



CONTRACTORS REGISTRATION BOARD

CONTRACTORS ANNUAL RETURN FORMS 2006

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General Notes:

1. Before filling this form you are advised to read the form as well as the guidelines given in the different sections of the form.
2. Please fill all sections of this form in detail to enable the Board update your details in the contractors database
3. If the space provided in the form is not enough you can add all the details in a separate sheet
4. All information declared hereunder will be used by CRB for the purpose of assessing performance of contractors and shall not be divulged to any other party without permission.
5. The deadline for submission of this form is 31st March 2007, failure to which, the Board will invoke Article 20(6) of the By-laws 1999 and institute a statutory penalty of 0.1% of your class limit

1. COMPANY PROFILE

Name of Company

Type and Class of Registration (Please tick as appropriate)
 [SPB/C/E/M = Specialist Contractor in Building, Civil, Electrical, Mechanical]

Building <input type="checkbox"/> Class	Civil <input type="checkbox"/> Class	Electrical <input type="checkbox"/> Class	Mechanical <input type="checkbox"/> Class
Reg. No.....	Reg. No.....	Reg. No.....	Reg. No.....
SPB <input type="checkbox"/> Class	SPC <input type="checkbox"/> Class	SPE <input type="checkbox"/> Class	SPM <input type="checkbox"/> Class
Reg. No.....	Reg. No.....	Reg. No.....	Reg. No.....

2. CONTACT DETAILS

Postal Address	Physical Address		Other Contacts	
	Plot No /Building		Telephone	
	Street		Fax	
	Town		Mobile	
	District		Email	
	Region		Website	

3. OWNERSHIP DETAILS

Managing Director		
Name:	Qualification	
Technical Director		
Name :	Qualification	

4. FINANCIAL DETAILS		
Does the Company have Audited Accounts for 2005/6 Y <input type="checkbox"/> N <input type="checkbox"/> <i>(If Yes Attach a Copy)</i>		
What were the Main Sources of financing your operations during 2006 Own Capital <input type="checkbox"/> Bank Loan <input type="checkbox"/> Overdraft facility <input type="checkbox"/> Other <i>(Specify)</i>		
Estimated Annual Turnover from Construction Contracts in 2005 TShs		
Sources of Bonds & Guarantees During 2005 <i>(Name of Bank, Insurance or Institution)</i>		
Bid Bonds	Advance Payment	Performance Bond

5.0 HUMAN RESOURCES DETAILS									
5.1 PERMANENTLY EMPLOYED STAFF AS AT DECEMBER 2006									
Technical Staff			Artisans			Unskilled			Total Permanent Staff
Male	Female	Total	Male	Female	Total	Male	Female	Total	
5.2 EMPLOYEE TURNOVER IN 2006 <i>(Permanent Employees only)</i>									
No of new Recruitments		No of Resignations		Remarks					

5.3 TECHNICAL STAFF EMPLOYED DURING 2006						
No	Name	Profession	Qualification	Position	Terms of Employment	Years with Firm
1						
2						
3						
4						
5						
6						

5.4 ARTISANS EMPLOYED DURING 2006						
No	Name	Trade	Qualification	Position	Terms of Employment	Years with Firm
1						
2						
3						
4						
5						

5.5 UNSKILLED LABOURERS EMPLOYED DURING THE YEAR					
No of Persons		No of Days		Average daily Wage	

6.0 WORK OPPORTUNITIES DURING 2006					
Type of Client	Government	Private Sector	Other		
No of bids submitted during 2006					
Tenders Awarded to your Company during 2006					
Main Reasons for not being Awarded					
Did your Company carry out any works outside Tanzania during 2006 Yes <input type="checkbox"/> No <input type="checkbox"/>					
No	Country	Type of Project	Client	Duration	Value of Contract
1					
2					
3					
How did you get the Contract in a Foreign Country Open Tendering <input type="checkbox"/> Direct Award by Client <input type="checkbox"/> Other..... <i>Specify</i>					
Briefly Outline the Challenges of working in the Foreign country and Assistance Required from the Board					

7.0 OCCUPATIONAL HEALTH AND SAFETY (OHS)

Does Your Company have an OHS Policy ?

Y N

Do you have a designated Safety Officer in your Company

Y N

If YES what are his/ her qualifications:

Do you have Safety Procedures in Place in each Site

Y N

Do you provide OHS Training to your Staff

Y N

If YES how Frequently

Weekly Monthly Quarterly Annually

ACCIDENTS : No and Type of during 2005

Fatal Y N

No of Accidents

Causes :

.....

Injuries Y N

No of Accidents

Causes :

.....

Other Y N

Specify.....

No of Accidents

Causes :

.....

HIV / AIDS

Have any of your staff been effected by HIV / AIDS ?

Y N

If Yes, How many

MALE....., FEMALE.....

Do you provide HIV awareness Training on site

Y N

In your opinion what measures should be taken to improve Occupational Health and safety in Construction Sites

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9.0 PROJECTS EXECUTED

9.1 PROJECTS CARRIED OVER FROM 2005

No	Project Name <i>(Give brief details on location and scope of works)</i>	Project * Type [B, C, E, M]	Project Reg. No	Client	Contract Sum	Duration		% Completion As At	
						Start	Finish	Jan 2006	Dec 2006

* B = Building , C = Civil Works , E = Electrical , M = Mechanical

10. PROBLEMS ENCOUNTERED DURING 2006

The construction industry is facing several problems. Listed below are some of the generic problems. For each of them indicate the degree to which the problem affects your Company (by a tick) using a 3-point scale where (3) means Serious and (1) indicates least Serious. You can add any problem that is not indicated in the Remarks Section and mark it accordingly.

Problem Area		Type of problem	Measurement Scale		
			1	2	3
1	Work opportunity	Stiff competition / few work opportunities			
		Difficult bid / Tender conditions			
		Corruption, Favouritism, Bureaucracy in Procurement			
		Contract Administration / Supervision by Client			
Remarks					
2	Skilled Personnel	Available but difficult to keep during idle times			
		Demand too high salaries/ no ability to pay			
		Lack of adequate skills at technical level			
Remarks					
3	Finance	Limited/ small capital base			
		Delays in payment from clients			
		Difficult in accessing loans/ credit facility			
Remarks					
4	Equipment	Not readily available /high hire rates			
		Insufficient plant hire facilities			
		Lack of Plant and Equipment Management Skills			
		Poor condition of hired equipment			
		Lack of Servicing Facilities / Spares			
Remarks					
5	Materials	High price			
		Low quality			
		High taxes for imported materials			
		Not available (<i>Specify in the Remarks Section</i>)			
Remarks					

