هيئة الأشغال العامة

PUBLIC WORKS AUTHORITY

PREQUALIFICATION DOCUMENT FOR

Pre Contract Professional Consultancy Services for New District of Doha Pumping Station and Outfall
and
South of Wakrah Pumping Station and Outfall

PROJECT ID: IA 2016 D 001 G & IA 2016 D 002 G

Authority

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

May 2016

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Summary Description

The purpose of the Prequalification process is to provide the basis for Ashghal [Public Works Authority - (PWA)] ("the **Authority**") to select a short-list of competent companies (the "**Prequalified Applicants**") for Invitation To Tender for two major projects within the Authority's investment portfolio.

The Authority is seeking proposals from Applicants to demonstrate their capability to deliver the required Services with the right vision and the necessary experience, capabilities, understanding and commitment to work with the Authority to achieve outstanding results in the delivery of its investment portfolio.

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 and private invitation.

This Prequalification Document consists of:

1. Summary Description;
2. Part 1: Prequalification Procedures;
3. Part 2: Project Brief;

The checklist included in the Part 1, Section IV for Prequalification Application Submission, **must be completed by the Applicants** and included as the first page of the Application.

The checklist is important as it will serve the Authority as the prime filter of all submitted documents for evaluation purposes. It shall be noted that any missing documents or information will have an adverse impact on the Applicant's evaluation score.

Other than the information requested, the Applicant shall not include general company brochures, marketing materials, promotional flyers, etc. within the submission.

Prequalification Document for Pre-Contract Professional Consultancy Services for New District of Doha Pumping Station and Outfall and South of Wakrah Pumping Station and Outfall

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 shall 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. Prequalification Criteria

This Section contains the prequalification 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 a checklist and the forms for the Application Submission Sheet to be submitted with the Application.

PART 2: PROJECT BRIEF

Project Brief

This document is a preliminary outline of the Project Brief and is to be used by Applicants to understand the broad requirements of the Scope of Services.

This document is under development and is not intended to represent the full Project Brief. It is issued for information purposes only at this stage.

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PREQUALIFICATION DOCUMENT FOR

Pre-Contract Professional Consultancy Services for New District of Doha Pumping Station and Outfall and South of Wakrah Pumping Station and Outfall

PROJECT ID: IA 2016 D 001 G & IA 2016 D 002 G

PART 1 - PREQUALIFICATION PROCEDURES

Authority

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

May 2016

SECTION I: INSTRUCTIONS TO APPLICANTS

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A. Definitions

"**Applicant**" shall mean the juristic entity submitting the Prequalification Document – i.e. The "**Applicant**" in the case of a Single Entity Application or "**The Lead Member**" in the case of an Association Application.

"**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.

"**Association**" means a Joint Venture, Consortium or Grouping of two or more juristic entities for the purposes of engaging in the procurement process.

"**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.

"Joint Venture" is an **"Association"** whereby the parties' have entered into a contract or an agreement that specifies their mutual responsibilities and goals.

"Lead Member" shall mean the juristic entity operating in the lead role within any **"Association"** and acting as **"The Applicant"** for that Association.

"**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 to within the page titled Summary Description of this document.

"Team Member" shall mean the juristic entity operating in a role within any **"Association"** – who is not the **"Lead Member"**.

B. General

1.	**Scope of Application**	1.1	This Prequalification Invitation document as indicated in Section II, Application Data Sheet, is issued by the Authority, to Applicants interested in tendering for the activities as described in Part 2 – Project Brief.
2.	**Source of Funds**	2.1	The Project shall be funded directly by the Government of the State of Qatar via the Authority.

3. Corrupt & Fraudulent Practices

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 requires that Applicants are compliant with the Laws of the State of Qatar. In pursuit of this policy, the Authority:

a) defines, for the purposes of this provision, the terms set forth below as follows:

i. "**Corrupt Practice**" shall mean the offering, giving, receiving, or soliciting of anything of value to influence the action of a Public Official in the procurement process or in contract execution; and

ii. "**Fraudulent Practice**" shall mean a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Authority, and includes collusive practices among Applicants (prior to or after tender submission) designed to establish tender prices at artificial, non-competitive levels and to deprive the Authority of the benefits of free and open competition,

b) may, at its sole discretion, reject a proposal for prequalification if it determines that the Applicant recommended for prequalification has engaged in Corrupt Practices or Fraudulent Practices in competing in the tendering processes.

