

ANNEX A1: New Prequalification Submittal Checklist for Materials, Suppliers and Manufacturers

A separate cover letter and submission will be required for each Approved Companies List (ACL) category applied for Pre-qualification. 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 representative.

- 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 be prequalified with a description of the proposed product shall state as a minimum the following:

CPGC Section	Building/Roads/Drainage
Category	
Section	
Sub-Section	
Material Name	
Material model/class/type/grade/size	
Manufacturing related standard specifications	
Manufacturer Name	
Manufacturing Facility Country	
Local Agent Name	

- Selected main category and sub-category using the category and sub-category using the Ashghal website link: [Approved Materials - Approved Companies List](#)
- Provide the complete details listed in below page as an attachment to the cover letter

Table 1.1: Supplier/Agent/Representative

[Insert Legal Entity Name as per official registrations]	
Address:	
Telephone:	
Fax:	
P.O. Box:	
Email:	
Website:	
Contact Name:	
Contact Name Email:	
Contact Telephone/Mobile:	

Table 1.2 Manufacturer Details

[Insert Manufacturer Legal Entity Name as per official registrations]	
Address:	
Telephone:	
Fax:	
P.O. Box:	
Email:	
Website:	
Contact Name:	
Contact Name Email:	
Contact Telephone/Mobile:	

Table 1.3 Factory Details (additional table to be added for more than 1 factory application)

[Insert Factory Legal Entity Name as per official registrations]	
Address:	
Telephone:	
Fax:	
P.O. Box:	
Email:	
Website:	
Location in Google Maps:	
Contact Name:	
Contact Name Email:	
Contact Telephone/Mobile:	

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

2. LOCAL MATERIAL SUPPLIER/AGENT/REPRESENTATIVE

- 2.1 Company Profile including brief company history.
- 2.2 Company Registration documents and Trade License (Arabic and English) ICV, Tax card, computer card etc.
- 2.3 Company Organization chart identifying the key personnel, including CVs with professional experience and training certificates (if any). (Company Organizational Chart shall be signed and stamped by an authorized representative of the company)
- 2.4 Copy of Inspection Testing Plan (ITP), if applicable.
- 2.5 Latest Authorization letter from Manufacturer to the Local Agent/ Supplier/Representative including the signatory Contact Details. letter shall include the statement that the Local Agent/Supplier is the Authorized Representative of the Manufacturer (with details of complete address and CR number of the Local Agent/Supplier).
- 2.6 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. The Local Agent/ Supplier shall confirm that they will remain responsible throughout the warranty period for all related services and replacements and resolve the issue (If any) within maximum 3 months from the date of receipt for raised query.
- 2.7 Company warehouse / storage facility details (if applicable). Letter from the Local Agent/Supplier regarding 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 (Company Name) shall implement and enforce systems that ensure the prevention of bribery. [COMPANY NAME] has zero tolerance for bribery and corruption activities." (The letter shall be signed and stamped by an authorized representative of the company).

3 MANUFACTURER'S DETAILS

- 3.1 Factory location map (In Google Map)
- 3.2 Copy of valid Industrial License.
- 3.3 Registered Trademark details.
- 3.4 Current ISO 9001:2015 Certification and Quality Management System (QMS) Manual as per ISO 9001:2015
- 3.5 Current ISO 45001:2018 certification & occupational Health & Safety management system manual as per ISO 45001:2018 (or an Alternative / Equivalent Certificate).
- 3.6 Current ISO 14001:2015 Certification & Environment management system manual as per ISO 14001:2015 (or an Alternative / Equivalent Certificate) .
- 3.7 International Certificates (approvals) (If applicable).
- 3.8 Company profile including brief factory history, details of administration & Design Offices, R&D, manufacturing, assembling, testing and storage facilities etc. with photographic/video evidence as applicable.
- 3.9 Manufacturer's latest product/material catalogue and scope of production at the specific plant/factory.
- 3.10 Organization chart identifying the key personnel of Design, Production, QA/QC, Commissioning, and service. (Company Organizational Chart shall be signed and stamped by an authorized representative of the company)
- 3.11 Manufacturer's in-house testing facilities and equipment details along with valid calibration certificates
- 3.12 Letter from the Manufacturer regarding 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 (Company Name) shall 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 company)
- 3.13 The Manufacturer is requested to fill in the table below using the latest available Audited Financial Statements.

Table 1.4: Latest Manufacturer Audited Financial Statement Results

[Insert Manufacturer Legal Entity Name] - Results for Year Ended [Insert Financial Year]	
Item	Financial Year (QAR)
Turnover	
Current Assets (CA)	
Current Liabilities (CL)	
Liquid Assets (LA)	
Non-Current Assets	
Total Assets	
Total Liabilities	

4 PRODUCT / MATERIAL DETAILS:

- 4.1 Catalogue and technical data sheet, calculations (as applicable) and safety details/product data sheet/dimensional drawings/material for pre-qualification.
- 4.2 Quality Assurance/Quality Control (QA/QC) procedures, Inspection & Test Plans (ITP) meeting the requirements of ISO 9001:2015 and QCS.
- 4.3 Detailed method statement along with Risk Assessments and Installation procedure.
- 4.4 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.
- 4.5 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.
- 4.6 Local certificates (authority approvals) from government departments, Ministry of environment, civil defense, utility providers, stakeholders and third parties.
- 4.7 End user certificate and/or performance track records for Five (5) installations for relevant activities, demonstrated successful operation for at least five (5) years in the Gulf region (Preferably Qatar), or in countries with similar weather conditions. (wherever it is mentioned in QCS/IANs/Ashghal Specifications).
- 4.8 Commissioning procedures (routine factory acceptance tests) as applicable.
- 4.9 Manufacturer Compliance Statement Stamped & signed by authorized representative to the latest QCS released version, Ashghal Technical Specifications and Standard Drawings, Interim Advice Notes. The applicant shall list any deviation from specifications with reasons for deviation and justification for deviation if it is better than the requirements
- 4.10 References (Provide list of previous projects along with the copies of approval letters).
- 4.11 Draft Warranties/Guarantees complying with Latest QCS and/or Ashghal specifications and the warranty period shall start from the date of full-time operation for the Government's benefit and with the Engineer's approval or the date of issue of the completion certificate.
- 4.12 Comprehensive detailed drawing of the product system (with manufacturer title block) (if applicable)
- 4.13 After sales service commitment letter from manufacturer and Supplier (If applicable).
- 4.14 Recommended Spare parts List as per specifications (If applicable)
- 4.15 Letter from manufacturer offering technical support to Ashghal with no cost implications (as applicable)

5 PRODUCT / MATERIAL SAMPLES

- 5.1 Submit Product / Material Samples as may be required (Provide a proper marking/identification of the sample). For street lighting materials samples to be provided in Doha.

6 Factory Photographic Evidence:

- 6.1 To provide the factory production line video (in MP4 Format) and photos. The video should have voice commentary to explain all the details right from the Factory Main Gate to raw material receiving, Storage/handling of raw materials, Production process, quality control, Testing Lab, Storage of Finished products and packaging & Delivery.

7 FACTORY VISIT

- 7.1 Initial confirmation letter to the Authority from manufacturer for factory visit (as may be required).

8 FIELD TRIAL/MOCK-UP

- 8.1 Field Trial and/or Mock-up may be required.

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 Companies 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.