



هيئة الأشغال العامة  
PUBLIC WORKS AUTHORITY

# **PREQUALIFICATION DOCUMENT FOR**

**New Doha Zoo – Tree and Plant Works  
(Supply and Installation) Contractor**

**PROJECT ID: BA/13-14/C/069/G**

**PROCEDURES AND PROJECT BRIEF**

## **Authority**

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

**November 2013**

## SUMMARY DESCRIPTION

This Prequalification Document consists of the "Prequalification Procedures " and the "Project Brief ".

### PREQUALIFICATION DOCUMENT FOR THE NEW DOHA ZOO – TREE AND PLANT WORKS (SUPPLY AND INSTALLATION) CONTRACTOR

#### 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 their Applications for prequalification. Information is also provided on the opening and evaluation of Applications.

**Section I contains provisions that are to be used without modification.**

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

This Section consists of provisions that are specific to each prequalification 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 Forms

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

#### PART 2 – PROJECT BRIEF

##### Draft Project Brief

This document is an outline of the Project Brief and shall be used by Applicants to understand the broad requirements of the tree and plant works (supply and installation):

- confirmation of the specified tree and plant species suitability;
- in collaboration with Design and Construction Supervision Consultant (DCSC) develop the soft landscaping design (including plant irrigation);
- identify and confirm availability of specified tree and plant specimens;
- inspect, select suitable specimens and obtain approval from DCSC;
- procure, transport approved trees and plants to Qatar if required;
- manage the temporary storage and acclimatisation of the trees and plants locally if required prior to being delivered to site (approved horticultural nursery);
- inspect, protect and maintain the trees and plants retained from the original Doha Zoo;
- if required relocate existing trees and plants on site in accordance with the New Doha Zoo design;
- soil sampling and testing, ensuring suitability to sustain the specified tree and plant specimens being planted;

- deliver and install trees and plants on site in coordination with the main contractor;
- protect, monitor and maintain the trees and plants throughout the construction process;
- ensure the trees and plants are in the best / desired condition for the New Doha Zoo openings;
- monitor and maintain the trees and plants in coordination with the zoo operator;
- develop in coordination with the zoo operator a sustainable local source of replacement tree and plant stock for potential future tree and plant replacements;
- develop in coordination with the zoo operator a sustainable local animal feed / fodder supply; and
- in coordination with the zoo operator replace any damaged trees or plants at the zoo.

The horticulturalist specialists shall be required to engage with all parties, Engineer, DCSC, main contractor and zoo operator throughout the process of supplying, installing and maintaining the trees and plants on the New Doha Zoo project.

**The Draft Project Brief document is not intended to represent a full Project Brief. It is issued for information only at this stage.**

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### **PART 2 – Project Brief**

- 1. Introduction
- 2. Tree and Plant Works (Supply and Installation) Deliverables



هيئة الأشغال العامة  
PUBLIC WORKS AUTHORITY

# PREQUALIFICATION DOCUMENT FOR

New Doha Zoo – Tree and Plant Works (Supply  
and Installation) Contractor

**PROJECT ID: BA/13-14/C/069/G**

**PART 1: PREQUALIFICATION PROCEDURES**

## Authority

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

November 2013

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## **SECTION I**

### **Instruction 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 Authority.

**Application Data Sheet (ADS)** shall mean the pro-forma document so titled within Section II 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.

**Authority** shall mean the Public Works Authority (Ashghal) of the State of Qatar whose representative is the President or his authorised delegate.

**Days** shall mean calendar days, including weekends and public holidays.

**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 document.

**Invitation for Prequalification** shall mean the formal written invitation to prequalify issued by the Authority to the Applicant or the publically advertised request for expressions of interest in regards to this prequalification.

**Prequalification Document** shall mean the completed Application comprising the forms contained within 'Section IV Application Forms '.

