حكومة دبي
GOVERNMENT OF DUBAI

هيئة الطرق والمواصلات
ROADS & TRANSPORT AUTHORITY
RTA

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

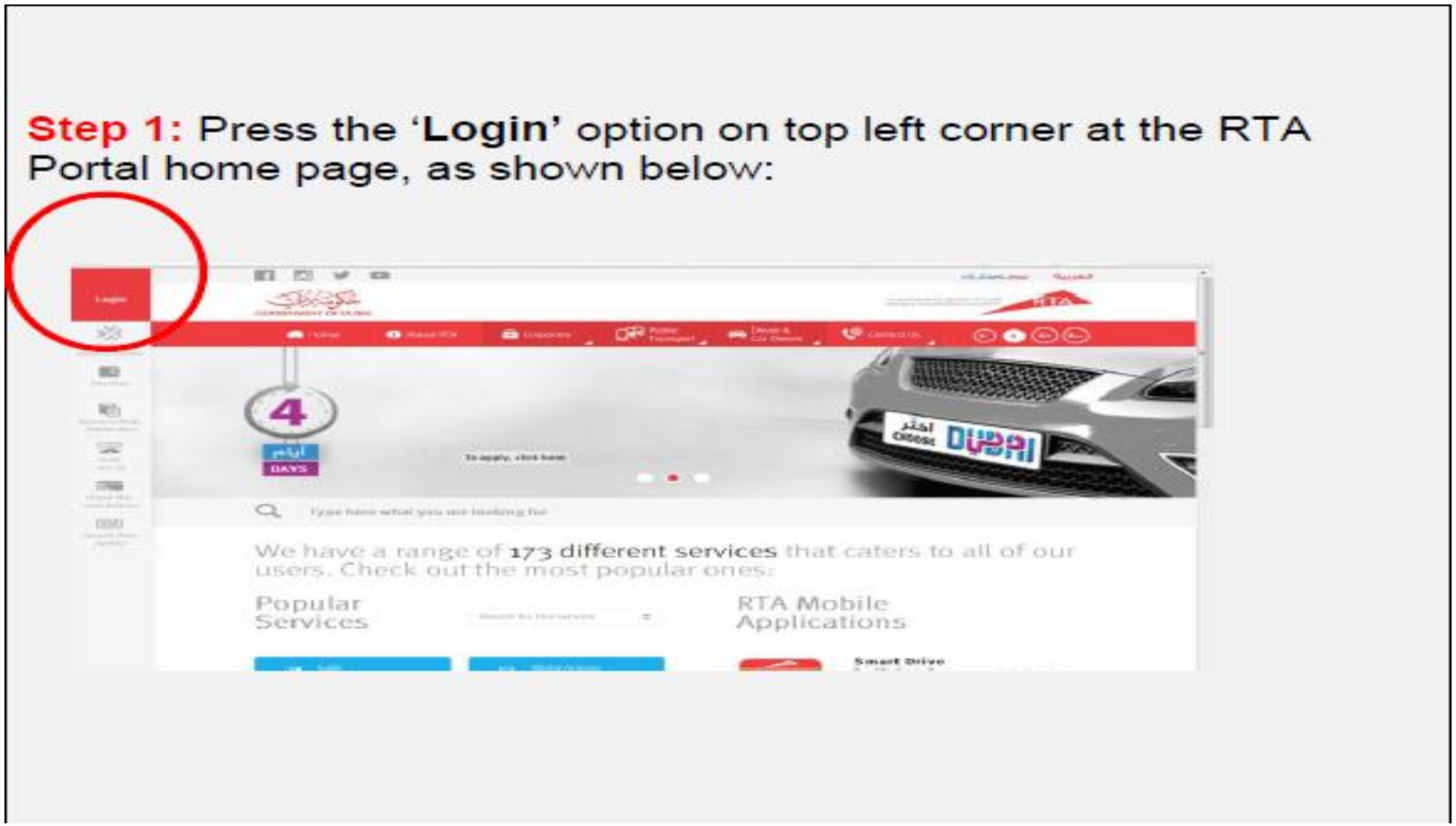
Is Registration enough ?

NO , it is not.

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

1- Registration of User Name and Password:

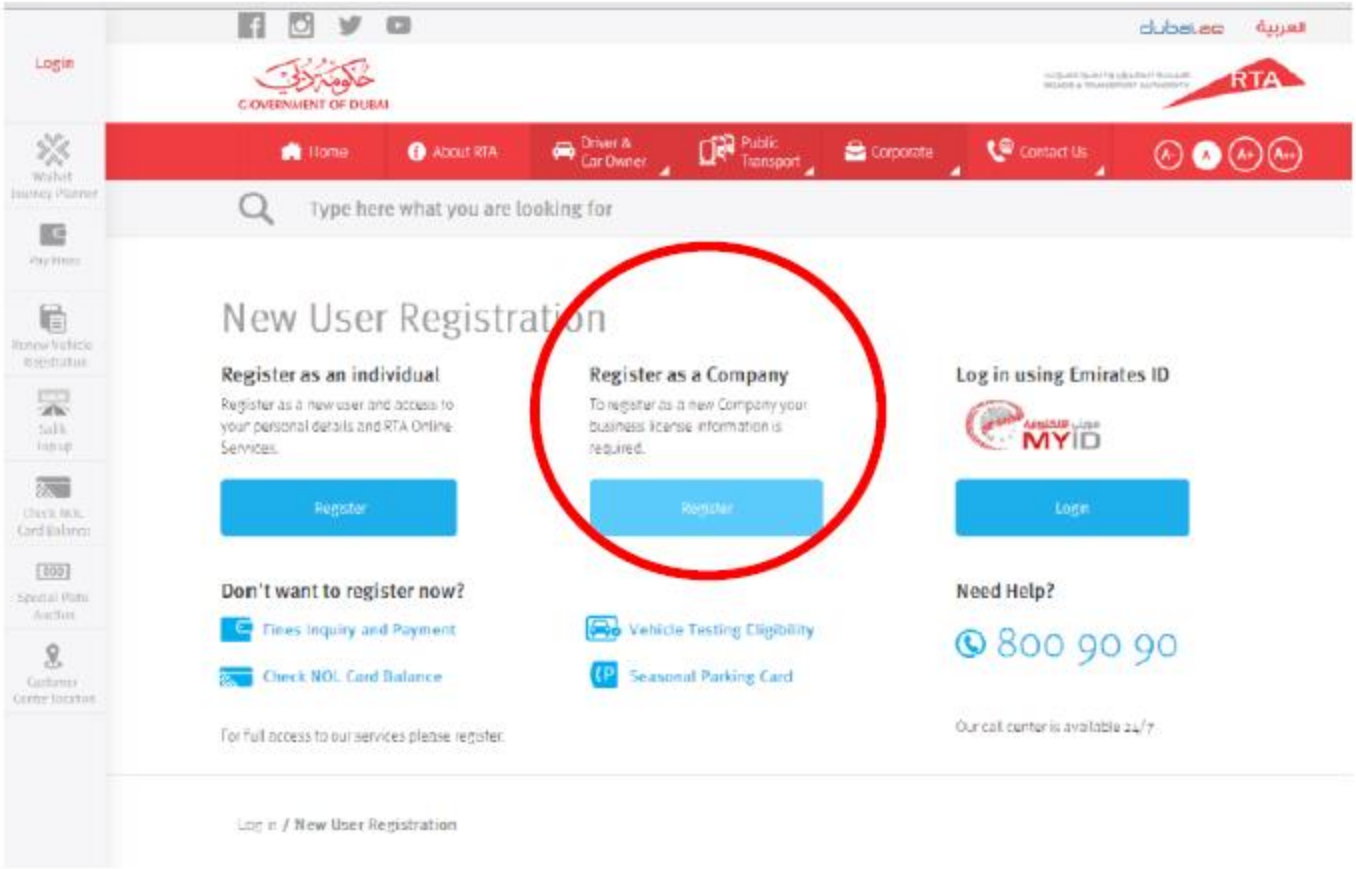
A- Visit www.rta.ae



B- Click New User

On the ‘**RTA Login Page**’, select “**New User**” link.

