



برنامج أبوظبي للمحتوى المحلي  
Abu Dhabi Local Content Program

# Abu Dhabi Local Content Program (ADLC)

User Guidelines Version 3.1

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## 1. INTRODUCTION

The Abu Dhabi Department of Economic Development (DED) has launched the Abu Dhabi Local Content Program (ADLC) with the following objectives:

- **GDP Growth:** Supporting GDP growth through sourcing more goods and services within Abu Dhabi, increasing foreign direct investment in Abu Dhabi and increasing the private sector and SME's contribution to the GDP;
- **Human Capital Development:** Creating additional employment opportunities for Emiratis in the private sector and developing the skills of the local workforce;
- **Technology Adoption:** Increasing spending on research and development (R&D), increasing competitiveness of the national industries, increasing technology development and use.

The ADLC Score is divided into the following attributes, where the amount spent within Abu Dhabi will be considered as added value. The calculation methodologies are explained in detail in the relevant sections.

- a) Manufacturer - Industrial Suppliers;
- b) Services Provider – Non-Industrial Suppliers;
- c) Investments - Net Book Value;
- d) Emiratization and Expatriate Contribution;
- e) Bonus – Any branch registration in Al-Ain or Al-Dhafra.

Certifying Bodies (CBs) are a group of private entities which underwent and passed the selection process performed by the Abu Dhabi Local Content department in order to audit, score and certify the applying Companies (any legal entity, which intends to participate in tender with Abu Dhabi government/Semi government entities as notified by DED). The CBs are required to score the applying Companies using the Agreed Upon Procedures (AUPs) designed by the Abu Dhabi Local Content department in order to produce an ADLC certificate for them. To undergo the ADLC certification process, companies must present their financial statements and other requested documents to the CBs. Issuing an ADLC certificate will help companies gain an advantage in the governmental tendering processes.

Names and contact details of empaneled Certifying Bodies are available at the DED's website.

Any changes to the User Guidelines will be approved by the Abu Dhabi Department of Economic Development.

ADLC certification engagement will be governed by the following principles:

- Integrity;
- Objectivity;
- Independence;
- Professional competence & due care;
- Confidentiality;
- Professional behavior; and
- Technical standards.

## 2. GENERAL INSTRUCTIONS

- i. ADLC certificate needs to be obtained for each Company, which intends to participate in a tender with Abu Dhabi government/Semi government entities as notified by DED;
- ii. Companies will possess an ADLC certificate issued by any of the empaneled Certifying Bodies. Companies who do not possess the ADLC certificate will be allowed to participate in Abu Dhabi government tenders, however, their ADLC score will be considered as “zero (0)” in the bid evaluation;
- iii. ADLC Certificate will be prepared based on the latest audited financial statements, which will not be older than 2 years from the certification year i.e., for ADLC certification in 2019, the audited financial statement to be considered shall not be older than 2017;
- iv. For newly established companies (less than 10 months old), who do not have audited financial statements, the management accounts for a period of up to 10 months can be used for ADLC calculations. Any management accounts for a period of 10 months or more will be required to be audited;
- v. The ADLC Certificate will be valid for a period of 18 months from the date of initial issue. Companies can get recertified during the validity of the ADLC certificate with the approval of ADLC department if they choose to, using the same audited financial statements, but the ADLC certificate validity of 18 months from the first issue will remain;
- vi. Upon appointing a Certifying Body, Companies must not change the Certifying Body for that year’s ADLC certificate without proper justifications and prior approval of the ADLC department;
- vii. The figures reported in the Evaluation Scoring Matrix (excel sheet) should relate to the figures in Company’s audited financial statements and supporting documents. The different scenarios with respect to the consideration of financial statements are as per the flow chart (captured in Section 4.9);
- viii. The Company’s Evaluation Scoring Matrix Template will consider all the costs while providing goods or services for all clients (including governmental entities) during the financial year;
- ix. All the figures reported in the Template will be in AED (if in USD then conversion rate of 1 USD = 3.671 AED will be used) unless specified otherwise;
- x. In case the Companies are unable to provide the consumption details (listing by vendor and by invoice), purchases made during the year can be considered. In such a case, the differential of opening and closing stock should be adjusted as “Others” to reconcile it with consumption figures in the financial statements. The “Others” will then be split into the same ratio of ‘Total Inside Abu Dhabi costs’ and ‘Total Outside Abu Dhabi costs’;
- xi. Assumptions and calculation methodologies utilized in preparing the Evaluation Scoring Matrix Template must be consistent with the guidelines provided by ADLC department;
- xii. Companies should have all the documentation which supports the reported cost figures. The numbers will need to stand up to scrutiny by an empaneled Certifying Body. ADLC department has the right to conduct a quality review (conducted by ADLC department on a periodical basis if required) of each of the Certifying Bodies’ ADLC engagements and review reports prepared by them. Companies & Certifying Bodies will be required to share the requested information with ADLC department;

