

JOINT VENTURE CONSTRUCTION FIRMS AND SPECIALIST WORKS CONTRACTORS REGISTRATION FORM - CICF 3



**Kingdom of Eswatini
Construction Industry Council
Established by Act No. 14 of 2013**

IMPORTANT NOTICE

- IT IS VERY IMPORTANT THAT YOU READ THE PROCEDURES, RULES, TERMS AND CONDITIONS FOR REGISTRATION INCLUDED IN THIS DOCUMENT BEFORE ATTEMPTING TO FILL IN THE REGISTRATION FORM.
- INCOMPLETE FORMS WILL NOT BE CONSIDERED AND THUS DELAY THE REGISTRATION PROCESS.
- IT IS IMPORTANT THAT ALL THE DOCUMENTATION REQUESTED FOR SUBMISSION ON REGISTRATION ACCOMPANY THIS DOCUMENT UPON SUBMISSION.

LIGWALAGWALA HOUSE, PLOT 427
J.S.M. MATSEBULA STREET
QUEENSGATE
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JOINT VENTURE CONSTRUCTION FIRMS AND SPECIALIST WORKS CONTRACTORS REGISTRATION FORM - CICF 3

LETTER OF APPLICATION

The Chief Executive Officer
Construction Industry Council
P.O. Box 5020
Mbabane
Ligwalagwala House, Plot 427
J.S.M. Matsebula Street
Queensgate
Eswatini

Dear Sir/Madam

Being duly authorized to represent and act on behalf of.....(*name of Joint Venture*) in my capacity as the Lead Partner of same and having reviewed and fully understood all the information requested, do hereby apply to be considered for a Joint Venture with the Construction Industry Council for Building, Civil, Electrical, Mechanical, Specialist Contractor Works (delete as appropriate).

I do consent and duly authorize the Construction Industry Council and/or its authorized agents to conduct any enquiries or investigations to verify the truthfulness of the statements, documents and the general information submitted in connection to this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects of the application.

This letter of application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide information deemed necessary and as would be requested by yourselves (Construction Industry Council or your Agents) to verify statements and information provided in this application, such as the resources, experience and compliance of the Applicant.

I also understand that should the findings of such an exercise indicate dishonesty on our part, our application shall not be considered and as such our Joint Venture would not be registered and categorized.

Signed: Date:

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PROCEDURE, RULES, TERMS & CONDITIONS FOR REGISTRATION

1) **Procedure for registration:** The Joint Venture shall submit an application in the **prescribed proforma to the** Construction Industry Council (CIC) together with necessary documents in support of the application. The CIC will take action to verify the credentials and antecedents of the Joint Venture and issue *a “Joint Venture Registration Certificate”* to the Joint Venture in the eligible Category and for the *work discipline applied for*.

(a) Work Discipline

The registration of Joint Ventures will be *done for the following Items* of work:

General Construction Works:

- i. General building works (JvB);
- ii. General civil works (JvC);
- iii. Electrical contracting works (JvE)
- iv. Mechanical contracting works (JvM);

Specialist Works:

- i. Building Works Specialist (JvBS);
- ii. Civil Works Specialist (JvCS);
- iii. Electrical Works Specialist (JvES);
- iv. Mechanical Works Specialist (JvMS);

(b) Types of Joint Ventures

- Swazi joint venture” means a joint venture in which 60% or more of the shares in the joint venture are held by Swazis.
- Foreign joint venture” means a joint venture in which less than 60% of the shares in the joint venture are held by a Swazi citizen or company.

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(c) Fees and Tender Value Ranges for Joint Venture Construction Firms

SWAZI JOINT VENTURES WILL ONLY PAY AN ADMINISTRATION FEE OF E450

The following fees will apply to the tender value ranges for each eligible category Foreign Joint Ventures:

Foreign Joint Venture – General Building, Civil, Electrical and Mechanical

Category	Maximum Aggregate Value of Contracts (E)	Administration Fees (E)	Subscription/Annual Renewal Fees (E)
JvBF	Foreign Firms	1500	30 000
JvCF	Foreign Firms	3 000	60 000
JvEF	Foreign Firms	1 500	20 000
JvMF	Foreign Firms	1 500	20 000

(d) Fees and Tender Value Ranges for Foreign Venture Specialist Works Contractors

The following fees will apply to the tender value ranges for each eligible category Joint Venture:

Foreign Joint Ventures: Building, Civil, Electrical and Mechanical Specialist Works

Grade	Maximum Aggregate Value of Contracts (E)	Administration Fees (E)	Subscription/Annual Renewal Fees (E)
JvBSF	Foreign Firms	1500	13 000
JvCSF	Foreign Firms	3 000	14 000
JvESF	Foreign Firms	1 500	10 000
JvMSF	Foreign Firms	1 500	10 000

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Specialist Categories

The table below shows the Specialists categories under each main category.