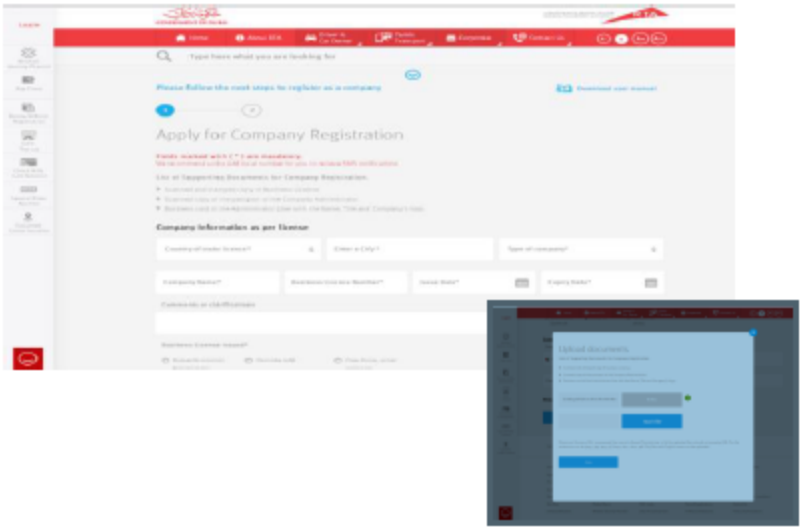
C- Click Register as a Company



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 ?

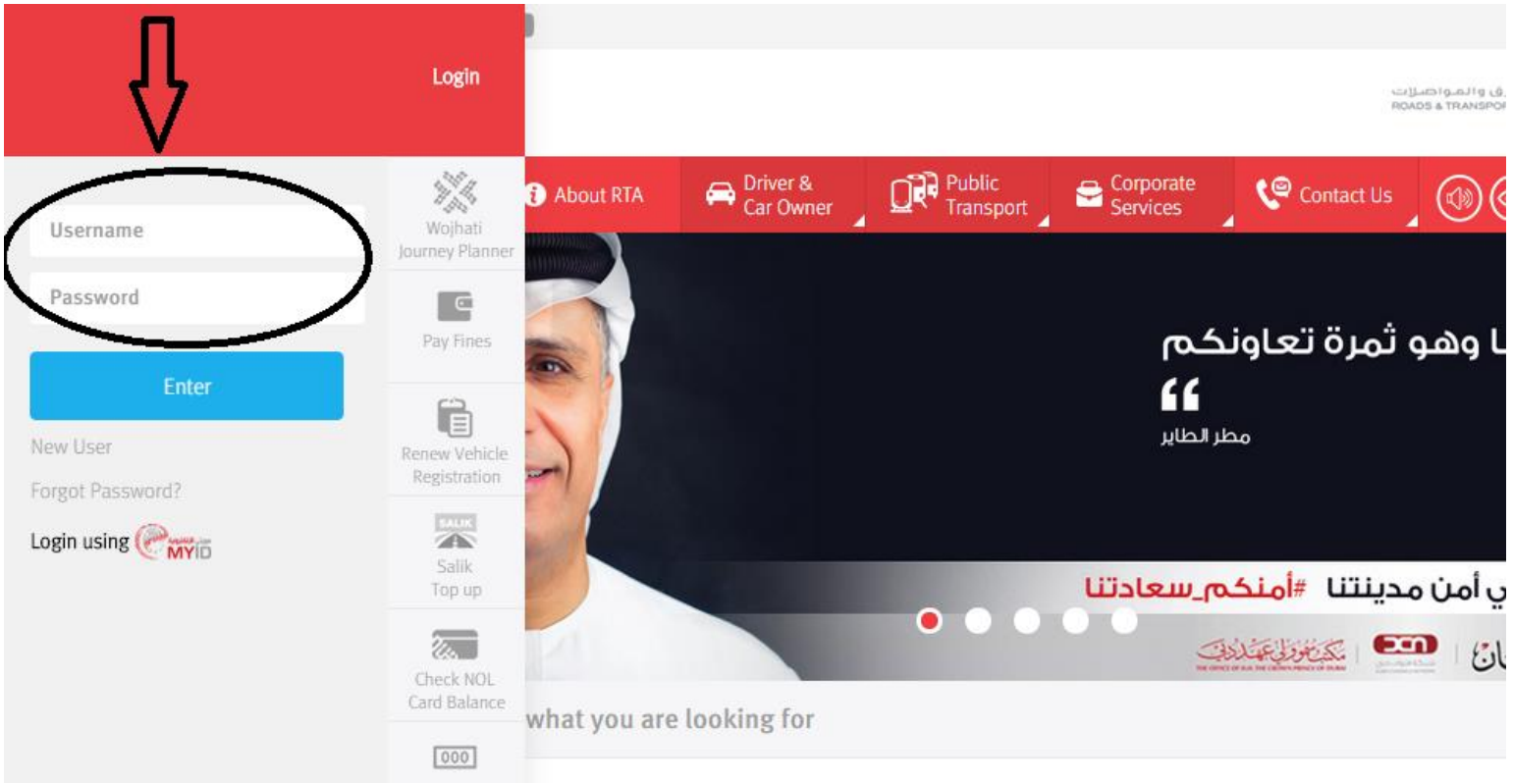
For Example:

Account : abcd@gmail.com password = 16ygfdredsfg

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

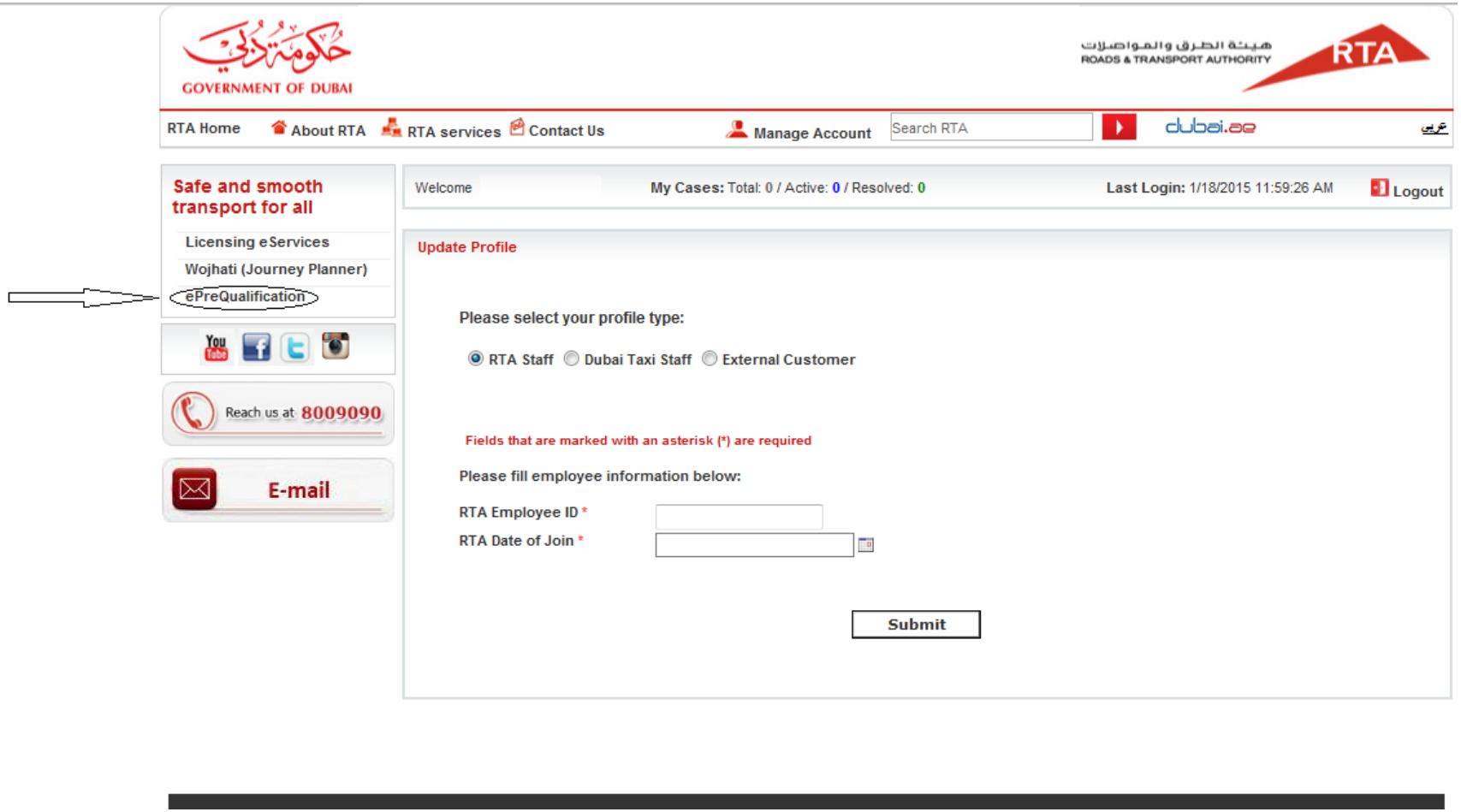
2-PREQUALIFICATION PROCESS

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



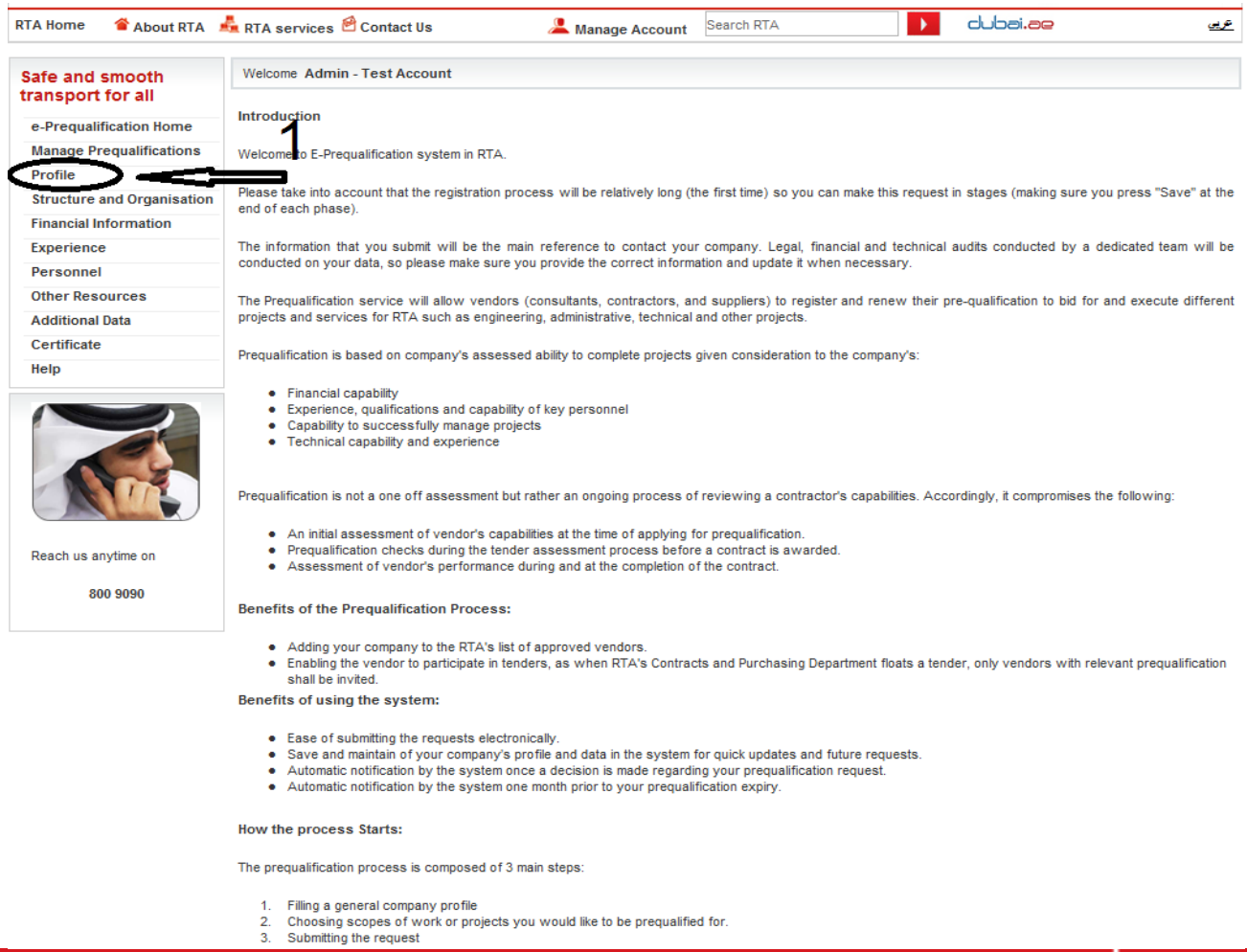
B- When you are inside click on the Prequalification

Note: Each attachment Should not exceed 2MB



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***



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 — Fax
Address
Emirate — Country
P.O. Box

Contact Details

Primary Mobile *
Secondary Mobile *
Primary Email *
Secondary Email *

Company Information

Vendor Type *
Definitions of the different types are available in the Help page.
Joint Venture Type *
Country of Origin *
Company Scope of Work (Brief) *

Trade License

Trade License Number *
Trade License Classification *
Trade License Attachment
Click here to upload file *
All trade License pages have to be included in one file
Preferred Pdf format of maximum 2 MB
Trade License Issuing Country *
Trade License Expiry Date
Trade License has to be valid on the date of submission
Trade License Activities *
Trade License Restrictions
Owners/Partners as per the Trade License *

Vendor Passport

Emirati Sponsor Partner Name: Khalifa Kabital *
Emirati Sponsor ID Type: Emirates ID *
Emirati Sponsor Emirates ID Attachment
Click here to upload file *
Preferred Pdf format of maximum 2 MB
Click here to download last uploaded file
Expat Partner Name: Michael Flaherty *
Expat Partner ID Type: Passport *
Expat ID Attachment
Click here to upload file *
Preferred Pdf format of maximum 2 MB
Click here to download last uploaded file

