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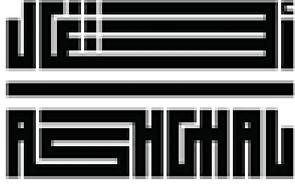
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**هيئة الأشغال العامة**

**PUBLIC WORKS AUTHORITY**

**شؤون البنية التحتية**

**INFRASTRUCTURE AFFAIRS**

**(DRAINAGE NETWORKS PROJECTS DEPARTMENT)**

**PREQUALIFICATION**

**FOR**

**DRAINAGE MICRO TUNNELLING AND PIPE JACKING  
CONTRACTORS**

**SUMMARY**

**PROJECT ID: IA 2016 C 51 G**

## 1.0 ABBREVIATIONS

ADS	Application Data Sheet
CD	Compact Disc
DNPD	Drainage Networks Project Department
EAMS	Electronic Asset Management System
ITA	Instructions to Applicants
ITT	Invitation to Tender
JV	Joint Venture
KPI	Key Performance Indicator
OTM	Operations Team Member
PQQ	Pre-Qualification Questionnaire
PWA	Public Works Authority
QA	Quality Assurance
QAR	Qatari Riyals
QC	Quality Control
QCE	Quality Control Engineer
QCS	Qatar Construction Specification
WZTMG	Works Zone Traffic Maintenance Guide

## 2.0 SUMMARY DESCRIPTION

- 2.1 The purpose of the prequalification process is to provide the basis for the Authority (Ashghal [Public Works Authority]), to select a short-list of competent companies (the "Pre-qualified Applicants"). This Pre-Qualification Questionnaire (PQQ) is being made available to all parties who have experience in Micro Tunnelling and Pipe Jacking Contracts for the selection of **Drainage Micro Tunnelling And Pipe Jacking Contractors** and have satisfied certain eligibility criteria set out in the associated application form for the PQQ. It sets out the information which an Applicant is required to provide to the Authority in this first stage of the procurement process.
- 2.2 Over view of scope  
The Infrastructure Affairs at the Public Works Authority is responsible for governing the design, construction, delivery and maintenance of all expressways, roads and drainage networks that cater to current and future demand across Qatar. It consists of four departments
- Roads Project Department
  - Highway Projects Department
  - Drainage Networks Projects Department
  - Roads and Drainage Network Design Department
- 2.2 With reference to various Projects in Qatar, Micro Tunneling and Pipe Jacking construction is required at various project locations.  
In order to facilitate this, DNPD shall prequalify a number of Drainage Micro Tunneling and Pipe Jacking Contractors to be included within the '**Drainage Micro Tunnelling And Pipe Jacking Contractors**'. Further detail on the Scope of Works is contained at Part 2 – Works Requirements Appendix A [*Scope of Works*] of this PQQ.
- 2.3 This Prequalification Document consists of:
1. Summary;
  2. Part 1: Prequalification Procedures; and
  3. Part 2: Works Requirements.
- 2.4 Prequalification is a step in the procurement route which shall ultimately lead to Invitation to Tender for the prequalified Applicants. The procurement process can either commence by public invitation or by direct, private, invitation. Prequalification centres on evaluation of the Applicants':
1. Eligibility;
  2. Licenses & Registration;
  3. Declaration of Pre-Tendering Agreement for Joint Venture;
  4. Historical Contract Non-performance record;
  5. Financial situation;
  6. Experience in relation to the size, type and complexity of the works and services being procured;
  7. Key Staff Experience;
  8. Health, Safety, Quality & Environment;
  9. Resources, Plant and Equipment; and
  10. Management Approach.
- 2.5 Previous prequalification for Authority's projects shall not guarantee automatic prequalification for this Project.
- 2.6 The Works Requirements in Part 2 of this document provide an outline Scope of Works.

### 3.0 DOCUMENT USER'S GUIDE

#### 3.1 PART 1 – PREQUALIFICATION PROCEDURES

##### **Section I. Instructions to Applicants (ITA)**

This section specifies the procedures to be followed by Applicants in the preparation and submission of the Prequalification Application. Information is also provided on the opening procedures for Prequalification Documents and evaluation of Applications.

**The Section I provisions are to be used without modification.**

##### **Section II. Application Data Sheet (ADS)**

This section identifies the data and provisions that are specific to each Prequalification Invitation and supplements the information or requirements included in Section I: Instructions to Applicants.

##### **Section III. Qualification Criteria**

This section contains the qualification criteria and compliance requirements that will be used to determine how Applicants shall be prequalified and later invited to tender.

##### **Section IV. Prequalification Application Submission Sheet and Forms**

This section contains the Prequalification Application Submission Sheet and the associated forms to be submitted.

#### 3.2 PART 2 – WORKS REQUIREMENTS

##### **Appendix A: Scope of Works (Project Brief)**

This section contains details of the Scope of Works and the Project Procurement Programme.

##### **Appendix B: Conditions of Contract**

This section will identify the Framework and Works Order Terms and Conditions to be utilised

#### 3.3 TERMINOLOGY

3.2.1 **Prequalification Application:** Means the documents submitted for evaluation and short-listing for Invitation to Tender.

3.2.2 **Prequalification Application Submission Sheet:** Means the form in Section IV of this document which shall preface the Prequalification Application.

3.2.3 **Prequalification Invitation:** Means the invitation by the Authority to Applicants to submit detailed particulars demonstrating capability in relation to the Scope of Work to be procured.



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**PUBLIC WORKS AUTHORITY**  
**شؤون البنية التحتية**  
**INFRASTRUCTURE AFFAIRS**  
**(DRAINAGE NETWORKS PROJECTS DEPARTMENT)**

**PREQUALIFICATION**

**FOR**

**DRAINAGE MICRO TUNNELLING AND PIPE JACKING  
CONTRACTORS**

**PROCEDURES AND WORKS REQUIREMENTS**

**PART 1 - PREQUALIFICATION PROCEDURES**

**PROJECT ID: IA 2016 C 51 G**

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## Section I. Instructions to Applicants (ITA)

### A. General

1. **Scope of Application**
  - 1.1 This Prequalification Invitation document as indicated in Section II, Application Data Sheet (ADS), is issued by the Authority (Ashghal [Public Works Authority]), to Applicants interested in tendering for the Scope of Works as described in Part 2 – Work Requirements.
2. **Source of Funds**
  - 2.1 The Scope of Works is funded directly by the Government of the State of Qatar.
3. **Corrupt & Fraudulent Practices**
  - 3.1 The Authority requires that Applicants observe the highest standard of ethics during the procurement and execution of the Scope of Works. In pursuit of this policy, the Authority:
    - (a) defines, for the purposes of this provision, the terms set forth below as follows:
      - i. “**Corrupt Practice**” shall mean the offering, giving, receiving, or soliciting of anything of value to influence the action of a Public Official in the procurement process or in contract execution; and
      - ii. “**Fraudulent Practice**” shall mean a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Authority, and includes collusive practices among Applicants (prior to or after tender submission) designed to establish tender prices at artificial, non-competitive levels and to deprive the Authority of the benefits of free and open competition;
    - (b) may, at its sole discretion, reject a proposal for prequalification if it determines that the Applicant recommended for prequalification has engaged in Corrupt Practices or Fraudulent Practices in competing in the tendering processes for the these works.
4. **Eligible Applicants**
  - 4.1 An Applicant may be a private, public or government owned legal entity or any combination of them, with the formal intent to enter into a joint venture agreement, or under an existing joint venture agreement (refer to Section III.C.1 for further requirements).
  - 4.2 Prequalification will be based on a combination of “pass-fail” criteria along with a scoring system of the Applicant’s qualifications as demonstrated by the Applicant’s responses in the attached Prequalification Application Submission Sheets and other requested documentation. Specific requirements for joint ventures are also set forth in Section III, Qualification Criteria. The Authority reserves the right to waive minor deviations from the criteria, if they do not materially affect the capability of an Applicant to perform the work.
  - 4.3 The Applicant that is under a declaration of ineligibility by the Authority in accordance with ITA 3.1, as at the date of submission of the Prequalification Application or thereafter, shall be disqualified.
  - 4.4 Government-owned entities in Qatar shall be eligible only if they can establish that they are legally and financially autonomous, and operate under commercial law, and that they are not dependent agencies of the Authority.

- 4.5 Applicants shall provide such evidence of their continued eligibility satisfactory to the Authority, as the Authority shall reasonably request.
- 4.6 If any conflict of interest or potential conflict of interest between Applicants, their subcontractors or advisers and those of the Authority becomes apparent, Applicants shall immediately inform the Authority, when the Authority shall, at its absolute discretion, decide on the appropriate course of action. If the Authority becomes aware of any conflict of interest or potential interest that the Applicant has not declared to the Authority, the Authority may at its absolute discretion disqualify the Applicant from
- 4.7 Applicants shall have a minimum of annual turnover specified in the ADS to participate in the prequalification process. Any Applicant which does not meet the minimum requirements specified in the ADS or is non-compliant will be rejected and no further prequalification assessment will be carried out.
5. **Eligible Goods and Related Services** In preparation of the Prequalification Document, Applicants shall be aware of and observe the Government of the State of Qatar's rules and regulations.