**Prequalification Procedures** shall mean those procedures described within Part 1 of this document.

**Section** shall mean the 'Sections ' so referred within the page titled Summary Description of this document.

**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 the "Authority "), issues this Prequalification Document to Applicants interested in tendering for the scope of deliverables described in Part 2 – Project Brief.   |
| <b>2. Source of Funds</b>                    | 2.1 | The contract shall be funded directly by the Government of the State of Qatar.  |
| <b>3. Corrupt &amp; Fraudulent Practices</b> | 3.1 | The Authority requires that Applicants observe the highest standard of ethics during the procurement and execution of Authority contracts. In pursuit of this policy, the Authority:<br><br>(a) Defines, for the purposes of this provision, the terms set forth below as follows:<br><br>(i) "Corrupt Practice " means 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 " means a misrepresentation of facts in order to influence a procurement process or the execution of a contract, and includes collusive practices among Applicants (prior to or after Application submission) designed to establish 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 or Fraudulent Practices in competing for the contract.

**4. Eligible Applicants**

4.1 An Applicant shall be a private, public, association or government owned legal entity, subject to ITA 4.5, or any combination of them with the formal intent to enter into contract or under an existing contract.

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 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 consideration.

4.3 Applicants shall submit only one Application in the same prequalification process, either individually as an Applicant or as a partner of an association. No firm can be a sub-consultant or sub-contractor, while submitting an Application individually or as a party of an association in the same prequalification process. A firm, if acting in the capacity of sub-consultant or sub-contractor in any Application, may participate in more than one Application, but only in that capacity. An Applicant who submits, or participates in, more than one Application will cause all the proposals in which the Applicant has participated to be disqualified.

4.4 An Applicant that is subject to a declaration of ineligibility by the Authority at the date of submission of the Application or anytime arising thereafter, shall be disqualified.

4.5 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 Authority.

4.6 Applicants shall provide such evidence of their continued eligibility satisfactory to the Authority, as the Authority shall reasonably request.

4.7 Registration is a pre-condition of prequalification. 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 licences 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. The Authority shall in no case be responsible or liable for those costs.

4.8 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 shall be rejected and no further prequalification assessment shall 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 parts 1 and 2, which should be read in conjunction with any addenda issued in accordance with ITA 8.

**PART 1 Prequalification Procedures**

**PART 2 Project Brief**

6.2 Any "Invitation for Prequalification " issued by the Authority shall not form part of the Prequalification Document.

6.3 The Authority accepts no responsibility for the completeness of the Prequalification Document and its addenda unless they were obtained directly from the Authority.

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 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 not later than five (5) calendar days before the deadline for submission of Applications. The Authority shall communicate to all Applicants full details of the clarification but without identifying its source. Should the Authority deem it necessary to amend the Prequalification Document as a result of a clarification, it shall do so following the procedure under 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 be part of the Prequalification Document and shall be communicated in writing to all who have obtained the Prequalification Document from the Authority.

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.

**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. 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 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 an Application Submission Sheet using the form furnished in Section IV: Application Forms. This form shall be completed without any alteration to its format.
- 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 1.2, included in Section IV: Application Forms.
- 14. Documents Establishing the Qualifications of the Applicant**            14.1    To establish its qualifications to perform the contract in accordance with Section III: Qualification Criteria, the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV: Application Forms.
- 15. Signing of the Application and Number of Copies**            15.1    The Applicant shall prepare one 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 duly authorised to sign on behalf of the Applicant.
- 15.2    The Applicant shall submit copies of the signed original Application, in the number specified in the ADS, and clearly mark them "COPY ". In the event of any discrepancy between the original and the copies, the original shall prevail.

**E. 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 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 process indicated in the ADS 1.1.
- 16.2 In addition to the hardcopies, the Applicant shall submit a softcopy on a labelled cd-rom enclosed to the original copy indicated in the ADS. The label should show the project title as “**New Doha Zoo – Tree and Plant Works Contractor (Supply and Installation)**” and the Applicant’s name.
- 16.3 The Authority 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 the Authority at the address, and no later than the deadline indicated, in the ADS.
- 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 returned unopened to the Applicant.
- 19. Opening of Applications**
- 19.1 The Authority shall prepare a record of the opening of Applications that 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 such process until the notification of prequalification 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 Within fourteen (14) calendar days of the Application submission closing date, the Authority may ask any Applicant for clarifications. The Applicant shall submit, to the address indicated in the ADS, its reply within five (5) 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 as indicated in the ADS.

21.2 If an Applicant does not provide clarifications of the information requested within five (5) calendar 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.

