



هئية المخذلال ااماع  
PUBLIC WORKS AUTHORITY  
INFORMATION SYSTEM  
DEPARTMENT

**PREQUALIFICATION  
FOR  
DISASTER RECOVERY SITE DEVELOPMENT  
FOR ASSET AFFAIRS**

**PROJECT ID: ISD/2021/SY/19/GTC**

**BUDGET REF. /CODE: TBA**

**Public Works Authority  
P.O. Box 22188  
Doha  
State of Qatar**

**March 2022**

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### Part 1: Prequalification Procedures

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### Part 2: Services Requirements

## 1.0 Acronyms

ADS	Application Data Sheet
ASHGHAL	Public Works Authority of Qatar
ITA	Instructions to Applicants
ITT	Invitation to Tender
MME	Ministry of Municipality and Environment
PWA	Public Works Authority
QAR	Qatari Riyals

## 2.0 Summary Description

- 2.1 Attachment 1: Scope of Services (Project Brief – Scope of Services).  
This document is the document describing the scope of deliverables to which the prequalification relates.

The purpose of the prequalification process is to provide the basis for PWA, to select a short-list of competent and qualified Consultant (the “Prequalified Applicants”) for Invitation to Tender (ITT) for the Services (“Services”).

The PWA is seeking proposals from Applicants to demonstrate their capability to perform significant components of the work with the right vision and the necessary experience, capabilities, understanding and commitment to work with PWA to achieve outstanding results in the delivery of the Services.

- 2.2 This Prequalification Document consists of:
1. Summary
  2. Part 1: Prequalification Procedures; and
  3. Part 2: Scope of Services;
- 2.3 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 centers on evaluation of the Applicant’s:

### General Tenderer Information and Details

1. Eligibility
  2. Licenses and Registration
  3. Historical Contract Non-performance
  4. Financial Situation
  5. Experience
  6. Personnel Capabilities
  7. Project Assurances
- 2.4 Consequently, previous prequalification for other PWA projects shall not guarantee automatic prequalification for the Services.
- 2.5 The Services Requirements in Part 2 of this document provides a summary of the required scope of services.
- 2.6 This single Invitation for Prequalification covers the only prequalification step for the Services.

### **3.0 Checklist**

- 3.1 The checklist, included in Section IV, for Application submission must be completed by Applicant and included as the first page of each Application.
- 3.2 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.
- 3.3 Other than the information requested, other documentation, including brochures about the Applicant, additional information etc. must not be included in the submission.

### **4.1 Document User's Guide**

#### **4.2 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 Applications for prequalification. Information is also provided in the opening and evaluation of Applications.

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

This Section consists of provisions that are specific to each Application and supplement the information or requirements included in Section I: Instructions to Applicants.

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

This Section contains the qualification, methods and criteria to be used to determine how Applicants shall be prequalified and later invited to tender.

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

This Section contains the Application Submission Sheet and all the forms to be submitted with the Application.

#### **4.3 PART 2 Services Requirements**

This Section contains details of the draft scope of services and is not intended to represent a full project brief. This is issued for information only



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**PROJECT ID: ISD/2021/SY/19/GTC**

**PROCEDURES AND SERVICES REQUIREMENTS**

**Part 1 – PREQUALIFICATION PROCEDURES**

**Public Works Authority  
P.O. Box 22188  
Doha  
State of Qatar**

**March 2022**

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## Section I. Instructions to Applicants (ITA)

### A. Definitions

Applicant	Shall mean the juristic entity submitting the Prequalification Document.
Application(s)	Shall mean the completed Prequalification Document(s) submitted to the PWA
Application Data Sheet (ADS)	Shall mean the pro-forma document so titled within Section IV, Application Data Sheet
Application Submission Sheet	Shall mean the pro-forma document so titled within Section IV, Application Forms, and which shall preface all prequalification Applications.
Association	Shall mean a joint venture, partnership, consortium or other association of two or more companies that come together for the purposes of tendering, however, this excludes sub-consultants.
Days	Shall mean calendar days, including weekends and public holidays.
ISD	Information Systems Department
AA	Asset Affairs
ROMD	Roads Operation & Maintenance Department
DNOM	Drainage Network Operation & Maintenance Department
Each Party	Shall mean the individual entities that have come together to form an Association.
GTC	Shall mean ASHGHAL's Grand Tendering Committee
Information Sheets	Shall mean those pro-forma forms to be completed by the Applicant when compiling the Prequalification Document.
Instructions to Applicants (ITA)	Shall mean those instructions so contained within Section 1 of this Prequalification Document.
Invitation for Prequalification	Shall mean the formal written invitation to prequalify issued by PWA to the Applicant or the publically advertised request for expressions of interest in regards to this prequalification.
Invitation to Tender	Shall mean the stage whereby qualified Applicants are invited to submit fully compliant sealed bids in relation to the scope of services to be procured.
Lead Partner	Shall mean the party nominated by the Association, as the lead entity of the Association.
Minimum Value	Shall mean either the total contract value, when the Applicant was acting as a Consultant, or the share of the total contract corresponding to its share of the participation when the Applicant was a member of an Association.
Partner	Shall mean the second party in an Association, with the first Partner being the Lead Partner.

Prequalification Document	Shall mean the documents comprising the invitation issued by PWA, inviting Applicants to submit detailed particulars demonstrating capability in relation to the scope of work to be procured.
PWA	Shall mean the Public Works Authority (Ashghal) of the State of Qatar whose representative is the President or his authorized delegate.
Prequalification Procedures	Shall mean those procedures described within Part 1 of this document.
Prequalified Applicants	Shall mean the Applicants who have passed the evaluation criteria of the Prequalification and who shall be invited to tender for the project.
Consultant	Shall mean the consultant who will enter into a direct contract with PWA for a project and who will have full responsibility for the Services. A Consultant undertakes to perform a complete contract, and may employ (and manage) one or more subcontractors or sub-consultants to carry out specific parts of the contract.
Section	Shall mean the 'Sections' so referred within the page titled Summary Description of this document.
Services	Shall mean all services and works of any kind required for the Project and to satisfy the requirements of the Project Brief in Attachment 1.

**B. General**

- |                                |     |  |
|--------------------------------|-----|--|
| <b>1. Scope of Application</b> | 1.1 | In connection with the Invitation for Prequalification indicated in Section II, Application Data Sheet (ADS), the Public Works Authority (hereinafter “PWA”), issues this Prequalification Document to Applicants interested in tendering for the scope of deliverables described in Part 2 – Scope of Services. |
| <b>2. Source of Funds</b>      | 2.1 | The Scope of Services is funded directly by the Government of the State of Qatar.  |

**3. Corrupt & Fraudulent Practices**

- 3.1 The PWA requires that Applicants observe the highest standard of ethics during the procurement and execution of the scope of services in pursuit of this policy, the PWA:
- (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 PWA, 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 PWA of the benefits of free and open competition;
    - iii. PWA 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 Services.
- 3.2 The PWA requires Applicants to complete Anti-Corruption and Confidentiality Declaration Form in the Application Submission Sheet.