- xiii. Any gross negligence or willful default by Companies in their submissions will result in appropriate punitive measures by ADLC department, including being banned from participating in Abu Dhabi government/Semi government future tenders;
- xiv. The Companies will strictly follow the Evaluation Scoring Matrix Template which can be downloaded from DED's Website, in order to generate their ADLC score / certificate. Companies will fill the figures and other details, in yellow shaded areas of the excel Template;
- xv. When the bids are submitted by agents on behalf of the principal, the agents will submit separate ADLC certificates for the agent and the principal. The combined average ADLC score of the agents and principal will be considered for commercial evaluation as under:  
  

$$\{(The\ sum\ of\ all\ ADLC\% \ of\ agents\ and\ principles) / (The\ total\ number\ of\ agents\ and\ principles)\}$$
- xvi. When the bid is directly submitted by the principal, principal's ADLC certificate score will be considered;
- xvii. For the purpose of ADLC calculations, the following will be considered for the different types of companies:

Type of Company	Consideration for ADLC
Entities within mainland & Free Zones of Abu Dhabi (Limited Liability Company/Establishment/PJSC/PSC)	Within Abu Dhabi
Entities outside mainland & Free Zones of Abu Dhabi	Outside Abu Dhabi
Offshore Company	Outside Abu Dhabi
Abu Dhabi Branch of any entity	Within Abu Dhabi
Representative/Liaison Office	Outside Abu Dhabi (Zero Score)

- xviii. Companies are encouraged to amend their existing cost codes appropriately to separately capture specific costs required by ADLC. This will ensure that the certification is smooth and cost effective for the future years. For example, the Companies could have a separate code for Emirati payroll costs, training costs, manufacturing costs – Inside/Outside Abu Dhabi, etc.

### 3. ADLC FORMULA

- i. Any Company holding an Industrial License in Abu Dhabi will be considered as a Manufacturer with following attributes;
  - a) Manufacturer costs;
  - b) Investment & Top Up- Net Book Value;
  - c) Emiratization and Expatriate Contribution;
  - d) Bonus – Any branch in Al-Ain or Al-Dhafra.
- ii. Any **non**-Manufacturing company will be considered as a Service Provider with the following attributes:
  - a) Services Provider costs;
  - b) Investments & Top Up- Net Book Value;
  - c) Emiratization and Expatriate Contribution;
  - d) Bonus – Any branch in Al-Ain or Al-Dhafra.
- iii. Companies engaged in both “Manufacturer” and “Service Provider” should have two ADLC certificates; one as “Manufacturer” and the other as “Service Provider”;
- iv. A Company who is an agent/trader will be considered as “Service Provider”. However, an agent for only one principal good manufacturer in Abu Dhabi, will be considered as Manufacturer;
- v. Companies will submit their relevant ADLC certificate (i.e., either manufacturer or service provider) in the commercial bid, as requested in the tender by the Abu Dhabi government/semi government entity;
- vi. The formula for calculation of ADLC components along with the weightage for each of the attributes is detailed below:

	Attributes	Manufacturer	Service Provider	Formula				
Goods and Service	Goods and Service (For Manufacturers)	50% ✓	✗	$\frac{\Sigma\{\text{Total costs (excluding Payroll) incurred in Abu Dhabi} + (\text{Total costs (excluding Payroll) outside Abu Dhabi} \times \text{ADLC of the Supplier})\}}{\text{Total costs (excluding Payroll)}}$				
	Goods and Service (Service Providers)	✗	50% ✓	$\frac{\Sigma(\text{Total spend on Supplier} \times \text{ADLC\% of the Supplier})}{\text{Total costs (excluding Payroll)}}$				
Company	Investment	25% ✓	25% ✓	<table border="0"> <tr> <td>Net Book Value (NBV) of Fixed Assets &amp; Investment Properties in Abu Dhabi / Total NBV of Fixed Assets and Investment Properties</td> <td style="background-color: #cccccc;">10%</td> </tr> <tr> <td>Top up of 15% on progressive scale for NBV of AED 5 million and up to maximum AED 50 million</td> <td style="background-color: #cccccc;">15%</td> </tr> </table>	Net Book Value (NBV) of Fixed Assets & Investment Properties in Abu Dhabi / Total NBV of Fixed Assets and Investment Properties	10%	Top up of 15% on progressive scale for NBV of AED 5 million and up to maximum AED 50 million	15%
	Net Book Value (NBV) of Fixed Assets & Investment Properties in Abu Dhabi / Total NBV of Fixed Assets and Investment Properties	10%						
Top up of 15% on progressive scale for NBV of AED 5 million and up to maximum AED 50 million	15%							
Emiratization & Expatriates Contribution	25% ✓	25% ✓	$\frac{\{(\text{Salary \& benefits costs paid directly to Emiratis} + \text{Total spend on Emiratis training and development in Abu Dhabi}) + \{(\text{Salary \& benefits paid directly to Expat employees \& families in Abu Dhabi (housing, child education etc.)} \times 0.6)\}}{\text{Total spend on Employees}}$					
Bonus	Branches in Al Ain or Al Dhafrah	5% ✓	5% ✓	Top up of 5% if company has a branch in Al-Ain or Al-Dhafra				

vii. The excel Template (the Evaluation Scoring Matrix) issued by ADLC department for Company submission, consists of tabs dedicated to each of these attributes, wherein the Company must fill the figures as explained in the subsequent pages of the guidelines.



## 4. ADLC TEMPLATE INSTRUCTIONS

### 4.1. ADLC Score Summary

Applicability – Applicable for all Suppliers

#### 4.1.1 Section A – Company General Information

The screenshot of the Company General Information is as seen below:

COMPANY INFORMATION			
Legal Name	License Type		Region
	Professional License		
	License Number	Expiry Date	
			Al-Ain
Address	Contact Person Details		
	Name:		
	Email:		
	Office:		
	Mobile:		
COMPANY BUSINESS TYPE	Manufacturer		
Classification	Other Emirates in UAE	Entity Sub-Classification	Small Enterprises

Companies are required to add the following details in the Template:

- i. Name of the Company (legal entity) as per the Chamber of Commerce license;
- ii. Industrial/ Commercial license number and expiry date;
- iii. Region of the entity;
- iv. Address of the Legal entity;

Contact Person details:

- Name
- E-mail
- Office Tel number
- Mobile number



- i. Company's Classification (according to the Federal Ministry of Economy standards) - choose the appropriate type from the drop-down list:
  - Micro enterprise in Abu Dhabi
  - Small enterprise in Abu Dhabi
  - Medium enterprise in Abu Dhabi
  - Large enterprise in Abu Dhabi
- ii. Financial Year – Company will fill the financial year based on which the Evaluation Scoring Matrix Template has been based upon.
- iii. Company Business - Choose the appropriate type from the drop-down list:
  - Manufacturer
  - Service Provider

#### **4.1.2 Abu Dhabi Local Content Score details**

This section is protected, and the Company is not required to enter any information in this section. The results are auto calculated based on the figures entered by the Company in subsequent pages.