**22. Responsiveness of Applications**

22.1 The Authority at its sole discretion may reject any Application which is not responsive to the requirements of the Prequalification Document.

**23. Domestic Tenderer Price Preference**

23.1 Unless otherwise specified in the ADS, a margin of preference for domestic Applicants shall apply in the tendering process resulting from this prequalification.

**24. Sub-consultants**

24.1 Applicants planning to subcontract 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 sub-consultants or sub-contractors in Form ELI-1.2 in Section IV: Application Forms. Such proposed sub-consultant(s) or sub-contractor(s) shall meet the corresponding qualification requirements specified in Section III: Qualification Criteria.

**G. 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 sub-consultants or sub-contractor. 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 services.

25.2 Only the qualifications of sub-consultants or sub-contractors that have been identified in the Application may be considered in the evaluation of an Applicant. The general experience and financial resources of sub-consultants or sub-contractors shall 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 Document shall be for a single contract.

**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 Applicants.

**27. Prequalification of Applicants**

27.1 An Applicant who's Application has met or exceeded the specified qualification criteria at Section III shall be prequalified by the Authority. The Authority reserves the right to invite a short list of qualified Applicants to invitation to tender.

**28. Notification of Prequalification**

28.1 Once the Authority has completed the evaluation of the Applications it shall notify Applicants in writing as to whether or not they shall be invited to tender. No more than eight (8) Applicants shall be invited to tender.

**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.

29.2 Tenderers may be required to provide tender security acceptable to the Authority in the form and an amount as to be specified in the tender document, and the successful tenderer shall be required to provide a performance security in the form and an amount as to be specified in the tender document.

**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 written approval of the Authority 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 the Authority, a substantial reduction in competition may result. Any such changes shall be submitted to the Authority not later than fourteen (14) calendar days after the date of the invitation to tender.



## **SECTION II**

### **Application Data Sheets**

<b>SECTION II - APPLICATION DATA SHEET</b>	
<b>A. Introduction</b>	
<b>ITA 1.1</b>	The identification of the Applicant is: _____
<b>ITA 1.1</b>	The name of the Project is: <b>New Doha Zoo – Tree and Plant Works (Supply and Installation) Contractor</b>
<b>ITA 4.1</b>	Associations are allowed.
<b>ITA 4.3</b>	Applicants may include any number of sub-consultants or sub-contractors.
<b>ITA 4.8</b>	US\$ 50 million minimum annual turnover.
<b>B. Prequalification Document</b>	
<b>ITA 7.1</b>	For clarification purposes only, the Authority address is: <b>As per ADS D (below)</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 &amp; 15.2</b>	In addition to the original, the number of copies to be submitted with the Application is: <b>Two hardcopies and one softcopy (on a cd-rom).</b>

<b>D. Submission and Opening of Applications</b>	
<b>ITA 17.1 &amp; 21.1</b>	<p>For Application submission purposes only, the Authority's address is: <b>Attention:</b></p> <p><b>Ghanem Rashid Al-Mansoori</b> <b>Public Works Authority</b> <b>P.O.Box 22188 Doha, State of Qatar</b> <b>Facsimile No.: +974 44950777</b> <b>Email: <a href="mailto:meccontracts@ashghal.gov.qa">meccontracts@ashghal.gov.qa</a></b></p> <p>Telephone: +974 4495 0000</p> <p><b>The deadline for Application submission is:</b></p> <p><b>Date: 04/12/2013</b></p> <p><b>Time: 12:00 PM (noon) Doha local time.</b></p>
<b>E. Evaluation of Applications</b>	
<b>ITA 23.1</b>	No domestic tenderer price preference shall be applied.
<b>ITA 25.3</b>	This prequalification document shall be for a single contract.

## **SECTION III**

### **Instruction to Applicants (ITA)**

This Section contains factors, methods and criteria that the Authority shall use to evaluate Applications. The information to be provided in relation to each factor and the definitions of the corresponding terms are included in the respective Application Forms.