- 4. Eligible Applicants**
- 4.1 An Applicant may be a private, public, association or government owned legal entity, subject to ITA 4.8, or any combination of them. Evidence of the formal intent to form an association, shall be evidenced by a joint tendering agreement attached to Form ELI – 1.1, or, in the case of an existing association, evidence of such existing association.
- 4.2 Applicants shall not have a conflict of interest. If any conflict of interest or potential conflict of interest between Applicants, their advisers and those of the PWA becomes apparent, Applicants shall immediately inform the PWA, when the PWA shall, at its absolute discretion, decide on the appropriate course of action. If the PWA becomes aware of any conflict of interest or potential interest that the Applicant has not declared to the PWA, the PWA may at its absolute discretion disqualify the Applicant from consideration.
- 4.3 Applicants will be advised of the outcome of the Disaster Recovery Site Development for Asset Affairs prequalification, prior to the issue of the invitation to tender.
- 4.4 Applicant's attention is drawn to Item ITA 30 of the consultancy services for **Disaster Recovery Site Development for Asset Affairs Prequalification** document which requires PWA approval of any change in the structure or formation of **Disaster Recovery Site Development for Asset Affairs**, Applicant after being prequalified, and such approval shall be denied if, as a consequence of the change, the Applicant no longer substantially meets the qualification criteria or a substantial reduction in competition may result.
- 4.5 Applicants shall provide the list of their current projects attached with PWA and shall complete the declaration in Form ELI-1.3.

- 4.6 An Applicant that is under a declaration of ineligibility by PWA, at the date of submission of the Application or anytime thereafter, shall be disqualified.
- 4.7 Government-owned entities in the State of 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 PWA.
- 4.8 Applicants shall provide such evidence of their continued eligibility satisfactory to PWA, as the PWA shall reasonably request.
- 4.9 Applicants shall submit a copy of their registration certificate(s).
- 4.10 Local Registration is a pre-condition of prequalification. However, where the Applicant does not have registration for all required disciplines and intends to obtain registration they shall provide such evidence of their willingness to obtain all consents, permits and licenses necessary and, if appointed, shall be requested to show the evidence. It is the responsibility of the Applicant to bear all costs associated with the preparation and obtaining the registration. PWA shall in no case be responsible or liable for those costs.
- 4.11 Applicants are strictly to adhere that participation eligibilities in order to participate in the tender. Applicant with the Classification Certificate from Ministry of Finance (MoF) with the Category as specified in ADS. Applicant shall submit such certificate as an attachment to the Application under the following rules.
- a) Local companies without classification certificate or no longer valid are able to submit the Application but they must submit the required classification certificate from MoF during tender submission. In the case of the certificate of classification is under application or renewal to the MoF, Applicants shall submit a valid documentary evidence of their application or renewal.
  - b) Foreign companies without Qatar MoF classification certificate, a similar or equivalent certificate from the country of origin will be sufficient for the Application. A copy of such classification certificate translated in English/Arabic and attested by the competent authority/ministry at country of origin and Qatar diplomatic embassy at country of origin shall be submitted. In the event of there is no such equivalent authority/ministry issuing the classification in their country of origin, any other form of certification/ classification/ client testimonial for specialized works/services issued and endorsed by reputable/competent organization /authority/ board governing the construction industries related and attested by the Qatar diplomatic embassy at country of origin may



also be considered. This is also applicable to foreign company's status who has already had Qatar company registration.

- c) In the case of foreign companies do not have classification certificates from their country of origin then the same rules applicable to local companies as mentioned in ITA 4.11(a) above shall be applied.
- d) In the case of Applicant forming a joint venture, the leader of the joint venture shall hold the required classification. A foreign company led joint venture may submit the Application in compliance with ITA 4.11(b)
- e) Guidelines for classifying the companies are available at Qatar Ministry of Finance as following link :  
<https://monaqasat.mof.gov.qa/eservices/Account/Login?ReturnUrl=%2feservices%2f>

4.12 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**      5.1      In preparation of the Prequalification Document, Applicants shall be aware of and observe the Government of the State of Qatar's rules and regulations.

### C. Contents of the Prequalification Document

- 6. Sections of Prequalification Document**      6.1      The Prequalification Document consists of Part 1 and 2 which 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 – Scope of Services**

- 6.2 Any “Invitation for Prequalification” issued by PWA shall not form part of the Prequalification Document.
- 6.3 The PWA accepts no responsibility for the completeness of the Prequalification Document and its addenda, unless they were obtained directly from PWA.
- 6.4 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 clarifications of the Prequalification Document shall communicate with PWA in writing at the email 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. PWA shall communicate to all Applicants full details of the clarification but without identifying its source.
- 7.2 Should PWA 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, PWA may amend the Prequalification Document by issuing addenda.
- 8.2 Any addendum issued shall form part of the Prequalification Document and shall be emailed to Applicants via email address as specified in ADS and Applicants should regularly check their email correspondence in the case any addenda issued.
- 8.3 To give prospective Applicants reasonable time to take an addendum into account in preparing their Applications, the PWA may, at its discretion, extend the deadline for the submission of Applications.
- D. Preparation of Applications**
- 9. Cost of Applications**
- 9.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. PWA 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 PWA, shall be typed 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) Amendment of Prequalification Documents issued in accordance with ITA 8.2; and
  - (e) Any other document required as specified in the ADS.
- 12. Application Submission Sheet and Forms**
- 12.1 The Applicant shall prepare the Application Submission Sheet using the form furnished in Section IV, Application Submission Sheet and Forms. This shall be completed without any alteration to its format.
- 12.2 Use font Arial 10 for typing information in the Form.
- 12.3 If an entry in the Form does not apply to you, type in "Not Applicable."
- 12.4 The electronic Form is expandable, do not alter the overall layout or any headings.
- 12.5 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 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 contract or contracts in accordance with Section III, Qualification Criteria, the Applicant shall provide the information requested in Section IV, Application Submission Sheet and Forms.
- 15. Signing of the Application and Number of Copies**
- 15.1 The Applicant shall prepare the documents comprising the Application as described in ITA 11.

The original documents of the Application shall be typed or written and shall be signed by a person, or persons, duly authorized to sign on behalf of the Applicant. In the case of an Association, all parties must sign the documents.

- 15.2 The Applicant shall submit **scanned softcopies on Two (2) labelled DVD's in Pdf format**, as specified in the ADS.