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 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-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-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 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.

4.8 The Applicant shall submit a copy of their valid registration certificate(s), issued by the 'Committee for the Enrolment of Engineers & Engineering Consultancy Offices' of the General Authority of Planning & Urban Development in accordance with Law No. 19 of 2005 'Regulating the Practice of Engineering Professions'.

4.9 Registration as ITA 4.8 is a pre-condition of successful appointment. Where the Applicant does not have registration for all required disciplines and intends to obtain registration they shall provide credible evidences 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. The Authority shall in no case be responsible or liable for those costs.

4.10 Wherever Associations are offered then all Applicant Members (Lead Members and Team Members) of the Association (excluding firms acting only as Sub-Contractors) shall be jointly and severally liable to the Authority for the performance of the Consultant's obligations under the Project Brief.

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 document for the prequalification of Applicants (Prequalification Document) consists of parts 1, 2 and 3 which comprise all the sections indicated below, and should be read in conjunction with any addenda issued in accordance with ITA 8.

PART 1 Prequalification Procedures

Section I: Instructions to Applicants (ITA)
Section II: Application Data Sheet (ADS)
Section III: Prequalification criteria
Section IV: Application Forms

PART 2 Project Brief

PART 3 Procurement Detail

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 shall be required to examine all instructions, forms, terms and conditions in the Prequalification Document and to complete and furnish all information and/or documentation in full as 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 email 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 seven (7) 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 either be publically advertised in a similar manner to the original issue or, communicated in writing to all those 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. Any supporting documents and printed literature of non-technical content, that should form part of the Application, may be in another language provided that they are accompanied by an attested and accurate translation of the relevant contents or paragraphs in the language specified in the ADS in which case for purposes of interpretation of the Application, the translation shall govern. The Applicant shall note that all technical contents including related reports, documents, descriptions, drawings, diagrams, technology references, project evidences, etc. shall only be presented in the language specified in the ADS.

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, ELI-1.2, and REG-2.1, 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: Prequalification 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.

15.3 The two hard copies of the Application should be bound into a four hole ring binder, text in the format as defined in ITA 31.1 and shall not exceed the number of type written pages, as further defined in ITA 31. Hard bound or plastic comb binding should not be used for Applications.

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 provide PDF softcopies of the submission on a labelled CD-ROM attached to the “ORIGINAL” hardcopy in numbers as specified in the ADS. The label should show the Project title and the Applicant’s name as a minimum.

16.3 The Authority shall accept no responsibility for not processing any Application that was delivered in an unsealed envelope or not identified in full accordance with the requirements of the Prequalification Document.

17. Deadline for Submission of Applications

17.1 Applications shall be received by the Authority at the address no later than the deadline specified in the ADS.

17.2 The Authority may at its own 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 both the Authority and the Applicant shall be subjected to the extended deadline.

18. Late Applications

18.1 Any Application received by the Authority after the deadline for submission of Applications as 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 will open all eligible Applications received in accordance with the Authority's prevailing tender regulations and procedures and will record details of opened applications to include as a minimum, the name of the Applicant.

F. Procedures for Evaluation of Applications

20. Confidentiality

20.1 Information relating to the Application evaluation methodologies, scoring criteria, selection mechanisms and recommendation for prequalification, etc. shall remain confidential and shall not be disclosed to either the Applicant or any other party outside the Authority's organization. The Applicant shall only be notified of the outcome following the completion of the whole of the prequalification process.

20.2 The Applicant shall not contact the Authority regarding their Application during the evaluation time period between the submission date and the subsequent notification date as prescribed in ITA 28, unless requested otherwise by the Authority.

21. Clarification of Applications

21.1 After the Application closing date, the Authority may from time to time contact the Applicant in writing in order to seek clarifications if required, to which the Applicant shall reply in writing and strictly within the time limit set by such communications. The Applicant shall note that the failure to reply, provide clarifications or to provide requested details and evidence, etc. may result in disqualification of the Application.

21.2 The Authority shall also reserve the right to reject the Application during the evaluation period, if the Applicant did not meet the clarification requirements stipulated in ITA 21.1 in full.

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 specified otherwise in the ADS, a margin of preference for domestic Applicants shall not apply in the tendering process resulting from this prequalification.

