



PUBLIC WORKS AUTHORITY

STATE OF QATAR

**Vendors Prequalification Committee
(VPC)**

PRE-QUALIFICATION CHECKLIST FOR;

*PRODUCT / MATERIAL MANUFACTURERS, ASSEMBLERS /LOCAL SUBCONTRACTORS / LOCAL
M&E WORKSHOPS /PROGRAMMABLE LOGIC CONTROL (PLC) & SUPERVISORY CONTROL AND
DATA ACQUISITION (SCADA) SYSTEM INTEGRATOR*

SEPTEMBER 2024 – Rev 11

This guide introduces the checklist for the preparation of pre-qualification documents submittals by applicants for the Authority's Approval.

Should you have any question regarding any section of this submittal procedure or enquiries regarding the Approved Vendors List, please contact the Vendors Prequalification Committee by email at info.avl@ashghal.gov.qa

How does VPC Operates?

The VPC is directed by a Committee headed by all relevant NOMINATED MEMBERS who reviews and approves the Pre-qualification recommendations provided by the Technical review teams

The approval of a product/manufacturer is a three-stage process:

- ✓ VPC confirms that the manufacturer is technically competent to manufacture quality products and a system that safeguards ongoing product quality before granting manufacturer "Recognition".
- ✓ To gain product approval, recognized manufacturers have their products tested to any of the extensive range of PWA specifications /QCS to establish that each product complies with all the requirements which PWA demands.
- ✓ Once "Recognition" of the manufacturing unit and "Approval" of products has been achieved, VPC team audits manufacturers to see that they maintain procedures, which reflect best industry practice. It also confirms that formulations are not changed in a manner, which might adversely affect performance. Feedback to the committee from consumers and a continuous program of audit testing (Each 3 Years), provide assurance that product quality is maintained.

APPROVED COMPLIANCE DOCUMENTS:

1. Latest released version of QCS.
2. Ashghal particular Specifications (ITS Specification V.3, Ashghal IAN, Street Lighting Luminaire specification).

Requirements for Approval:

All manufacturers who wish to be listed in Ashghal's Approved Vendor Lists should consult this document and provide all the required stated items.

- ✓ A separate Pre-qualification application shall be made for each and every product, material in accordance with the submission requirements set out in this Pre-qualification Checklist (Ref. annex –A). The manufacturer shall test or have tested against the relevant approved compliance documents the products they wish to submit to VPC for approval. Only material conforming to the requirements of the specification shall be submitted.

The Applicant shall submit their application in accordance with the Approved Vendors List: Drainage, Building or Roads categories, sub-sections and type as listed in the following Ashghal website link: <http://www.ashghal.gov.qa/en/Services/Pages/ApprovedMaterialHome.aspx>

- ✓ Local Qatari Manufactures may submit their applications despite the absence of an approved material category and shall be accepted for review by the Authority
- ✓ The vendor is given 4 weeks to respond to the technical teams comments. Vendors who fail to reply within 4 weeks will be sent a letter being notified of the expiry of their submission and being banned of filing new submissions for 6 months. Repetitive rejected submission via the same vendor will be blocked for 6 months.

The Applications Should be submitted in:

- Covering Letter (should be in Arabic and English version) duly stamped and signed by the authorized / designated person in the applicant company.

Addressed to:

***Vendors Prequalification Committee (VPC)
Rapporteur
Public Works Authority (Ashghal)
Al Faisal Tower 2, GF
West Bay
P.O. Box 22188
Doha, Qatar***

Submittals to Ashghal' s Archive Section - should be through ONLINE system. Vendor is requested to email the below information to archive@ashghal.gov.qa

Company Full Name (English):

Company Full Name (Arabic):

Document Controller Name:

Contact Number #

Land line #

Fax #

Email Address:

CR Copy:

Ashghal Archive Section will then respond and will provide you the Account User ID assigned to your company email address and an FCTS link where you can upload your applications / documents. Once documents are uploaded, Ashghal Archive Section will again provide you with an Ashghal Barcode for your reference and the registered applications will be forwarded to the VPC TRT for review and process.

Vendor will be contacted if there's a need for the hard copy to be submitted and will be coordinated with Ashghal Archive Section.

INSPECTION AND EVALUATION:

The inspection and evaluation will be performed by one or more technical teams chosen by the VPC. The team will consist of a Technical Assessor to assess the technical competence and technical management systems of the manufacturer. The audit team will use a standard checklist (attached-annex-B) and rating procedure established by the assessing team for the accreditation.