## E. Submission of Applications

### 16. Sealing and Identification of Applications

- 16.1 The Applicant shall enclose the scanned copies **on Two (2) labelled DVD's in Pdf format** of the Application in a sealed envelope or container that shall:
- (a) Bear the name and address of the Applicant;
  - (b) Be addressed to PWA, in accordance with ITA 17.1; and
  - (c) Bear the specific identification of this prequalification process indicated in the ADS (ITA 1.1)
- 16.2 The label should show the project ID number and programme title as “**Disaster Recovery Site Development for Asset Affairs**” and the Applicant's name.
- 16.3 PWA shall accept no responsibility for not processing any Application that was delivered in an unsealed envelope or not identified as required.

### 17. Deadline for Submission of Applications

- 17.1 Applications shall be received by PWA at the address, and no later than the deadline indicated, in Section II – ADS.
- 17.2 PWA 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 PWA 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 PWA after the deadline for submission of Applications prescribed in ITA 17 may, at the sole discretion of PWA, be rejected as non-compliant and may return unopened to the Applicant.

- 19. Opening of Applications**      19.1    PWA shall prepare a record of the opening of Applications, and this shall include, as a minimum, the name of the Applicant.

**F. 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 will be notified 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 PWA on any matter related to the prequalification process, may do so, but only in writing through email address indicated in the ADS.
- 21. Clarification of Applications**      21.1    After the Application submission closing date, PWA may ask any Applicant for clarification. The Applicant shall submit to through email address indicated in the ADS, its reply within seven (7) calendar days after the clarification date 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 clarification of the information as requested within seven (7) days after the clarification date or by the date and time set in PWA's request for clarification, its Application may, at the sole discretion of PWA, be rejected as non-compliant.
- 22. Responsiveness of Applications**      22.1    PWA at its sole discretion may reject any Application which is not responsive to 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-consultants**      24.1    Applicants planning to sub-contract any of the activities indicated in Section III, Qualification Criteria, shall specify the activity to be subcontracted in the Application Submission Sheet and clearly identify such activities and the proposed specialist sub-consultant(s) in Form ELI – 1.2 in Section IV: Application Forms. Such proposed specialist sub-consultant(s) shall meet the corresponding qualification requirements specified in Section III, Qualification Criteria.
- 24.2    PWA does not intend to execute specific parts of the deliverables by consultant(s) selected in advance by the PWA (Nominated Consultant) unless otherwise stated in the

ADS.

## **G. Evaluation of Applications and Prequalification of Applicants**

- |   |      |  |
|---|------|--|
| <b>25. Evaluation of Applications</b>                   | 25.1 | PWA will use all the factors, methods and criteria defined in Section III, Qualification Criteria to evaluate the qualifications of the Applicants and any specialist sub-consultants. PWA reserves the right to consider other factors or waive minor deviations in the qualification criteria if they do not materially affect the capability of the Applicant to perform the scope of deliverables. |
|   | 25.2 | Only the qualifications of specialist sub-consultants that have been identified in the Application may be considered in the evaluation of the Applicant. The general experience and financial resources of sub-consultants may not be evaluated nor added to those of the Applicant for the purposes of prequalification of the Applicant.   |
|   | 25.3 | Unless otherwise indicated in the ADS, this prequalification shall be for the Disaster Recovery Site Development for Asset Affairs contract only.  |
| <b>26. PWA's Right to Accept or Reject Applications</b> | 26.1 | PWA 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.  |
| <b>27. Prequalification of Applicants</b>               | 27.1 | Prequalification will be based on "pass-fail" criteria, as demonstrated by the Applicant's responses in the attached Application Submission Sheets and other requested documentation of the specific qualification criteria have been established.   |
|   | 27.2 | An Applicant whose Application has met or exceeded the specified qualification criteria set out in Section III, will be prequalified by the PWA. PWA reserves the right to invite a short list of qualified Applicants to invitation to tender.  |
| <b>28. Notification of Prequalification</b>             | 28.1 | Once PWA has completed the evaluation of the Applications, it shall notify Applicants in writing if they have been prequalified and invited to tender.   |

**29. Invitation to  
Tender**

- 29.1 After the notification of the results of the prequalification, PWA shall invite tenders from the short-listed Applicants that have prequalified.
- 29.2 Tenderers shall be required to provide tender security acceptable to PWA 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 the 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, shall be subject to the written approval of PWA, prior to the deadline for submission of tenders. 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 PWA, a substantial reduction in competition may result. Any such changes shall be submitted to PWA no later than fourteen (14) days after the date of the invitation to tender.

**31. Submissions**  
application

31.1 Applicants must not exceed 100 typewritten pages in their

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. Text must be only typed in "Arial" font and be no smaller than 10 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 audited 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 PWA must be in language specified in the ADS. 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) **Scanned softcopies on Two (2) labelled DVD's in Pdf format** as specified in Item ITA 11.1

No other documentation, including brochures about the Applicant or any other additional information and the like should be included in the application. Only include the specific information requested. No boxes or notebooks are to be submitted.



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<b>SECTION II – APPLICATION DATA SHEET (ADS)</b>	
<b>A. Introduction</b>	
<b>ITA 1.1</b>	The identification of the invitation for Prequalification is: <b>Disaster Recovery Site Development for Asset Affairs</b> <b>Project ID: ISD/2021/SY/19/GTC</b>
<b>ITA 4.1</b>	An Association are allowed. However, the specific requirements for an Association are set out in Part 1: Prequalification Procedures and Section III Qualification Criteria must be complied with.
<b>ITA 4.11</b>	Category: Service Providers
<b>ITA 4.12</b>	Not Applicable
<b>B. Prequalification Document</b>	
<b>ITA 7.1</b>	For clarification purposes only, the PWA's email address is: <b>As per Advertisement</b>
<b>C. Preparation of Applications</b>	
<b>ITA 10.1</b>	The language of the Application, as well as of all correspondence, is: <b>English</b>
<b>ITA 15.1, 15.2, 16</b>	The number of copies to be submitted with the Application is: <b>Scanned Softcopies on Two (2) labelled DVD's in Pdf format,</b> Marked with: <b>Prequalification for: Disaster Recovery Site Development for Asset Affairs</b> <b>Project ID: ISD/2021/SY/19/GTC</b>
<b>D. Submission and Opening of Applications</b>	
<b>ITA 17.1</b>	For application submission purposes only, the PWA's address is: <b>As per Advertisement</b>  The deadline for application submission is: <b>As per Advertisement</b>

<b>E. Evaluation of Applications</b>	
<b>ITA 23.1</b>	No price preferences for domestic tenderers shall be applied.
<b>ITA 24.2</b>	<b>PWA does NOT</b> intend to execute certain specific parts of the scope of services by a consultant selected in advance (nominated sub-consultant/sub-contractor). The specific parts of the scope of services and the respective consultant/contractor are: <b>None</b>

## Section III – Qualification Criteria

### A. General

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

### B. Compliance Summary Table

The following table summarizes the information that PWA will use to evaluate the Applications:

