



# CONTRACTORS REGISTRATION BOARD

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## CONTRACTORS ANNUAL RETURN FORMS 2009

### 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 31<sup>st</sup> March 2010, 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 2008/9    Y <input type="checkbox"/> N <input type="checkbox"/> (If Yes Attach a Copy)		
Estimated Annual Turnover from Construction Contracts in Tanzania in 2009    TShs .....		
Sources of Bonds & Guarantees During 2009 (Name of Bank, Insurance or Institution)		
Bid Bonds ..... ..... .....	Advance Payment ..... ..... .....	Performance Bond ..... ..... .....

<b>5.0 HUMAN RESOURCES DETAILS</b>									
<b>5.1 PERMANENTLY EMPLOYED STAFF AS AT DECEMBER 2009</b>									
<b>Technical Staff</b>			<b>Artisans</b>			<b>Unskilled</b>			<b>Total Permanent Staff</b>
Male	Female	Total	Male	Female	Total	Male	Female	Total	

<b>5.2 TECHNICAL STAFF EMPLOYED DURING 2009*</b>							
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.							

<b>5.3 UNSKILLED LABOURERS EMPLOYED DURING 2009</b>					
No of Persons		No of Days		Average daily Wage	

<b>6.0 WORK OPPORTUNITIES DURING 2009</b>					
Did your Company carry out any works in Tanzania during 2009?      Yes <input type="checkbox"/> No <input type="checkbox"/>					
Type of Client		Government	Private Sector	Other	
No of bids submitted during 2009					
Tenders Awarded to your Company during 2009					
Main Reasons for not being Awarded ..... .....					
Did your Company carry out any works outside Tanzania during 2009      Yes <input type="checkbox"/> No <input type="checkbox"/>					
No	Country	Type of Project	Client	Duration	Value of Contract
1					
2					
3					
How did you acquire 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					
<b>7.0 OCCUPATIONAL HEALTH AND SAFETY (OHS)</b>					
Does Your Company have an OHS Policy?      Y <input type="checkbox"/> N <input type="checkbox"/>					
Do you have a designated Safety Officer in your Company      Y <input type="checkbox"/> N <input type="checkbox"/>					
If YES what are his/ her qualifications: .....					
Do you have Safety Procedures in Place in each Site      Y <input type="checkbox"/> N <input type="checkbox"/>					
Do you provide OHS Training to your Staff      Y <input type="checkbox"/> N <input type="checkbox"/>					
If YES how Frequently      Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/>					

**ACCIDENTS : Number and Type of accidents during 2009**

No.	Accident Description	Causes of the Accident	Type of Accident (Tick as necessary)		
			Fatal	Serious	Minor

**HIV / AIDS**

Have any of your staff been affected by HIV / AIDS?                    Y     N

If Yes, How many? MALE....., FEMALE.....	Do you provide HIV awareness Training on site Y <input type="checkbox"/> N <input type="checkbox"/>
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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 IN 2009**

How many projects did your firm execute in 2009? .....

Indicate Numbers and Type of Projects executed during 2009

<b>Type of Project</b>	Building	Civil	Electrical	Mechanical	Specialist Building	Specialist Civil	Specialist Electrical	Specialist Mechanical
<b>Number of projects</b>	.....	.....	.....	.....	.....	.....	.....	.....

**Details of the Projects with value of TZS. 10,000,000 and above executed during 2009**

<b>Project Name</b> <i>(Give brief details on location and scope of works)</i>	<b>Project * Type</b> <i>[B, C, E, M, SPB, SPC, SPE, SPM]</i>	<b>Project Sticker No</b>	<b>Client</b>	<b>Contract Sum</b>	<b>Duration</b>		<b>% Completion As At Dec 2009</b>
					<b>Start</b>	<b>Finish</b>	

*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 2010*

### 10. PROBLEMS ENCOUNTERED DURING 2009

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			
		No ability to purchase			
<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>					

