

ANNEX B1: Prequalification Renewal Submittal Checklist for Subcontractors, Service Providers, System Integrators

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. The cover letter for the initial submittal from the applicant requesting to renew the previously approved services with clear details and current intended applied category in Bilingual (Arabic and English), stamped, and signed by the authorized representative.

- o 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

- 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 vendor 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 approval Letter granted by ASHGHAL for the specific Scope/services.
3. Latest Sub-contractors Company Registration Documents i.e., CR & Trade License copy (should be in both Arabic and English version) with their related scope of work.
4. Updated contact information, highlighting if the contact information is different from what is posted on Ashghal's Approved Companies List [Approved Materials - Approved Companies List](#)
5. Updated valid and traceable ISO 9001:2015, ISO 14001:2015, ISO 45001:2018 certificate by an accredited certification body and highlighting the Subcontractor Name and their related scope of work or an Alternative / Equivalent Certificates for ISO 14001:2015 and ISO 45001:2018.
6. Updated Inspection & Test Plan (ITP) related to proposed scope of work meeting the requirements of latest QCS Section 2. (It shall be signed and stamped by an authorized representative of the company).

7. Updated list of staff/resources and machinery/vehicles (refer attached requirements for sub-contractors specifically).
8. Updated financial statement for last three years plus current assets & liability the company hold.
9. Updated License/approval/affiliation/membership from Kahramaa/any other authority in Qatar i.e., KM License
10. Reference List of Projects along with the relevant copies of subcontractor pre-qualification approval letters project approval letters and/or performance records/completion certificates from the consultant/clients. (especially with Ashghal during the last approval period)
11. Updated Draft Warranty/Guarantee Letter complying with the warranty/guarantee requirements stipulated in latest QCS and/or Ashghal Specifications. (if available)
12. Updated detailed method statement along with the relevant risk assessment and installation procedure duly signed and stamped by an authorized representative of the company. (applicable if in case there is a change)
13. Updated compliance statement (signed & stamp by the company authorized person) against QCS Latest Version. (Applicable if in case there is a change)
14. If classification category for the Subcontractors & Service Providers (A, B & C etc.) is applicable, applicant should provide the information regarding the criteria as per the classification category checklist along with the supporting documents as proof of evidence. (if applicable, please request classification criteria for the submitted scope of works.)
15. Letter from the service providers 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 company)
16. Any other information that the Applicant considers relevant to process the Renewal application.

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.

Upon successful evaluation, Ashghal will issue an approval letter to the applicant's organization, indicating services approval. This letter enables service providers listing to be renewed 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 Subcontractors Approval Request (SAR) procedures.

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