

Engineering Services Department - Companies Prequalification General Committee (CPGC)		 قطر تستحق الأفضل Qatar Deserves The Best		
Manage Pre-Qualification of Companies Process				
ESD-CPGC-G1-ANNEX-B1-R1		Rev: 1.0	Date:	Oct 2025

ANNEX B1: Prequalification Renewal Submittal Checklist

Materials, Suppliers and Manufacturers

A separate cover letter and submission will be required for each Pre-qualification renewal submittal. The following documents must be enclosed with your application before any assessment can commence. The documents shall be submitted in a single ZIP file, containing each item as a separate document with a clear file name, arranged in sequential order as per the below details.

1. Cover Letter

- i. Cover Letter for the initial submittal: Bilingual (Arabic and English), stamped, and signed by the authorized representatives (Local Agent/supplier and Manufacturers).
 - Submission Addressed To:
Companies Prequalification General Committee (CPGC)
Public Works Authority (Ashghal)
Al Faisal Tower 2, GF
West Bay
P.O. Box 22188
Doha, Qatar
 - The cover letter from the applicant requesting to renew the previously approved product with clear details.

ii. Cover Letter for Submittals as response to PWA Comments (revised submittals):

Ashghal reserves the right to ask more documentation and information if deemed necessary. The Companies shall submit revised submittals with the fully compliant responses to the comments along with a cover letter providing minimum below information:

- Response to Submittal PWA Ref no (previous revisions).
- The services information, department, category etc. as mentioned in the initial cover letter.
- For comments compliance, submit the same **Submittal Review Comments Sheet (SRCS)** Excel File, with your responses filled in the designated response columns.
- In case no response is received from the Company within the stipulated time frame, the submission shall be dropped, and the application shall be banned for a period of six (6) months from the date of the dropped submission.

2. Copy of previous approvals Letter granted by ASHGHAL (Companies Prequalification) for the specific product/material and the plant.
3. Updated contact information about the Local Supplier and the Manufacturer (head office and plant), highlighting if the contact information is different from what is posted on Ashghal's Approved Companies List. [Approved Materials - Approved Companies List](#)
4. Copy of the Latest Authorization Letter from the Manufacturer including the Manufacturer signatory Contact Details and with details of complete address and CR number of the Local Agent/Supplier duly signed and stamped by an authorized manufacturer's representative.
5. Undertaking Letter from the Local Agent/Supplier stating that the supplier will be responsible for all type

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of coordination with the Manufacturer and any other requirements as stipulated by the Authority duly signed and stamped by an authorized manufacturer representative.

6. Latest company registration documents for the Local Agent (supplier). i.e., Trade License copy and Commercial Registration - CR (both Arabic and English version) with their related scope of work.
7. Latest Manufacturer company registration documents (English version). (Note: For Local Manufacturers Industrial License is Mandatory along with CR & Trade License with the related proposed scope of work).
8. Local Supplier's valid and traceable ISO 9001:2015 certificate by an accredited certification body. (if available)
9. Manufacturer's latest product/material catalogue and scope of production at the specific plant.
10. Manufacturer's valid ISO 9001, by an accredited certification body, traceable to the manufacturing plant and the product/material type.
11. Manufacturer's valid ISO 14001, and ISO 45001 certificates by an accredited certification body, traceable to the manufacturing plant and the product/material type or an Alternative / Equivalent Certificates.
12. Manufacturer's latest QA/QC Manual and Factory Production Control/Quality Plan/Inspection and Testing Plan. (It shall be signed and stamped by an authorized representative of the company)
13. Valid Product Quality Certificates (approvals): e.g. Conformity Certificates, CE, ENEC, BSI, Kite Marking, IEC, UL, AHRI, Eurovent, WRAS, ETA, etc. The test report shall show the result of each test in figures (where possible) and whether the result conforms to the specified requirements/codes. Tests shall be conducted wherever possible by an external laboratory accredited for those tests. Their report shall form part of the approval submission.
14. Valid Third- party tests /Mill test Certificates/ Full Test Reports /Crash test report & Videos (for VRS) or the product/material in accordance with specifications:
 The applicant shall note that third party testing facilities are required to be certified to ISO 17025. Copies of all applicable test reports shall be provided and where tests are undertaken in Qatar, the laboratories should be selected from Ashghal's latest list of approved independent testing labs.
15. Latest Undertaking letter from the Manufacturer stating that the previously approved product is still the same and does not have any changes in physical/performance enhancement / change in specification (if in case there is a change, then, the Manufacturer to submit the Compliance Statement) (It shall be signed and stamped by an authorized representative of the company).
16. Updated Reference List of Projects/Clients (especially in Qatar and/or Gulf Region) with Ashghal during the last approval period.
17. Copies of previous Project Approvals and/or performance track records from the Consultant /Clients during the last approval period.
18. Updated Draft Warranty/Guarantee Letter complying with the warranty/guarantee requirements stipulated in latest QCS and/or Ashghal Specifications.
19. Letter from the Local Agent/Supplier & Manufacturer related to Anti-Corruption Policy stating that the Company [Company Name] is committed to conducting business in an ethical and honest manner and is committed to the concerned applicable laws and regulations. The company should implement and enforce systems that ensure the prevention of bribery. [COMPANY NAME] has zero tolerance for bribery and corruption activities." (Letter shall be signed and stamped by an authorized representative of the

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company)

20. Factory visit details conducted by PWA during the initial pre-qualification stage of approval by Ashghal.
21. Any other information that the Applicant considers relevant to process the Renewal application.
22. In the case where the manufacturer has more than one approved local agent, then the manufacturer is required to confirm the list of their local agents, as shown on the approved Companies list of ASHGHAL, in their renewal request. Additionally, each of the other local agents to provide the below in a separate submittal:
 - 22.1. Latest Authorization Letter from the Manufacturer including the Manufacturer signatory Contact Details and with details of complete address and CR number of the Local Agent/Supplier duly signed and stamped by an authorized manufacturer representative.
 - 22.2. Updated contact information, if different from the information on the approved Companies list of ASHGHAL.
 - 22.3. Valid Supplier CR and Trade License.
 - 22.4. Undertaking Letter from the Local Agent/Supplier stating that the supplier will be responsible for all types of coordination with the Manufacturer and any other requirements as stipulated by the Authority. (It shall be signed and stamped by an authorized representative of the company)

The Public Works Authority (Ashghal) will respond to fully completed pre-qualification submittals, including any subsequent clarifications, within two (2) weeks from the date of receipt for both international and local Qatari manufacturers.

Upon successful evaluation, Ashghal will issue a certificate to the applicant's organization, indicating product approval. This certification enables manufacturers and their suppliers to be listed in Ashghal's Approved Companies List (ACL) and grants them the opportunity to participate in the implementation of Ashghal's projects, provided they comply with Ashghal's project-specific Material Approval Request (MAR) procedures.

Applicants should note that Ashghal reserves the right to accept or reject any products submitted for approval without prejudice.