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Qualification Criteria				Compliance Requirement			Documentation
No.	Subject	Requirement	Single Entity	Association			Submission Requirements
				All Parties Combined	Each Party	One Party	
<b>1. Eligibility</b>							
1.1	Conflict of Interest	No conflicts of interest in ITA Sub-Clause 4.2.	Must meet requirement	Existing or intended association 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 4.4.	Must meet requirement	Existing or intended association 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 4.5.	Must meet requirement	Must meet requirement	Must meet requirement	N / A	Application Submission Sheet
1.4	Applicant Details	Applicant to provide background details.	Applicant must complete				Form EL1 – 1.1 & 1.2
<b>2. Licences and Registrations</b>							
2.1	Willingness to obtain Registration if appointed	Applicant required to meet condition of ITA Sub-Clause 4.7.	Must meet requirement	N / A	N / A	Must meet requirement	Form REG – 2.1
2.2	Annual Turnover	Applicant required to demonstrate their annual turnover.	Must meet requirement	Must meet requirement	Must meet requirement	N / A	Form REG – 2.1

Qualification Criteria			Compliance Requirement				Documentation
No.	Subject	Requirement	Single Entity	Association			Submission Requirements
				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 per cent (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
<b>4. Financial Situation</b>							
4.1	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	Must meet requirement	Must meet requirement	N / A	Form FIN – 4.1

Qualification Criteria			Compliance Requirement				Documentation
No.	Subject	Requirement	Single Entity	Association			Submission Requirements
				All Parties Combined	Each Party	One Party	
<b>5. Experience</b>							
5.1	General Experience	Experience in the role of a tree and plant supplier internationally and regionally during the last five (5) years prior to the Application submission deadline, projects valued at or more than QAR 50 million. This should emphasize the projects that demonstrate the installation of the soft landscaping element of the project.	Must meet requirement	Must meet requirement	N/A	Must meet requirement	Form EXP – 5.1
5.2	Specific Technical Experience	Experience prior to the Application submission deadline during the last five (5) years with responsibility for the following key activities: <ul style="list-style-type: none"> <li>• Sourcing tree and plant specimens globally;</li> <li>• transporting and delivering trees / plants to the GCC; and</li> <li>• soft landscaping including irrigation systems.</li> </ul>	Must meet requirement	Must meet requirement	N/A	Must meet requirement	Form EXP 5.2



Qualification Criteria			Compliance Requirement				Documentation
No.	Subject	Requirement	Single Entity	Association			Submission Requirements
				All Parties Combined	Each Party	One Party	
5.3	Specific Technical Experience	<p>Experience prior to the Application submission deadline during the last five (5) years with responsibility for the following key activities internationally and regionally:</p> <ul style="list-style-type: none"> <li>• transportation of trees and plants;</li> <li>• planting of trees and plants;</li> <li>• translocation of mature established trees and plants;</li> <li>• tree and plant mortality reduction;</li> <li>• irrigation systems (water supply &amp; drainage);</li> <li>• soil sampling, lab testing &amp; analysis;</li> <li>• internal climate controlled environments;</li> <li>• water conservation &amp; the use of treated sewage effluent;</li> <li>• soft landscaping maintenance; and</li> <li>• tree and plant maintenance.</li> </ul>	Desirable	Desirable	N/A	Desirable	Form EXP 5.2

Qualification Criteria			Compliance Requirement				Documentation
No.	Subject	Requirement	Single Entity	Association			Submission Requirements
				All Parties Combined	Each Party	One Party	
5.4	Regional Experience	Experience prior to the Application submission deadline during the last five (5) years within GCC valued at, or more than QAR 50 million.  (Include details of existing supply chain if applicable).	Must meet requirement	Must meet requirement	N/A	Must meet requirement	Form EXP 5.2
<b>6. Key Personnel Experience</b>							
6.1	Experience (1)	Key personnel with demonstrated experience in projects of similar size and type as per item 5.1 (Not more than two (2) personnel per project).	Must meet requirement	Must meet requirement	N / A	N / A	Form EXP – 6.1
6.2	Experience (2)	Key personnel with demonstrated specific technical experience in project types as per items 5.2 inclusive (Not more than two (2) personnel per project).	Must meet requirement	Must meet requirement	N / A	N / A	Form EXP – 6.1

