



**MINISTRY  
OF  
ROADS AND TRANSPORT**

**GUIDELINES FOR CLASSIFICATION**

**OF**

**CONTRACTORS FOR ROAD AND BRIDGE WORKS**

**1<sup>ST</sup> NOVEMBER, 2004**

**MINISTRY OF ROADS AND TRANSPORT**  
**GUIDELINES FOR THE CLASSIFICATION OF CONTRACTORS FOR**  
**ROAD AND BRIDGE WORKS**

**CLASSIFICATION TABLE FOR ROAD CONTRACTORS BY CATEGORY AND CLASS**

	<b>CATEGORY A</b>	<b>CATEGORY B</b>	<b>CATEGORY C</b>	<b>CATEGORY S</b>
<b>CLASS</b>	<b>ROADS AIRPORTS &amp; RELATED STRUCTURES</b>	<b>BRIDGES, CULVERTS &amp; OTHER STRUCTURES</b>	<b>LABOUR BASED ROADWORKS</b>	<b>STEEL BRIDGES AND STRUCTURES: CONSTRUCTION, REHABILITATION AND MAINTENANCE</b>
4	Spot improvement and reshaping, 80km and . regravelling, 20km  a. Tender figure up to cedi equivalent of US\$250,000  b. Total value of work on hand up to cedi equivalent of US\$400,000	Pipe culverts up to 1.2m diameters and non-reinforced concrete structures, drains 0.5km  a. Tender figure up to cedi equivalent of US\$ 100,000  b. Total value of work on hand up to cedi equivalent of US\$150,000	ROAD CONSTRUCTION MAINTENANCE AND SPOT IMPROVEMENT USING LABOUR BASED METHODS  AS TRAINED BY THE DEPARTMENT OF FEEDER ROADS	This Class not applicable
3	Work in Class 4 plus resealing up to 20km and resurfacing up to 10 km  a. Tender figure up to cedi equivalent of US\$650,000  b. Total value of work on hand up to cedi equivalent of US\$ 1,000,000	Work in Class 4 plus single box culverts and other minor reinforced concrete structures including short retaining walls.  a. Tender figure up to cedi equivalent of US\$250,000  b. Total value of work on hand up to cedi equivalent of US\$400,000		Sand blasting, cleaning, jacking, changing of members and parts, tightening of bolts and nuts, other repairs including painting.  a. Tender figure up to cedi equivalent of US\$250,000  b. Total value of work on hand up to cedi equivalent of US\$400,000
2	Work in Class 3 plus improvements, rehabilitation and minor construction works  a. Tender figure up to cedi equivalent of US\$1,250,000  b. Total value of work on hand up to cedi equivalent of US\$2,000,000	Work in Class 3 plus major box culverts or bridges and , reinforced concrete, steel or composite reinforced structures  a. Tender figure up to cedi equivalent of U-S\$500,000  b. Total value of work on hand up to cedi equivalent of US\$750,000		Work in Class 3 plus minor Construction  a. Tender figure up to cedi equivalent of US\$500,000  b. Total value of work on hand up to cedi equivalent of US\$750,000
1	Work in Class 2 plus major construction of roads and airports.  No limit on tender.	Work in Class 2 plus bridges and other major structures  No limit on tender.		Work in Class 2 plus major steel construction  No limit on tender.

**PURPOSE OF CLASSIFICATION**

The Classification Register is solely for the use of Government Departments and Corporations which require the service of Road and Bridge Contractors in the execution of projects.

The Classification exercise aims at the proper grading of contractors into respective categories, and financial classes. The inclusion of a contractors name in the Register is not compulsory, but it should be noted that only Contractors who are thus classified will be eligible to undertake Road and Bridge Contracts awarded by Government.

A Contractor who wishes to apply for classification under these guidelines should first satisfy himself that he can fulfill the basic requirements in this document.

Classification into appropriate categories and classes will be required before a Contractor can bid for Government projects.

**HOW TO APPLY FOR CLASSIFICATION IN THE REGISTER**

Prospective contractors wishing to be classified must purchase application forms from the Chief Director, Ministry of Roads and Transport.

Completed application forms must then be submitted to the same official who then forwards the application for consideration by the Contractors Classification Committee.

**HOW TO FILL IN YOUR APPLICATION FORM MRT/PROC.1**

The following notes are intended to assist applicants to give the required information as clearly as possible. Further advice if required may be obtained from the office of the Chief Director of the Ministry of Roads and Transport

A Contractor's application may be classified non-responsive for failure to provide all of the required information.

(Sections of the application, as indicated are reserved for the Classification Committee's used and should not be filled out by the applicant.