Previous | Save | Next

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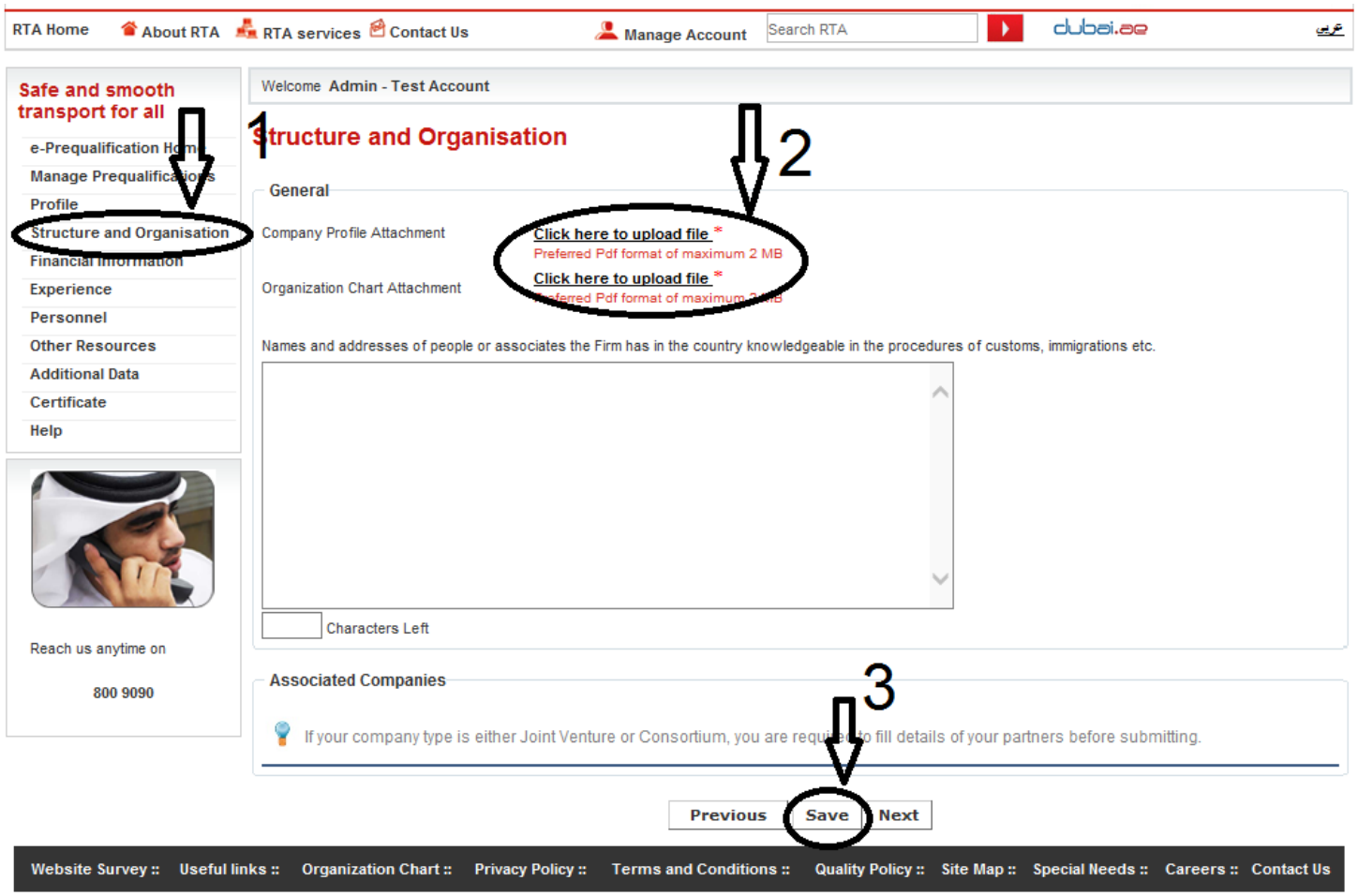
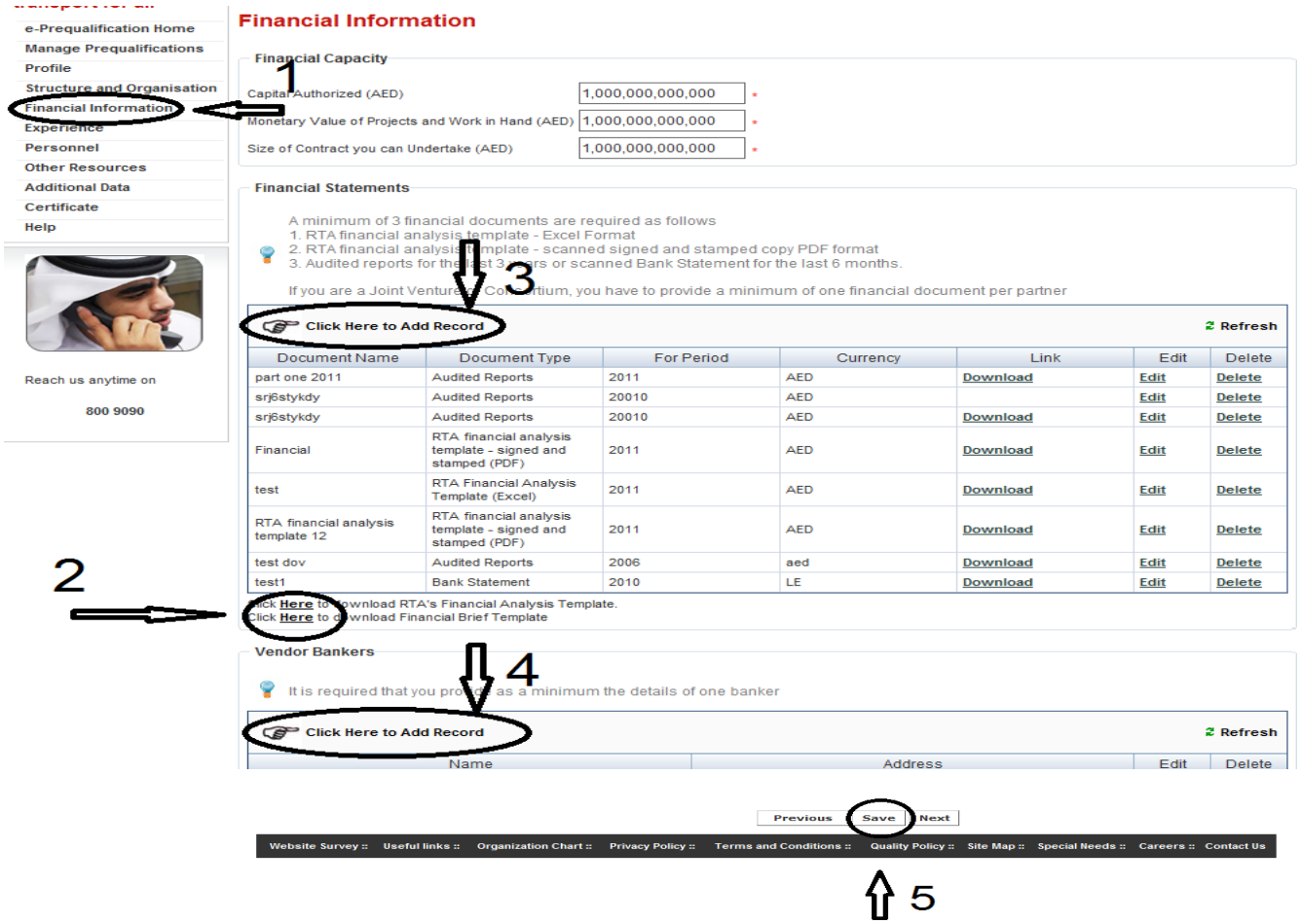
ISO 9001

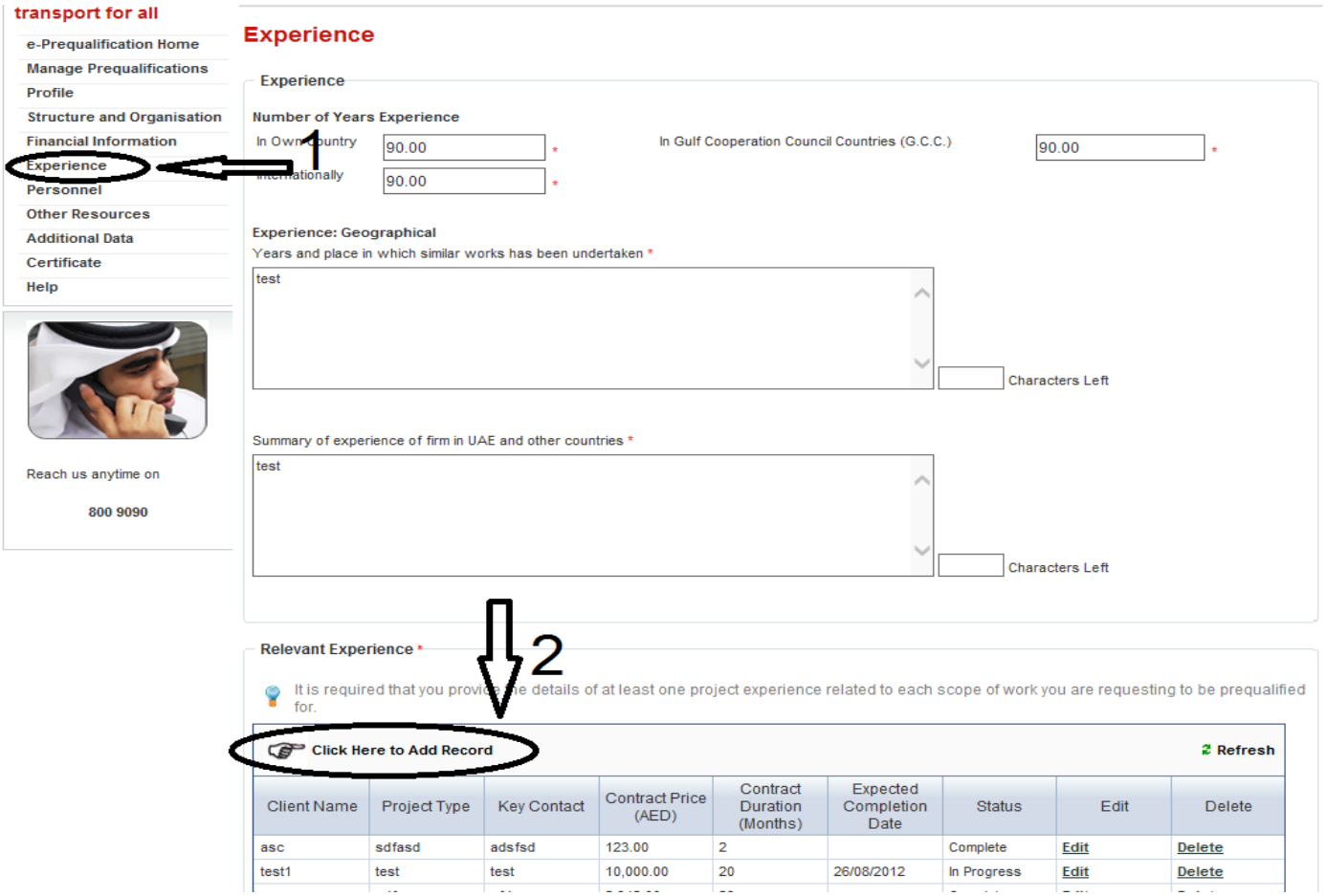
C- Click Structure and Organization to attach company Profile and or organization chart then Click (Save)