The Certifying Body will indicate the validity date of the ADLC score as per section 2.d above.

This page will bear the signature of the Companies' authorized signatory (or Power of Attorney (POA) / senior), designation, company stamp, date, Certifying Body representative's signature, CB designation, CB stamp and date.

This Page duly signed by the authorized executive or Company's POA and Certifying Body representative will be considered as the Company's ADLC Certificate. This certificate will be submitted by the Company along with the commercial bid of a tender to the procuring government entity; or when requested by any of the Company's clients.

## 4.2. General Questionnaire

Applicability – Applicable for all Suppliers

All Companies are required to fill in the questionnaire based on the reported financial year.

Below is the extract from the questionnaire, the complete questionnaire to be duly filled will be submitted along with the certified ADLC summary sheet in the commercial bid of any tender. The information provided in the Questionnaire will not be considered for ADLC calculation or evaluation.

### ADLC GENERAL QUESTIONNAIRE

#### Notes:

- 1 The below questionnaire duly filled shall be submitted along with Page 1 (Certified ADLC Summary Sheet) in the commercial bid of any tender.
- 2 All the details below shall be as per the last financial year
- 3 The below details are being collected for Information only. It will not be considered as part of ADLC calculation or evaluation.

#### 1. Name & address of the Company

ddd

#### Human Resource Authority Registration Number

dd

#### 2. Briefly describe the area of business

dd

#### 3. Ownership

##### a. Name of the Owner

dd

##### b. If the Company is a subsidiary of Parent Company or part of the Holding

Name of the Parent / Holding company	dd
Country of Parent / Holding Company	dd

#### 4. Emiratization

	Designation	Emiratis	Expats
a.	Senior Management: (CEO/COO/CFO/CIO etc.)	d	d
b.	Middle Management: (Managers)		
	Skilled Workforce: (Technical/ Non Technical)		

### 4.3. Manufacturer

Below is the extract of Evaluation Scoring Matrix Template excel sheet:

Goods Procured		Services Procured	
Entity Name	Procured Cost (AED)	Entity Name	Procured Cost (AED)

The Company is required to fill the following:

- i. Goods Description

The Company must list out all the goods/services procured by the Company in the previous financial year in broad categories. If there are multiple goods falling under same or similar category, it can be combined as one-line item in the template.

- ii. Total cost

Companies will provide the breakdown of total cost for each good listed in the table. The breakdown will be as seen below:

#### Level -1

Total cost will be split into:

- Cost incurred within Abu Dhabi
- Costs incurred outside Abu Dhabi

S.No.	Goods/Service Description	WITHIN ABU DHABI				Internal cost (AED)	Total LVP Inside Abu Dhabi- AED	OUTSIDE ABU DHABI				Total Outside Abu Dhabi LVP Value (AED)	TOTAL LVP (AED)
		Goods Procured		Services Procured				Goods and Services Procured		Internal cost (AED)	Total cost outside Abu Dhabi (AED)		
		Entity Name	Procured Cost (AED)	Entity Name	Procured Cost (AED)	Entity Name	Procured Costs (AED)	LVP %	Total LVP outside Abu Dhabi (AED)				

#### Level -2

“Costs incurred “Within Abu Dhabi” will be further split into:

Goods/Service Description	WITHIN ABU DHABI		Internal cost (AED)	Total ADLC Inside Abu Dhabi- AED	
	Goods Procured	Services Procured			
		Entity Name	Procured Cost (AED)	Entity Name	Procured Cost (AED)

Good procured -All cost paid to manufacturer

- Services procured - All cost paid to service providers

“Costs incurred “Outside Abu Dhabi” will be further split into:

OUTSIDE ABU DHABI						
Goods and Services Procured					Internal cost (AED)	Total cost outside Abu Dhabi (AED)
Entity Name	Procured Costs (AED)	ADLC %	Total ADLC outside Abu Dhabi (AED)			

- Internal Cost – All cost incurred internally (such as depreciation etc.)

