Welcome to the supplier registration and pre-qualification portal of Abu Dhabi Urban Planning Council (UPC).

This document aims to guide all potential suppliers, both local and international, in the submission of their application for UPC’s supplier registration and pre-qualification.

The following are the commonly used terminology in this document.

**Glossary**

- **Core Products / Services**: core services and products related to UPC’s core business for e.g. master-planning, transportation, infrastructure etc.

- **Support Products / Services**: support services or products are requirements to support the daily operation of UPC e.g. IT Solutions, Stationery, travel, furniture & fixture, trainings, other services etc.

- **Supplier**: for the purpose of this process; supplier is the collective term used to refer to consultants, vendors, contractors etc.

- **Pre-qualification**: a detailed financial, technical and legal evaluation to be performed by UPC on suppliers based on documents submitted for UPC’s assessment.

- **Registration**: Suppliers who pass the pre-qualification process shall become approved or registered supplier in UPC.
New / Potential Suppliers

The following are the key steps to be performed by potential suppliers:

1. **Create Supplier Account**: Each supplier needs to create an account by registering in the portal. Please note that the system shall automatically provide you with a username and password if your application is successful.
2. Fill in required company details: Provide the required details in the following:

   A. **Pre-qualification questionnaire**, a document available for download in the initial page of the iSupplier portal. The filled questionnaire needs to be uploaded as an attachment (please see step no. 4)

   B. iSupplier Portal as illustrated below:

      **Page I**

      ![Image of iSupplier Portal page I]

      **Page II**

      ![Image of iSupplier Portal page II]
3. **Select supplier product / service categorization**: Select the products / services which your company can offer to UPC. UPC shall assess your application based on these selected categories and all supporting documents provided.

The product / service categorisation is broadly divided into core and support categories. The **core and support categorization documents** are available for download from the initial page of the iSupplier portal. The filled documents need to be uploaded as an attachment (please see step no. 4).

4. **Submit documents as attachment**: Upload all documents required by UPC to support your application as potential supplier. Please refer to the end of this document for the list of documents required from (a) potential core suppliers and (b) potential support suppliers.
UPC will evaluate the information provided by the suppliers and revert on any further requirements or decision. It typically takes up to 4-6 weeks for UPC to complete the registration / pre-qualification evaluation.

**Supplier Pre-qualification Criteria**

The supplier pre-qualification is based on the following criteria

1. **Financial stability** ensuring financial strength, appetite and resilience to risk of the supplier in an unexpected event.
2. **Technical competency** ensuring reputation and local track record and capability of the suppliers.
3. **Compliance history** ensuring that all incorporation formalities, EHS and supplier independence requirements required by the UAE laws are met.

For pre-qualification of suppliers providing core services, the probity of the above criteria increases through request for additional information.

At any point, if the supplier requires technical support or guidance they should contact procurement.support@upc.gov.ae
UPC’s Pre-qualification system contains proprietary notices and copyright information, the terms of which must be observed and followed.

1. **Acceptance of the content of the pre-qualification system:**

   a) The registration on UPC’s pre-qualification system should not be considered or relied on as a basis or promise as to the future. For the avoidance of doubt, nothing in this pre-qualification system shall form an obligation on the UPC to work with you or award you any of the UPC’s projects.

   b) Registration with UPC constitute acceptance of the terms and conditions (in their current form and upon modification) contained herein. UPC reserves the sole right to update, modify or block the access, at any time, to the registration and pre-qualification criteria and requirements.

   c) It is the responsibility of the user to check the updates / changes that may be posted by UPC from time to time.

   d) UPC reserves its right to accept or reject any registration application. UPC’s acceptance or rejection is conditional upon the accuracy of the information provided by the supplier.

2. **Copyrights**

   All rights, including copyright and database right in the UPC’s pre-qualification system and the website and its contents, are owned by or licensed to UPC, or otherwise used by the UPC as permitted by applicable law.

   All Copyrights are reserved.