**B. Contents of the Prequalification Document**

6. **Sections of Prequalification Document**
- 6.1 The document for the prequalification of Applicants (hereinafter referred to as "Prequalification Document") consists of Parts 1 and 2 which comprise all the sections indicated below, and should be read in conjunction with any Addenda issued in accordance with ITA 8.
- PART 1 - Prequalification Procedures**  
Section I. Instructions to Applicants (ITA)  
Section II. Application Data Sheet (ADS)  
Section III. Qualification criteria  
Section IV. Application Submission Sheet and Forms
- PART 2 - Works Requirements**  
Appendix A: Details of Scope of Works are included in this section.  
Appendix B: This section will detail the Framework and Works Order Terms and Conditions to be utilised
- 6.2 The Authority accepts no responsibility for the completeness of the Prequalification Document and its addenda, unless they were obtained directly from the Authority.
- 6.3 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Document and to furnish all information or documentation required by the Prequalification Document.
7. **Clarification of Prequalification Document**
- 7.1 Applicants requiring clarification of the Prequalification Document shall contact the Authority in writing at the address indicated in the ADS. The Authority shall respond in writing to any request for clarification provided that such request is received no later than **Two (2) weeks** before the deadline for submission of Applications. The Authority shall communicate to all Applicants full details of the clarification but without identifying its source. Prequalification

clarifications will be posted on the PWA website and Applicants should regularly check the website for copies of any Prequalification Circulars. Should the Authority deem it necessary to amend the Prequalification Document as a result of a clarification, it shall do so following the procedure outlined in ITA 8 and in accordance with the provisions of ITA 17.2.

**8. Amendment of Prequalification Document**

- 8.1 At any time prior to the deadline for submission of Applications, the Authority may amend the Prequalification Document by issuing Addenda.
- 8.2 Any addendum issued shall form part of the Prequalification Document and shall be posted on PWA website and Applicants should regularly check the website for copies of any addenda.
- 8.3 To give prospective Applicants reasonable time to take an Addendum into account in preparing their applications, the Authority may, at its discretion, extend the deadline for the submission of Applications.

**C. Preparation of Applications**

**9. Cost of Applications**

- 9.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. The Authority shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Prequalification process.

**10. Language of Application**

- 10.1 The Application as well as all correspondence and documents relating to the Prequalification exchanged by the Applicant and the Authority, shall be written in the language specified in the ADS. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the ADS, in which case, for the purposes of interpretation of the Application, the translation shall govern.

**11. Documents Comprising the Application**

- 11.1 The application shall comprise the following:
- a) Application Submission Sheet, in accordance with ITA 12;
  - b) Documentary evidence establishing the Applicant's eligibility to prequalify, in accordance with ITA 13;
  - c) Documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and
  - d) Any other document required as specified in the ADS.

**12. Application Submission Sheet**

- 12.1 The Applicant shall prepare the Application Submission Sheet using the form furnished in Section IV, Application Submission Sheet and Forms. This form must be completed without any alteration to its format.
- 12.2 If an entry in the Form does not apply to you, type in "Not Applicable."
- 12.3 The electronic Form is expandable, do not alter the overall layout or any headings.
- 12.4 Incomplete applications will not be accepted.

- 13. Documents Establishing the Eligibility of the Applicant** 13.1 To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Prequalification Application Submission Sheet and Forms ELI 1.1 and ELI 1.2, included in Section IV, Application Submission Sheet and Forms.
- 14. Documents Establishing the Qualifications of the Applicant** 14.1 To establish its qualifications to perform the scope of works in accordance with Section III, Qualification Criteria, the Applicant shall provide the information requested in Section IV, Prequalification Application Submission Sheet and Forms.
- 15. Signing of the Application and Number of Copies** 15.1 The Applicant shall prepare one (1) original of the documents comprising the Application as described in ITA 11 and clearly mark it "ORIGINAL". The original of the Application shall be typed or written in indelible ink and shall be signed by a person, or persons, duly authorised to sign on behalf of the Applicant. In the case of JV, all Parties must sign the documents.
- 15.2 The Applicant shall submit two (2) hardcopies and two (2) softcopies of the Application as follows:
- 15.2.1 One (1) hardcopy shall be marked "ORIGINAL"
  - 15.2.2 One (1) hardcopy shall be clearly marked "COPY". In the event of any discrepancy between the original and the copy, the original shall prevail.
  - 15.2.3 Two (2) softcopies on labelled CDs. The labels should show the Project number and Project title and the Applicant's name. No boxes or notebooks are to be submitted.
- 15.3 The two (2) hard copies of the Application should consist of loose sheets of paper filed in hard cover ring binders and shall not exceed 250 type written pages, as defined in ITA 31.
- 15.4 A separate Application need not be submitted for each Category as specified in Part-2 Works Requirement, Appendix-A.

**D. Submission of Applications**

- 16. Sealing and Identification of Applications** 16.1 The Applicant shall enclose the original and the copies of the Application in a sealed envelope or container that shall:
- a) Bear the name and address of the Applicant;
  - b) Be addressed to the Authority, in accordance with ITA 17.1; and
  - c) Bear the specific identification of this Prequalification i.e. Project Number and Programme title as indicated in the ADS (ITA1.1).
- 16.2 The Authority shall accept no responsibility for not processing any envelope/container that was delivered unsealed or not identified in full accordance with the requirements of the Prequalification Document.

- 17. Deadline for Submission of Applications**
- 17.1 Applications shall be received by the Authority at the address, and no later than the submission closing date as indicated, in Section II - ADS (ITA 17.1).
- 17.2 The Authority may, at its discretion, extend the deadline for the submission of Applications by amending the Prequalification Document in accordance with ITA 8, in which case all rights and obligations of the Authority and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.
- 18. Late Applications**
- 18.1 Any Application received by the Authority after the deadline for submission of Applications prescribed in ITA 17 may, at the sole discretion of the Authority, be rejected as non-compliant and remain unopened.
- 19. Opening of Applications**
- The Authority shall prepare a record of the opening of Applications for each Category, and this shall include, as a minimum, the name of the Applicant. A copy of the record shall be kept by the Authority.

#### **E. Procedures for Evaluation of Applications**

- 20. Confidentiality**
- 20.1 Information relating to the evaluation of Applications, and recommendation for prequalification, shall not be disclosed to Applicants or any other persons not officially concerned with the prequalification process until the notification of the outcome of the prequalification process is made to all Applicants.
- 20.2 From the deadline for submission of Applications to the time of notification of the results of the Prequalification in accordance with ITA 28, any Applicant that wishes to contact the Authority on any matter related to the Prequalification Process, may do so, but only in writing.
- 21. Clarification of Applications**
- 21.1 After the Application submission closing date, the Authority may ask any Applicant for a clarification. The Applicant shall submit, to the address indicated in the ADS (ITA 17.1), its reply within three (3) calendar days from receipt of the clarification request, or by the date and time set in the Authority's request for clarification. Any request for clarification and all replies shall be in writing.
- 21.2 If an Applicant does not provide the clarification as requested within three (3) days after the clarification date or by the date and time set in the Authority's request for clarification, its Application may, at the sole discretion of the Authority, be rejected as non-compliant.
- 22. Responsiveness of Applications**
- 22.1 The Authority may reject any Application which does not address the requirements of the Prequalification Document.
- 23. Domestic Applicant Price Preference**
- 23.1 Unless otherwise specified in the ADS, a margin of preference for domestic Applicants shall not apply in the tendering process resulting from this prequalification.
- 24. Specialist Sub-contractors**
- 24.1 Applicants planning to sub-contract any of the key activities indicated in Section III, Qualification Criteria, shall specify the activity or parts of the scope of works to be sub-contracted in the Application Submission Sheet and clearly identify such activities and the proposed specialist sub-contractor(s) in Form ELI-1.2 in

Section IV. Such proposed specialist sub-contractor(s) shall meet the corresponding qualification requirements specified in Section III, Qualification Criteria.

- 24.2 The Authority does not intend to let contracts for certain specific parts of the scope of works with contractors selected in advance by the Authority. That is, there will be no Nominated Contractors, unless otherwise stated in the ADS.