- 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
			Single Entity	Association			
Series No.	Subject	Requirement		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-item 4.2	Must meet requirement	Existing or intended entity must meet requirement	Must meet requirement	N/A	Application Submission Sheet - Question (b)
1.2	PWA Ineligibility	Not having been declared ineligible by PWA, as described in ITA Sub-item 4.6	Must meet requirement	Existing entity must meet requirement	Must meet requirement	N/A	Application Submission Sheet - Question (c)
1.3	Government Owned Entity	Applicant required to meet conditions of ITA Sub-item 4.7	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Sheet - Question (d)
1.4	Applicant Details	Applicant to provide background details	Applicant must complete				Forms ELI - 1.1 and ELI - 1.2
1.5	Current projects with PWA	No conflicts of interest, as described in ITA Sub-item 4.2	Must meet requirement	Must meet requirement	Must meet requirement	Must meet requirement	Forms ELI - 1.3

Compliance Summary Table							
Qualification Criteria			Compliance Requirements				Submission Requirements
Series No.	Subject	Requirement	Single Entity	Association			
				All Parties Combined	Each Party	One Party	
<b>2. Licenses and Registrations</b>							
2.1	Certificate of Registration	Applicant required to meet conditions of ITA Sub-item 4.10 & 4.11	Must meet requirement	N/A	N/A	Must meet requirement	Form REG - 2.1
2.2	Willingness to obtain Registration if appointed	Applicant required to meet conditions of ITA Sub-item 4.10	Must meet requirement	N/A	N/A	Must meet requirement	Form REG - 2.1
2.3	Joint tendering agreement, or evidence of an Association	Entities intending to form an Association, must provide a joint tendering agreement. Existing entities must provide evidence of such Association	N/A	Must meet requirement	Must meet requirement	N/A	Form ELI - 1.1

Compliance Summary Table							
Qualification Criteria			Compliance Requirements				Submission Requirements
			Single Entity	Association			
Series No.	Subject	Requirement		All Parties Combined	Each Party	One Party	
<b>3. Historical Contract Non-Performance</b>							
3.1	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	Must meet requirement	Must meet requirement	N/A	Form CON-3
3.2	Pending Litigation	All pending litigation shall in total not represent more than Twenty-five percent (25%) of the Applicant's net worth and shall be treated as resolved against the Applicant	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form CON-3

Qualification Criteria			Compliance Requirements				Submission Requirements
			Single Entity	Association			
Series No.	Subject	Requirement		All Parties Combined	Each Party	One Party	
<b>4. Financial Situation</b>							
4.1	Financial Performance	Submission of independently audited financial statements (in English) for the latest three (3) years indicating the breakdown of local and international turnover	Must meet requirement	N/A	Must meet requirement	N/A	Form FIN- 4.1
4.2	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 Assets/Current Liabilities)	Must meet requirement	N/A	Must meet requirement	N/A	Form FIN- 4.1
4.3	Financial Performance	Current soundness of the Applicant's financial position and 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- 4.1



Compliance Summary Table							
Qualification Criteria			Compliance Requirements				Submission Requirements
			Single Entity	Association			
Series No.	Subject	Requirement		All Parties Combined	Each Party	One Party	
<b>5. Experience</b>							
5.1	General Experience	<p>Experience in establishing the DR – Disaster Recovery site from scratch with documentation and consultancy service on DR during the last five (5) years prior to the Applications submission deadline, Applicants are required to provide details of no more than 3 individual DR projects.</p> <p>Responses shall be limited to a maximum of one page per example</p>	Must meet requirement	Must meet requirement	N/A	N/A	Form EXP -5.1

5.2	Specific Experience	Experience during the last five (5) years in the following key activities as specifically outlined in Project Brief,	Must meet requirement	Must meet requirement	N/A	N/A	Form EXP -5.2
<b>6. Personnel Capabilities</b>							
6.1	Organizational Structure	Provide organizational structure for delivering the services, including defining roles, responsibilities and description of roles	Must meet requirement	Must meet requirement	N/A	N/A	Form RS - 6.1
6.2	Proposed Staff CVs	Provide CVs for all key personnel as identified under Section III.C.6 of this document and Form RS - 6.2	Must meet requirement	Must meet requirement	N/A	N/A	Form RS - 6.2
6.3	Resources	Provide details of Resources available	Must meet requirement	Must meet requirement	N/A	N/A	Form RS - 6.3

Compliance Summary Table							
Qualification Criteria			Compliance Requirements				Submission Requirements
Series No.	Subject	Requirement	Single Entity	Association			
				All Parties Combined	Each Party	One Party	
<b>7. Project Assurances</b>							
7.1	Health, Safety & Environment Plan	Evidence of Health, Safety & Environment Qualifications	Must meet requirement	N/A	Must meet requirement	N/A	Form HSE -7.1
7.2	Quality Management Plan	Evidence of a Quality Management Program	Must meet requirement	N/A	Must meet requirement	N/A	Form QM - 7.2

## C. Qualification Criteria

The Applicant shall meet the following criteria.

### 1. Eligibility (Series No. 1)

- (a) Applicants eligible to tender shall meet the criteria list in the Compliance Summary Table. In Section III (B).

### 2. Licenses and Registrations (Series No. 2)

- (a) Applicants should 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 contract.
- (b) Applicants should note that in addition to successful prequalification they will be required to meet Qatari Commercial Registration and/or Trade Licenses from Ministry of Commerce and Industry and Classification Certificates from Ministry of Finance requirements as a pre-condition to award of any contract.

### 3. Historical Contract Non-Performance (Series No. 3)

- (a) History of Non-Performing Contracts: The Applicant shall provide accurate information that non-performance of a contract did not occur within the last five 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.
- (b) 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 years. Any deviation should be explained in the referenced application form.
- (c) 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 two years. A consistent history of settlement awards against the Applicant or any partner of a joint venture may result in failure of the application.

### 4. Joint Tendering Agreement –NOTE, on table, have proposed to combine this with Series No. 2 (2.3). Need to verify acceptable to PWA Commercial team. Series No. may be standard PWA requirement.