The Company must enter the name of the manufacturer/service provider and the procured cost in AED. The procured cost from an Abu Dhabi manufacturer/service provider will be considered as incurred ‘within Abu Dhabi’.

The Company must enter the name of the manufacturer/service provider, procured cost and ADLC% of the manufacturer/service provider in case of cost incurred “outside Abu Dhabi”.

Utilities and other services will be given the following ADLC%:

Services	ADLC%
Water / Electricity (ADDC/AADC)	100%
Fuel (From ADNOC)	100%
Rent paid for property/land in Abu Dhabi	80%
Etisalat/Du	100%
Abu Dhabi government charges – Directly paid to government	100%
Abu Dhabi government charges – Paid through agents/service providers	ADLC of the Agent/Service Provider
Custom charges (Paid through an agent)	100% for Custom charges (Agent fee x ADLC% of the agent)
To the extent of government component	100%
For service charges paid to agent	ADLC of the Service provider
For Manufacturers – Goods & Services costs INSIDE Abu Dhabi	100%
For Manufacturers – Goods & Services costs OUTSIDE Abu Dhabi	ADLC of the provider
For Service providers - Goods & Services costs INSIDE Abu Dhabi	ADLC% or 10% whichever is higher
For Service providers – Goods & Services costs OUTSIDE Abu Dhabi	ADLC of the provider

The following will not be included in the total costs:

- Sponsorship fees;
- Management Fee/ Board Fee;
- Salary to business owner; and
- Any fines and penalties imposed by the government entities.

The ADLC for the following Internal Cost will be considered as 100%:

- Depreciation cost of assets existed in Abu Dhabi;
- Provision for doubtful debt;
- Provision for slow moving inventories;
- Foreign exchange losses; and
- Impairment loss on investment (except for investment in shares) impacting directly to Profit and loss account.

Service Providers

**Applicability – Applicable only in case of Service Providers**

i. Below is the extract of the Companies’ Evaluation Scoring Matrix Template excel sheet:

Spend Nature/Description	Entity Name	Procured Cost (AED)	ADLC%	ADLC Total (AED)
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ii. Spend Nature/ Description:

The Company must list out all the goods/services procured by them in the previous financial year in broad categories. If there are multiple goods falling under same or similar category, it can be combined as one-line item in the template. For example – different specifications of valves procured could be combined as one-line item titled “Valves”.

Although, it is recommended that all goods/services procured should be listed to achieve higher ADLC scores, Companies may provide the details of a combined set of selected goods/services procured and include it as “others” with zero (0) ADLC score.

iii. Entity Name:

The Company will indicate the “Vendor name/ Service Provider” who has supplied the goods/services

iv. Procured Cost:

The Company will provide the Cost of Goods/Services purchased from the supplier.

v. Supplier’s ADLC%:

The Company will indicate the ADLC% of the suppliers. This should be backed up with ADLC certificates of suppliers issued by one of the ADLC department empaneled Certification Bodies. Suppliers’ ADLC% will be considered as zero (0) if they do not have a valid ADLC certificate.

All operating costs like water/electricity, fuel, rentals of property/equipment, telecom and government charges will be considered. Suppliers from whom such services are procured will have their ADLC% as seen below:

Services	ADLC%
Water / Electricity (ADDC/AADC)	100%
Fuel (From ADNOC)	100%
Rent paid for property/land in Abu Dhabi	80%
Etisalat/Du	100%
Abu Dhabi government charges – Directly paid to government	100%
Abu Dhabi government charges – Paid through agents/service providers	ADLC of the Agent/Service Provider