#### F. Evaluation of Applications and Prequalification of Applicants

- 25. Evaluation of Applications**
- 25.1 The Authority shall use all the factors, methods and criteria defined in Section III, Qualification Criteria to evaluate the qualifications of the Applicants and any specialist sub-contractors. The Authority reserves the right to consider other factors or waive minor deviations in the qualification criteria if they do not materially affect the capability of an Applicant to perform the scope of works.
- 25.2 Only the qualifications of specialist sub-contractors that have been identified in the Application may be considered in the evaluation of an Applicant. However, the general experience and financial resources of sub-contractors may not be added to those of the Applicant for purposes of prequalification of the Applicant.
- 25.3 Unless otherwise indicated in the ADS, this Prequalification shall be for the **Drainage Micro Tunnelling And Pipe Jacking Contractors** programme and/or projects only.
- 26. Authority's Right to Accept or Reject Applications**
- 26.1 The Authority reserves the right to accept or reject any Application, and to annul the Prequalification Process and reject all Applications at any time, without thereby incurring any liability to the Applicants.
- 27. Prequalification of Applicants**
- 27.1 Applicants whose applications have met or exceeded the specified threshold criteria shall, to the exclusion of all others, be prequalified by the Authority. The Authority reserves the right thereafter to invite a short-list of qualified Applicants to Tender for projects that are required
- 28. Notification of Prequalification**
- 28.1 Once the Authority has completed the evaluation of the Applications, it shall notify Applicants in writing if they have been prequalified for inclusion on the short list or not.
- 29. Invitation to Tender**
- 29.1 After the notification of the results of the prequalification, the Authority shall invite Tenders from the short-listed Applicants that have been prequalified for the assigned packages.
- 29.2 Tenderers shall be required to provide tender security acceptable to the Authority in the form and in the amount specified in any subsequent tender documents. Also, the successful tenderers shall be required to provide a performance security in the form and in the amount specified in any subsequent tender documents.
- 30. Changes in Qualifications of Applicants**
- 30.1 Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 27, and invited to tender for a package or packages, shall be subject to the written approval of the Authority. Such approval shall be denied if, as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria, or, if in the opinion of the Authority, a substantial reduction in competition may

result. Any such changes shall be submitted to the Authority no later than fourteen (14) days after the date of the Invitation to Tender.

### 31. Submissions

- 31.1 Applicants must not exceed two hundred and fifty (250) type written pages in their Applications. This page limit does not apply to attachments specifically requested in the Application Submission Forms, such as Articles of Incorporation or independently audited financial statements. For this purpose, "page" means "one (1) side of A4 paper". Applicants should print on both sides of each sheet of paper and use only A4 sheets. Text must be only typed in "Arial" font and be no smaller than 11 point, single-spaced with the margins set at 2.5 cm. Page header or footer information may be placed in the margin space. Where provisions are made for the answers, they must be typed in the relevant boxes/space provided in this document. No additional attachments are permitted other than any specific information requested (for example the audit financial information, etc.).
- 31.2 Editable copies of the Prequalification Document will not be made available i.e. Word copies will not be sent out. The Applicant should enter the forms into their own word processing or desktop publishing package in the format shown in the Prequalification document. The Applicant may then add lines to the forms, in order to accommodate the information the Applicant wishes to submit.
- 31.3 All written Applications, submissions, questions, queries, communications and the like between Applicants and the Authority must be in English. Applicants must answer all questions as accurately and concisely as possible, and monetary values must be stated in Qatari Riyals (QAR). Failure to furnish the required information, make a satisfactory response to any question or supply required documentation will have an impact on the Applicant's score or the Applicant may not be invited to participate further.

**Note: The Applicant's attention is drawn to the following mandatory requirements:**

- (a) **The submission must be delivered as (2) ring bound hard copies (one (1) Original & one (1) Copy) and two (2) soft copies on Compact Disks (CD).**
- (b) **The size limit for the Applications is strictly two hundred and fifty (250) pages A4 sides. The page limit does not apply to attachments specifically requested in the Application Submission Forms.**

**No other documentation, including company brochures or any other additional information etc. should be included in the Application. Only include the specific information requested. No boxes, notebooks or lever arch files are to be submitted.**

SECTION II – APPLICATION DATA SHEET (ADS)	
<b>A. Introduction</b>	
ITA 1.1	The identification of the Invitation for Prequalification is: <b>Drainage Micro Tunnelling And Pipe Jacking Contractors</b>
ITA 4.1	Multiple Partnerships of Local Commercially Registered Qatari Companies and JV are allowed. However the specific joint venture requirements set out in Part 1: Prequalification Procedures and Section III Qualification Criteria must be complied with.
ITA 4.7	Minimum annual turnover amount and limit as set out page 50, Part 2.
<b>B. Prequalification Document</b>	
ITA 7.1	For clarification purposes only, the Authority's address is: <b>As per the Advertisement</b>
<b>C. Preparation of Applications</b>	
ITA 10.1	The language of the Application, as well as of all correspondence, is: <b>English</b>
ITA 15.1 & 15.2	Applicants shall be automatically entered as applying for Projects in Qatar and no separate application will be required.  The number of copies to be submitted with the Application is: <b>Two (2) hardcopies (One Original &amp; One Copy) and two (2) softcopies (on CDs).</b>
<b>D. Submission and Opening of Applications</b>	
ITA 17.1	For application submission purposes only, the Authority's address is: <b>As notified on the Ashghal website</b>  The Application submission closing date is: <b>As notified on the Ashghal website</b>
<b>E. Evaluation of Applications</b>	
ITA 23.1	Price preference for domestic tenderers is <b>NOT APPLICABLE.</b>
ITA 24.2	The <b>Authority does NOT</b> intend to execute certain specific parts of the scope of work by a Contractor selected in advance (Nominated Sub-Contractor). The specific parts of the scope of work and the respective contractors are: <b>None</b>

### Section III - Qualification Criteria

#### A. General

Section III identifies the qualification criteria and compliance requirements that the Authority shall use to evaluate the Prequalification Applications. The associated application forms are contained in Section IV of this Prequalification Document. To be prequalified, an Applicant must demonstrate to the Authority that it substantially satisfies the requirements regarding experience, personnel, financial position and litigation history, specified herein.

The following terminology and definitions shall apply when used in conjunction with these qualification criteria:

- (a) **Main Contractor** – defined as the chief contractor who will enter into a direct contract with the Authority for a project and who will have full responsibility for project completion. A main contractor undertakes to perform a complete contract, and may employ (and manage) one (1) or more subcontractors to carry out specific parts of the contract.
- (b) **Lead Partner** – the party nominated by the Joint Venture as the lead entity of the partnership.
- (c) **Minimum value** – is either the total contract value, when the Applicant was acting as a sole contractor, or the share of the total contract corresponding to its share of the Joint Venture participation when the Applicant was a member of a Joint Venture team.
- (d) **The last ten (10) years** – this shall be understood as the period commencing on 1 January of the year ten (10) years prior to the current year up to the deadline for submission of the Applications.

#### B. Compliance Summary Table

The following table summarises the information used to evaluate:

Qualification criteria;

Compliance requirements; and

Associated prequalification forms

Further details regarding the qualification criteria are presented in the following Subsection C.

Compliance Summary Table							
Qualification Criteria			Compliance Requirements				Submission Requirements
Series No.	Subject	Requirement	Single Entity	Joint Ventures			
				All Parties Combined	Each Party	One Party	
<b>1. Eligibility</b>							
1.1	Conflict of Interest	No conflicts of interest, as described in ITA Sub-Clause 4.6	Must meet requirement	Existing or intended JV must meet requirement	Must meet requirement	N/A	Application Submission Sheet
1.2	Authority Ineligibility	Not having been declared ineligible by the Authority, as described in ITA Sub-Clause 4.5	Must meet requirement	Existing JV must meet requirement	Must meet requirement	N/A	Application Submission Sheet
1.3	Government Owned Entity	Applicant required to meet conditions of ITA Sub-Clause 4.4	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Sheet – Question (d)
<b>2. Licenses and Registrations</b>							
2.1	Local Commercial Registrations	Applicant must have commercial registration within the State of Qatar. In the case of an Applicant with no commercial registration within the State of Qatar, a completed Declaration to commit to becoming commercially registered in the State of Qatar prior to any subsequent receipt of a tender document shall be provided.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form REG – 2.1
<b>3. Declaration</b>							
3.1	Pre-Tendering Declaration for Joint Venture	Joint Venture Declaration	N/A	Must meet requirement	Must meet requirement	N/A	Form DC -.3.1