Qualification Criteria				Compliance Requirement			Documentation
No.	Subject	Requirement	Single Entity	Association			Submission Requirements
				All Parties Combined	Each Party	One Party	
<b>7. Technical Capability</b>							
7.1	Management Organisation	Ability to deliver services in Qatar – should highlight organisation chart identifying sub-consultants or sub-contractors, an understanding of multi-location and multi-discipline working, any previous experience in working in this manner and detail of the core Qatar based team proposed.	Must meet requirement	Must meet requirement	N / A	N / A	Form OTC – 7.1
7.2	Technical Capacity	Sufficient and appropriate staff and / or sub-consultants or sub-contractors to deliver the works.	Must meet requirement	Must meet requirement	N / A	N / A	Form OTC – 7.2
<b>8. Company Policies</b>							
8.1	Quality, Health, Safety, Sustainability and Environment Management	Applicant shall provide details of its Quality, Health, Safety, Sustainability and Environmental Management status.	Must meet requirement	Must meet requirement	Must meet requirement <b>only</b> in the event that the Association is not registered.	N / A	Form HSE – 8.1

## **SECTION IV**

### **Instruction to Applicants (ITA)**

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**APPLICATION SUBMISSION SHEET**

Date:

Project: **New Doha Zoo – Tree and Plant Works (Supply and Installation) Contractor**

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

To: **The Public Works Authority (Ashghal)**

We, the undersigned, apply to be prequalified for the referenced contract and 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-consultants and / or sub-contractors, subject to this Prequalification Document do not have any conflict of interest, in accordance with ITA Sub-Clause 4.2;
- (c) We, including any sub-consultants and / or sub-contractors, subject to this Prequalification Document, have not been declared ineligible by the Authority's and 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 4.5.  
*(tick as appropriate)*
- (e) We, in accordance with ITA Sub-Clause 24.1, plan to subcontract the following key activities and / or parts of the scope of deliverables:

Activities	Sub-consultant or 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 process, without incurring any liability to the Applicants, in accordance with ITA Clause 26.

Signed:

Name:

in the capacity of:

Duly authorised to sign the Application for and on behalf of:

Applicant's legal name

---

Address

---

---

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

**FORM ELI – 1.1**

**APPLICANT INFORMATION SHEET**

Date:

Project: **New Doha Zoo – Tree and Plant Works (Supply and Installation) Contractor**

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

Applicant's legal name:
In case of association, legal name of each member:
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 authorised representative information: Name: Address: Telephone/Fax numbers: E-mail address:
Attached are copies of original documents of: <input type="checkbox"/> 1. In case of single entity, Articles of Incorporation or Documents of Constitution of the legal entity named above, in accordance with ITA 4.1; <input type="checkbox"/> 2. In case of an association, MOU for association or association agreement, in accordance with ITA 4.1; and <input type="checkbox"/> 3. In case of a government owned entity, any additional documents not covered under 1 above required to comply with ITA 4.5.



FORM ELI – 1.2

APPLICANT INFORMATION SHEET FOR EACH ASSOCIATION MEMBER / SUB-CONSULTANT / SUB  
CONTRACTOR AS PER ITA 24.1

Date:

Project: **New Doha Zoo – Tree and Plant Works (Supply and Installation) Contractor**

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

**Note:** This form shall be completed by each association member and by each sub-consultant and / or sub-contractor.

Applicant's legal name:
Association member 's / sub-consultant 's / sub-contractors legal name:
Association member 's / sub-consultant 's / sub-contractors country of constitution:
Association member 's / sub-consultant 's / sub-contractors year of constitution:
Association member 's / sub-consultant 's / sub-contractors legal address in country of constitution:
Association member 's / sub-consultant 's / sub-contractors authorised representative information: Name: Address: Telephone/Fax numbers: E-mail Address:
Attached are copies of original documents of: <input type="checkbox"/> Articles of Incorporation or Documents of Constitution of the legal entity named above, in accordance with ITA 4.1; and <input type="checkbox"/> In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITA 4.5.