Main Category	Specialists Works
Building Works	BSa - Plumbing and Drainage Works BSb - Waterproofing Works BSc - Glazing, Aluminum, Partitions and Ceiling Works BSd – Interior and Exterior Decoration Works Bse - Structural Steel Fabrication, Fixing and Erection works BSf - Concrete and Construction Repairs Works BSG - Piling and Diaphragm Walling Works BSh - Shop Fittings, Timber and Carpentry Works BSi - Scaffolding, Cladding and Insulation Works BSj – Fencing Works BSk – Flooring (tilling/terrazzo) Works BSl – Painting Works BSm - Wall Retaining Works BSn – Demolition and Blasting Works BSo – Granite, Quartz and Marble Fabrication Works BSp – Pool Construction, Installation and Maintenance Works BSq – Sign Craft Installation Works BSr - Landscaping, Irrigation & Gardening

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Civil Works	<p>CSa - Road and Pavement Rehabilitation and Maintenance Works CSb – Road Signage and Markings Works CSc – Landscaping, Irrigation and Gardening Works CSd - Water Restraining Works CSe – Drilling Works CSf – Flood Control Systems Works CSg - Demolition and Blasting Works CSh - Concrete and Construction Works CSi – Water Retaining Works CSj – Fencing Works CSk – Labour Based Civil Works CSI – Tree Felling Works CSm – Water Treatment and Sanitation Plant Works CSn – Pilling Works</p>
Mechanical Works	<p>MSa - Air-conditioning, Refrigeration and Ventilation Systems Works MSb - Fire Prevention and Protection systems Works MSc – Kitchen and Laundry Equipment Works MSd - Specialized Plant and Petro-Chemicals Works MSe - Renewable Energy & Efficiency Technologies Works MSf - PVC & Polyurethane Conveyor Belts Works MSg – Refractory Works MSh – Hospital and Medical Equipment Works MSi –Water Treatment and Sanitation Works MSj – Specialized Mechanical Systems Works MSk – Sand, Shot, Grit Abrasive Blasting Works MSI – Industrial Steel Fabrication and Boiler Making MSm -Industrial Instrumentation, Automation & Process Control Systems Works</p>

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Electrical works	ESa - Security, Safety and Surveillance System Works ESb - ICT and Electronic System Installations Works ESc – Renewable Energy Efficiency Technologies Works ESd – Sound System Works ESe – External Telecommunications Works ESf - High Voltage Installation Works ESg – Specialized Lighting System Works ESh – Industrial Electronic System Works

NB: New Specialists Works will continue to be added under each category as required by the industry!!

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BANKING DETAILS

Bank Name	ESWATINI BANK	NEDBANK	STANDARD BANK	FIRST NATIONAL BANK
Account Holder	CONSTRUCTION INDUSTRY COUNCIL	CONSTRUCTION INDUSTRY COUNCIL	CONSTRUCTION INDUSTRY COUNCIL	CONSTRUCTION INDUSTRY COUNCIL
Type of Account	Current	Current	Current	Current
Account Number	77400749798	11990051277	9110004761777	62846712273
Branch Code	770009	360164	663164	281264
Swift Code	SDSBSZMB	NESWSZMX	SBICSZMXXX	FIRNSZMX

IMPORTANT NOTICE

- 1. USE JV NAME AS REFERENCE.**
- 2. BANK DEPOSIT SLIP OR EFT RECEIPT SHALL BE PRODUCED AS PROOF OF PAYMENT.**

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2) Rules and instructions for registration:

- a) A joint venture certificate will be issued to two or more registered contractors whose CIC certificates are actively renewed, and are in good standing.
- b) The companies applying for the joint ventures must attach certified copies of their current CIC certificates in the category in which they are registered.
- c) The joint venture certificate shall be renewed annually.
- d) Attach a separate sheet where space on the form is limited, for additional information.
- e) The late renewal of construction firms within a financial year, after the set deadline shall carry a penalty of 10% of the annual renewal fees.
- f) In the event a construction firm does not return for renewal in the set financial year, the full administration fees, subscription fees and 10% penalty of the annual renewal fees shall be required.
- g) The CIC shall not be held liable for any delay in processing the Application in case of incompleteness or inaccuracy of information.

3) Additional Information and documentation required for registration

- a) Valid Joint Venture Agreement (highly important).
- b) Valid CIC registration certificate.
- c) Proof of payment of registration fees.

