



قطر تستحق الأفضل  
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هيئة الأشغال العامة  
Public Works Authority

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2015/0002220/5

**Expression of Interest and Prequalification Circular No.04**

**To** : All Applicants  
**Total Pages** : 01

**PROJECT** : PRE CONTRACT AND GENERAL SUPERVISION  
PROFESSIONAL CONSULTANCY SERVICES FOR THREE  
SPECIFIC HEALTHCARE PROJECTS AT HAMAD BIN  
KHALIFA MEDICAL CITY (HBKMC)

**PROJECT ID** : BA 14/15 D 045 ST, BA 14/15 D 048 G, BA 14/15 D 049 ST  
**SUBJECT** : Answer to EOI / PQQ Queries.

Tenderers are hereby informed of the following amendments, clarification and elaboration to the EOI / PQQ documentation for the above project:

**Answer to EOI / PQQ Queries.**

No	Query	Answer/Response
1	We would kindly request to give us the information of what is Professional Staff and Technical Staff in Form OTC – 7.2, Technical Capability in order for us to comply the form correctly.	Please see attached the Authority's Personnel Grading System.

All other conditions remain unchanged.

This circular shall be included in the submitted EOI / PQQ document and will be deemed to form part of and allowed for in your submission.

Please acknowledge receipt of this circular via returned email to [contracts@ashghal.gov.qa](mailto:contracts@ashghal.gov.qa).

Yours faithfully,

Ghanem Rashid Al-Mansoori  
Manager of Contract Department



**AUTHORITY'S REQUIREMENTS**

<b>Personnel Grading System Guide</b>						
The below criteria shall be considered by the Authority / Engineer from a holistic perspective, that is the requirements for columns 2 to 6 shall be considered as guides for determining the grade and shall not be considered as absolute requirements for grade attainment. The main criterion for determining grade shall be column 7.						
(1) Grade	(2) Educational Qualification	(3) Chartered Status / Professional License	(4) Minimum Years of Experience	(5) Minimum Years of similar Experience	(6) Regional Experience	(7) Key Competencies
<b>Professional Personnel</b>						
P1	BSc, BEng, BA or Equivalent	Required	More than 20	10	Preferred	Qualified professional who has reached the director level; capable of providing planning, leadership, direction, and technical expertise to manage complex tasks and multi-discipline projects. Or, Highly experienced technical specialist who will provide expert advice on complex matters requiring international world-class expertise. Should be recognised as an authority on the technical subject.
P1A	BSc, BEng, BA or Equivalent	Preferred	More than 20	10	Required	Qualified professional who has reached the director level; capable of providing planning, leadership, direction, and technical expertise to manage complex tasks and multi-discipline projects. Or, Highly experienced technical specialist who will provide expert advice on complex matters requiring international world-class expertise. Should be recognised as an authority on the technical subject.
P2	BSc, BEng, BA or Equivalent	Preferred (should be eligible)	More than 14	7	Preferred	Qualified professional who can manage and coordinate specialised activity, discipline or team of moderate size and complexity Leads in the formulation of advanced technical concepts. Or, Provides specialist services in support of project requirements. Independently performs highly complex professional assignments demanding contributions calling for the application of specialised principles.
P2A	BSc, BEng, BA or Equivalent	Not required	More than 14	7	Required	Qualified professional who can manage and coordinate specialised activity, discipline or team of moderate size and complexity Leads in the formulation of advanced technical concepts. Or, Provides specialist services in support of project requirements. Independently performs highly complex professional assignments demanding contributions calling for the application of specialised principles.