Custom charges (Paid through an agent)	100% for Custom charges (Agent fee x ADLC% of the agent)
To the extent of government component	100%
For service charges paid to agent	ADLC of the Service provider
For Manufacturers – Goods & Services costs INSIDE Abu Dhabi	100%
For Manufacturers – Goods & Services costs OUTSIDE Abu Dhabi	ADLC of the provider
For Service providers - Goods & Services costs INSIDE Abu Dhabi	ADLC% or 10% whichever is higher
For Service providers – Goods & Services costs OUTSIDE Abu Dhabi	ADLC of the provider

The following will not be included in the costs:

- a) Sponsorship fees;
- b) Management Fee/ Board Fee;
- c) Salary to business owner; and
- d) Any fines and penalties imposed by the government entities.

The ADLC for the following Internal Cost will be considered as 100%:

- a) Depreciation cost of assets existed in Abu Dhabi;
- b) Provision for doubtful debt;
- c) Provision for slow moving inventories;
- d) Foreign exchange losses; and
- e) Impairment loss on investment (except for investment in shares) impacting directly to Profit and loss account.

**vi. ADLC Calculation**

The ADLC is calculated as:

$$\frac{\text{Goods/Service 1 x ADLC\% of Vendor 1 + .....+Goods/Service 9 x ADLC\% of Vendor 9}}{\text{Total Cost of Goods \& Services Procured}}$$

## 4.4. Investment

Applicability – Applicable for all Companies

Applicability – Applicable for all Suppliers

ADLC Summary

i. Below is the extract of Evaluation Scoring Matrix Template excel sheet:

INVESTMENTS			
S.No.	Description of Fixed Asset and Investment Properties	Location	Net Book Value (AED)
		Inside Abu Dhabi	
		Inside Abu Dhabi	

ii. Assets Description:

Fixed assets owned by the Company as per the audited financial statement along with the location (i.e., Inside Abu Dhabi or Outside Abu Dhabi) should be reflected.

Fixed Assets will include the following categories:

- Property, plant and equipment (including any ERP costs);
- For IT companies, software development costs will also be included;
- Capital work in progress; and
- Investment property;

All intangibles (except the NBV of software costs) must be excluded from the overall value of fixed assets and investment properties.

In case the Company has revalued their property, plant and equipment, the value of the property, plant and equipment will be reduced by the extent of the balance in the revaluation reserve at the balance sheet date.

iii. Net Book Value:

For all the assets listed, Company will provide the Net Book Value as per the audited financial statements.

iv. Location:

Company will select one of the locations from value list – “Inside Abu Dhabi” or “Outside Abu Dhabi”

From total ADLC, Investment carries a weight of 25% which is split into two components as seen below:

NBV (10%):

$$\left[ \frac{\text{Net Book Value of Assets in Abu Dhabi}}{\text{Net Book Value of Total Assets}} \times 10\% \right] \text{ (weight)}$$

Progressive top-up applicable for Abu Dhabi assets with NBV of AED 5 million and up to AED 50 million (15%):

$$\left[ \frac{\text{Net Book Value of Assets in Abu Dhabi}}{\text{AED 50 Million}} \times 15\% \text{ (weight)} \right]$$





## 4.5. *Emiratization & Expat Contribution*

Applicability – Applicable for all Companies

Applicability – Applicable for all Suppliers

i. Emiratization: Below is the extract of Evaluation Scoring Matrix Template excel sheet:

EMIRATIZATION & EXPAT CONTRIBUTION				
Direct Staff - Abu Dhabi Only	Employees Number	Annual Salary and Benefits (AED)	Annual Training Cost (AED)	Total Spend on Employees (AED)