- (a) Where an Applicant intends to form an Association of companies, the Applicant shall provide evidence of such association by attaching a joint tendering agreement to establish such association to Form ELI – 1.1.
- (b) Where an Applicant represents an existing commercial association of companies, the Applicant shall provide evidence of such association by attaching the evidence to Form ELI – 1.1
- (c) The points noted below summaries the requirements for an Association, and the parties within such Association, with reference to the other Subsections of Section III:
  - The Association may comprise a maximum of two (2) parties;
  - Each individual party in an Association may only participate in one Applicant entity;

- In the case of a successful tender, the form of agreement, shall be signed so as to be legally binding on all parties;
- One of the parties shall be nominated as being in charge (the “Lead Partner”), and this authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the parties and attaching this to Form ELI – 1.1;
- The Lead Partner shall be authorized to receive instructions for and on behalf of any and all partners of the entity;
- All parties of the Association shall be liable jointly and severally for the execution of the contract in accordance with the contract terms;
- A copy of the agreement entered into by all parties shall be submitted with an Applicant’s tender. Alternatively, a joint tendering agreement to execute an agreement in the event of a successful bid shall be signed by all partners and submitted with the Applicant’s tender, together with a draft of the proposed agreement.
- Refer also to the criteria set out in the Compliance Summary Table in Section III, for the combined parties, and each individual party of an Association.
- PWA reserves the right to disqualify an Applicant, if the Applicants Association contains deviations from the above criteria.

**5. Financial Situation (Series No. 4)**

- (a) The audited balance sheets for the latest three years shall be submitted and must demonstrate the soundness of the Applicant's financial position, showing their long-term profitability. Where necessary, PWA 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).
- (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).

**6. General and Specific Experience (Series No. 5)**

- (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 of this Invitation for Prequalification.
- (b) The Applicant shall submit full details of projects using the experience requirements and guidelines presented in the following table for projects that the Applicant considers to be similar in nature to the Services, using Form EXP – 5.1.
- (c) The Applicant shall submit full details of projects using the experience requirements and guidelines presented in the following table for projects that the Applicant considers to be similar in nature to the Services, using Form EXP – 5.2.
- (d) **Note:** PWA intends to contact any previous client for each reference project submitted by the Applicant. Failure of either the client to respond to PWA’s

request for reference information in a timely manner will be considered as an unsatisfactory record of performance.

## 7. Personnel Capabilities (Series No. 6)

- (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 project for which they are seeking to be prequalified, as delineated in Part 2 of this Invitation for Prequalification.

To demonstrate its understanding of the staffing requirements of the project, the Applicant shall submit a project organizational structure in the form of a diagram with explanatory notes as required in Form RS – 6.1. The organization structure should:

- Identify key positions (both prime and alternate candidates)
  - Identify specific roles and a brief list of responsibilities of each position
  - Identify key positions to be held by each Partner or any commercial association (if applicable)
  - Identify key skills, qualifications, experience for each position
  - Provide the names of the prime, and alternate candidate for the key personnel listed in the table below
- (b) To demonstrate the Applicant's capabilities and competencies in-line with the Scope of Services specified in the Project Brief, the Applicant shall submit professional curricula vitae (CVs) for staff who will potentially work on the project if the applicant is selected
- (c) For each key position presented in the table overleaf, the Applicant shall supply information (in Form RS – 6.2) on a first choice candidate and on a suitable alternate, each of whom should meet the experience requirements specified in the key personnel table.
- (d) Successful Applicants will be obliged to offer these personnel or equivalent in their tender.
- (e) The Applicant is to provide evidence that it possesses, or has access to, sufficient qualified resources and equipment, available, or who will be become available if the Applicant's tender is successful, to deliver the project for which seeks Prequalification. In this regards, as a minimum the Applicant must provide the information requested on Form RS – 6.3.

**8. Project Assurances (Series No. 7)**

- (a) PWA requires that all work undertaken on its behalf is carried out safely for all parties. The Applicant must therefore demonstrate that it will allocate resources to enable it to fulfil its statutory obligations for Health and Safety. In this regard and shall provide the information requested on Form HSE – 7.1.
- (b) PWA 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. PWA aims to work with its consultants, contractors and suppliers to help them improve their environmental performance and ensure that, when working for PWA, they adopt equivalent environmental standards. PWA therefore expects its consultants 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 successfully demonstrate that it has an established and written Environmental Management Policy and provide the information requested on Form HSE – 8.1.
- (c) PWA expects its consultants/contractors to demonstrate their commitment to maintaining a rigorous Quality Management Program, 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 – 7.2.

#### D. Prequalification Evaluation Methodology

Applicants shall meet the following criteria and PWA evaluation panel shall assess the criteria for compliance as listed below.

The minimum scoring threshold mark is seventy per cent (70%). The evaluation panel shall recommend to the Tender Committee for the Applicants to be shortlisted for tender invitation stage.

CRITERIA & WEIGHTINGS				
SECTION	GROUP CRITERIA WEIGHT	GROUP CRITERIA	SUB CRITERIA WEIGHT	SUB CRITERIA
1	-	Eligibility & Licenses and Registration	Pass/Fail	Submissions for eligibility & licenses/registration made as per requirements
			Pass/Fail	Submissions for licenses and registration made as per requirements
2	-	Historical Contract Non Performance	Pass/Fail	Submissions made as per requirements
3	10%	Financial Stability	10%	Provided Historic financial information for previous three (3) years
4	20%	Relevant Experience	10%	General experience in projects successfully delivered, last five (5) years
			10%	Specific experience in projects successfully delivered, last five (5) years
5	50%	Personnel capabilities	5%	Organizational structure
			40%	Compliance of CV's for key personnel
			5%	Details resources available
6	20%	Project Assurances	10%	Evidence of HSE Qualifications
			10%	Evidence of a Quality Management Programme



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

The Applicant should include this Checklist at the front of their Application			
Applicant's Reference No			
Date & Time Submitted			
Document Submittal			
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	✗
Series No	Category		Form Present
<b>1</b>	<b>Eligibility Requirements</b>		
1.1	Conflict of Interest – Application Submission Sheet		
1.2	Public Works Authority Ineligibility – Application Submission Sheet		
1.3	Government Owned Entity – Application Submission Sheet		
1.4	Anti-Corruption and Confidentiality Declaration – Application Submission Sheet		
1.5	Applicant Details – Forms ELI – 1.1. and ELI - 1.2		
1.6	Current active projects with PWA – Forms ELI – 1.3		
<b>2</b>	<b>Licenses and Registrations</b>		
2.1	Company Registration and Classification in Qatar – Form REG – 2.1		
2.1	Joint Tendering Agreement or evidence of an Association – Form ELI – 1.1		
<b>3</b>	<b>Historical Contract Non Performance</b>		
3.1	History of Non Performing Contracts –Form Con 3		
3.2	Pending Litigation –Form Con 3		

Series No	Category	Form Present
<b>4</b>	<b>Financial Situation</b>	
4.1	Audited Financial Statements - Form FIN – 4.1	
4.2	Current soundness of the Applicant’s financial position and its prospective long term profitability as measured by average coefficient of current ratio (Current Assets/Current Liabilities) - Form FIN – 4.1	
4.3	Current soundness of the Applicant’s financial position and its prospective long term profitability as measured by average coefficient of debt ratio (Total Debt / Total Assets) - Form FIN – 4.1	
4.4	Annual Turnover - Form FIN – 4.12 (not applicable)	
<b>5</b>	<b>Experience</b>	
5.1	General and Specific Experience and Track Record - Form EXP- 5.1 & 5.2	
<b>6</b>	<b>Personnel Capabilities</b>	
6.1	Organizational Structure - Form RS- 6.1	
6.2	Proposed Key Staff CVs - Form RS- 6.2	
6.3	Resources - Form RS – 6.3	
<b>7</b>	<b>Project Assurances</b>	
7.1	Health Safety & Environment Plan - Form HSE – 7.1	
7.2	Quality Management Plan - Form QM – 7.2	

