

Resolution No. (22) of 2021

Concerning the Conditions, Controls, and Procedures for Registration in the Supplier Register

- Having reviewed the Unified Financial System of the Government of Ajman
- And Law No. (1) of 2020 concerning Small and Medium Enterprises in the Emirate of Ajman
- And Emiri Resolution No. (2) of 2021 concerning Registration in the Register of Suppliers, Contractors, and Consultants at the Department of Finance in Ajman.

And in accordance with the exigencies and necessities of work, it is decided as follows:

Article (1)

Definitions

The following words and phrases, wherever they appear in this resolution, shall have the meanings assigned to each of them, unless the context requires otherwise:

The State: The United Arab Emirates.

The Emirate: The Emirate of Ajman.

The Department: The Department of Finance in Ajman.

Government Entity: Any department, institution, authority, council, agency, or any entity affiliated with the government of the Emirate, whose budget is included in its annual budget.

The Register: The Register of Suppliers, Contractors, and Consultants established at the Department.

Supplier: An establishment licensed by the competent authority in the State to engage in the activity of supplying goods and commodities or providing services.

Article (2)

Approval of Registration and Entry in the Register

1. The Department shall be centrally responsible for approving the registration, classification, and entry of suppliers and updating their data in the Register of Suppliers, Contractors, and Consultants established therein.
2. No government entity may contract except with suppliers registered in the Supplier Register at the Department. Government entities must direct any supplier they wish to contract with, if not already registered, to apply for registration in the Register.

Article (3)

Conditions for Registration in the Register

1. The applicant for registration in the Supplier Register must be a company or establishment licensed by the competent authorities in the State, with the exception of foreign companies operating outside the State, or be a government entity, a charitable association, or a public benefit civil institution.
2. Its license to practice the activity must be valid from the competent licensing authority.
3. It must not be prohibited from being dealt with.
4. Attach all documents and records supporting the validity of the data provided in the registration application.
5. Payment of the prescribed fees.
6. Acknowledge having read the terms and conditions available on the Department's website.

Article (4)

Exemptions from Registration Fees

No fee shall be collected for registration in the Register if the applicant is:

1. Registered in the "Ta'ziz" program.
2. Owned by a charitable association or a public benefit civil institution.
3. Owned by one of the entities exempt from local fees.

4. Affiliated with or owned by any local or federal government entity.
5. An exclusive agent.

This is provided that it meets the registration conditions.

Article (5)

Procedures for Registration and Entry in the Register

1. A supplier wishing to deal with a government entity must fulfill all electronic registration requirements in the Supplier Register through the website designated by the Department for this purpose, upload all required documents and records to the site, and pay the prescribed fees. A registered supplier will be granted a username and password to benefit from the system's services.
2. The competent registration unit at the Department shall review all documents and records submitted by the supplier, verify their authenticity, and ensure that all legal conditions and requirements for conducting business or practicing the activity are met before completing the approval process in the Register or updating its data.
3. Suppliers shall be classified into homogeneous groups based on their activity and the sector to which they belong.
4. The supplier must update their data in the Supplier Register in the event of any change or modification, or whenever necessary.

Article (6)

Documents and Data Required for Registration

The supplier must provide the following documents and data upon registration in the Supplier Register and undertake to report any changes that occur:

1. The name and legal form, which must be identical to what is stated in its issued license.
2. Address, phone number, and email.
3. A copy of its valid issued license.
4. Tax Registration Number, if any.

Article (7)

Suspension and Cancellation of a Supplier's Registration

1. The supplier's registration shall be suspended electronically if the expired license data is not updated.
2. By a decision from the director of the competent registration department at the Department, the supplier's registration shall be suspended for a period not exceeding one year in the following cases:
 1. If it fails to meet the success requirements in the post-service performance evaluation criteria.
 2. If the winning bidder fails to complete the award procedures.
3. By a decision from the director of the competent registration department at the Department, the supplier's registration shall be cancelled, and it shall be banned from working with the relevant local entities in the Emirate for a period of not less than 3 years if it commits any of the following acts:
 1. Fraud, deceit, or bribery.
 2. Providing incorrect, forged, or fabricated information or documents.
 3. If the supplier is convicted of corruption crimes or in financial cases and the like.
 4. Infringement of the intellectual property rights of any third party.
4. The supplier's registration shall be cancelled in the following cases:
 1. If it fails to update its expired license data for four consecutive years from its expiry date.
 2. If it is liquidated, dissolved, or declared bankrupt.

Article (8)

Supplier Grievance

1. By a decision of the Director General of the Department, a committee called the "Supplier Grievance Committee" shall be formed. The decision shall specify the committee's chairman, vice-chairman, and members, all of whom must not be employees of the competent registration department. The decision shall also specify the mechanism for its meetings and decision-making. This committee is responsible for ruling

on grievances submitted by a supplier regarding a decision to suspend or cancel registration.

2. The grievance handling procedures must be characterized by transparency, non-discrimination, and impartiality, and must observe the following principles:
 1. The subject of the grievance must be organized in a clear and understandable manner for all concerned parties.
 2. The grievance must be handled in writing to ensure documentation.
 3. The grievance management procedures shall not prejudice the supplier's right to participate in any tender or procurement process with any government entity.
3. Should the supplier wish to object to the decision of the Department's Grievance Committee, it may submit a written grievance to the Director General of the Department to review the matter. The decision of the Director General in this regard shall be final.

Article (9)

All concerned parties must adhere to the provisions of this resolution, which shall come into effect from the date of its issuance.

Issued on: 22/04/2021

Marwan Ahmed Al Ali

Director General, Government of Ajman