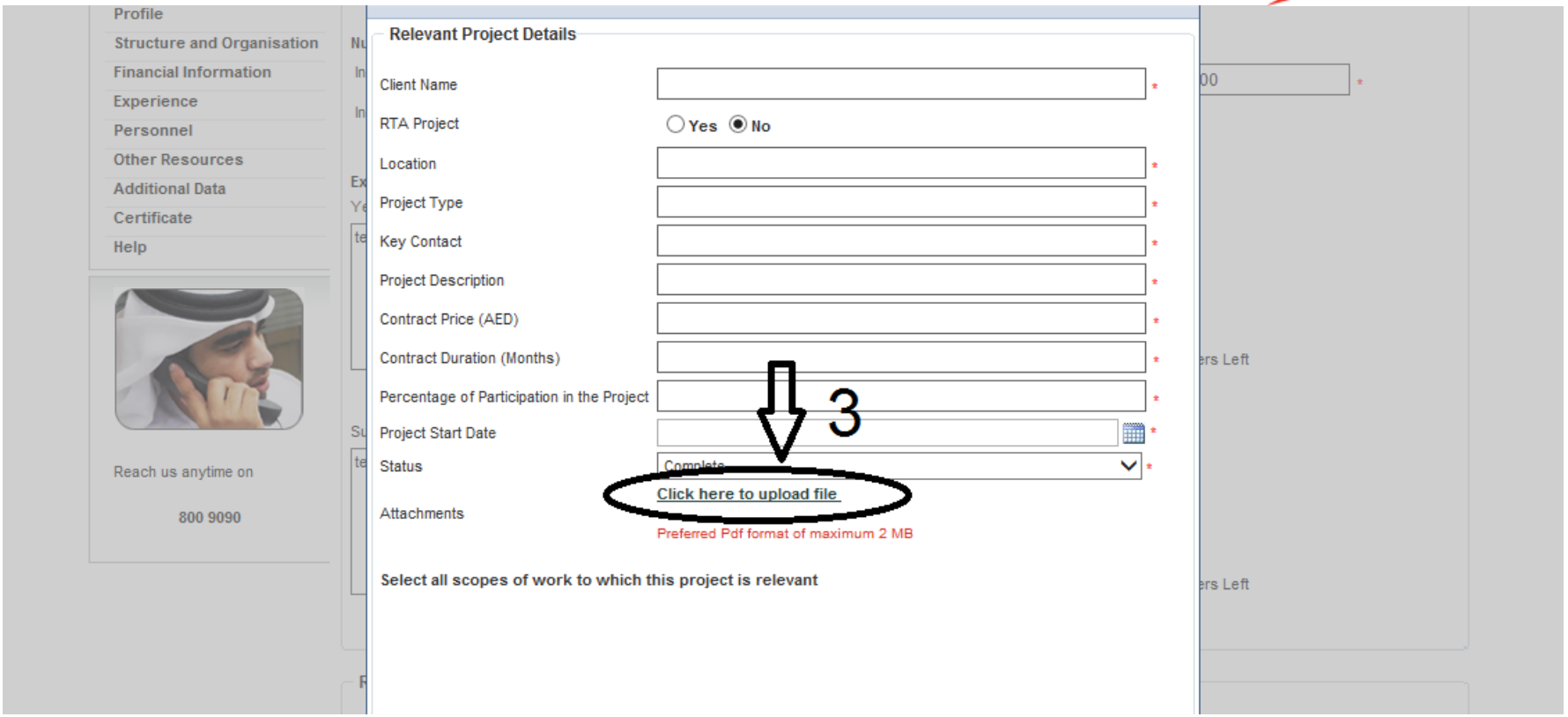


3- Click ***Financial Information*** to fill details,attach 3 years Audit Report RTA Analysis Form and RTA Financial Brief then click ***(Save)***



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





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nAKHEEL	CONSTRUCTIO N	KHALID	1,000,000.00	36	08/01/2013	In Progress	Edit	Delete