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SECTION A - Type of Application

i) New Application for Registration ii) Annual Registration Renewal

SECTION B - Business Details

Name of Joint Venture: _____

Type of Joint Venture: Swazi/Swazi Swazi/Foreign Foreign/Foreign

Telephone No.: _____ Fax No.: _____ Email Address: _____

Physical Address: _____

Authorized Contact Person:

Mr. /Mrs. /Ms.: _____ First Name: _____ Surname: _____

Designation: _____ Tel. No.: _____ Fax No.: _____

Mobile No.: _____ Email Address: _____

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Joint Venture Discipline Applying for:

- General Buildings General Civils General Electrical General Mechanical
 Buildings Specialist Works Civils Specialist Works Electrical Specialist Works Mechanical Specialist Works

Particulars of Joint Venture Parties

Name of Applicants	Country of Origin	Contact Details	CIC Registration No.	% Shareholding

(Copy of Joint Venture Agreement Shall be submitted)

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Technical and Administrative Staff to be deployed on the Project

Category	No.	Sum of Years of Experience
Technical/Supervisory Staff (Diploma Holder)		
Non-Qualified/Technical/Supervisory Staff		
Administrative Staff		
Occupational Safety and Health Officers		
Competent Person for Scaffolding Supervision		

Project Staff (submit certified copies of qualifications and CV where applicable)

Name	Position	Qualification	Years of Experience	Nationality	ID/Passport No.	Activity Responsible for

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Labour Force (skilled labour includes Equipment Operators, Craftsman, Masons, Plumbers, etc.)

Gender	Number of Skilled Labourers		Number of Unskilled Labourers		TOTAL
	Swazi	Foreign	Swazi	Foreign	
Male					
Female					
TOTAL					

Sub-contractors to be employed on the Project

Name of Sub-contractors	Country of Origin	CIC Registration No.	Description of Works to be undertaken	Contract Value of Works (E)

(State the CIC Reference of each Sub-contractor)

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Joint Venture Project Details Bid Reference	
Project Title	
Date of Award	
Brief Description of Project	
Proposed Commencement Date	
Proposed Completion Date	
Client's Name and Contact Details	
Contract Value (E)	

(Copy of Project Documentation shall be submitted)

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Checklist for Supporting Documentation for Information required for Registration/Annual Renewal.

Provide the following documentation for all sections completed.

	Supplied by Contractor		Received (official use only)	
	Yes	No	Yes	No
Business Particulars				
• Certified copies of individual company CIC Registration Certificates				
• Valid Joint Venture Agreement (highly important).				

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DECLARATION

I/We declare that all the particulars and information provided in this application are complete, correct and true and we agree that in the event that any of the particulars or information provided is found to be untrue or fraudulent, my/our registration as a contractor with the Construction Industry Council may be revoked.

I/We also declare that all the documentation that was submitted to the Council for registration is correct and true.

I/We agree that in the event of revocation of registration, any registration fees paid to the Construction Industry Council shall be forfeited.

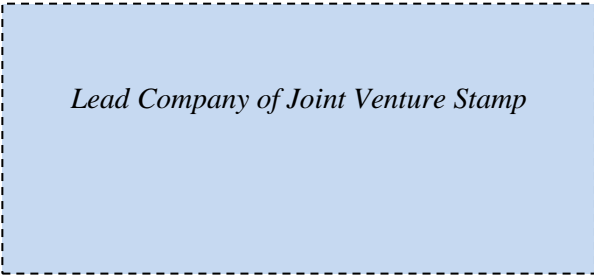
I/We declare that in the event that the nature of my/our business changes and/or I/we no longer carry out operations in terms of our registration I/we will notify the Construction Industry Council in which case my/our registration may be revoked or my/our classification and categorisation may be revised.

Declared at.....this day of20..... by the following, who are duly authorised to sign.

Name (Print)	Signature	Title/Designation

Witnessed by:

Name (Print)	Signature	Title/Designation



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<i>For Official Use:</i>												
<p>Date of Receipt of Application: <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px; text-align: center;">d</td><td style="width: 20px; height: 20px; text-align: center;">d</td><td style="width: 20px; height: 20px; text-align: center;">m</td><td style="width: 20px; height: 20px; text-align: center;">m</td><td style="width: 20px; height: 20px; text-align: center;">y</td><td style="width: 20px; height: 20px; text-align: center;">y</td><td style="width: 20px; height: 20px; text-align: center;">y</td><td style="width: 20px; height: 20px; text-align: center;">y</td></tr></table></p> <p>Registration Certificate No:..... Details Verified: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Approved: : Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Signature of Approving Officer:.....</p>	d	d	m	m	y	y	y	y	<table border="1" style="width: 100%; height: 150px; border-collapse: collapse;"><tr><td style="height: 30px;"></td></tr><tr><td style="height: 30px;"></td></tr><tr><td style="height: 30px; vertical-align: middle;"><i>CIC Stamp</i></td></tr></table>			<i>CIC Stamp</i>
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