Compliance Summary Table							
Qualification Criteria			Compliance Requirements				Submission Requirements
Series No.	Subject	Requirement	Single Entity	Joint Ventures			
				All Parties Combined	Each Party	One Party	
<b>4. Historical Contract Non-Performance</b>							
4.1	History of Non-Performing Contracts	Non-performance of a contract did not occur within the last three (3) years prior to the deadline for application submission based on all information on fully settled disputes or litigation	Must meet requirement	N/A	Must meet requirement	N/A	Form CON – 4.1
4.2	Failure to Sign a Contract	Failure to sign a contract after submitting a Tender security has not occurred in the past five (5) years. Any deviation should be explained in the enclosed Contract Non-Performance form	Must meet requirement	Must meet requirement	Must meet requirement	N / A	Form CON – 4.1
4.3	Pending Litigation	All pending litigation, arbitration, mediation or adjudication shall not represent in total more than 25% of the Applicant's net worth and must be treated as resolved against the Applicant	Must meet requirement	N/A	Must meet requirement	N/A	Form CON – 4.1
<b>5. Financial Situation</b>							
5.1	Financial Performance	Submission of independently audited financial statements (in English) for the last three (3) years indicating the breakdown of local and international turnover	Must meet requirement	N/A	Must meet requirement	N/A	Form FIN – 5.1
5.2	Financial Performance	Current soundness of the Applicant's financial position and its prospective long term profitability as measured by average coefficient of current ratio (Current	Must meet requirement	N/A	Must meet requirement	N/A	Form FIN – 5.1

Compliance Summary Table							
Qualification Criteria			Compliance Requirements				Submission Requirements
Series No.	Subject	Requirement	Single Entity	Joint Ventures			
				All Parties Combined	Each Party	One Party	
		Assets/Current Liabilities)					
5.3	Financial Performance	Current soundness of the Applicant's financial position & its prospective long term profitability as measured by average coefficient of debt ratio (Total Debt / Total Assets)	Must meet requirement	N/A	Must meet requirement	N/A	Form FIN – 5.1
5.4	Financial Performance	Minimum annual turnover (in accordance with requirements of Section III.C.5)	Must meet requirement	Must meet requirement	N/A	Must meet 55% of the requirement	Form FIN – 5.2
<b>6. Experience</b>							
6.1	General Experience	The Applicant shall demonstrate its technical expertise and its successful track record in completing projects similar in scope of work as delineated in Part 2, Appendix A, Section 2.0 of this invitation, within the last five (5) years from the date of submission of this Application for which the Applicant had overall delivery responsibility and in accordance with the requirements stated under Section III.C.6 of this document	Must meet requirement	Must meet requirement	N/A	Must meet requirement	Form EXP – 6.1
6.2	Specific Regional Experience	Applicant shall demonstrate experience in the GCC (Authority experience preferred) completing projects similar in scope of work as delineated in Part 2, Appendix A,	Must meet requirement	Must meet requirement	N/A	Must meet requirement	Form EXP 6.2

Compliance Summary Table							
Qualification Criteria			Compliance Requirements				Submission Requirements
Series No.	Subject	Requirement	Single Entity	Joint Ventures			
				All Parties Combined	Each Party	One Party	
		Section 2.0 of this invitation, within the last five (5) years from the date of submission of this Application					
<b>7. Personnel Capabilities</b>							
7.1	Organisational Structure	Provide Organisational Structure for delivering project, including defining role, responsibilities and description of roles	Must meet requirement	Must meet requirement	N/A	N/A	Form EXP – 7.1
7.2	Personnel Capabilities	Provision of suitably qualified personnel to fill the key positions as per Section III.C.7 and Form EXP-7.2	Must meet requirement	Must meet requirement	N/A	N/A	Form EXP – 7.2
7.3	Proposed Staff CVs	Provide CVs for all Key Personnel as identified under Section III.C.7 of this document	Must meet requirement	Must meet requirement	N/A	N/A	Form EXP – 7.3
<b>8. Project Assurances</b>							
8.1	Health, Safety & Environment Plan	Evidence of Health, Safety & Environment Qualification	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form HSE– 8.1
8.2	Quality Management Plan	Evidence of a Quality Management System related to the Scope of Work	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form QM – 8.2

Compliance Summary Table							
Qualification Criteria			Compliance Requirements				Submission Requirements
Series No.	Subject	Requirement	Single Entity	Joint Ventures			
				All Parties Combined	Each Party	One Party	
<b>9. Resources, Plant &amp; Equipment</b>							
9.1	Resources, Plant & Equipment	Provide details of Resources and Plant & Equipment in the Company's ownership	Must meet requirement	Must meet requirement	N/A	N/A	Form RS – 9.1
<b>10. Management Approach</b>							
10.1	Management Approach Questions	Provide sufficiently detailed responses to the management approach questions included on Form MAQ-10.1	Must meet requirement	Must meet requirement	N/A	N/A	Form MAQ – 10.1

### C. Qualification Criteria

The Applicant shall meet the following criteria which supplement the compliance requirements listed in the Compliance Summary Table in Section III, Subsection B.

#### 1. Eligibility

- (a) Companies eligible to tender shall meet either of the criteria in the following table:

Qatari Company <sup>(1)</sup> only <b>or</b> Joint Venture (JV), which includes a Qatari Company having a minimum of 51% shareholding of the JV
---

<sup>(1)</sup>“Qatari Company” means a company that holds a valid Commercial Registration at the Ministry of Business and Trade.

- (b) A nominal total value of Work Orders of QAR 50m over the Contract Period is suggested for each Contract but no guarantee is given or implied as to the correctness of this value by the Authority.

#### 2. Licences and Registrations

- (a) Applicants should also be registered in one of the professional or trade registers in the country of their principal place of business and relevant to the nature of this prequalification.
- (b) Applicants should note that in addition to successful prequalification they will be required to meet Qatari Registration requirements in order to tender.

#### 3. Declaration

- (a) Where an Applicant represents an existing Joint Venture or has formed a new Joint Venture for a project, evidence of a pre-tendering agreement for the Joint Venture will be required.
- (b) The points noted below summarise the requirements for Joint Ventures and the parties within Joint Venture agreements, with reference to the other subsections of Section III.
- For Joint Ventures, the Lead Partner, Qatari partners undertaking more than 40% of the contract value and other non-Qatari partners must each satisfy the respective minimum qualification requirements, indicated under Section III, Subsections B and C.
  - The Joint Venture must satisfy collectively the criteria for personnel capability and financial position stated.
  - Individual partners must each satisfy the requirements for audited balance sheets and litigation.
  - The full physical requirements for comparable nature and complexity shall be met collectively by the Joint Venture.

#### 4. Historical Contract Non-Performance

- 4.1 History of Non-Performing Contracts: The Applicant shall provide accurate information that non-performance of a contract did not occur within the last three (3) years prior to the deadline for Application submission based on all information on fully settled disputes or litigation. A fully settled dispute or litigation is one that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Applicant have been exhausted.
- 4.2 Failure to Sign Contract: The Applicant shall provide accurate information regarding its failure to sign a contract after submitting a tender security and certify that this has not occurred in the past five (5) years. Any deviation should be explained in the referenced application form.
- 4.3 Litigation History: The Applicant shall provide accurate information on any current or past litigation, arbitration, mediation or adjudication resulting from contracts

completed or under execution by him over the last three (3) years. A consistent history of settlement awards against the applicant or any partner of a joint venture may result in failure of the application.

**5. Financial Situation**

- (a) The audited balance sheets for the last three (3) years shall be submitted and must demonstrate the soundness of the Applicant's financial position, showing their long-term profitability. Where necessary, the Authority will make inquiries with the Applicant's bankers.
- (b) Based on its audited balance sheets, the Applicant shall demonstrate the current soundness of the Applicant's financial position and its prospective long term profitability as measured by their average coefficient of Current Ratio (Current Assets/Current Liabilities). The Current Assets/Current Liabilities ratio shall be  $\geq 1.5$ .
- (c) Based on its audited balance sheets, the Applicant shall demonstrate the current soundness of the Applicant's financial position and its prospective long term profitability as measured by their average coefficient of Debt Ratio (Total Debt/Total Assets). The Total Debt/Total Assets ratio shall be  $\leq 0.66$ .
- (d) The Main Contractor or the combined parties comprising the Joint Venture shall have a minimum average annual turnover (defined as billing for works in progress and completed) over the last three (3) years to meet the Categories specified in Part-2 Works Requirements, Appendix-A. Each turnover value is specifically related to Micro Tunnelling and Pipe Jacking works. In case, Micro tunnelling is part of a major infrastructure contract, the contractor has to provide details in support of specific Category requirement.