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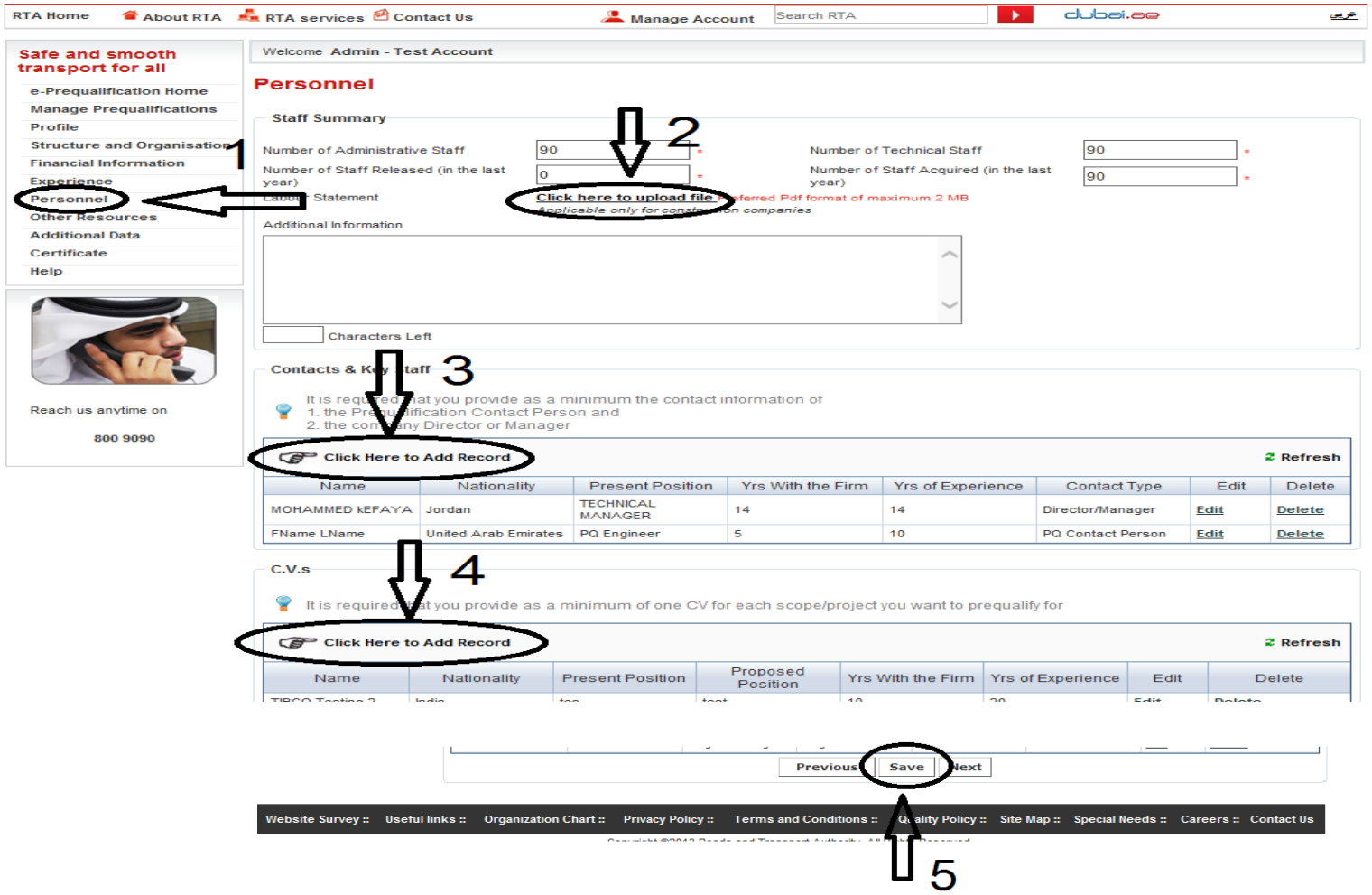
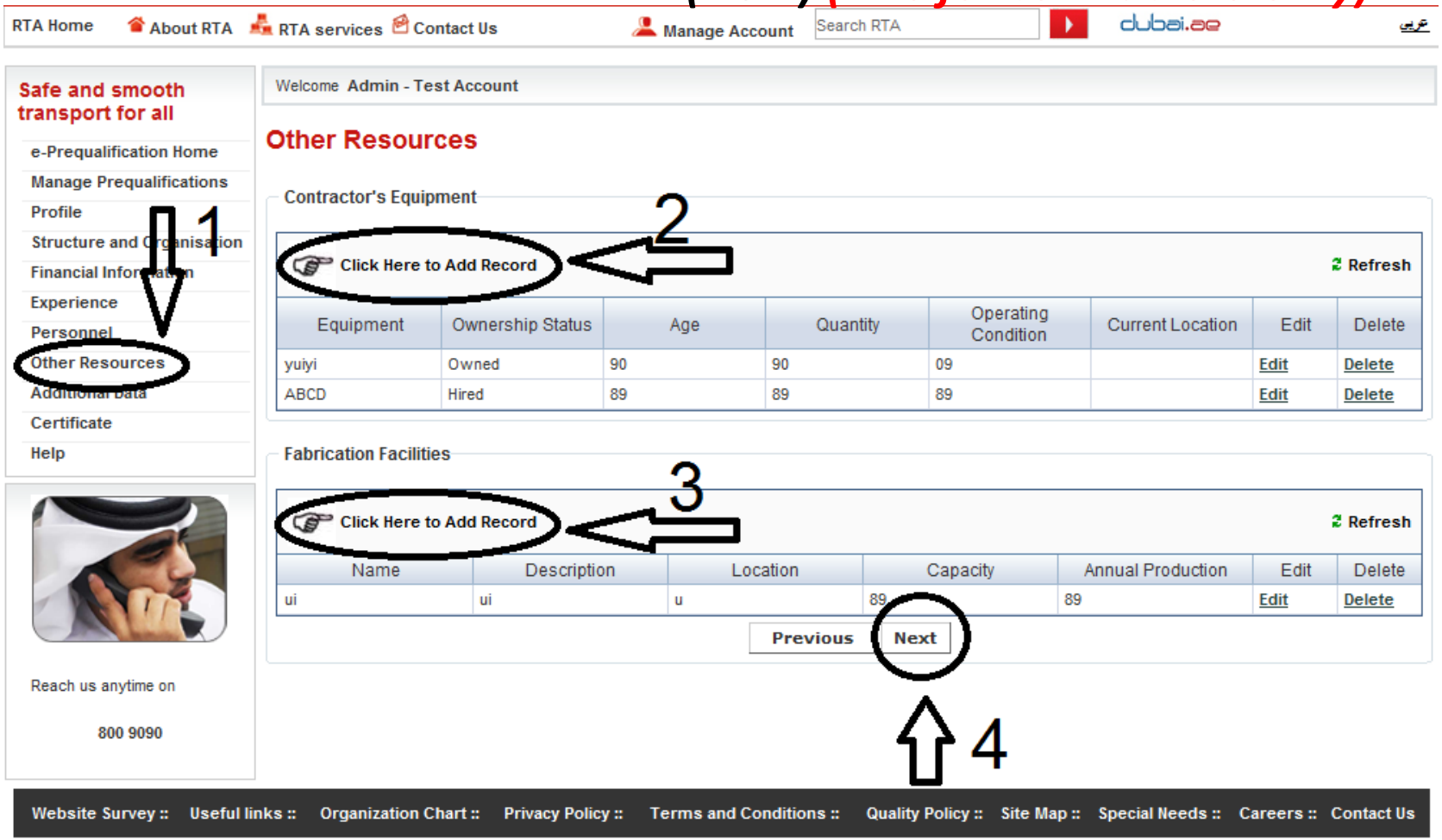
Together we build the future of Dubai

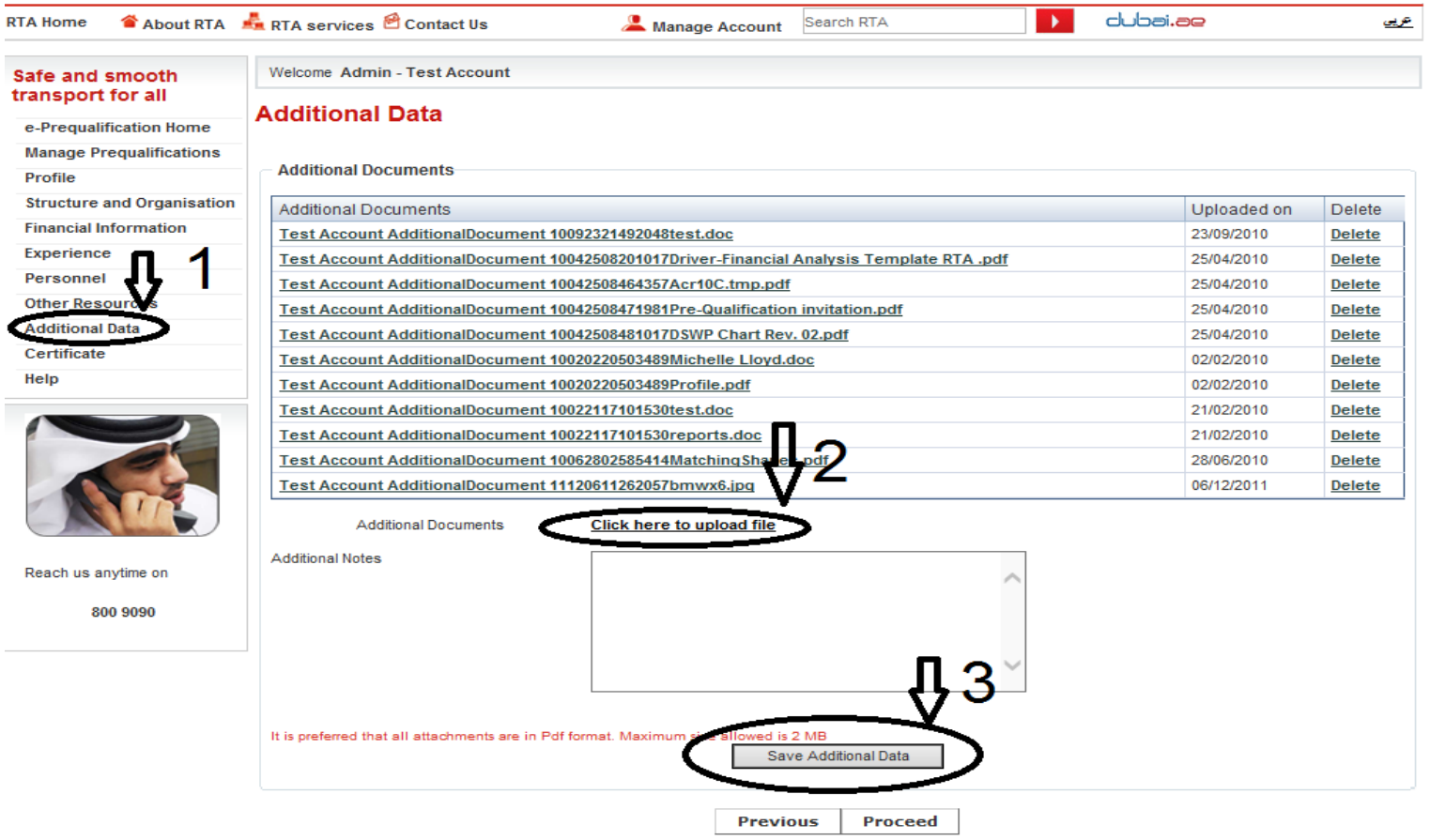
5- Click ***Personnel*** to attach Labor Ministry statement Contact and Key Staff CVs then click ***(Save)***