**Application Submission Sheet**

*(To be completed by the Applicant)*

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

To: Public Works Authority

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

Project: **Disaster Recovery Site Development for Asset Affairs**

- 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 Item 8:
  - (b) We, including any sub-consultants subject to this Prequalification Document do not have any conflict of interest, in accordance with ITA Item 4.2;
  - (c) We, including any sub-consultants subject to this Prequalification Document, have not been declared ineligible by PWA's nor 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-item 4.7.
  - (e) We, in accordance with ITA Sub-item 24.1, plan to subcontract the following key activities and/or parts of the services:

Activities	Sub-consultant

- (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 contracts subject of this prequalification, without incurring any liability to the Applicants, in accordance with ITA Item 26.

**Consultant or Lead Partner**

Signed:

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

Who is duly authorized to sign the application for, and on behalf of:

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

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

Dated on \_\_\_\_\_ day of \_\_\_\_\_ 2020

**Partner (2)**

Signed:

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

Who is duly authorized to sign the application for, and on behalf of:

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

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

Dated on \_\_\_\_\_ day of \_\_\_\_\_ 2020

Note:

- The authorization of the signatories to the Application Submission Sheet shall be evidenced by submitting a power of attorney, which shall be attached this Application Submission Sheet.

## Application Submission Sheet

### ANTI-CORRUPTION AND CONFIDENTIALITY DECLARATION

(In the event of a joint venture or other forms of association each member of the Association shall complete a copy of this declaration)

#### **TO BE EXECUTED ON APPLICANT'S LETTERHEAD**

### **Disaster Recovery Site Development for Asset Affairs**

Hereafter called the "Services" and the documents pertaining to such are hereinafter called the "Prequalification Documents".

### ANTI-CORRUPTION AND CONFIDENTIALITY DECLARATION

By execution of this Anti-Corruption and Confidentiality Declaration we *<Insert name of Applicant>* of *<Insert address of Applicant's>* (hereafter called the "Applicant"), in consideration of receipt of the Prequalification Documents for the Services, hereby commit to be bound to the Public Works Authority of the State of Qatar [P.O. Box 22188, Doha, State of Qatar], (hereinafter called the "Authority") to warrant full and unconditional compliance with the declarations made herein:

#### 1. Anti-Corruption

The Applicant hereby represents and warrants that neither it nor any of its employees or representatives shall, receive nor offer, pay or promise to pay either directly or indirectly, bribes, gifts, commissions, considerations, inducements or rewards to a Public Official in connection with any business opportunities which, without limit, may arise in connection with the Services.

A Public Official is defined as:

- A. Any official or employee of any agency of the Authority or a Government owned or controlled enterprise; and / or
- B. Any person performing a public function.

Furthermore, in the event that the Applicant receives a request from any Public Official requesting payments, bribes, gifts, commissions, considerations, inducements or rewards the Applicant shall disclose such to the Authority immediately in writing with full particulars.

#### 2. Confidentiality

The Applicant hereby represents and warrants that:

- A. All matters and details in connection with the Services shall be regarded as strictly private and confidential. Save as may be required by Law or by legal proceedings, government agency, or other contractors/consultants engaged by the Applicant for purposes in connection with the Services, no information contained within, or relating to, the Services shall be disclosed to any persons or other parties unless prior written authorisation of the Authority is first obtained for any such disclosure;

- B. Where such information contained within, or relating to, the Services is to be disclosed the Applicant shall, prior to such disclosure, obtain the Authority's non-objection;
- C. Conditional to the disclosure to a third party of any information contained within, or relating to, the Services the third party shall:
  - a. commit to a like Anti-Corruption and Confidentiality Declaration; and
  - b. commit that any copies or reproductions of the Prequalification Documents copied or conveyed are returned to the Applicant;
- D. Upon receipt of the Prequalification Document the Applicant shall be bound unconditionally to comply in full with the confidentiality obligations specified within the Prequalification Documents.

3. General

The Applicant acknowledges that:

- A. Any breach of the declarations made herein may result in the Authority suffering loss and/or damages and the Applicant hereby agrees to indemnify the Authority against all expenses, losses and / or damages that may be sustained or incurred as a result either directly or indirectly of any such breach;
- B. In addition to any indemnities provided by the Applicant the Authority may, at its sole discretion, apply any of the following sanctions against the Applicant:
  - a. Warning; and / or
  - b. Lowering of the Applicant category; and / or
  - c. Striking the Applicant name from the register of approved Contractors/ Consultants/Project Company for a certain period or permanently.

Signature : .....

Name : .....

Date : .....

In the Capacity of : .....<insert position>.....

Duly authorised to sign this Anti-Corruption and Confidentiality Declaration for and on behalf of:

.....

Form ELI – 1.1

**Applicant Information Sheet**

*(To be completed by the Applicant)*

Date:

Project: Disaster Recovery Site Development for Asset Affairs

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

Applicant's Legal Name

In the case of an association, the legal name of each member

Consultant of Lead Partner

Partner (2), if applicable

Applicant's actual or intended country of constitution

Applicant's actual or intended year of constitution

Applicant's legal address in country of constitution

Applicant's authorized 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, in accordance with ITA 4.1
- 2. In the case of an Association, and in accordance with ITA 4.1, entities intending to form an Association, must provide a joint tendering agreement. Existing entities must provide evidence of such Association
- 3. In the case of a government-owned entity, any additional documents not covered under 1 above required to comply with ITA 4.7



**Form ELI – 1.2**

**Applicant Information Sheet as per ITA 24.1**

*(To be completed by both Partners and by all sub-consultants)*

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

Project: Disaster Recovery Site Development for Asset Affairs

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

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

Partner/Sub-consultant's legal  
name \_\_\_\_\_

Partner/Sub-consultant's  
country of constitution \_\_\_\_\_

Partner/Sub-consultant's year of  
constitution \_\_\_\_\_

Partner/Sub-consultant's legal  
address in country of constitution \_\_\_\_\_

Partner/Sub-consultant's authorized representative information

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

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

Telephone  
numbers \_\_\_\_\_

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, in accordance with ITA 4.1)
- 2. In the case of a government-owned entity, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITA 4.8

Form ELI – 1.3

**Applicant Information Sheet as per ITA 4.5**

*(To be completed by both Partners and by all sub-consultants)*

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

Project: Disaster Recovery Site Development for Asset Affairs

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

**Note:** This form is to be completed by the Applicant, and if an association, each association member

List of current projects with PWA

Sr.	Projects Title	Start Date	Completion Date
1			
2			
3			
4			

*#State nil if the consultant is not having current projects with PWA*

**Applicant's Statement:**

With regards to the any aspect of scope of services to which proposed contract relates whether financial, personal or professional or otherwise, either individually or in conjunction with any third parties we do not have any conflict of interest.