**6. Experience**

- (a) The Applicant shall demonstrate its technical expertise and its successful track record in completing projects similar in scope of work as delineated in Part 2, Appendix A, Section 1.0 of this Prequalification Invitation, within the last five (5) years, for which the Applicant had overall delivery responsibility. The last five (5) years shall be understood as the period commencing on 1 January 2011 up to the deadline for submission of the Applications.
- (b) For General Experience the Applicant shall submit full details of a minimum of three (3) projects that the Applicant considers to be similar in nature to the required scope using Form EXP – 6.1.
- (c) Variation Order/Claim History: For each project described on Form EXP – 6.1, the Applicant shall provide accurate information on the “as awarded” value and the contract value at completion. The Applicant shall provide an explanation of the difference in values, including the number of successful variation claims and the number of unsuccessful variation claims.
- (d) For Specific Regional Experience the Applicants shall demonstrate any regional experience in completing projects with relevant similarities to the scope of work as delineated in Appendix A, Section 1.0 of Part 2, Work Requirements. This experience shall be within the last five (5) years, this being the period commencing on 1 January 2011 up to the deadline for submission of the Applications. The Applicant is to provide the examples on Form EXP-6.2 demonstrating this local experience.
- (e) The Applicant may also wish to submit declarations prepared by the senior officer of any client's organisation attesting to the Applicant's performance record on the project. Such documents shall bear the original signature of the client's representative and the company seal or letterhead of the client's organisation. Information such as adherence to programme, cost control, demonstrated quality and good safety performance of the Applicant will be considered.
- (f) **Note that Authority may contact the client for each reference project submitted by the Applicant.**

**7. Personnel Capabilities**

- (a) The Applicant must clearly demonstrate its ability to assign competent personnel to the contract and that they possess relevant experience on past projects similar in scope and size to the Framework Contract for which they are seeking to be prequalified, as delineated in Part 2, Appendix A, Section 1.0 of this invitation.

- (b) To demonstrate its understanding of the staffing requirements of the project, the Applicant shall submit a project organisational structure in the form of a diagram with explanatory notes as required in Form EXP – 7.1. The organisation structure should:
- Identify key positions
  - Identify specific roles and a brief list of responsibilities of each position
  - Show lines of authority and reporting relationships,
  - Identify key positions to be held by each Joint Venture partner (if applicable)
  - Identify key skills, qualifications, experience for each position
- (c) To demonstrate the Applicant’s compliance with these criteria, the Applicant shall submit professional Curricula Vitae (CVs) for staff who meet the stated requirements for the key positions presented in the following Key Personnel Table.
- (d) For specific positions essential to implementation of the Framework Contract Applicants shall provide the names of at least two (2) candidates qualified to meet the specific requirements stated for the positions included on Form EXP – 7.2.
- (e) For each key position presented in the Key Personnel Table, the Applicant shall supply information (in Form EXP – 7.3) on a first choice candidate and if so designated in Form EXP- 7.2 on a suitable alternate each of whom should meet the experience requirements specified in the key personnel table.
- (f) Successful Applicants will be obliged to offer these personnel or equivalent in their tender.

<b>Key Personnel Table</b>				
<b>Position</b>	<b>Years of Experience</b>			
	<b>Total</b>	<b>In Similar Works</b>	<b>As Manager or Technical Lead (as appropriate) of Similar Works</b>	<b>Experience in the Gulf</b>
Principal / Project Director	20	5	5	Preferred
Project Manager	15	5	5	Preferred
Administrative Manager	10	7	5	3
Chief Civil Engineer	15	10	5	3
Chief Tunnel Engineer / TBM Manager	15	10	5	3
Chief Structural Engineer	10	10	5	3
Chief Mechanical Engineer	10	10	5	3
Chief Electrical Engineer	10	10	5	3
Chief Geotechnical Engineer	10	10	5	3
Concrete Materials Engineer	10	10	-	3

## 8. Project Assurances

- (a) The Authority requires that all work undertaken on its behalf is carried out safely for all parties and with particular regard to the welfare and wellbeing of its employees and workers when operating on sites and other areas under the management of the Contractor. The Applicant shall state how it will allocate adequate resources to enable it to fulfil its statutory obligations for Health, Welfare and Safety. In this regard, the Applicant shall provide evidence in the form of an existing written Health, Welfare & Safety Policy focused on the safe execution of operations and maintenance related activities on live highways and shall provide the information requested on Form HSE – 8.1. Additionally, the Applicant shall provide details of their requirements for internal welfare arrangements or external welfare arrangements where it draws on significant labour from labour agencies within the State of Qatar.
- (b) The Authority additionally is committed to ensure a high quality of life for the State of Qatar’s citizens by protecting the environment and by delivering its services in a way that respects the earth’s natural ecosystems. The Authority aims to work with its contractors and suppliers to help them improve their environmental performance and

ensure that, when working for the Authority, they adopt equivalent environmental standards. The Authority therefore expects its contractors to show evidence of their commitment to the environment by having an environmental policy, which has been endorsed, at the highest level in the company. As a minimum, the Applicant must demonstrate that it has an established and written Environmental Management Policy and provide the information requested on Form HSE – 8.1.

- (c) The Authority expects its contractors to demonstrate their commitment to maintaining a rigorous Quality Management System, which is endorsed at the highest level in the company. As a minimum, the Applicant must provide evidence of any quality certifications that it possess and to provide the information requested on Form QM– 8.2.

**9. Resources, Plant & Equipment**

- (a) The Applicant is to provide evidence that it possesses, or has access to, sufficient resources, plant and equipment to deliver the project for which it seeks prequalification. In this regard, as a minimum, the Applicant must provide the information requested on Form RS - 9.1.

**10. Management Approach**

- (a) This series examines the Applicant's approach to the management of similar contracts. The Applicant is therefore required to answer the management approach questions included on Form MAQ – 10.1.

**Section IV. Prequalification Application Submission Sheet and Forms  
Checklist for Prequalification Application Submission**

- 1.1 The checklist is to be completed by individual companies and all designated JV Partners.
- 1.2 This checklist is important as it will serve as a checklist of the submitted documents for evaluation purposes. Any missing information will have an impact on the Applicant's score.
- 1.3 Other than the information requested, other documentation, including brochures about the Applicant's company, additional information etc. must not be included in the Application

The Applicant should include this Checklist at the front of their Prequalification Submission			
<b>Applicant Name:</b>			
<b>Applicant Reference No</b>			
<b>Date &amp; Time Submitted</b>			
Documents Submitted			
Please use the following symbols to indicate whether forms and documents have been included in your submission :			
	Symbol		Symbol
Form is present	✓	Form is not present	x
Series No.	Category		Form Present
<b>1</b>	<b>Eligibility Requirements</b>		
-	Application Submission Sheet		
1.1	Applicant Information Sheet – Form ELI – 1.1		
1.2	Applicant Information Sheet (Sub-contractors)- Form ELI - 1.2		
<b>2</b>	<b>Licenses and Registrations</b>		
2.1	Company Registration in Qatar - Form REG – 2.1		
<b>3</b>	<b>Declaration</b>		
3.1	Pre-Tendering Declaration for JV formation - Form DC-3.1		

Series No	Category		Form Present
<b>4</b>	<b>Historical Contract Non-Performance</b>		
4.1	History of Non Performance - Form CON – 4.1		
4.3	Pending Litigation - Form CON – 4.1		
<b>5</b>	<b>Financial Situation</b>		
5.1	Audited Financial Statements - Form FIN – 5.1		

5.2	Average Annual Turnover - Form FIN – 5.2	
5.3	Current Contract Commitments - Form FIN – 5.3	
<b>6</b>	<b>Experience</b>	
6.1	General Experience - Form EXP- 6.1	
6.2	Specific Local Experience - Form EXP- 6.2	
<b>7</b>	<b>Personnel Capabilities</b>	
7.1	Organisational Structure - Form EXP- 7.1	
7.2	Personnel Capabilities - Form EXP- 7.2	
7.3	Proposed Candidate Staff CVs - Form EXP- 7.3	
<b>8</b>	<b>Project Assurances</b>	
8.1	Health Safety & Environment Plan - Form HSE – 8.1	
8.2	Quality Management - Form QM – 8.2	
<b>9</b>	<b>Resources, Plant &amp; Equipment</b>	
9.1	Resources, Plant & Equipment - Form RS – 9.1	
<b>10</b>	<b>Management Approach</b>	
10.1	Management Approach Questions Form MAQ – 10.1	

**Application Submission Sheet**

(to be completed by Individual Company or separately by all parties of the JV)

Date: \_\_\_\_\_

To: Public Works Authority

We, the undersigned, apply to be prequalified for the following project:

**Project: Drainage Micro Tunnelling And Pipe Jacking Contractors**

We, the undersigned declare that:

- (a) We have examined and have no reservations to the Prequalification Document, and all other documents issued in accordance with ITA Clause 8:
- (b) We, including any Sub-contractors for any part of the scope of supplies subject to this Prequalification do not have any conflict of interest, in accordance with ITA Sub-Clause 4.6;
- (c) We, including any Sub-contractors for any part of the scope of supplies subject to this Prequalification, have not been declared ineligible by the Authority's nor State of Qatar's laws or official regulations;
- (d)  We are not a government owned entity.  
 We are a government owned entity and we meet the requirements of ITA Sub-Clause 4.4.
- (e) We, in accordance with ITA Sub-Clause 24.1, plan to subcontract the following key activities and/or parts of the Works:

Activities	Sub-contractor

- (f) We understand that you may cancel the prequalification process at any time and that you are neither bound to accept any Application that you may receive nor to invite the prequalified Applicants to tender for the contract subject of this Prequalification, without incurring any liability to the Applicants, in accordance with ITA Clause 26.