The assessment team may request to visit the applicant manufacturing unit which is seeking recognition, to obtain evidence to show that the manufacturer's expertise, facilities and systems are of a sufficient standard, and rates the basic functions affecting the quality of work performed by the manufacturer. Once manufacturer "Recognition" is granted by VPC, a "Product Approval" letter is issued for each complying product.

It is the responsibility of the management of the approved product to inform PWA VPC of any changes to the range of products manufactured, and of any changes to the manufacturer and supplier (incl. contact details), quality control system, technical personnel or responsibilities in the quality assurance function at any time.

ANNEX – A

PRE-QUALIFICATION CHECKLIST FOR AUTHORITY

(MATERIAL MANUFACTURERS/ASSEMBLERS/SUBCONTRACTOR'S/M & E WORKSHOP ASSESSMENT / PLC & SCADA SYSTEM INTEGRATOR)

A separate cover letter and submission will be required for each Approved Vendor List category applied for Pre-qualification. The following documents must be enclosed with your application before any assessment can commence. The documents shall be submitted with fly sheets using the following headings items 1 to 6 and associated sub-headings.

1. Cover Letter

- 1.1 Letter from Manufacturer letter from the local Supplier / Local Sub-Contractor/ Local M&E Workshop/ PLC & SCADA System Integrator duly signed, stamped and dated with reference by an authorized individual addressed to: ***Vendors Prequalification Committee (VPC), Public Works Authority (Ashghal) Al Faisal Tower 2, GF West Bay, and P.O. Box 22188 Doha, Qatar.***
- 1.2 The cover letter from the applicant shall state as a minimum the following:
 - ✓ AVL Category requesting to be pre-qualified with a description of the proposed product /material model/class/type/grade/size, manufacturing related standard specifications;
 - ✓ Concerned Ashghal department - Drainage, Building or Roads;
 - ✓ Selected main category and sub-category using the category and sub-category using the Ashghal website link:
<http://www.ashghal.gov.qa/en/Services/Pages/ApprovedMaterialHome.aspx> ;
 - ✓ Country of Product / Material factory origin.

2. Local Material Supplier / Company Details

- 2.1 Contact Details and legal name of Local Supplier of Materials / M&E Contractor / M&E Workshop / PLC & SCADA System Integrator (Any interested International manufacturers must have a local Supplier representative in order to make a product / material submission):

Table 2.1 Supplier / Subcontractor / M&E Workshop / PLC & SCADA System Integrator Details

<i>[Insert Legal Entity Name]</i>	
Address:	
Telephone:	
Fax:	
P.O. Box:	
Email:	
Website:	
Location in Google Maps:	
Contact Name:	
Contact Name Email:	
Contact Name Telephone/Mobile:	

- 2.2 Company Profile including brief company history.
- 2.3 Company Registration documents and Trade License (Arabic and English).
- 2.4 Company Organisation chart identifying the key personnel including CV's with professional experience and training certificates (if any). *(Company Organizational Chart shall be signed and stamped by an authorized representative of the company)*

- 2.5 Copy of Inspection Testing Plan (ITP), if applicable
- 2.6 Copy of KAHRAMAA license **(For M&E Contractors only)**
- 2.7 Manufacturers certification details **(For PLC/SCADA system Integrators only)**
- 2.8 Workshop facilities including list of Mechanical, Electrical & ICA Equipment's and testing tools with valid calibration certificates.
- 2.9 List of Mechanical, Electrical and ICA licensed design tools and IT Hardware, if applicable.
- 2.10 Authorization letter from Manufacturer to the Local Agent/ Supplier and an Undertaking Letter from the Local Agent/ Supplier stating that the supplier will be responsible for all type of coordination with the Manufacturer and any other requirements as stipulated by the Authority.

3. Manufacturer Details

3.1 Manufacturer name and contact details:

Table 3.1 Manufacturer Details

[Insert Manufacturer Legal Entity Name]	
Address:	
Telephone:	
Fax:	
P.O. Box:	
Email:	
Website:	
Location in Google Maps:	
Contact Name:	
Contact Name Email:	
Contact Name Telephone/Mobile:	

- 3.2 Factory location map (Preferably, the factory should have ISO for the product)
- 3.3 Copy of Industrial License.
- 3.4 Registered Trademark details.
- 3.5 Current ISO 9001:2015 Certification and Quality Management System (QMS) Manual as per ISO 9001:2015
- 3.6 Current ISO 45001:2018 certification & occupational Health & Safety management system manual as per ISO 45001:2018
- 3.7 Current ISO 14001:2015 Certification & Environment management system manual as per ISO 14001:2015
- 3.8 International Certificates (approvals).
- 3.9 Company profile including brief factory history, details of administration & Design Offices, R&D, Internal facilities like Manufacturing, Assembling, Testing and Storage etc. with photographic evidence as applicable.
- 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 The Manufacturer is requested to fill in the table below using the latest available Audited Financial Statements.