- ii. Company must fill the following for Emirati employees, who are on Company's payroll:
- Total Number of Emirati employees in Company's payroll (WPS) in Abu Dhabi as at the date of the audited financial statement.
  - Salary + Benefits as per the financial statements (includes all salary and benefits paid directly to Emirati employees in addition to all payments that are mandatory by law example: medical insurance, medical tests etc. will only be considered). Only salary and benefits of those Emiratis who are included in the Wage Protection System (WPS) are considered in the ADLC. Companies must submit WPS statistic reports for verification purpose for the employees registered under WPS.
  - Free Zone companies who are not registered in the WPS system, will provide documentary evidence from Free Zone authority on the details of employees, in order to consider the number of employees and salary / benefits in the calculations.
  - For other companies such as PJSC etc. company must submit stamped payroll records for employee data from management for consideration in the calculations.
  - Training expenditure (through DED approved universities) provided to direct Emirati employees. Cost incurred on internal training courses should not be included. Only expenditure included in audited financial statement will be considered for ADLC.
- iii. Any sponsorship/management fees paid to Emiratis outside of WPS will not be considered.
- iv. Companies will register their respective company with Human Resources Authority (HRA) portal to obtain the unified HRA number. Companies who have not yet been registered will be given a one-time grace period of 18 months from the date of issuance of the ADLC certificate to register with HRA. In case of failure to do so, Company's score for employees will be considered zero (0) in the next ADLC certificate till the company gets registered with HRA.
- v. Shared employee costs will be considered as per the financial statements. Where an Emirati's cost is being charged off by a group entity, consider these costs as part of the overall employee cost.
- vi. The spend on training made to following government universities, will be considered as training for Emiratis:
- Emirates University;

- b) Higher Colleges of technology;
- c) Zayed University;
- d) Khalifa University; and
- e) Petroleum Institute.

i. Companies must fill the following for Expat employees, who are on Company's payroll:

- a) Total number of Expatriate employees in Company payroll (WPS where applicable) in Abu Dhabi, according to the date of the audited financial statement.
- b) Salary + Benefits as per the financial statements (includes all salary and benefits paid directly to Expat employees in addition to all payments that are mandatory by law example: medical insurance, medical tests, visa etc. will only be considered). Only salary and benefits of those Expats who are included in the Wage Protection System (WPS) are considered in the ADLC. Companies must submit WPS statistic reports for verification purpose for the employees registered under WPS.
- c) Official visa documentation will be required in order to add their figures to the payroll.
- d) Free Zone companies who are not registered in the WPS system, will provide documentary evidence from Free Zone authority on the details of employees, in order to consider the number of employees and salary / benefits in the calculations.
- e) For other companies such as PJSC etc. obtain stamped payroll records for employee data from management for consideration in the calculations.

ii. Calculation for Emirati & Expat employees:

$\{[\text{Total cost towards Salary of Emiratis} + \text{Benefits of Emiratis} + \text{Total cost towards training for Emiratis}] + [\text{Total cost towards Salary of Expats} + \text{Benefits of Expats}] \times 0.6\} / \text{Total spent on employees}$

## 4.6. Bonus

Applicability – Applicable for all Suppliers

Bonus – Below is the extract of the Evaluation Scoring Matrix Template excel sheet:

<b>Bonus</b>		
<b>Factor</b>	<b>True/False</b>	<b>Value</b>
Available branches in Al Ain	TRUE	1
Available branches in Al Dhafrah	FALSE	-
<b>Total</b>		<b>5%</b>

If the Company has a branch in Al-Ain or Al-Dhafra, they will receive a 5% bonus on their total ADLC score.

Companies must provide legal ownership certificates for the branches based in Al-Ain or al Dhafra.

#### **4.8. Final checks by Company**

After filling in all the sheets in the Evaluation Scoring Matrix Template, they are advised to verify all the details and ensure that it is aligned to audited financial statements.

It is recommended that Companies engage their Finance department and other concerned employees to verify the figures.



### 4.9. Submission by Company

On request from procuring Abu Dhabi government entity, Companies will submit the first page of Evaluation scoring Matrix Template to the procurer along with the commercial bid duly signed and stamped by the Companies’ Power of Attorney or senior / authorized signatory; and duly verified and endorsed by one of the Certifying Bodies.

Decision Tree – ADLC based on Group consolidated financial statements

