad	Jordan	Program Manager	6	10	CV	<input checked="" type="checkbox"/>

Click to Save CVs

Click here to add more C.V.s.

Declarations

No records found

Declaration Attachment [Click here to upload file](#)

[Click here to download declaration template](#)

You must submit the prequalification within 2 weeks of uploading Declaration. Otherwise you will be requested to upload a new one. It is preferred that all attachments are in Pdf format. Maximum size allowed is 10 MB.

Save Declaration

Remove Scope of Work/Project Submit form for Prequalification Request

شكراً
THANK YOU