3. **Liability**

   a) UPC should not be liable for the protection of your registered data. You hereby agree that you are solely responsible for the accuracy of your data. False or fraudulent information will lead to disqualification of the user.

   b) In no event will UPC be liable to any user for any loss of profits, revenue, data, or data use, direct, indirect, punitive, incidental, special, or consequential damages of any type whatsoever related to or arising from the registration in UPC’s pre-qualification system or any use of this pre-qualification system or for the use or access to, any part of this pre-qualification system or services, including, without limitation, any lost profits, business interruption, lost savings or loss of programs or other data, or inability to use, this site. This limitation applies whether the alleged liability is based on contract, tort, negligence, strict liability, or any other basis.
4. **Severability**

Any provision of this Agreement which is declared void or unenforceable by any competent authority or court shall to the extent of such invalidity or unenforceability be deemed severable and shall not affect the remainder terms and conditions which shall continue in full effect and force.

5. **Governing law**

These terms and conditions shall be governed by the federal laws of the United Arab Emirate and the laws of the Emirate of Abu Dhabi.

*The following lists the Supporting Documents required from suppliers*

**A. Core Suppliers**

**Section I**

2. Project Details Form – *Template is available; please include photographs of the project, diagrams, plans or other output as appropriate maximum of 10 pages only* (3 projects for each area/service selected in the item categorization document). The template can be found on the site; please click the link [http://www.upc.gov.ae/eprocurement.aspx?lang=en-US](http://www.upc.gov.ae/eprocurement.aspx?lang=en-US)
4. Organogram / Organization Chart
5. Industry accreditations / awards, *submit only if applicable*
6. List of “Pearl Qualified Professionals or PQP” and copies of certificates, *submit only if applicable*
7. List of terminated contracts / litigation records (must state the status and reason for termination / litigation), *submit only if applicable*
8. List of UPC existing or previous contracts, *submit only if applicable*
9. Supporting Documents on supplier approval from Department of Municipal Affairs, Department of Transportation and / or other Government Entities, *submit only if applicable*
10. List of other projects, *optional*

**Section II**

2. Updated / Renewed copy of the Incorporation Certificate
3. Membership certificate Abu Dhabi Chamber or equivalent for international suppliers
4. UAE Trade License or equivalent for international suppliers
5. Power of Attorney
6. Workmen compensation policy
7. Liability Insurance policy
8. Professional indemnity
9. Audited Financial Statements for the last 3 years
10. Audited Cash Flow for the last 3 years
11. EHS Policy and Record, submit if available
12. Sustainability Report, submit if available
13. Quality Management Certificate for e.g. ISO 9000, submit if available
14. Environment Certification for e.g. ISO 14001, submit if available
15. Incident Reports for the past 3 years, submit if available
16. Record of Employee Health and Safety training for the employees, submit if available
17. Corporate Social Responsibility Program, submit if available

B. Support Suppliers

Section I

1. Filled Item Categorization of Support Activities – this can be found on the site with the link
2. For suppliers who provide services
   2.1. List of projects conducted that is similar to UPC’s requirement
3. For suppliers who provide products
   3.1. Brochures of products
4. Industry accreditations / awards, submit only if applicable
5. List of terminated contracts / litigation records (must state the status and reason for
   termination / litigation), submit only if applicable

Section II

1. Filled Pre-qualification Questionnaire – this can be found on the site with the link
2. Updated / Renewed copy of the Incorporation Certificate
3. Membership certificate Abu Dhabi Chamber
4. UAE Trade License
5. Power of Attorney
6. Workmen compensation policy, submit if available
7. Liability Insurance policy, submit if available
8. Letter or Certificate of Good Standing from the Bank
9. EHS Policy and Record, submit if available
10. Sustainability Report, submit if available
11. Quality Management Certificate for e.g. ISO 9000, submit if available
12. Environment Certification for e.g. ISO 14001, submit if available
13. Incident Reports for the past 3 years, submit if available
14. Record of Employee Health and Safety training for the employees, submit if available
15. Corporate Social Responsibility Program, submit if available