**FORM REG – 2.1**

**COMPANY REGISTRATION**

Date:

Project: **New Doha Zoo – Tree and Plant Works (Supply and Installation) Contractor**

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

Registered in Qatar	No	Yes	Discipline	Registration/Licence No.
Applicant?				
Parent Company? Name:				
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				

Sub-consultants / Sub-contractors					
Name	Registered in Qatar		Discipline	Registration/ Licence No.	Location Services to be carried out
	Yes	No			

Annual Turnover Data		
Year	Amount and Currency	US\$ equivalent
1		
2		
3		
*Average Annual Turnover		

\*Average annual turnover calculated as total certified payments received for work in progress or completed, divided by the number of years specified in Section III, Qualification Criteria, Item 4.1

FORM CON – 3

HISTORICAL CONTRACT NON PERFORMANCE SHEET

Date:

Project: **New Doha Zoo – Tree and Plant Works (Supply and Installation) Contractor**

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

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

<input type="checkbox"/> No Non-performing contracts in accordance with Item 2.1 of Section III, Qualification Criteria.			
<input type="checkbox"/> Non-performing contracts with no <b>pending</b> litigation in accordance with Item 2.2 of Section III, Qualification Criteria.			
<input type="checkbox"/> Non-performing contracts <b>with pending</b> litigation in accordance with Item 2.2 of Section III, Qualification Criteria, as indicated below.			
Year	Outcome as Percent of Total Assets	Contract Identification:	Total Contract Amount (current value, US\$ 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:	

US\$ Conversion rate applied:

**FORM FIN – 4.1**

**FINANCIAL SITUATION**

Date:

Project: **New Doha Zoo – Tree and Plant Works (Supply and Installation) Contractor**

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

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

Financial information in US\$ equivalent	Historic information for previous three (3) years (US\$ equivalent in 000s)			
	Year 1	Year 2	Year 3	Average
<b>Information from Balance Sheet</b>				
Total Assets (TA)				
Total Liabilities (TL)				
Net Worth (NW)				
Accounts Receivable (AR)				
Current Assets (CA)				
Current Liabilities (CL)				
<b>Information from Income Statement</b>				
Total Revenue (TR)				
Operating profit (EBIT)				
Net Revenue (NR)				
<b>Financial Indices</b>				
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 each association member, and not sister or parent companies;
- b) Historic financial statements must be independently audited by a certified accountant;
- c) Historic financial statements must be complete, including all notes to the 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); and
- e) Financial statements must be in English, all translations must be provided with a notarised certification.

**FORM EXP – 5.1**

**GENERAL EXPERIENCE**

Date:

Project: **New Doha Zoo – Tree and Plant Works (Supply and Installation) Contractor**

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 the Authority can contact for a technical reference for each Project.</p> <p>Value:</p> <p>Commencement:</p> <p>Duration:</p> <p>Brief Description of the scope of deliverables performed by the Applicant (Max 300 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: **New Doha Zoo – Tree and Plant Works (Supply and Installation) Contractor**

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

Similar Contract Number: ___ of ___ required.	<p>Activities</p> <p>(Tick all activities applicable to this example)</p>	<input type="checkbox"/> Specific Technical Experience (1)  <input type="checkbox"/> Specific Technical Experience (2)	<input type="checkbox"/> Technical Example  <input type="checkbox"/> Regional Example  <i>(mark as appropriate)</i>
Contract Identification			
Award Date  Completion Date			
Total Contract Amount			US\$
If any sub-contract, specify participation of total contract amount	%		US\$
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 Employer's employees at senior management level whom the Authority can contact for a technical reference.</p>			

US\$ Conversion rate applied:

FORM EXP – 5.2 (CONT.)

**SPECIFIC EXPERIENCE (CONT)**

Date:

Project: **New Doha Zoo – Tree and Plant Works (Supply and Installation) Contractor**

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

Similar Contract No. _____ of _____ required	Information
Project description noting similarity of Authority requirements in Clause 5.2, 5.3 and 5.4 of the Qualification Criteria (max 1,000 words):	
Example of innovation (max 200 words):	
Lessons learnt & measurable benefit to clients (max 200 words):	

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

**FORM EXP – 6.1**

**KEY PERSONNEL EXPERIENCE – GENERAL PROJECT EXPERIENCE**

1	NAME		2	YEARS OF EXPERIENCE		<input type="checkbox"/> Technical Example <input type="checkbox"/> Regional Example <i>(mark as appropriate)</i>	
3	POSITION		4	NATIONALITY		5	BIRTH DATE
6	ACADEMIC QUALIFICATION			7			KEY EXPERIENCE RELEVANT TO THE PROJECT (MAX 200 WORDS)
	ACADEMIC DEGREE	DATE CERTIFIED	NAME OF INSTITUTION	COUNTRY			
8	PROFESSIONAL REGISTRATION / AFFILIATIONS						
	NAME OF ORGANIZATION			REGISTRATION / MEMBERSHIP NO.			