**AUTHORITY'S REQUIREMENTS**

P3	BSc, BEng, BA or Equivalent	Preferred (should be eligible)	More than 10	5	Preferred	Qualified professional who can manage and coordinate specialised activity, discipline or team of moderate size and complexity Leads in the formulation of advanced technical concepts. Or, Provides specialist services in support of project requirements. Independently performs highly complex professional assignments demanding contributions calling for the application of specialised principles.
P3A	BSc, BEng, BA or Equivalent	Not Required	More than 10	5	Preferred	Qualified professional who can manage and coordinate specialised activity, discipline or team of moderate size and complexity Leads in the formulation of advanced technical concepts. Or, Provides specialist services in support of project requirements. Independently performs highly complex professional assignments demanding contributions calling for the application of specialised principles.
P4	BSc, BEng, BA or Equivalent	Not required	More than 5	3	Preferred	Qualified professional working under limited supervision capable of performing general technical works and manages projects or tasks of moderate complexity or less experienced personnel.
P4A	BSc, BEng, BA or Equivalent	Not required	More than 5	3	Required	Qualified professional working under limited supervision capable of performing general technical works and manages projects or tasks of moderate complexity or less experienced personnel.
P5	BSc, BEng, BA or Equivalent	Not required	More than 3	3	Preferred	Qualified professional working under limited supervision capable of performing general technical works and manages projects or tasks of moderate complexity or less experienced personnel.
P5A	BSc, BEng, BA or Equivalent	Not required	More than 3	3	Required	Qualified professional working under limited supervision capable of performing general technical works and manages projects or tasks of moderate complexity or less experienced personnel.
P6	BSc, BEng, BA or Equivalent	Not required	More than 3	1	Required	Post Graduates with relevant qualifications and some relevant post qualification experience.
<b>Technical Personnel</b>						
T1	Technical Diploma	N/A	More than 15	10	Required	Can undertake complex technical support with no supervision tasks such as drafting, graphic design, engineering support, site inspections, IT network administration, document control, KPI analysis and computation.
T2	Technical	N/A	More than 10	5	Preferred	Can undertake complex technical support tasks with limited supervision



**AUTHORITY'S REQUIREMENTS**

	Diploma						such as drafting, graphic design, engineering support, site inspections, IT network administration, document control, KPI computation. Can undertake technical support tasks and follow procedures accuracy.
T3	Technical Diploma	N/A	More than 5	3		Preferred	Can undertake technical support tasks and follow procedures accuracy.
T4	Technical Diploma	N/A	UP to 5	1		Preferred	Can undertake technical support tasks and follow procedures accuracy.
A1	Administrative Staff Specialised Training	N/A	More than 15	10		Preferred	Personnel at this level are specialist within the administration area and are experts within their speciality. Such employees will typically have worked or studied in a relevant field and will have achieved a standard of relevant and/or specialist knowledge and experience sufficient to enable them to independently advise on a range of activities and features and contribute, as required, to the determination of objectives, within the relevant field(s) of their expertise. Such as: Administration Manager; Senior Executive Assistant; Senior Administration Supervisor; Senior Supervising Document Controller; Senior Accounts Clerk.
A2	Training Certificates	N/A	More than 10	5		Preferred	Personnel at this level are subject to broad guidance or direction and would report to a manager as required. They are responsible and accountable for their own work and may have delegated responsibility for the work under their control or supervision, in scheduling workloads, resolving operation problems, monitoring the quality of work produced. They have advanced level of written and verbal communication skills. Such as: Project Administrator; Administration Assistant; Document Controller; Accounts Clerk; Public Relations Officer, Senior Secretary
A3	Formal Training	N/A	More than 5	5		Required	Personnel at this level will have achieved a level of organisation or industry specific knowledge sufficient for them to give independent advice and/or information to the organisation and clients in relation to specific areas of their responsibility. They possess procedural or systematic proficiency. Employees are responsible for output and managing own work- load with some Supervision Such as: Secretary Project Administrator; Administration Assistant; Document Controller; Accounts Clerk ; Public Relations Officer
A4	N/A	N/A	N/A	7		Required	Can undertake simple tasks and follow instructions Such as Receptionists; Clerks; Office Administrators; Project Support Administrators; Drivers/Messengers



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	Notes on criteria:
(1)	<p>P Grades cover professional and management roles;  T Grades cover technicians across a range of fields, including draftsmen, inspectors and engineering support personnel without relevant degree qualifications; and  A Grades cover administrative and miscellaneous roles.</p>
(2)	<p>For P1, P2, P3, P4 and P5 - the educational qualifications shall be obtained from an organisation identified in the World Higher Education Database (WHED) published by the International Association of Universities</p>
(3)	<p>For P1, P2, P3 and P4 Grades - Chartered, Licensed or Professional certification shall be obtained from professional organisations / associations / bodies as recognised by the International Association of Universities in accrediting educational courses provided by the members of the International Association of Universities</p>
(4)	<p>Years of practical experience since obtaining minimum educational qualifications specified. A postgraduate degree such as Masters in Science Degree counts as additional 2 years of experience; and a Ph.D. Degree counts as additional 4 years of experience.  For Grades P1, P2, P3 and P4, a minimum of 5 years of experience is preferable</p>
(5)	<p>Experience with roles similar to proposed role on this project</p>
(6)	<p>Experience within the Middle East region</p>
(7)	<p>General description of required skills and competencies</p>