

VOLUME 1

PREFACE TO TENDER DOCUMENTS

PART 1: EXECUTIVE SUMMARY

Executive Summary

1. Introduction

The documents comprising this Tender package constitute the Tender Documents for

Project ID: IA 2018 SE 001 I

Call-Off Agreement For Secondment Of Staff For Infrastructure Affairs – Contract 2

are exclusive to the Project and no other document, with the exception of Tender Circulars issued during the tendering period in relation to the Project, shall be considered as forming part of the Tender Documents for the purposes of tendering for the Project.

2. Scope of Services

The fast track development of the State of Qatar, requiring the provision of first-class infrastructure, including expansion and improvement of existing systems, has consequently placed extraordinary demand on the resources of Infrastructure Affairs. It has therefore become necessary to enhance the existing capacity of Infrastructure Affairs by providing timely support in the various technical specialties required to handle miscellaneous engineering services.

Infrastructure Affairs requires the support of well-trained Design and administrative Staff, in order to improve its capability to handle current and future workload on urgent basis. Accordingly, the successful bidder will be instructed under the terms of Contract to provide the requested technical and administrative staff to carry out the required services, as described including any and all other tasks or functions associated with Infrastructure Affairs, as directed by the Engineer.

The professional services to be provided by the successful bidder for this contract involves the provision of staff as specified in this brief, on **Call Off basis**, for Miscellaneous Technical and administrative Support Services which include, but are not limited to, design works, scoping of services, design review, design update, quantity surveying, traffic engineering studies, environmental impact studies, safety audits, ITS design, preparation of bills of quantities, tender documents and contract documents, assisting Infrastructure Affairs during tender and award stages, planning and scheduling, and contract services, introduction of new technology, training, various administrative support etc.

Secondment services of this contract will be set as provisional, pending instruction through work orders.

3. Time for Completion

The contract period for Call-off agreement of secondment of staff for Infrastructure Affairs will be **thirty-six (36) calendar months**.

4. Tender Details

For the purposes of tendering for the Project the following information is provided:

a) **Tender Administrator:**

The Tender Administrator for this Project shall be: **Manager of Contracts Department**

All correspondence shall be via the Tender Administrator by email through the following email address: contracts@ashghal.gov.qa.

b) Tenders Committee:

The Project tender process shall be completed under the auspices of the
Intermediate Tender Committee

and the Tender shall be addressed to the Chairman of the said committee.

- c) The Tender Closing Date shall be as stated in the Letter of Invitation to Tender or Tender Advertisement or any extension thereof as notified by the Authority through Tender Circular.
- d) The Tender Clarification Closing Date shall be **fourteen (14) calendar days prior to Tender Closing Date**. The Tender Administrator shall be under no obligation to issue Tender Circulars for requests for clarifications received after the said Tender Clarification Closing Date.
- e) The Project procurement methodology will be conducted as follows:

To satisfy the above, this PSA is based on the following:

1. Secondment services of this contract will be set as provisional, pending instruction through work orders.
2. Awarded to one (1) bidder, with their services covering all required scope.
3. The contract period will be thirty-six (36) calendar months.

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PART 2
TENDER DOCUMENTS OVERVIEW