**FORM EXP – 6.1 CONTINUED**

**KEY PERSONNEL EXPERIENCE – GENERAL PROJECT MANAGEMENT EXPERIENCE**

NAME					Page of
PERIOD (MN/YR)		DESIGNATION / POSITION	EMPLOYER'S NAME and ADDRESS	PROJECT NAME and DESCRIPTION	DUTIES / RESPONSIBILITIES
FROM	TO				

**FORM OTC – 7.1**

**ORGANISATION FOR DELVIERY OF SERVICES IN QATAR**

Date:

Project: **New Doha Zoo – Tree and Plant Works (Supply and Installation) Contractor**

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

Response should include:  
Organisation Chart.

Description of the organisation for delivery of services in Qatar	Maximum 500 words description plus 1 x A4 size page for graphic(s)

**FORM OTC – 7.2**

**TECHNICAL CAPABILITY – STAFF CAPACITY**

Date:

Project: **New Doha Zoo – Tree and Plant Works (Supply and Installation) Contractor**

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

**Note:** This form shall be completed by the Applicant, or if an association, by each association member and should include only include staff relevant to the scope of services required by the Authority.

<b>Region: e.g USA, Europe</b>	<b>NUMBER</b>	<b>AVERAGE YEARS EXPERIENCE</b>	<b>AVERAGE YEARS WITH APPLICANT</b>
<b>PROFESSIONAL STAFF</b>			
<b>TECHNICAL STAFF</b>			

<b>Region:</b>	<b>NUMBER</b>	<b>AVERAGE YEARS EXPERIENCE</b>	<b>AVERAGE YEARS WITH APPLICANT</b>
<b>PROFESSIONAL STAFF</b>			
<b>TECHNICAL STAFF</b>			

<b>Region:</b>	<b>NUMBER</b>	<b>AVERAGE YEARS EXPERIENCE</b>	<b>AVERAGE YEARS WITH APPLICANT</b>
<b>PROFESSIONAL STAFF</b>			
<b>TECHNICAL STAFF</b>			

<b>Region:</b>	<b>NUMBER</b>	<b>AVERAGE YEARS EXPERIENCE</b>	<b>AVERAGE YEARS WITH APPLICANT</b>
<b>PROFESSIONAL STAFF</b>			
<b>TECHNICAL STAFF</b>			

<b>ALL REGIONS SUMMARY</b>	<b>NUMBER</b>	<b>AVERAGE YEARS EXPERIENCE</b>	<b>AVERAGE YEARS WITH APPLICANT</b>
<b>PROFESSIONAL STAFF</b>			
<b>TECHNICAL STAFF</b>			

**FORM HSE – 8.1**

**QUALITY, HEALTH, SAFETY, SUSTAINABILITY AND ENVIRONMENT**

Date:

Project: **New Doha Zoo – Tree and Plant Works (Supply and Installation) Contractor**

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

#	Assurance System	No	Yes	Evidence Attached
1	Does the Applicant have a Quality Management System in place? <i>If Yes progress to 1A.</i>			
1A	Is the Applicant's Management System certified to ISO 9001:2008 or similar <i>If No progress to 1B</i>			
1B	Provide brief explanation of system			
2	Does the Applicant have a Health, Safety, Security and Environmental Management System in place? <i>If Yes progress to 2A.</i>			
2A	Are the Applicant's Health, Safety, Security and Environmental Management System certified to ISO 18001? <i>If No progress to 2B</i>			
2B	Provide brief explanation of system			
3	Does the Applicant have an Environmental Management System in place? <i>If Yes progress to 3A.</i>			
3A	Is the Applicant's Environmental Management System certified to ISO 14001 or similar? <i>If No progress to 3B</i>			
3B	Provide brief explanation of system			
4	Applicant to describe their Sustainability Management System			
5	Provide the Applicant's company organisation chart detailing the level and integration of Quality, Health, Safety and Environmental Management into the Applicant's organisation.			