24. Sub-Contractors

24.1 Applicants planning to sub-contract any of the activities indicated in Section III: Prequalification Criteria shall specify the activity to be subcontracted in the Application Submission Sheet and clearly identify such activities and the proposed sub-contractors using Form ELI-1.2 in Section IV: Application Forms. Such proposed sub-contractor(s) shall meet the corresponding qualification requirements specified in Section III: Prequalification Criteria.

24.2 The Authority does not intend to execute specific parts of the scope of

deliverables by named or nominated sub-contractor(s) selected in advance by the Authority unless stated otherwise in the ADS.

G. Evaluation of Applications and Prequalification of Applicants

25. Evaluation of Applications

25.1 The Authority will use all the factors, methods and criteria defined in Section III, Prequalification Criteria to evaluate the Applicants and any sub-contractors as may be applicable. The Authority reserves the right to consider any other factors or to waive off minor deviations in the prequalification criteria, if they will not in the Authority's opinion, affect the capability of the Applicant to deliver the Project.

25.2 The qualifications of those sub-contractors identified in the Application may be considered for the evaluation of an Applicant. The general experiences and the financial resources of those sub-contractors will 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 two Contracts.

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 has satisfied or exceeded the specified qualification criteria in Section III may be prequalified by the Authority. However, the Authority reserves the right to choose only a select short list comprising a limited number of successfully prequalified Applicants for invitation to tender.

28. Notification of Prequalification

28.1 Once the Authority has completed the whole evaluation process of the Applications, the Authority will notify the successful Applicants in writing to confirm that they have been prequalified and shortlisted for invitation to tender. The unsuccessful Applicants may not be notified in writing.

29. Invitation to Tender

29.1 After the notification of the prequalification outcome, the Authority will invite tenders for provision of professional services from the shortlisted Applicants who have been prequalified. The time lapse period between the notification of prequalification and the invitation to tender is not yet defined by the Authority.

29.2 The Applicants shall note that the eligible Tenderers may be required to provide tender security acceptable to the Authority in the form and at the amount as to be specified in the tender document and, the successful tenderer will be required to provide a performance security in the form and at the amount as to be specified in the tender document.

30. Changes in Qualifications of Applicants

30.1 Any subsequent changes to the organization, structure or formation of the Applicant who has been prequalified in accordance with ITA 27 and formally invited to tender, shall be subject to a written approval of the Authority obtained prior to the deadline of the submission of tenders. The approval shall be denied by the Authority, if as a consequence of

the change, the Applicant no longer fully satisfies the prequalification requirements set forth in Section III Prequalification Criteria or in the opinion of the Authority, if the fair competition of tendering has been jeopardized as a result. In any case, tenderer shall submit proposed changes to the Authority for consideration not later than fourteen (14) calendar days from the date of invitation to tender. Any such proposals received by the Authority after this deadline shall not be entertained. The Applicant shall note that the Authority's disapproval or unapproved changes in this regard will lead to an automatic disqualification of the tender submission.

31. Submissions

31.1 Applicants must not exceed the stated maximum permitted numbers of pages/words in their submissions. For this purpose, "page" means "side of A4 paper". Applicants should print on both sides of each sheet of paper and use only A4 sheets. Text must be only typed in "Arial" font and be no smaller than 10 point, single-spaced with the margins set at 2.5cm. 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 what is requested.

31.2 All written submissions, questions, queries, communications, answers, clarifications and the like between the Applicant and the Authority shall only be stated in the English language. The Applicant must answer all relevant questions as accurately and concisely as possible and, any monetary values shall only be stated in QAR. The Applicant's failure to furnish the relevant information and documents as requested by the Authority or to make satisfactory responses to any questions raised by the Authority will have an adverse impact on Applicant's evaluation score and as a consequence, the Applicant may not be invited to participate further in the prequalification process.