Table 3.9 Manufacturer Latest 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 Product Quality Certification where applicable
- 4.4 Commissioning procedures (routine factory acceptance tests).
- 4.5 Detailed method statement along with Risk Assessments and Installation procedure.
- 4.6 Third Party International Certificates (approvals): e.g. BSI, IEC, UL, AHRI, Eurovent, WRAS, ETA, etc. The test report shall show the result of each test in figures (where possible) and whether or not the result conforms to the specified requirements / codes mentioned in the compliance documents stated in clause 2. Tests shall be conducted wherever possible by an external laboratory accredited for those tests. Their report shall form part of the approval submission.
- 4.7 Local Certificates (Authority approvals) from Government departments, Environment, Civil Defense, utility providers, stakeholders and third parties.
- 4.8 End user certificate for Five (5) installations preferably Sewage works, demonstrated successful operation for at least five (5) years in the Gulf region (Preferably Qatar), or in countries with similar weather conditions.
- 4.9 Manufacturer Stamped on Qatar Construction Specifications (QCS) Compliance Statement to the latest QCS released version or BS/ASTM if not available in QCS as identified in the below example;

The applicant shall list any deviation from QCS with reasons for deviation and justification for deviation if it is better than QCS requirements.

Example:

	Code/S pecs. (QCS/AS TM/BS)	Section/ Part/Cla use	Title/item definition	Code/Specs. Requirements	Product Specs	Supplier's Remarks (ref. data sheet) / Test Certifications	Compliance <i>Fully Compliant / Compliant Alternative / Partially Compliant / Non- Compliant</i>
1	QCS	Section 17-Part 03- clause 3.7	Roller Shutter fire doors	Fire rating of doors to be 3 hours rated sized in accordance with BS 476, the Project Documentation, tested, and approved by the Civil defense Department.	Door is 4 hours rated	Data sheet page #3 – line 10	Fully Compliant

I certify that the above-mentioned information is valid and correct.

Name: _____

Signature: _____

Date: _____

**Qatar Construction Specifications can be downloaded from Ministry of Municipality and Environment's [Official Website](#)*

4.10 Product / Material related sections with third party test / Mill test Certificates / CE Certification / Full Test Reports & Videos as per example below:

Test According to QCS or International Standard clause [Insert Clause].

Table 4.6 Third Part Tests for Material / Product

Test Name	Test Requirements	Test Result	Unit	Condition/Test Method	Certifying Laboratory Name	Pass or Fail

The applicant shall note that third party testing facilities are required to be mandatorily 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.

- 4.11 References [Provide list of previous projects along with the copies of approval letters].
 - 4.12 Product / Material Warranties/Guarantees complying with QCS and/ or Ashghal specifications.
 - 4.13 Details of License agreement for PLC & SCADA software. **(Applicable for PLC & SCADA System Integrators only)**
 - 4.14 Comprehensive detailed drawing of the product system (with manufacturer title block)
 - 4.15 After sales service commitment letter from manufacturer.
 - 4.16 Spare parts breakdown inventory list and cost.
 - 4.17 Letter from manufacture offering technical support to Ashghal with no cost implications (for VRS only)
 - ▲ 4.18 Letter from the Local Agent/Supplier & 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)
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 Visit
- 6.1 Invitation letter to the Authority from manufacturer for factory visit (as may be required).
The applicant shall comply with all technical and documentation comments if any prior to any factory visit.
7. Field Trial
- 7.1 Field Trial as may be required

The Public Works Authority 'Ashghal' will undertake to evaluate and finalize fully completed pre-qualification applications and any subsequent clarification information within Two (2) weeks of receipt both for International Manufactures and Local Qatari Manufactures.

Should the application prove successful, PWA will advise the applicant's organisation a certificate clearly indicating that the product is approved and will allow manufacturers and their suppliers to be listed in Ashghal's Approved Vendors List and allows companies the opportunity to participate in the implementation of Ashghal's projects, subject to adhering to Ashghal's project specific Material Approval Request (MAR) procedures.

The applicant shall note that the Authority reserves the right to accept or reject any of the products submitted without any prejudice.

ANNEX – B

INSPECTION AND EVALUATION CHECK LIST