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

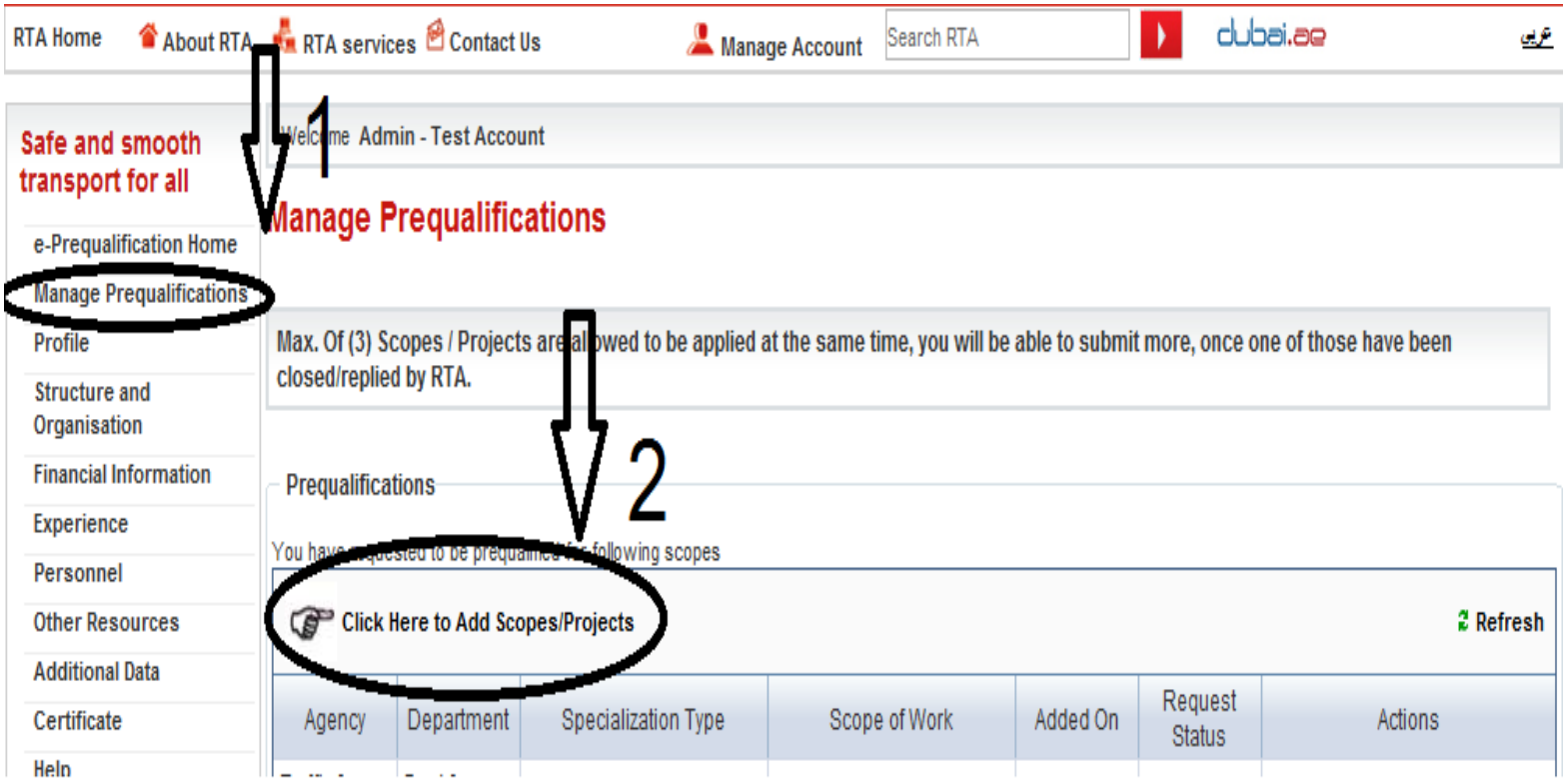


6- Click ***Additional Data*** More information Will Support your technical and financial information then click***(Save)***

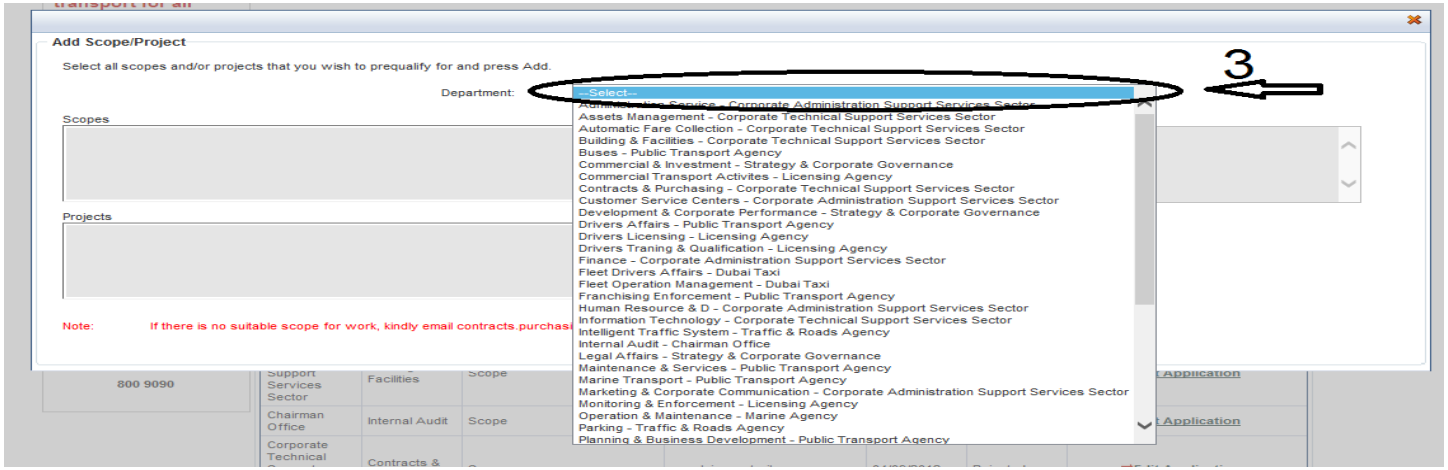


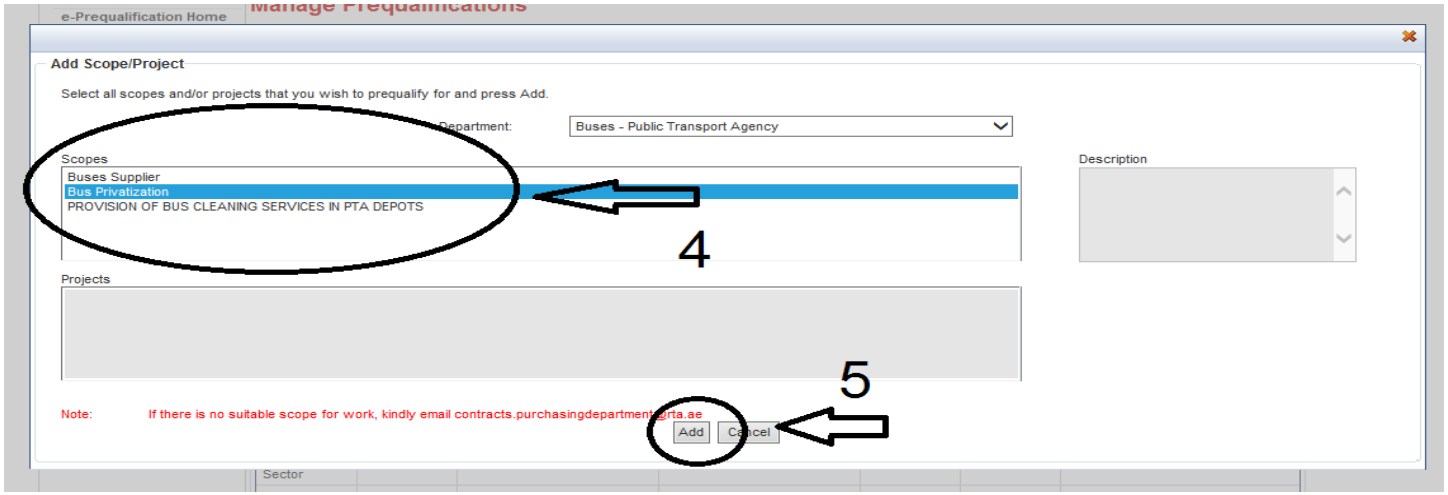
FINAL STEP
HOW TO SUBMIT THE PREQUALIFICATION REQUEST ???