**Section 1            NAME**

- (a)     State here the name under which your firm is carrying on business.
  
- (b)     State the date the firm was established. (In addition, add previous name of company if any, and date establishment).

**Section 2            POSTAL ADDRESS**

State here your permanent postal address (i.e. Post Office Box Number) and Telephone Number, if any.

**Section 3            STREET ADDRESS**

State here the street and house or plot number, or any similar details sufficient to enable a Government Official to locate your place of business.

If any of the above particulars for sections 1, 2 & 3 should be changed later, the Chief Director of the Ministry of Roads and Transport should be notified immediately so that he can amend the Register where appropriate.

**Section 4            ORGANIZATION**

- (a) State "Yes" or "No" as the case may be.
- (b) The statute referred to is part of the Laws of Ghana and is applicable to all business and companies. State under which you are registered, if any, and give number and date of registration

In case of doubt, advice may be obtained from the office of the Registrar General, P. O. Box 118, Accra.

**Section 5 PROPRIETORS**

- (a) State here the name of the Proprietor, Partners, Directors or anyone having financial interest in the firm. If there is more than one proprietor, partner or director, state the name and addresses of each of them, and their position in the firm.
- (b) State here the educational background, and the names of established contractors ; with whom experience was gained. Copies of Diploma, Certificates, or similar documents should be attached to the application. Original documents should not be sent by post unless you are specifically requested to do so. State also any additional details which you think may assist the committee in assessing the capability and resources of your firm.

**Section 6 STAFF AND EMPLOYEES**

- (a) State here the number of people you employ in your firm. Further details on employees should be provided on page 2A of the application.
- You will be required to produce documentary evidence of employment by way of:
- (i) Social Security payment receipt in respect of employees.
  - (ii) Internal Revenue Service receipts in respect of taxes paid by employees.
  - (iii) Labour cards of employees.
  - (iv) Certificate and/or testimonials for key personnel stated.
  - (v) The curriculum vitae (CV) for the following grades of employees. Works Manager, Engineer and Accounts Officer.
- (b) The minimum number of staff requirements for the various categories and financial classes is as listed in Table "A" attached.

## Section 7 **IMMOVABLE PROPERTY**

Provide details of any immovable property owned directly by the company, its shareholders or partners. Provide an independent professional opinion from a Ghana Institute of Surveyors member of good standing to confirm the stated value of the property.

Claims should be supported by documentary evidence of the following kind:

- (i) Title deeds for land and other immovable properties. Indenture and plans duly signed by the Lands Department.
- (ii) Details of Mortgages or other encumbrances should be stated for each unit of property, deducted from the current value, arriving at the net asset value.

## Section 8 **MOVABLE PROPERTY**

In addition for the purpose of asset calculation, detail all road construction equipment owned by the company on pages 5-7 of the application. The depreciated value is to be determined in accordance with the following schedule.

<i>Calendar*Year of Usage</i>	<i>Depreciated Value</i>
FIRST	100% of new replacement price
SECOND	80% of new replacement price
THIRD	60% of new replacement price
FOURTH	40% of new replacement price
THEREAFTER	40% of new replacement price (if in working order)

Depreciated values must be calculated for equipment based on current price determined by the Contractors Classification Committee.

Movable equipment other than road construction equipment may be included in the calculation.

Pledges and encumbrances must be stated in detail and deducted from the depreciated value arriving at the net asset value for each piece of equipment.

The minimum units of construction equipment required for each class and category are stipulated on the attachment, TABLE "B". The units that you propose for determination must be operational or economically repairable. They should be listed on page 4 of the application.

Proof of ownership of Movable Property should-be provided: Attach copies of:

- I. Purchase receipts of Plant and Equipment including motor vehicles.
- II. Police Licensing Office Registration of all Equipment including "off road" machinery.
- III. Current Roadworthy Certificates for vehicles.

#### Section 9 **OTHER ASSETS**

Provide details of any other assets not Included in Sections 7&8 e.g.bank deposits, stocks, bonds, payment certificates etc. Deductions should be made for accruals. and outstanding payments to obtain the Total Current Value of the assets.

Supporting documents to be provided include:

- I. Signed audited accounts for the preceding two years.
- II. Current statement of account from your bankers:
- III. Copies of stock certificates and bonds.

**Section 10 TOTAL VALUE OF CAPITAL**

The Total Value of Capital (Net Assets) will be calculated as the sum of

- I. Section 7 Immovable Property less mortgages
- II. Section 8 Movable Property less pledges
- III. Section 9 Any Other Assets not previously mentioned (including bank deposits, stocks, bonds, payment certificates hold backs) less accrued costs and outstanding payments.