I, the undersigned confirm that we:

- do not have any active contracts with PWA
- have active contracts with PWA

*# Tick Only One Box as appropriate*

(Signature of authorized representative of the Applicant)

Authorized Representative of  
Applicant:

Signature:

Date:

**Form REG – 2.1**

**Company Registrations**

*To be completed by Consultant or by both Partners*

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 Qatar, if it already exists (evidence to be provided as supporting information in the submission – One A4 sheet only)					
Year established	Discipline of Registration			Registration/License No.	
3 If not registered in Qatar, please provide details of prospective sponsor or details of alternative registration proposal:					
Prospective sponsor's name	Address and Contact Numbers			Type of Business	
Alternative Registration Proposal					
4 Sub-consultants					
Name	Registered in Qatar		Discipline	Registration / License No	Location Services to be carried out
	Yes	No			
5 Classification Certificate from Ministry of Finance, State of Qatar					
Category	Grade:	Activity	Cert. No.	Expiry	

FORM CON – 3  
HISTORICAL CONTRACT NON PERFORMANCE SHEET

Date:

Project:

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

**Note:** This form is to be completed by the Applicant, and if an association, each association member

No Non-performing contracts in accordance with Item 3.1 of Section III, Qualification Criteria			
Non-performing contracts with <b>no pending</b> litigation in accordance with Item 3.2 of Section III, Qualification Criteria			
Non-performing contracts <b>with pending</b> litigation in accordance with Item 3.2 of Section III, Qualification Criteria, as indicated below			
Year	Outcome as Percent of Total Assets	Contract Identification:	Total Contract Amount (current value, QAR equivalent)
		Contract Identification: Name of Employer: Address of Employer: Matter in dispute:	
		Contract Identification: Name of Employer: Address of Employer: Matter in dispute:	
		Contract Identification: Name of Employer: Address of Employer: Matter in dispute:	

Form FIN – 4.1

**Financial Situation**

(To be completed by Consultant or by both Partners)

Applicant's Legal  
Name:

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

Project:

Use a separate sheet for each Partner

Annual Financial Statistics

Name of Tenderer	<Insert Applicant's Name>			
	Ratio / Year	2018	2019	2020
Current Ratio				
Acid Ratio				
Debt Ratio				
Working Capital Ratio				
ROA				
Profit Margin				
CF Margin				
Net Worth				
EBIT				
Debt to Equity				
	Audited/No	Audited/No	Audited/No	
<b>Particulars</b>	QAR	QAR	QAR	
Current Assets				
Current Liabilities				
Inventory				
Prepayments				
Current Assets				
Current Liabilities				
Total Liabilities				
Total Assets				
Net Income- After Tax				
Total Assets				
Net Income- After Tax				
Total Revenue				
Cash Flow from operations				
Total Revenue				
<b>Total Assets</b>				

Total Liabilities				
Total Revenue				
Total Assets				
Net Income- After Tax				
Interest – (Insert with Minus sign)				
Tax- (Insert with Minus sign)				
Retained Earnings				
Share Holders Equity				
Net Revenue				
Audit report Satisfactory/No				

*Figures must be full in QR for the latest 3 years audited financial statements*

- 1. Figures needs to be full and in QAR**
- 2. In case the statements in foreign currency Applicant need to provide two submissions one in the original currency and the other translated in QAR**
- 3. Applicant need to submit the audited financial statements along with the submission as per requirement Series No. 4**
- 4. If the Applicant presenting unaudited financial statements they need to make it clear it is unaudited, knowing that this will impact their evaluation**

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 a party of the Applicant, 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) Financial statements must be in English, all translations must be provided with a notarized certification
- e) Historic financial statements must correspond to accounting periods already completed and independently audited (no statements for partial periods shall be requested or accepted);
- f) Note that all financial information shall be treated as confidential by PWA; please refer to ITA item 20.

Attached Additional Information:

- Auditor's name, address and fax number

**Notes:**

1. The figures quoted should be based on the currency exchange rates published by the Qatar National Bank, ten working days before the application submission closing date.

**Form FIN – 4.2**

**Average Annual Sales Turnover**

*(To be completed by Consultant or by both Partners)*

Applicant's Legal

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

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

Project: \_\_\_\_\_

<b>Average Annual Turnover Data in Qatar (to be completed by individual companies of Qatar Partner) <sup>1</sup></b>		
Year	Amount and Currency	QAR equivalent
2018		
2019		
2020		
* Average Annual Turnover		
<b>Average Annual Turnover Data International (To be completed by Non Qatari Partner) <sup>1,2</sup></b>		
Year	Amount and Currency	QAR equivalent
2018		
2019		
2020		
* Average Annual Turnover		

**NOTES:**

1. Average annual turnover calculated as total certified payments received for work in progress or completed, divided by the number of years specified. Both international turnover and local Qatar turnover should be provided if applicable.
2. The figures for international turnover should be based on the currency exchange rates published by the Qatar National Bank, ten (10) working days before the application submission closing date.



Form EXP – 5.1

**General Experience**

*(To be completed by Consultant/ or by both Partners)*

Date:

Project:

Page \_of \_\_\_pages

Starting Month / Year *	Ending Month / Year	Contract Identification	Role of Applicant
		<p>Contract name and reference number:</p> <p>Name of Employer:</p> <p>Address of Employer:</p> <p>Please provide names and current contact details (office landline number, mobile number and e-mail address) of two of the Employer’s employees at senior management level whom PWA can contact for a technical reference for each Project.</p> <p>Brief Description of the scope of deliverables performed by the Applicant (Max 200 word description per example):</p>	

\* List calendar year starting with the earliest year

**Note:** The above template shall be replicated for each example

FORM EXP – 5.2

**SPECIFIC EXPERIENCE**

Date:

Project:

Page \_ of \_\_\_ pages

Similar Contract Number: _ of ___ required.	<p>Activities</p> <p>(Tick all activities applicable to this example)</p>	<input type="checkbox"/> DR design and establishment <input type="checkbox"/> DR documentation as per the deliverables <input type="checkbox"/> Consultant for DR building end to end <input type="checkbox"/> Knowledge Transfer and Capability Building	
Contract Identification			
Award Date Completion Date			
Role in Contract	Main Consultant	Association Member	Sub-consultant
Total Contract Amount			QAR
If an association member or sub-consultant, specify participation of total contract amount	%		QAR
Employer's Name:			
<p>Address:</p> <p>Telephone/fax number:</p> <p>e-mail:</p> <p>Please provide names and current contact details (office landline number, mobile number and e-mail address) of two of the Client's employees at senior management level whom PWA can contact for a technical reference.</p>			

FORM EXP – 5.2 (CONT.)