**Main Contractor or Lead Partner**

Signed: \_\_\_\_\_

Name: \_\_\_\_\_ in the capacity of \_\_\_\_\_

Who is duly authorised to sign the Application for, and on behalf of: \_\_\_\_\_

Applicant's Legal Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Dated on \_\_\_\_\_ day of \_\_\_\_\_ 2016

**Joint Venture Partner (2)**

Signed: \_\_\_\_\_

Name: \_\_\_\_\_ in the capacity of \_\_\_\_\_

Who is duly authorised to sign the Application for, and on behalf of: \_\_\_\_\_

Applicant's Legal Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Dated on \_\_\_\_\_ day of \_\_\_\_\_ 2016

**Joint Venture Partner (3)**

Signed: \_\_\_\_\_

Name: \_\_\_\_\_ in the capacity of \_\_\_\_\_

Who is duly authorised to sign the Application for, and on behalf of:

Applicant's Legal Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Dated on \_\_\_\_\_ day of \_\_\_\_\_ 2016

Form ELI – 1.1

**Applicant Information Sheet**

*(to be completed by Main Contractor or the JV)*

Date: \_\_\_\_\_

Project: Drainage Micro Tunnelling And Pipe Jacking Contractors Page \_\_\_\_\_ of \_\_\_\_\_ pages

Applicant's Legal Name \_\_\_\_\_

In case of JV, legal name of JV \_\_\_\_\_

Applicant's actual or intended country of constitution \_\_\_\_\_

Applicant's actual or intended year of constitution \_\_\_\_\_

Legal status of Applicant \_\_\_\_\_

Parent Company (if the Applicant is a subsidiary company, give the name and address of the parent company or companies together with the details of affiliation status - % of shareholding) \_\_\_\_\_

Number of Years of experience of the Applicant \_\_\_\_\_

In the State of Qatar \_\_\_\_\_

In countries other than the State of Qatar \_\_\_\_\_

Number of Years of experience of the Parent Company \_\_\_\_\_

In the State of Qatar \_\_\_\_\_

In countries other than the State of Qatar \_\_\_\_\_

Market area covered: National / Regional / International. If Regional or International, list countries of operation \_\_\_\_\_

Applicant's authorised representative information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone/Fax numbers \_\_\_\_\_

Email address \_\_\_\_\_

Attached are copies of the following documents:

- 1. In case of a single entity, Articles of Incorporation or documents of Constitution of the legal entity named above (maximum 4 sides of A4 only).
- 2. In the case of a JV, the Pre-Tender Declaration in accordance with ITA 4.2.
- 3. In the case of a government-owned entity, any additional documents not covered under 1 above required to comply with ITA 4.5 (maximum 4 sides of A4 only).

Form ELI – 1.2

**Applicant Information Sheet as per ITA 24.1**

*(to be completed separately by EACH JV Partners Sub-contractors)*

Date: \_\_\_\_\_

Project: Drainage Micro Tunnelling And Pipe Jacking Contractors

Page \_\_\_\_\_ of \_\_\_\_\_ pages

Note that in the case of a JV the evaluation committee will take into consideration, the percentage of the joint venture individual JV Partners shall be undertaking.

Applicant's Legal Name

JV's party/Sub-contractor legal name

JV's party/Sub-contractor country of constitution

JV's party/Sub-contractor year of constitution

JV's party/Sub-contractor legal address in country of constitution

JV's party/Sub-contractor authorised representative information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone/Fax numbers \_\_\_\_\_

Email address \_\_\_\_\_

Attached are copies of the following documents:

- 1. Articles of Incorporation or documents of Constitution of the legal entity named above (One (1) A4 sheet only)
- 2. In the case of a government-owned entity, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITA 4.5 (One (1) A4 sheet only)
- 3. In the case of a Joint Venture, the Pre –Tender Agreement / Declaration in accordance with ITA 4.2.

**Form REG – 2.1  
Company Registrations**

- For items 1 to 3, See ITA 4.1
- To be completed by Main Contractor or by each JV Partner

1 Registration in home country (evidence to be provided as supporting information in the submission – One A4 sheet only)				
Year established		Country/Area where registered		Registration/License No.
2 Registration in the State of Qatar, if it already exists (evidence to be provided as supporting information in the hard copy submission – One (1) A4 sheet only)				
Year established		Discipline of Registration		Registration/License No.
3 If not registered in the State of Qatar, please provide details of working arrangement for delivering services in the State of Qatar (One A4 sheet only):				
Prospective sponsor's name		Address and Contact Numbers		Type of Business
4 Sub-contractors, Overseas Representatives: (If applicable, please list out these other firms in regular participation with you for delivering works).				
Name		Specialisation	Base Location	Years in association
5 If the Company/Firm is already in, or intends to form, a Joint Venture with one or more other companies/firms for the provision of works, please provide the following information:				
Name of JV partner(s)		Specialisation	Current Address	Contact Person
6 Fields of Specialisation of the Company/Firm/JV				
Major sector			List specific fields(s)	
a.				
b.				
c.				
d.				
7 Company or JV Structure:				
Detailed organization chart(s) to be provided as supporting information in the hard copy submission (One (1) A4 sheet only):				
(a) For the Company/JV submitting for pre-qualification showing the relationships with partners/sub-contractors.				
(b) For the parent company showing the relationship with the Company (if applicable).				
8 Working Language(s)				
		Yes		No
Arabic		<input type="checkbox"/>		<input type="checkbox"/>
English		<input type="checkbox"/>		<input type="checkbox"/>

Other (Specify)	_____	<input type="checkbox"/>	<input type="checkbox"/>
Other (Specify)	_____	<input type="checkbox"/>	<input type="checkbox"/>
Other (Specify)	_____	<input type="checkbox"/>	<input type="checkbox"/>

9 Firm's Membership of Professional Associations (if applicable):			
Professional Association	Acronym	Type of Membership	Member Since (year)

Form DC 3.1  
Declaration of Willingness to Association  
Each member of the Association shall complete a copy of this declaration

**TO BE EXECUTED ON TENDERER'S LETTERHEAD**

Tender for <Insert type of Services being Tendered>  
<Insert Project Title>  
<Insert Project ID>

# Relevant Tender No#  
<Insert name of Tender Administrator>  
Tender Administrator  
Public Works Authority  
PO Box 22188  
Doha, Qatar

**DECLARATION OF WILLINGNESS TO ASSOCIATION**

We <Insert name of association member>, hereby confirm by this Declaration of Willingness to Association our intent to enter into an Association Agreement and become a legally bound member of the <Insert official name of association> for the completion of the above referenced Project Services, should the Tender offer, submitted under the name of <Insert official name of association>, be successful and award for the Services be made to the association

Signature .....  
Name: .....  
Date: .....  
In the capacity of: .....<Insert position>.....

Duly authorised to sign this Declaration of Willingness to Association for and on behalf of:  
Name of association member: .....

Attested Power of Attorney duly notarised by a Notary Public empowering the signatory with copies of passports confirming identity attached

Form CON – 4.1

**Historical Contract Non –Performance**

(to be completed by Main Contractor, or by each JV Partner)

Applicant's Legal Name: \_\_\_\_\_ Date: \_\_\_\_\_

Project: Drainage Micro Tunnelling And Pipe Jacking Contractors  
Page \_\_\_\_\_ of \_\_\_\_\_ Pages

**Non-Performing Contracts in accordance with Item 4.1 of Compliance Table in Section III, Subsection B of Qualification Criteria**

- Contract non-performance did not occur during the three (3) years prior to the deadline for Application submission
- OR**
- Contract(s) not performed during the three (3) years prior to the deadline for Application submission

Year	Non performed portion of contract	Contract Identification	Total Contract Amount (current value, QAR equivalent)
[insert year]	[insert amount and percentage]	Contract identification: [indicate complete contract name, number, and any other identification] Name of institution: [insert full name] Address of institution: [insert street/city/country] Reason(s) for non-performance: [indicate main reason(s)]	[insert amount]

**Failure to Sign a Contract, in accordance with Item 4.2 of Compliance Table in Section III, Subsection B of Qualification**

- No failure to sign a contract
- OR**
- Failure to sign a contract

In the event of failure to sign a contract, clarify/explain your situation according to Item 4.2 of Compliance Table in Section III, Subsection B of Qualification Criteria.