**DO NOT INCLUDE:** Properties or cash belonging to persons who are not partners in the firm.

Minimum "**RATING CAPITAL**" which is required for Classification is as follows:

<b>CONTRACTOR'S RATING CAPITAL</b>				
(Cedis x 1,000,000)				
<b>1</b> FINANCIAL CLASSIFICA- TION	<b>CATEGORY A</b> ROADS AIRPORTS AND RELATED MINOR STRUC- TURES	<b>CATEGORY B</b> BRIDGES, CULVERTS & OTHER STRUC- TURES	<b>CATEGORY C</b> LABOUR BASED ROADWORKS	<b>CATEGORY S</b> STEEL BRIDGES AND STRUCTURES: CONSTRUCTION, REHABILITA TION AND MAINTENANCE
1	1,000	500	100	500
2	500	200		200
3	200	100		100
4	100	50		

Section 11 **SUMMARY OF CONTRACTS EXECUTED IN THE LAST FIVE YEARS**

The contractor must indicate all major road and related civil engineering contracts including building works executed in the **last five years**: Construction experience may be claimed with regard to any institutions or companies provided the work is done in Ghana.

Provided all the required details on projects undertaken by your firm. The Engineer/Technical person responsible for the administration of the project should certify in the column provided whether or not the project was satisfactory executed.

Works executed by the contractor should be supported by copy of the signed Letter of Award of Contract, Handing Over Certificate and Maintenance Certificate.

**CONTRACTORS ANNUAL TURNOVER**

The minimum annual turnover from the Contractor's operations required for classification is as follows:

<b>CONTRACTOR'S ANNUAL TURNOVER</b>				
(Cedis x 1,000,000)				
<b>1</b>	<b>CATEGORY A</b>	<b>CATEGORY B</b>	<b>CATEGORY C</b>	<b>CATEGORY S</b>
<b>FINANCIAL CLASSIFICATION</b>	<b>ROADS AIRPORTS AND RELATED MINOR STRUCTURES</b>	<b>BRIDGES, CULVERTS &amp; OTHER STRUCTURES</b>	<b>LABOUR BASED ROADWORKS</b>	<b>STEEL BRIDGES AND STRUCTURES: CONSTRUCTION, REHABILITATION AND MAINTENANCE</b>
1	over 600	over 300	up to 200	500
2	from 400-600	from 200-300		400
3	from 200-400	from 100-200		300
4	up to 200	up to 100		

Section 12 **CURRENT CLASSIFICATION****PERIODIC REVIEW OF CLASSIFICATION STATUS**

The category and financial class accorded to contractors will be valid for a period of three years for classes 1 and 2, and two years for classes 3 and 4, effective from the date of issue of the certificate of classification.

Contractors are required to resubmit all application information at the end of the validity period in order to permit the Classification Committee to assess the contractor's current status. However, a contractor may re-apply for a review of his classification status before the expiry of his current classification certificate when there has been a marked change in his firm's personnel and/or equipment holding which will substantially modify his performance in the execution of Road and/or Bridge projects.

Note that current classification may be down graded for failure to provide information or if information submitted fails to meet criteria. When information submitted by the contractor continues to meet qualification criteria the committee will continue to confirm the contractor's status.

Application for renewal should be submitted **THREE CLEAR MONTHS** before the expiry of the contractor's current certificate or classification. Contractors whose classification Certificates have expired will not be eligible to undertake , Road & Bridge Contracts awarded by Government.

Indicate in Section 12 of the application form your current/latest classification status. A copy of your current/latest certificate of classification must be attached.

### Section 13 **REQUESTED CLASSIFICATION STATUS**

State here the Category and Financial Class being sought.

#### **ANNUAL LICENCE FEE**

*(EFFECTIVE JANUARY 1, 2004)*

<b>Financial Class</b>	<b>Initial &amp; Renewal Charges (¢ x 1,000)</b>					
	<b>A</b>	<b>B</b>	<b>C</b>	<b>S</b>	<b>M</b>	<b>L</b>
1	6,000	4,000	-	3,000	2,000	1,000
2	3,000	2,000	-	2,000	1,000	
3	2,000	1,000	1,000	1,000	-	
4	1,000	500	-	-	-	

#### **FEES FOR COMBINED CLASSES**

A1B1 Class : ¢30 million for three (3) years.

A2B2 Class : ¢15 million for three (3) years

A3B3 Class : ¢6 million for two (2) years

A4B4 Class : ¢ 3 million for two (2) years

**\*The above amounts must be paid in Banker's Draft and not in cash**

Contractors will be informed of the results of their applications after these applications have been considered by the Ministry of Roads & Transport (MRT). A contractor who is successfully classified by MRT will be issued with a certificate of classification upon the payment of the prescribed fee.