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

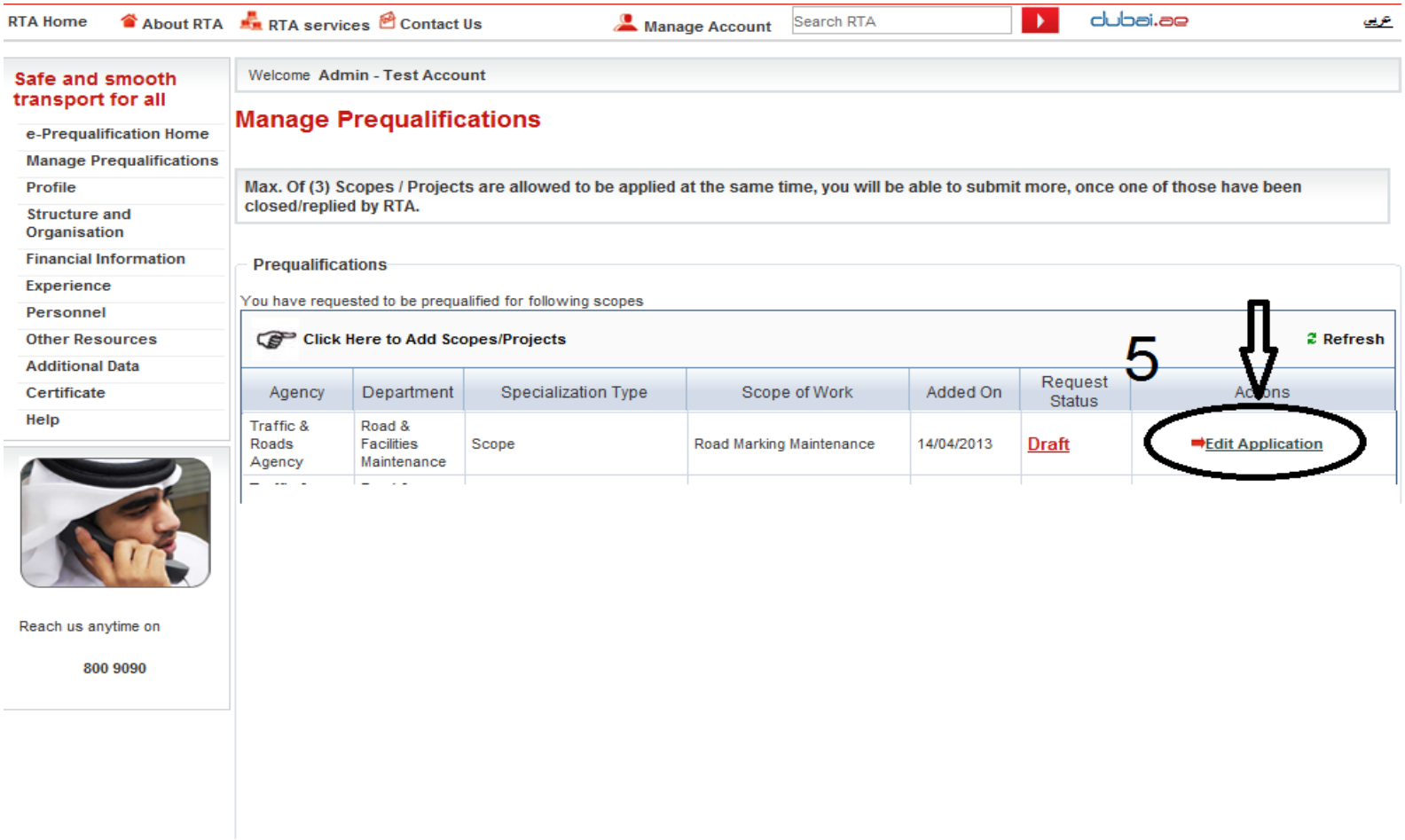


2- Select Department where you want to be prequalified with Select the Scope then Click Add



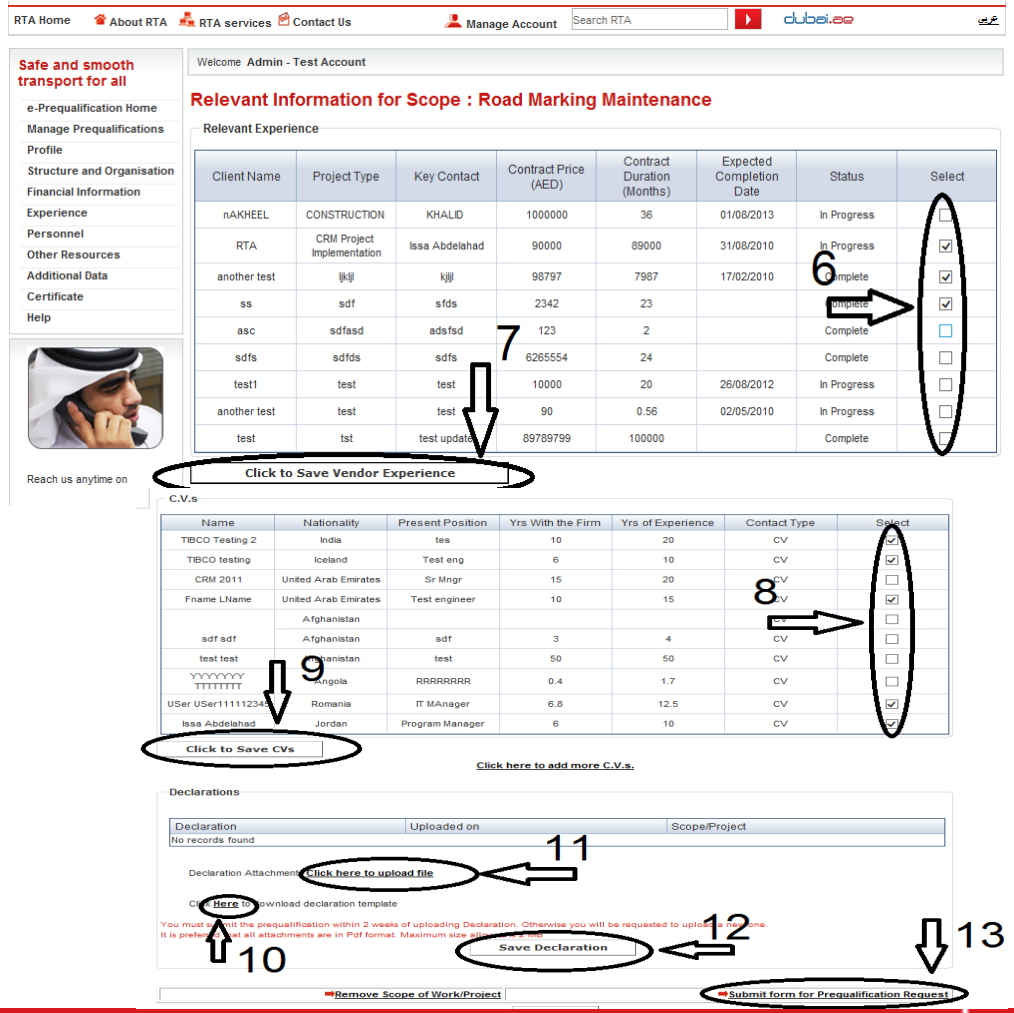


3- Click ***Edit Application***



4- Select ***and*** save experience ,CVS and Declaration then click

Submit The request of prequalification



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THANK YOU