

# BODI YA USAJILI WA MAKANDARASI



## KUSAJILI MIRADI KWA NJIA YA MTANDAO

Bodi inapenda kuwataarifu Makandarasi wote nchini kwamba maombi ya kusajili miradi yanafanyika kwa njia ya mtandao. Maombi yatakayowasilishwa kwa kujaza fomu hayatapokelewa wala kushughulikiwa.

Ili kuupata mfumo wa kukuwezesha kusajili miradi mtandaoni, ingiza “URL” <https://mis.crbtz.org> au fuata “link” kupitia tovuti ya Bodi, [www.crb.go.tz](http://www.crb.go.tz) (*online services*)

Watumiaji wenye “username ID” na nywila, “password” wanazotumia kujaza fomu za mrejesho (Annual Return Forms) watazitungia akaunti zao hizo kupata mfumo wa usajili wa miradi. Watumiaji wapya watajisajili kutumia mfumo kwa kuchagua “*Register*” ili kusajili akaunti ya kutumia mfumo. Mtumiaji atajaza taarifa zote zitakiwazo na kuchagua “*Submit*”. Utambulisho wa mtumiaji, “username ID” na nywila, “password” vitatumwa kwa mtumiaji kupitia barua pepe iliyoingizwa na mtumiaji kipindi cha kujisajili mtandaoni.

Ili kusajili mradi mtandaoni, mtumiaji aliyejisajili ataingia mtandaoni kupitia “URL” au “link” kwa kuingiza utambulisho wa mtumiaji, “username ID” na nywila, “password” kama ilivyoelekezwa awali. Kupitia ukurasa utakaojitokeza, mtumiaji atabofya “Enter Project Details” ikifuatiwa na “*Create new Project*” na kuingiza taarifa zote zitakiwazo na kisha kubofya “*Submit*” baada ya kukamilisha.

Mwombaji kisha atabofya “Assign contractor to project” ikifuatiwa na “*Create new Project*”

Mwombaji ahakikishe anaingiza taarifa sahihi za mradi kwani Bodi ikibaini udanganyifu wowote kipindi cha ukaguzi wa mradi, hatua kali za kisheria zitachukuliwa dhidi ya mkandarasi husika.

Maelekezo zaidi ya jinsi ya kuufikia mfumo na kusajili mradi mtandaoni yanapatikana katika tovuti ya Bodi, [www.crb.go.tz](http://www.crb.go.tz).

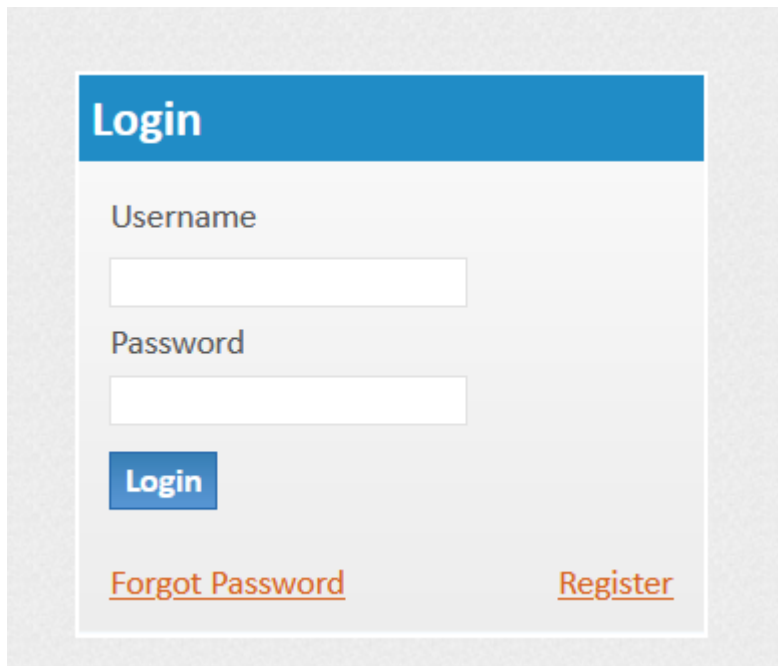
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# EXTERNAL USER GUIDE FOR PROJECT REGISTRATION

## Introduction

Project registration is the requirement of section 19A of the Contractors Registration (Amendment) By-Law 2005

1. Login or click **Register** to create account if you don't have an account or click **Forgot Password** to retrieve forgotten password



The screenshot shows a login form with a blue header labeled "Login". Below the header are two input fields: "Username" and "Password". A blue "Login" button is positioned below the password field. At the bottom of the form, there are two links: "Forgot Password" and "Register", both in orange text.

2. After successful login a home screen will be displayed



## STEP1

3. Click **Project Details** menu on your left then click **New Project** to enter project related information. Fill all fields in the form, fields with asterisk (\*) are mandatory. After filling the form click **Submit** button

**Project Registration Details**

**Project Information**

Project Reg No : ..... Project Reference No : .....

Project Name\* :

Project Type\* : --Please Choose--

Project Start Date\* :   Project End Date\* :

Project Value\* :

Project Description :

**Project Location**

Street/Village\* :  Suburb/Area\* :

District/Town\* :  Region\* : --Please Choose--

Landmark\* :

**Client Details**

Client : Other Client

Client Name\* :  District/Town\* :

Region\* : --Please Choose-- Phone Number\* :

Mobile\* :  Email :

Fax :

4. Once the form is submitted, the system will generate project registration Reference Number that will be used in the next stage

**Project Information**

Project Ref No : C-49932

Project Reg No : .....

Status : Started

Project Name : amosy

Project Type : CIVIL

Project Value : 100,000,000.00

Start Date : 07/12/2021

End Date : 31/05/2022

Project Description : amosy

## STEP2

5. Click **Assign Contractor to Projects** menu on your left then click **New Project**
6. Enter project registration reference number generated at step4 then click **Get Project Details**

Is the project Registered ?  Yes  No

Project Ref No:

7. Select contractor type and enter **CRB** Registration number then click **Search**

Project Registration			
Project Name	: amosy	Type	: CIVIL
Start Date	: 07/12/2021	End Date	: 31/05/2022
Project Value	: 100000000.00		
Contractor Type :	Local	Contractor Registration No :	<input type="text"/>
			<input type="button" value="Search"/>

8. Fill up the form and click **Submit**, **Fields with** asterisk (\*) are mandatory
9. Once submitted the form will be ready for review by the officer responsible for project registration.
10. After review the officer will approve the submission and the system will generate project registration fee and control number

### Payment Details

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Payment Receipt Number :  
Control Number : 995740049211  
Payment Amount : 200,000.00

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11. After the fee is paid the Officer will register the project and the system will generate Project Registration Sticker number

### Payment Details

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Payment Receipt Number : CRB-P-2021-9824  
Control Number : 995740049211  
Payment Amount : 200,000.00

12. Once the project is registered, click view to show Signboard details

**Contractor Details**

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<b>Registration Number</b>	: C4/482/02/2022
<b>Sticker No</b>	: C4/9337/5/2022
<b>Contractor Name</b>	: LAND NETWORK LIMITED
<b>Contractor Type</b>	: CIVIL
<b>Contractor Role</b>	: Main Contractor
<b>Work Description</b>	: ROUTINE MAINTENANCE WORKS ALONG NGONGO- NAMICHIGA-RUANGWA REGIONAL ROADS