#### **WITHDRAWAL OF CLASSIFICATION STATUS**

The Ministry of Roads and Transport reserves the right to withdraw a Contractor's classification status or downgrade his financial classification at any time, if the Ministry deems fit.

#### **DETAILED APPLICATION PROCEDURE**

- (a) Purchase application forms from Chief Director- MRT.
- (b) Return completed application forms to Chief Director - MRT.
- (c) A technical sub-committee vets and processes application and submits findings to Classification Committee for consideration.
- (d) Classification Committee forwards recommendations to Hon. Minister of approval.
- (e) Chief Director- MRT informs successful Contractors who pay appropriate fees.
- (f) Chief Director, and the Hon. Minister of MRT jointly sign Certificate of classification with seal and deliver to Contractor.

No certificate would be issued to a contractor who does not pay to the Ministry the appropriate license fee within three (3) calendar months of notification.

The Committee for the Classification of Road and Bridge Contractors will be as appointed by the Hon. Minister, Ministry of Roads and Transport.

## SUPPORTING DOCUMENTS

To the Application Forms must be attached a set of documents. The set will contain a photocopy each of the under-listed items:

1. Company Registration Certificate.
2. Purchase Receipts for Equipment.  
(For contractor Upgrading, evidence of lease hold of equipment is permissible)
3. DVLA Registration Form for road vehicles.
4. Current Vehicle Examination Certificate.
5. Current Social Security Clearance Certificate.
6. Current Tax Clearance Certificate.
7. Income Tax Accompanying Form IT-51 and Receipts for the immediate past three months, in respect of Company's workers.
8. CVs-of Works Manager, Engineer, and Accounts Officer ( for classes 1 & 2).
9. Final Payment Certificate / Latest Interim Payment Certificate, or Maintenance Certificate for the projects listed in the application.
10. Indenture / Lease and SITE Plan for landed property.
11. Current Audited Account for the past TWO YEARS, (Two copies).
12. Current MRT Classification Certificate for which renewal or upgrading is sought.
13. Membership Certificate of the Association of Road Contractors of Ghana.
14. Evidence of participation in the Management and Professional / Technical Courses organized by the Ministry and the Association of Road Contractors of Ghana (ASROC), for classes A3, B3 and above.

\* An applicant shall be qualified to be classified only if he satisfies the minimum requirements for each of the following:

- a. Equipment
- b. Experience
- c. Personnel
- d. Participation in the Training Courses run by MRT and ASROC.

**FULL TIME PERSONNEL REQUIREMENTS FOR CLASSIFICATION  
TABLE A  
'A' ROADS, AIRPORTS AND RELATED STRUCTURES**

FINANCIAL CLASS	ITEM	DESCRIPTION	NO. REQUIRED	QUALIFICATION
(1)	1	Works Manager	2	Either  BSc. Degree in either Civil Engineering, Building Technology or Land/Quantity Surveying with a minimum of 10 years experience.  Or  Diploma in either Civil Engineering, Building Technology or Land/Quantity Surveying with a minimum of 15 years experience.
	2	Engineer	2	Either  BSc. Degree in either Civil Engineering, Building Technology or Land/Quantity Surveying with a minimum of 5 years experience.  Or  Diploma in either Civil Engineering, Building Technology or Land/Quantity Surveying with a minimum of 10 years experience.
	3	Accounts Officer	1	ACA Part I or 15 years approved accounting experience
	4	Works Superintendent	3	15 years Road Construction experience with Middle School Leaving Certificate or equivalent
	5	Mechanical Superintendent	2	10 years Road Construction experience with Middle School Leaving Certificate or equivalent
	6	Soils Technician	1	Equivalent of a Senior Technical Officer (Materials)
	7	Works Foreman, Earthworks	2	5 years experience in roadworks
(CONT'D)	8	Works Foreman, Pavement	1	5 years experience in roadworks

**FULL TIME PERSONNEL REQUIREMENTS FOR CLASSIFICATION  
TABLE A  
"A" ROADS, AIRPORTS AND RELATED STRUCTURES**

FINANCIAL CLASS	ITEM	DESCRIPTION	NO. REQUIRED	QUALIFICATION
(1)	9	Works Foreman, Concrete	1	5 years experience in roadworks
	10	Works Foreman, Re-Steel	1	5 years experience in reinforced concrete works
	11	Surveyor	1	Equivalent of a Senior Technical Officer
	12	Mechanic	10	With experience on road construction equipment
	13	Purchasing Officer	1	10 years purchasing experience
(2)	1	Works Manager	1	Either BSc. Degree in either Civil Engineering, Building Technology or Land/Quantity Surveying with a minimum of 5 years experience.  Or  Diploma in either Civil Engineering, Building Technology or Land/Quantity Surveying with a minimum of 10 years experience.
	2	Engineer	1	Either BSc. Degree in either Civil Engineering, Building Technology or Land/Quantity Surveying.  Or  Diploma in either Civil Engineering, Building Technology or Land/Quantity Surveying with a minimum of 5 years experience.
CONTD.				

