



# CONTRACTORS REGISTRATION BOARD

## CONTRACTORS ANNUAL RETURN FORMS 2011

P.O. Box 13374  
 DAR ES SALAAM  
 Tel 2131169/2137962-3  
 Fax No. 2137964  
 E-mail: crbhq@crbtz.org  
 Website: www.crbtz.org

### 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. Attach the necessary documents to enable the Board to update your details, e.g. changes of address should be accompanied by a Board of Directors' Resolution.
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 31<sup>st</sup> March 2012, 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 .....

Registration Number *(With the Highest Class Limit)* .....

### 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	

<b>4. FINANCIAL DETAILS</b>		
Does the Company have Audited Accounts for 2010/11    Y <input type="checkbox"/> N <input type="checkbox"/> <i>(If Yes Attach a Copy)</i>		
Estimated Annual Turnover from Construction Contracts in Tanzania in 2011 TShs .....		
Sources of Bonds & Guarantees During 2011 <i>(Name of Bank, Insurance or Institution)</i>		
Bid Bonds ..... ..... .....	Advance Payment ..... ..... .....	Performance Bond ..... ..... .....

**5.0 HUMAN RESOURCES DETAILS**

<b>5.1 PERMANENTLY EMPLOYED STAFF AS AT DECEMBER 2011</b>									
Technical Staff			Artisans			Unskilled			Total Permanent Staff
Male	Female	Total	Male	Female	Total	Male	Female	Total	

**5.2 TECHNICAL STAFF EMPLOYED DURING 2011\***

No	Name	Profession	Qualification	Position	Terms of Employment	Years with Firm
1						
2						
3						
4						
5						
6						

*\* Include only technically qualified people e.g. Engineers, Architects, Quantity Surveyors, Technicians etc.*

**5.3 UNSKILLED LABOURERS EMPLOYED DURING 2011**

No of Persons	No of Days	Average daily Wage



<b>ACCIDENTS : Number and Type of accidents during 2011</b>					
No.	Accident Description	Causes of the Accident	Type of Accident (Tick as necessary)		
			Fatal	Serious	Minor
<b>HIV / AIDS</b>					
Have any of your staff been affected by HIV / AIDS?			Y <input type="checkbox"/>	N <input type="checkbox"/>	
If Yes, How many? MALE....., FEMALE.....			Do you provide HIV awareness Training on site Y <input type="checkbox"/> N <input type="checkbox"/>		
<p>In your opinion what measures should be taken to improve Occupational Health and Safety in Construction Sites</p> <p>.....</p> <p>.....</p> <p>.....</p>					

8.0 PLANT AND EQUIPMENT\*

8.1 PLANT AND EQUIPMENT ACQUIRED DURING 2011

No	MAKE	TYPE	REG No	Year of Manuf.	Condition in which Acquired**		Supplier's Name and Address
					New	Used	

\* Include only major construction equipment e.g. Grader, Roller(Soil & Pavement), Bulldozer, Excavator, Wheel loader, Track loader, Asphalt Paver, Chip Spreader, Bitumen Sprayer, Tower Cranes, Batch Plant, Concrete Pump etc. Do not include Tippers, Supervision vehicles, mixers etc.

\*\* **New** = Plant was bought brand new , **Used**= Plant was bought second hand



**9.0 PROJECTS EXECUTED IN 2011**

How many projects did your firm execute in 2011? .....

Indicate Numbers and Type of Projects executed during 2011

Type of Project	Building	Civil	Electrical	Mechanical	Specialist Building	Specialist Civil	Specialist Electrical	Specialist Mechanical
Number of projects	.....	.....	.....	.....	.....	.....	.....	.....
Total Value of projects (Tshs)	.....	.....	.....	.....	.....	.....	.....	.....

Details of the Projects with value of TZS. 10,000,000 and above executed during 2011

Project Name <i>(Give brief details on location and scope of works)</i>	Project * Type [B, C, E, M, SPB, SPC, SPE, SPM]	Project Sticker No	Client	Contract Sum	Duration		% Completion As At Dec 2011
					Start	Finish	

*B = Building, C = Civil Works, E = Electrical, M = Mechanical, SPB = Specialist Building, SPC = Specialist Civil, SPE = Specialist Electrical, SPM = Specialist Mechanical*

**Please Complete All Details in the Form and Submit to the Board before 31<sup>st</sup> March 2012**

## 10. PROBLEMS ENCOUNTERED DURING 2011

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			
<b>Remarks</b>					
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			
<b>Remarks</b>					
3	Finance	Limited/ small capital base			
		Delays in payment from clients			
		Difficult in accessing loans/ credit facility			
<b>Remarks</b>					
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			
<b>Remarks</b>					
5	Materials	High price			
		Low quality			
		High taxes for imported materials			
		Not available ( <i>Specify in the Remarks Section</i> )			
<b>Remarks</b>					