**Pending Litigation, in accordance with Item 4.3 of Compliance Table in Section III, Subsection 4.3 of Qualification Criteria**

- No pending litigation exists
- OR**
- Pending litigation exists

Year	Outcome as % of Total Assets	Contract Identification:		Contract Value (QAR equivalent Value)
		Contract Identification:		
		Name of Employer:		
		Address of Employer:		
		Matter in dispute:		

		Contract Identification:		
		Name of Employer:		
		Address of Employer:		
		Matter in dispute:		

Form FIN – 5.1

**Financial Situation**

(to be completed by Main Contractor or by each JV Partner)

Applicant's Legal Name: \_\_\_\_\_ Date: \_\_\_\_\_

Project: Drainage Micro Tunnelling And Pipe Jacking Contractors

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Use a separate sheet for each partner

Financial Information in QAR				
	Year 2013	Year 2014	Year 2015	Average
Total Assets (TA)				
Total Liabilities (TL)				
Net Worth (NW)				
Accounts Receivable (AR)				
Current Assets (CA)				
Current Liabilities (CL)				
Total Revenue (TR)				
Operating Profit (EBIT)				
Net Revenue (NR)				
Current Assets/Current Liabilities(Current Ratio)				
Operating Profit/Total Revenue (Profit Margin)				
Total Revenue/Total Assets (Return on Assets)				
Total Liabilities/Total Assets (Debt Ratio)				

Attached are copies of independently audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following conditions:

- a) Must reflect the financial situation of the Applicant or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified accountant;
- c) Historic financial statements must be complete, including all notes to the independently audited financial statements;
- d) Historic financial statements must correspond to accounting periods already completed and independently audited (no statements for partial periods shall be requested or accepted);
- e) Note that in the case of a JV, the evaluation committee will take into consideration the individual financial standing of all JV Partners and the potential percentage of the joint venture they shall be undertaking.

Attached Additional Information:

- Auditor's name, address and fax number
- Financing agency's (if any) name, address and fax number.
- Backlog of works, similar to that being proposed, at the end of the last three (3) years and status to date.
- Bank guarantees issued and credit limits in the last three (3) years and status to date

\* Based on the following exchange rates

Currency	Sum	Equivalent in Qatari Riyals
British Pound	£1	
Euro	€1	
US Dollar	\$1	

Form FIN – 5.2

**Average Annual Turnover**

(to be completed by Main Contractor or by each JV Partner)

Applicant's Legal Name: \_\_\_\_\_ Date: \_\_\_\_\_

Project: Drainage Micro Tunnelling And Pipe Jacking Contractors  
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<b>Average Annual Turnover Data in the State of Qatar (to be completed by individual companies of Qatar JV Partner)</b>		
Year	Amount and Currency	QAR equivalent
2012		
2013		
2014		
2015		
<b>Average Annual Turnover Data International (To be completed by Non Qatari JV Partner)</b>		
Year	Amount and Currency	QAR equivalent
2012		
2013		
2014		
2015		

\*Average annual turnover calculated as total certified payments received for work in progress or completed, divided by the number of years specified in Item 5.1 of Compliance Table in Section III, Subsection B of Qualification Criteria. Both International Turnover and Local Qatar Turnover should be provided if applicable. International Turnover should be based on the currency exchange rates published by the Qatar National Bank, ten working days before the application submission closing date.

Currency	Sum	Equivalent in Qatari Riyals
British Pound	£1	
Euro	€1	
US Dollar	\$1	

Form FIN – 5.3

**Current Contract Commitments / Works in Progress**

*(to be completed by Main Contractor or by each JV Partner)*

The Applicant, and each member of a joint venture or other consortium, must fill in this form, providing information on their current contract commitments, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Name of Contract	Employer, contact address/tel/fax <sup>1</sup>	Value of outstanding work (current QAR equivalent)	Estimated completion date	Average monthly invoicing over last six (6) months (QAR/month)
1.				
2.				
3.				
4.				
5.				
etc.				

<sup>1</sup> The Authority reserves the right to contact this person or any other person for a reference check

Form EXP – 6.1

**General Experience**

(to be completed by Main Contractor or by the JV)

Applicant's Legal Name: \_\_\_\_\_ Date: \_\_\_\_\_

Project: Drainage Micro Tunnelling And Pipe Jacking Contractors

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On a separate page, and using the following format, the Applicant is requested to present his project experience intended to address the requirements set out in Section III, Subsection 6. The partners of a proposed Joint Venture should provide details of similar contracts undertaken by any of the Joint Venture partners. The value should be based on the currencies of the contracts converted into Qatar Riyals, at the rates given in Form FIN – 5.1. The information is to be summarised for each project being submitted by the Applicant to fulfil the requirements of this criterion.

1.	Name & Number (if applicable of Contract)	
2.	Location (Country, State, Region, etc.)	
3.	Name of Employer	
4.	Employer Representative (provide full contact information)	
5.	Employer's Design Engineer (provide full contact information)	
6.	Nature of works and special features relevant to the package for which the Applicant wishes to prequalify	
7.	Contract Role (check one)	
	<input type="checkbox"/> Sole Contractor	<input type="checkbox"/> Management Contractor
	<input type="checkbox"/> Partner in a Joint Venture	<input type="checkbox"/> Sub Contract
8.	Type of Contract (check one)	
	<input type="checkbox"/> Design-bid-build	<input type="checkbox"/> Design-build-operate
	<input type="checkbox"/> Design-build	<input type="checkbox"/> Other
9.	(a) Total contract value (b) your subcontract value (c) your partner share in JV value (in Qatari Riyals at the rates given on Application Form FIN 5.1)	
	(a)	(b) (c)
10.	For sole/main contractors, indicate the approximate Qatari Riyal amount and nature of substantial work (more than 20 percent in contract value) undertaken by subcontract, if any.	
11.	Final Contract Cost	
12.	Date of Award	Contract Duration
13.	Actual Date of Completion	
14.	Completed on Schedule (if not, explain)	
15.	Number & Category of Staff Engaged on Project	
	<b>Number</b>	<b>Category</b>
16.	Project Description (to include relevant information to the scope of the project being applied for)	
17.	Explanation of any difference between the "as awarded" contract value and the contract value at completion, including details of any variations and claims.	

Form EXP – 6.2

**Specific Local Experience**

*(to be completed by Main Contractor or the JV)*

Applicant's Legal Name: \_\_\_\_\_ Date: \_\_\_\_\_

Project: Drainage Micro Tunnelling And Pipe Jacking Contractors  
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On a separate page, using the format of the following form, the Applicant is requested to present his local experience (Authority experience preferred) in accordance with the requirements set out in Section III, Subsection 6. The partners of a proposed Joint Venture should provide details of similar contracts undertaken by any of the Joint Venture partners. The value should be based on the currencies of the contracts converted into Qatar Riyals, at the rates given on Application Form FIN – 5.1. The information is to be summarised for each project being submitted by the Applicant to fulfil the requirements of this criterion.

Project Title		Information	
Date of Project:		Contract Amount	
If an Authority Project, provide an Authority Contract Representative (name and full contact information)			
Name:		Contact Information	
Project description noting similarity of Authority requirements in Section III.C.5 of the Qualification criteria. (maximum of 200 words)			

Form EXP – 7.1

**Organisational Structure**

*(to be completed by Main Contractor or by the JV)*

Applicant's Legal Name: \_\_\_\_\_ Date: \_\_\_\_\_

Project: Drainage Micro Tunnelling And Pipe Jacking Contractors

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The organisational structure (chart) should be presented in the form of diagrams with explanatory notes and should:

- Identify key positions
- Identify specific roles and a brief list of responsibilities of each position
- Show lines of authority and reporting relationships
- Identify key positions to be held by each JV partner (if applicable)
- Identify key skills, qualifications, experience for each position

**Note: Organisational Structure (Chart) and the above required information/details should be limited to two (2) A4 sheets.**

Form EXP – 7.2

**Personnel Capabilities**

(to be completed by Main Contractor or by the JV)

Applicant's Legal Name: \_\_\_\_\_ Date: \_\_\_\_\_

Project: Drainage Micro Tunnelling And Pipe Jacking Contractors

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The following positions are deemed essential to project implementation, Applicants should provide the names of at least two (2) candidates qualified to meet the specified requirements stated for each position applicable to the construction package covered by the Application. The data on their experience should be supplied in separate sheets using one Form EXP – 7.3 per person.