**FULL TIME PERSONNEL REQUIREMENTS FOR CLASSIFICATION  
TABLE A  
"A" ROADS, AIRPORTS AND RELATED STRUCTURES**

FINANCIAL CLASS	ITEM	DESCRIPTION	NO. REQUIRED	QUALIFICATION
(2)	3	Accounts Officer	1	ACA Part I or 15 years Approved Accounting Experience
	4	Works Superintendent	2	10 years Road Construction experience with Middle School Leaving Certificate
	5	Mechanical Superintendent	1	10 years Road Construction experience with Middle School Leaving Certificate
	6	Soils Technician	1	Equivalent of a Senior Technical Officer (Materials)
	7	Works Foreman - Earth Work	1	5 years Road Construction Experience
	8	Works Foreman - Pavement	1	5 years Road Construction Experience
	9	Works Foreman - Concrete	1	5 years Road Construction Experience
	10	Surveyor	1	Equivalent of a Senior Technical Officer
	11	Mechanics	5	With experience on road construction equipment
	12	Purchasing Officer	1	5 years Purchasing Experience

**FULL TIME PERSONNEL REQUIREMENTS FOR CLASSIFICATION  
TABLE A  
'A' ROADS, AIRPORTS AND RELATED STRUCTURES**

FINANCIAL CLASS	ITEM	DESCRIPTION	NO. REQUIRED	QUALIFICATION
(3)	1	Works Superintendent	1	7 years Road Construction Experience
	2	Bookkeeper	1	
	3	Works Foreman - Earthworks	1	5 years Road Construction Experience
	4	Works Foreman - Pavement	1	5 years Road Construction Experience
	5	Mechanics	2	
(4)	1	Bookkeeper	1	
	2	Works Foreman - Earthworks	1	
	3	Mechanics	1	

**FULL TIME PERSONNEL REQUIREMENTS FOR CLASSIFICATION  
TABLE A  
"B" BRIDGES, CULVERTS AND OTHER STRUCTURES**

FINANCIAL CLASS	ITEM	DESCRIPTION	NO. REQUIRED	QUALIFICATION
	1	Works Manager	1	Either BSc. Degree in Civil/Structural Engineering, with either 10 years experience or 7 years experience in Bridge Works.  Or  Diploma in Civil/Structural Engineering with either 15 years experience in Road works or 10 years experience in Bridge Works.
	2	Engineer	1	Either BSc. Degree in Civil/Structural Engineering, with 5 years experience in Roadworks or 3 years experience in Bridge Works.  Or  Diploma in Civil/Structural Engineering with 10 years experience in Roadworks or 5 years experience in Bridge Works.
	3	Accounts Officer	1	ACA Part 1 or 15 years of approved accounting experience
	4	Works Superintendent	1	Polytechnic Certificate with 5 years related experience.
	5	Mechanical Superintendent	1	5 years of Road Construction experience with Middle School Leaving Certificate
	6	Soils Technician	1	Equivalent of a Senior Technical Officer (Materials)
	7	Works Foreman, Earthworks		5 years road construction experience with Middle School Leaving Certificate
(CONT'D)	8	Works Foreman, Concrete	1	Polytechnic Certificate

**FULL TIME PERSONNEL REQUIREMENTS FOR CLASSIFICATION  
TABLE A  
"B" BRIDGES, CULVERTS AND OTHER STRUCTURES**

FINANCIAL CLASS	ITEM	DESCRIPTION	NO. REQUIRED	QUALIFICATION
(CONT'D)	8	Works Foreman, Concrete	1	Polytechnic Certificate
(1)	9	Works Foreman, Piling	1	5 years experience with Bridge Construction Firm
	10	Works Foreman, Re-Steel	1	5 years experience in reinforced concrete works
	11	Mechanics	5	With experience in road and bridge construction works
(2)	1	Works Manager	1	Either BSc. Degree in Civil/Structural Engineering, with 5 years experience in Roadworks or 3 years experience in Bridge Works.  Or  Diploma in Civil/Structural Engineering with 10 years experience in Roadworks or 5 years experience in Bridge Works.
	2	Accounts Officer	1	ACA Part I or 10 years Approved Accounting Experience
	3	Works Superintendent	1	Polytechnic Certificate with 5 years of related experience
	4	Works Foreman - Concrete	1	Polytechnic Certificate
	5	Works Foreman - Re-steel	1	5 years experience in reinforced concrete works
	6	Mechanics	1	With experience on road and bridge construction equipment