SPECIFIC EXPERIENCE (CONT)

Date:

Project:

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

Similar Contract No. _____ of _____ required	Information
Project description noting similarity of PWA requirements in Series Number 5.2 of the Qualification Criteria	

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

Example of innovation (max 200 words)

Lessons learnt & measurable benefit to clients (max 200 words)

**Form RS – 6.1**

**Organizational Structure**

*(To be completed by the Applicant)*

Applicant's Legal Name:

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

The organizational 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 member of an Association (if applicable)
- Identify key skills, qualifications, experience for each position
- Provide the names of the prime and alternate candidate for the key personnel listed in the Key Positions table

**Note: The organizational structure (chart) and the above required information/details should be limited to four A4 sheets.**

**Form RS – 6.2**

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

*(To be completed for each candidate listed under Form RS – 6.1 and the table of Key Positions)*

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

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

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 Recognized International Organizations/Institutions		
	<b>Professional Key Qualifications &amp; Experience</b> (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 project 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	Summaries professional experience over the last 10 year in reverse chronological order. Indicate particular technical and managerial experience relevant to the relevant project. Information to include:	
	From/To	
	Company & Position	
	Project Name	
	Relevant Experience	
<b>Certification</b>		
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 Applicant:	_____	Signature: _____
Date:	_____	

**Form RS – 6.3**

**Resources**

*(To be completed by the Applicant)*

Applicant's Legal Name:

Date:

Project: **Disaster Recovery Site Development for Asset Affairs**

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	
	Technicians	
	Supervisor	
	Administrative / Clerical	
	Other (please specify)	
	Other (please specify)	
	Total	
5.	Types of Services Offered	
	Master Planning / Feasibility Studies	Project Related Studies
	Investment Opportunity Studies	Construction Supervision
	Market Studies	Project Management
	Quantity Surveying	Transfer of Technology/Training
	Engineering Design	Advisory Services
	Other (please specify)	
	Other (please specify)	
	Other (please specify)	



6.	Support Facilities (please provide details on your offices, equipment, computing facilities (hardware and software) in Qatar)
Office Space	
Office Equipment	
Computer Software	
Other Facilities	
Describe the processes your company uses to ensure all software used by your company is correctly and legitimately licensed. (Minimum of 200 words)	

**Form HSE– 7.1**

**Health, Safety and Environment**

*(To be completed by Prime Consultant or by both Partners)*

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

Project: **Disaster Recovery Site Development for Asset Affairs**

Page \_\_\_\_\_ of \_\_\_\_\_ Pages

<b>Health Safety &amp; Environment Criteria</b> (Please Tick Each Box as Appropriate)		<b>Yes</b>	<b>No</b>
1	Does your company have a documented Health & Safety Management System and procedures that address your work practices? If "Yes" please provide an index to your health & safety management system and a list of your health & safety procedures.		
2	Is your company Health & Safety Management System certified to OHSAS 18001:2007? If "Yes" provide a copy of your current certificate. If "No", on a separate sheet, please describe if your company has any future plans to achieve certification.		
3	Does your company have a documented Environmental Management System and procedures that address your work practices? If "Yes" please provide an index to your environmental management system and a list of your environmental procedures.		
4	Is your company Environmental Management System certified to ISO 14001:2004? If "Yes" provide a copy of your current certificate. If "No", on a separate sheet, please describe if your company has any future plans to achieve certification.		
5	Does your company have personnel assigned the responsibility of Health, Safety and Environmental Management at the corporate level? Please provide their CV as part of this submission.		
6	Does your company have a process or procedure for budgeting for Health, Safety and Environmental Management activities? If "Yes" please provide a copy as part of this submittal. If "No" please describe on a separate sheet, the method that you will apply to ensure that health & safety is adequately budgeted for on this project.		
7	Are your senior managers personally committed to HSE through leadership? If "Yes" please describe on a separate sheet, how your senior managers are involved in HSE leadership within your organization and on this project, if you are successful.		

8	For the project which the Applicant is applying, please describe the key health and safety hazards associated with the scope of services as envisaged by you, and what measures you will implement to ensure that these hazards are removed, reduced or controlled by the Implementation Consultant and your supervisory staff. (Minimum of 200 words)					
9	Please provide the following safety performance data:					
		<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</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 – 7.2**

**Quality Management**

*(To be completed by Prime Consultant or by both Partners)*

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

Project: **Prequalification for Disaster Recovery Site Development for Asset Affairs**

Page \_\_\_\_\_ of \_\_\_\_\_ Pages

Question	Quality Management Criteria <i>(Please Tick Each Box as Appropriate)</i>	Yes	No
1	Does your company have a documented Quality Management System and procedures that address your work practices? If "Yes" please provide an index to your quality management system and a list of your quality management procedures.		
2	Is your company Quality Management System certified to BS EN ISO 9001:2008? If "Yes" provide a copy of your current certificate. If "No", on a separate sheet, please describe if your company has any future plans to achieve certification.		
3	Does your company provide job specific Quality training to your employees? If "Yes" please describe on a separate sheet the procedures. (Minimum 200 words)		
4	Does your company have a process to control and monitor the quality of your deliverables? If "Yes" please describe on a separate sheet the processes procedures (Minimum 200 words)		
5	Does your company have a process to control and monitor the quality of your subcontractor's or sub-consultant's performance? If "Yes" please describe on a separate sheet the processes procedures (Minimum 200 words)		
6	Does your company have a system where knowledge, skills and experience gained by individuals is disseminated, shared and redeployed? If "Yes" please describe on a separate sheet the processes procedures (Minimum 200 words)		

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هئةءى العشءلال اءماعء  
PUBLIC WORKS AUTHORITY  
INFORMATION SYSTEM  
DEPARTMENT

## PREQUALIFICATION

FOR

## DISASTER RECOVERY SITE DEVELOPMENT FOR ASSET AFFAIRS

PROJECT ID: ISD/2021/SY/19/GTC

PART 2 – SCOPE OF SERVICES

Public Works  
Authority PO Box  
22188  
Doha  
State of Qatar

March 2022

## **PART 2: SERVICES REQUIREMENTS**

### **REFER ATTACHMENT 1 – SCOPE OF SERVICES**

**Note:** The above documents are not final. PWA reserves the right to make any changes to the documents that do not change the document philosophy, without incurring any liability to Applicants. The final documents will be part of the Tender Documents.

**THIS IS ISSUED FOR INFORMATION ONLY**

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