Position	Years of Experience			
	Total	In Similar Works	As Manager or Technical Lead (as appropriate) of Similar Works	Experience in the Gulf
<b>Principal / Project Director</b>				
Prime Candidate				
Alternate Candidate				
<b>Project Manager</b>				
Prime Candidate				
Alternate Candidate				
Administrative Manager				
Prime Candidate				
Alternate Candidate				
<b>Chief Civil Engineer</b>				
Prime Candidate				
Alternate Candidate				
Chief Tunnel Engineer / TBM Manager				
Prime Candidate				
Alternate Candidate				
Chief Structural Engineer				
Prime Candidate				
Alternate Candidate				
Chief Mechanical Engineer				
Prime Candidate				
Alternate Candidate				
Chief Electrical Engineer				
Prime Candidate				
Alternate Candidate				
Chief Geotechnical Engineer				
Prime Candidate				
Alternate Candidate				
Concrete Materials Engineer				
Prime Candidate				
Alternate Candidate				

**Form EXP – 7.3**

**Candidate CVs – Maximum 3 pages per person**

*(to be completed for each candidate listed under Form EXP – 7.2)*

Applicant's Legal Name: \_\_\_\_\_ Date: \_\_\_\_\_

Project: Drainage Micro Tunnelling And Pipe Jacking Contractors

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Position		Candidate <input type="checkbox"/> Prime <input type="checkbox"/> Alternate
Candidate Information	Name of Candidate	Date of Birth
	Education	Nationality
	Total Years of Experience	Languages
	Membership in Recognised International Organisations/Institutions	
	Professional Key Qualifications & Experience (Included detailed relevant project experience to include name & location of project, client and representative contact information, type of contract, contract value, role in project, period of project, date of completion, and relevant technical details to demonstrate similar nature of experience to scope of package in accordance with the requirements of Part 2 Section	

Present Employment	Name of Employer	
	Address of Employer	
	Telephone	
	Fax	
	Email	
	Job Title of Candidate	
Years with Present Employer		
Contact (manager / personnel officer)		

Employment Record	Summarise professional experience over the last 10 year in reverse chronological order. Indicate particular technical and managerial experience relevant to the relevant construction package. Information to include:	
	From/To	
	Company & Position	
	Project Name	
	Relevant Experience	

**Certification**  
I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications and my experience.

(Signature of staff member and authorized Representative of the firm)

Staff Member Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Representative of Firm: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

Form HSE- 8.1

**Health, Safety and Environment**

(to be completed by Main Contractor or by all JV Partners)

Applicant's Legal Name: \_\_\_\_\_ Date: \_\_\_\_\_

Project: Drainage Micro Tunnelling And Pipe Jacking Contractors

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<b>Health Safety &amp; Environment Criteria</b> (Please Tick Each Box as Appropriate)		<b>Yes</b>	<b>No</b>	
1	Is your company Safety Management System (SMS) certified to OHSAS 18001:2007? If 'yes' provide a copy of your current certificate.			
2	If the answer to Question 1 is no, describe on a separate sheet your current safety management system and plan including any future plans to achieve certification. (Maximum 200 words).			
3	Is your company Environment Management System certified to ISO 14001:2004? If 'yes' provide a copy of your current certificate.			
4	If the answer to Question 3 is no, describe on a separate sheet your current Environment management system including any future plans to achieve certification. (Maximum 200 words).			
5	Does your company have personnel assigned the responsibility of HSE at the corporate level?			
6	Does your company have personnel assigned the responsibility of HSE at the project/site level?			
7	Does your company provide adequate personal protective equipment, induction training for new starters, tool-box talks, inspection, maintenance and replacement?			
8	Do you always have trained First-aiders on construction sites and keep documented medical records?			
9	Does your company have a process for identifying hazards and assessing/managing risks associated with identified hazards?			
10	Describe on a separate sheet detailed descriptions of site welfare facilities you would expect to provide on the project being applied for? (Maximum 200 words).			
11	Please provide the following safety performance data:			
		<b>2015</b>	<b>2014</b>	<b>2013</b>
	Fatalities			
	Lost Time Injuries (LTI) (>3 days)			
	Total hours worked			
	Accident Frequency Rate (AFR) *			
	Medical Treatment Injuries			
	Prosecuted for any HSE related offences			
	Prohibition or improvement notices by an enforcement authority			
*Accident Frequency Rate (AFR) = (Total of LTI >3 days) divided by (the total hours worked) divided by (100,000).				

Form QM – 8.2

**Quality Management**

(to be completed by Main Contractor or by all JV Partners)

Applicant's Legal Name: \_\_\_\_\_ Date: \_\_\_\_\_

Project: Drainage Micro Tunnelling And Pipe Jacking Contractors

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Question	Quality Management Criteria (Please Tick Each Box as Appropriate)	Yes	No
1	Is your company Quality Management System (QMS) certified to BS EN ISO 9001:2008? If 'yes' provide a copy of your certificate.		
2	If the answer to Question 1 is no, describe on a separate sheet your current Quality Management System and plan including any future plans to achieve certification. (Max 200 words).		
3	Does your company provide technical training and or certification for your work force?		
4	Does your company provide job specific Quality training to your employees?		
5	Does your company have a process to control and monitor the quality of your workmanship?		
6	Does your company have a process to control and monitor the quality of your construction materials?		
7	Does your company have a process to control and monitor the quality of your equipment and plant?		
8	Does your company have a process to control and monitor the quality of your subcontractor's performance?		
9	Does your company have a system where knowledge, skills and experience gained by individuals is disseminated, shared and redeployed?		

Form RS – 9.1

**Resources, Plant & Equipment**

(to be completed by Main Contractor or by all JV Partners)

Applicant's Legal Name:

Date:

Project: Drainage Micro Tunnelling And Pipe Jacking Contractors

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1.	How many employees do you directly employ currently who are located in the State of Qatar?	
2.	How many employees do you directly employ currently who are located in GCC countries?	
3.	How many employees do you directly employ currently who are located internationally?	
4.	How many staff do you employ in Qatar at each grade, relevant to the work that is the subject of this application?	
	Management	Professional
	Administrative / Clerical	Construction Supervisors
	Skilled Trade Operatives	Plant Operators
	General Labour	Others
		Total
5.	Briefly describe your company's material procurement process and explain how you will manage your supply chain to ensure security of supply both in terms of price and quantity. (Maximum of 200 words)	

6.	Please indicate the major construction plant and equipment (both fixed and mobile) currently in the company's ownership (no more than 20 entries)					
		Plant & Equipment Type	Total Number of Units Owned	No. currently located in Qatar	No. currently located in GCC	No. currently located internationally
	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					

Form MAQ – 10.1

**Management Approach Questions**

*(to be completed by Main Contractor or by all parties of the JV)*

Applicant's Legal Name:

Date:

Project: Drainage Micro Tunnelling And Pipe Jacking Contractors

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This section will examine the Applicant's management approach associated with delivering projects of similar nature to the Framework Contract being applied for. This section must be answered having given due consideration to the details of package scope of work(s).

1.	The Authority intends to establish and implement industry best practices for health, safety and welfare on all operations and maintenance under this Framework Contract to better protect both the workers on site and the public as a whole. Please summarise your organisational approach and explain how your Health, Safety policies, systems, and procedures will align with and contribute to the achievement of the Authority objectives for the Framework Contract for which the Applicant is applying. (Minimum of 200 words)
2.	How does the Applicant intend to manage the health, safety and welfare of its domestic subcontractors and supply chain for this Framework Contract. (Minimum of 200 words)
3.	Please describe how Applicant's approach to undertaking initiatives to improve workforce safety culture and provide examples of the outcomes achieved where similar initiatives have been implemented. (Minimum of 200 words)
4.	The Authority intends to establish and implement industry best practices for quality on all projects under this Framework Contract that minimise defects and create a right first time culture. Please summarise your organisational approach and describe how your quality policies, systems, and procedures will align with Authority objectives and assure that a quality product is being delivered under this Framework Contract. (Minimum of 200 words)
5.	Please describe your organisational approach to achieving sustainability in construction. What specific measures would you employ to embed best environmental management practices for this Framework Contract. (Minimum of 200 words)
6.	Please describe your organisational approach to stakeholder liaison. How will you ensure that that all those affected by your construction work are consulted and informed? Describe the key measures you will take to minimise disruption to residents and the travelling public and address any public complaints. (Minimum of 200 words)
7.	Please describe how you will manage the physical and organisational logistics for providing the necessary resources (labour, plant, equipment, and materials) for this Framework

	Contract for which the Applicant is applying. Given the number of projects and programmes planned in Qatar during the timeframe of this Programme, describe how your logistics program will be mobilised and implemented. (Minimum of 200 words)
8.	Please identify the top five (5) key risks in relation to this Framework Contract for which the Applicant is applying and describe how you will manage and mitigate those risks. (Minimum of 200 words)
9.	Please describe the legacy the Applicant intends to leave upon completion of this Framework Contract. (Minimum of 200 words)
10.	Describe the management processes and reports for document management, contract management, scheduling, cost management, etc. that the Applicant plans to use on this Framework Contract. (Minimum of 200 words)

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