**FULL TIME PERSONNEL REQUIREMENTS FOR CLASSIFICATION  
TABLE A  
"B" BRIDGES, CULVERTS AND OTHER STRUCTURES**

FINANCIAL CLASS	ITEM	DESCRIPTION	NO. REQUIRED	QUALIFICATION
(3)	1	Works Foreman Concrete	1	5 years related experience
	2	Bookkeeper	1	
(4)	3	Works Foreman	1	5 years related experience
<b>"C" LABOUR BASED ROADWORKS</b>				
	1	Works Foreman - Earthwork	1	5 years related experience

**FULL TIME PERSONNEL REQUIREMENTS FOR CLASSIFICATION**  
**TABLE A**  
**"S" STEEL BRIDGES AND STRUCTURES - CONSTRUCTION, REHABILITATION**  
**AND MAINTENANCE**

FINANCIAL CLASS	ITEM	DESCRIPTION	NO. REQUIRED	QUALIFICATION
(S 1)	1	Works Manager	1	Either  BSc. Degree in Structural Engineering with 10 years experience or BSc. in Civil Engineering with 7 years experience in bridge works.  Or  Diploma in Structural engineering with 15 years experience in steel works
	2	Engineer	1	Either  BSc. Degree in Civil Engineering/Structural Engineering with 5 years experience in steel work or 3 years experience in bridge works.  Or  Diploma in Civil Engineering with 10 years experience in Structural Works or 5 years experience in steel works.

FINANCIAL CLASS	ITEM	DESCRIPTION	NO. REQUIRED	QUALIFICATION
(S 1) CONTD.	3	Accounts	1	ACA Part I or 15 years approved Accounting experience
	4	Works Superintendent	1	Polytechnic Certificate with 5 years of related experience
	5	Mechanical Superintendent	1	5 years of steel construction experience with Middle School Leaving certificate
	6	Works Foreman (Steel Erection)	1	Polytechnic Certificate with 5 years of related experience
	7	Works Foreman, (Steel Welding)	1	- ditto -
	8	Works Foreman, (General)	1	- ditto -
	9	Works Foreman, (Painter/Sprayer)	1	- ditto -
	10	Sandblasters	2	With experience in steel works
	11	Erectors	2	- ditto -
	12	Welders	4	- ditto -
	13	Mechanics	4	With experience In steel construction equipment
	14	Masons	4	With experience in concrete works
	15	Carpenters	4	With experience in bridge works
	16	Painters	4	With experience in painting steel works
(S2)	1	Works Manager	1	BSc. Degree in Civil/Structural Engineering with at least 5 years experience in steelworks.  Or  Diploma in either Civil/Structural Engineering, with 10 years experience in steel works.
	2	Accounts Officer	1	ACA Part I or 10 years Approved Accounting Experience
	3	Works Supt.	1	Polytechnic Certificate with 5 years of related experience

FINANCIAL CLASS	ITEM	DESCRIPTION	NO. REQUIRED	QUALIFICATION
(S2)	4	Works Foreman -.Steel Erection	1	Polytechnic Certificate or 5 years related experience
	5	Works Foreman - Steel Welding	1	- ditto -
	6	Works Foreman - General	1	- ditto -
	7	Sandblasters	1	With experience in steel works
	8	Erectors	2	- ditto -
	9	Welders	2	- ditto -
	10	Mechanics	1	With experience in steel construction equipment
	11	Painters	2	With experience in painting steel works
	12	Masons	2	With experience in concrete works
	13	Carpenters	2	With experience in carpentry works in civil engineering works
(S3)	1	Works Manager	1	Diploma in Civil/Structural engineering with 10 years in steel works
	2	Accounts Officer	1	10 years approved accounting experience
	3	Works Superintendent	1	Polytechnic Certificate with 5 years related experience
	4	Works Foreman (Steel)	1	- ditto -
	5	Sandblasters	1	With experience in steel works
	6	Welders	2	- ditto -
	7	Mechanics	1	- ditto -
	8	Painters	2	With experience in steel painting

**S1** The Contractor for S 1 besides the minimum equipment holding for Class S 1 on Table S should have a workshop equipped to perform the following:

1. Cutting and forming of steel parts
2. Forming steel sections
3. Turning steel plates
4. Riveting and drilling to about 6mm - 25mm - 28mm
5. Arc Welding

**S2** The Contractor for S2 should have a workshop equipped to perform the following:

1. Cutting and forming of steel parts
2. Turning steel plates
3. Riveting and drilling to about 6mm - 25mm

**TABLE S**

Equipment	S 1	S2	S3
1. Theodolite	1	1	-
2. Tipper truck - 5m <sup>3</sup>	2	1	1
3. Flatbed truck	2	1	1
4. Pickup truck	2	1	1
5. Sandblasting equipment	3	2	1
6. Crane with lifting capacity of 5t	1	1	-
7. Generator min. 60 KVA	3	2	1
8. Concrete Mixer 0.5m <sup>3</sup>	2	1	-
9. Excavator 0.75m <sup>3</sup>	1	1	-
10. Compressor of 100 psi	1	1	-
11. Concrete Vibrator	2	1	1
12. Spraying Equipment at 60 psi	2	1	1
13. Electric Welding Machine	2	2	1
14. Scaffolding, Ladders			
15. Tools (eg. Pneumatic Spanners, Ratchet Spanners)			
16. Gas Welding Plant		.	
17. Protective Clothing (safety belts, protective goggles, helmets life jackets etc.)			

**FULL TIME PERSONNEL REQUIREMENTS FOR CLASSIFICATION  
TABLE A  
"M" MISCELLANEOUS ROAD WORKS - ROUTINE MAINTENANCE,  
ROAD LINE MARKING AND ROAD SIGNS**

FINAN- CIAL CLASS	ITEM	DESCRIPTION	NO. REQUI- RED	QUALIFICATION
(M1)	1	Works Manager	1	Either  B.Sc. Degree in Civil Engineering with 10 years . experience 4 of which should be in road works.  Or  Diploma in Civil Engineering with 15 5 of which years experience should be in road works.
	2	Engineer	1	Either  B.Sc. Degree in Civil Engineering/Structural Engineering with 4 years experience in road/bridge works.  Or  Diploma in Civil Engineering with 6 years experience in road/bridge works.
	3	Accounts Officer	1	A.C.A. Part I or 10 years approved accounting experience.
	4	Works Superintendent	1	Polytechnic Certificate with 5 years of related experience
	5	Mechanical Superintendent	1	Polytechnic Certificate with 5 years of related experience
	6	Materials Technician	1	Equivalent to a Senior Technical Officer
	7	Road Works Foreman	1	Polytechnic Certificate with 5 years of related experience
	8	Concrete Works Foreman	1	- ditto -
	9	Mechanics	4	With experience in road maintenance equipment

**FULL TIME PERSONNEL REQUIREMENTS FOR CLASSIFICATION**  
**TABLE A**  
**"M" MISCELLANEOUS ROAD WORKS - ROUTINE MAINTENANCE, ROAD**  
**LINE MARKING AND ROAD SIGNS**

FINAN- CIAL CLASS	ITEM	DESCRIPTION	NO. REQUI- RED	QUALIFICATION
(M2)	1	Works Manager	1	Either B.Sc. Degree in Civil Engineering with 10 years experience 4 of which should be in road works.  Or  Diploma in Civil Engineering with 15 years experience 5 of which should be in road works.
	2	Accounts Officer	1	A.C.A. Part I or 10 years Approved Accounting Experience
	3	Works Superintendent	1	Polytechnic Certificate with 5 years of related experience
	4	Materials Technician	1	equivalent to a Senior Technical Officer
	5	Road Works Foreman	1	Polytechnic Certificate with 5 years of related experience
	6	Concrete Works Foreman	1	- ditto -
	7	Mechanics	3	With experience in road maintenance equipment
(M3)	1	Works Manager	1	Diploma in Civil/Structural Engineering with 10 years in road/bridge works
	2	Accounts Officer	1	10 years approved accounting experience
	3	Works Superintendent	1	Polytechnic Certificate with 5 years related experience
	4	Road Works Foreman	1	- ditto -
	5	Mechanics	2	- ditto -

**MI** The Contractor for M1, besides the minimum equipment holding for class M1 in Table M should have a workshop/plant/laboratory equipped to perform the following:

1. Testing quality of materials for road maintenance.

**M2** The Contractor for M1, besides the minimum equipment holding for class M1 in Table M should have a workshop/plant/laboratory equipped to perform the following:

1. Testing quality of materials for road maintenance

**TABLE M**

Equipment	M1	M2	M3
1. Spot Mixer	1	1	1
2. Tipper Truck	2	1	-
3. Flat Bed Truck	2	1	1
4. Pedestrian Roller	2	1	1
6. Compressor of 100 psi	1	1	1
6. Jack Hammer	1	1	-
7. Emulsion Sprayer	1	1	-
8. Concrete Mixer 0.5 m <sup>3</sup>	1	1	-
9. Road Line Marking Machine - thermoplastic (Hofman H-26-1)	-	-	1
10. Road Line Marking Machine - thermoplastic (Hofman H-33-1)	-	-	1
11. Cold Spray Machine	-	-	1
12. Steam Washer			
13. Accessory Tools			
14. Protective Clothing			

**CLASSES FOR MISCELLANEOUS ROAD WORKS – ROUTINE MAINTENANCE, ROAD LINE MARKING AND ROAD SIGNS**

CLASS M	
3	Road Line Marking, Road and Traffic Signs a. Tender figure up to cedi equivalent of US\$250,000 b. Total value of work on hand up to cedi equivalent of US\$400,000
2	Routine Maintenance of Bituminous Pavements and Gravel Roads a. Tender figure up to cedi equivalent of US\$500,000 b. Total value of work on hand up to cedi equivalent of US\$750,000
1	Routine Maintenance of Asphaltic Pavements No Limit on Tender

**MINISTRY OF ROADS AND TRANSPORT**  
**CONTRACTORS MINIMUM EQUIPMENT HOLDING FOR CLASSIFICATION**  
**TABLE B**

ITEM	EQUIPMENT	A ROADS, AIRPORTS AND RELATED TRANSPORT INFRASTRUCTURE				B BRIDGES CULVERTS AND OTHER STRUCTURES				C LABOUR INTENSIVE ROAD CONSTRUCTION & MAINTENANCE
		I	II	111	IV	I	II	III	IV	
1.	Dozer 150 KW (D7)	1	1							
2.	Dozer 105 KW (D6)	2	1	*1		1				
3.	Grader 105	2	1							
4.	Grader 90 KW	2	1	1	1					
5.	Traxcavator 1.9m <sup>3</sup>	2	1	*1						
6.	Traxcavator 1.1 m <sup>3</sup>	1				1	1			
7.	Wheeled Loader 1.1 m <sup>3</sup>	1	1							
8.	Excavator 1 m <sup>3</sup>	1				1				
9.	Static Roller - 10 Tonne	3	1	1	1	1	1			
10.	Static Roller - 6 Tonne	1	*1							
11.	Vibratory Roller - 8 Tonne	2	1							
12.	Pneumatic Roller	1	*1							
13.	Plate/Pedestrian Roller	2	1			2	1	1		2
14.	Water Tanker Truck - Min. 5000 L	3	2	1		2	1			
15.	Towed Water Tanker - 1500 L									1
16.	Low Loader Truck	2	1							
17.	Flatbed truck	2	1			1				
18.	Tipper Truck - 5m <sup>3</sup>	15	8	4	2	3	2	1		1
19.	Dump Truck - 15m <sup>3</sup>	2								

\*either of them

**MINISTRY OF ROADS AND TRANSPORT**  
**CONTRACTORS MINIMUM EQUIPMENT HOLDING FOR CLASSIFICATION**  
**TABLE B**

ITEM	EQUIPMENT	A ROADS, AIRPORTS AND RELATED TRANSPORT INFRASTRUCTURE				B BRIDGES CULVERTS AND OTHER STRUCTURES				C LABOUR INTENSIVE ROAD CONSTRUCTION & MAINTENANCE
		I	II	III	IV	I	II	III	IV	
20.	Pickup Truck	6	3			3	1			1
21.	Bitumen Distributor	1	1							
22.	Farm Tractor									3
23.	Concrete Mixer 0.5m <sup>3</sup> /batch	2	1				2	1		
24.	Concrete Mixer 0.25m <sup>3</sup> /batch						2	1	1	
25.	Concrete Vibrator	2	1			3	2	1	1	
26.	Air Compressor 0.3m <sup>3</sup> /s	1				1				
27.	Air Track 65mm diameter	1				1				
28.	Water Pump – 90,000 L/hour	1				2	1			
29.	Water Pump – 45,000 L/hour	1	1			1	1	1		1
30.	Chippings Distributor (Attachment)	3	1	1						
31.	Crane					1				
32.	Dragline Boom & Bucket					1				
33.	Piling Hammer – 1 Tonne					1				
34.	Pile Driving Leads					1				
35.	Bar Bender & Cutter	1				2	1			
36.	Theodolite	2	1			1				
37.	Engineer's Level	2	1	1		1	1			

\* either of them