SECTION II: APPLICATION DATA SHEET

Introduction	
ITA 1.1	The identification of the Applicant is:
ITA 1.1	The name of the two Projects are The New District of Doha Pumping Station and Outfall and The South of Wakrah Pumping Station and Outfall
ITA 4.1	Associations are allowed
ITA 4.3	Applicants may include any number of sub-consultants or sub-contractors
ITA 4.7	Annual Minimum Turnover – 300,000,000 QAR
Prequalification Document	
ITA 7.1	For clarification purposes only, the Authority address is as per 'Submission and Opening of Applications' below
Preparation of Applications	
ITA 10.1	The language of the Application and all correspondences is **English**
ITA 15.1 & 15.2	In addition to the original, the number of copies to be submitted with the Application are: TWO bound hardcopies and FOUR softcopies on CD-ROM

Submission and Opening of Applications	
ITA 17.1 & 21.1	For Application submission purposes only, the Authority's address is: Manager of Contracts Department Ground Floor, Al Faisal Tower 1 Public Works Authority (Ashghal) P.O. Box 22188 Doha, State of Qatar Email: **contracts@ashghal.gov.qa** **The deadline for Application submission is:** Date: **Sunday 17th Day July 2016** Time: **1:00 PM - Doha local time**
Evaluation of Applications	
ITA 24.2	Not used
ITA 25.3	This prequalification document shall be for two Contracts

SECTION III: PREQUALIFICATION CRITERIA

This Section contains factors, methods and criteria that the Authority will 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.

1. **Eligibility**

2. **Licences and Registrations**

3. **Historical Contract Non-Performance**

4. **Financial Situation**

5. **Experience**

6. **Key Personnel Experience**

7. **Technical Capability**

8. **Quality, Health, Safety, Sustainability & Environmental (QHSSE) Assurances**

9. **Relevant Technical Skills & Competency Assessment**

SUMMARY OF QUALIFICATION and COMPLIANCE CRITERIA							
Qualification Criteria			Compliance Requirement				Documentation
No.	Subject	Requirement	Single Entity	Association			Submission Requirements
				All Parties Combined	Each Party	One Party	
1. Eligibility							
1.1	Conflict of Interest	No conflicts of interest in ITA Sub-Clause 4.2	Must meet requirement	N / A	Each Member in the Association (and each Sub-Contractor) must meet the requirement	N / A	Application Submission Sheet
1.2	Authority Declared Ineligibility	Not having been declared ineligible by the Authority, as described in ITA Sub-Clause 4.4	Must meet requirement	N / A	Each Member in the Association (and each Sub-Contractor) must meet the 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	N / A	Each Member in the Association (and each Sub-Contractor) must meet the requirement	N / A	Application Submission Sheet
1.4	Applicant	Applicant to provide background details	Must meet	Applicant must complete			Form ELI – 1.1 &

SUMMARY OF QUALIFICATION and COMPLIANCE CRITERIA							
Qualification Criteria			Compliance Requirement				Documentation
No.	Subject	Requirement	Single Entity	Association			Submission Requirements
				All Parties Combined	Each Party	One Party	
	Details		requirement				1.2
1.5	Eligible Applicants	Wherever Associations are offered then all Association Team Members (excluding firms acting only as Sub-Contractors) shall be jointly and severally bound to the Authority.	N / A	N / A	Each Member in the Association must meet the requirement	N / A	Applicant to provide letter (Company Headed Paper) of confirmation if not operating as a Single Entity
2. Licences and Registrations							
2.1	Qatar Registration (or willingness to obtain registration if appointed)	Applicant meeting conditions of ITA Sub-Clause 4.8	Must meet requirement	Existing Association must meet requirement	Must meet requirement	N / A	Form REG – 2.1
3. Historical Contract Non-Performances							
3.1	History of Non-Performing Contracts	Applicant/Each Team Member to confirm their global Contract Non-performance for the year 2015. Based on either: • No non performing contracts • Non – performing projects with no pending litigation (Based upon	Must meet requirement	Existing Association must meet requirement	Each Team Member Must meet requirement	N / A	Form CON – 3.1

SUMMARY OF QUALIFICATION and COMPLIANCE CRITERIA							
Qualification Criteria			Compliance Requirement				Documentation
No.	Subject	Requirement	Single Entity	Association			Submission Requirements
				All Parties Combined	Each Party	One Party	
		Client issued written notification) • Non – performing projects with pending litigation (Based upon Client issued written notification)					
3.2	Pending Litigation	Applicant/Each Team Member to provide details of their 3 largest global Contract litigations initiated during the year 2015.	Must meet requirement	Existing Association must meet requirement	Each Team Member Must meet requirement	N / A	Form CON – 3.1
3.3	Financial Penalties Levied	Applicant/Each Team Member to provide details of their 3 largest global Contract financial penalties levied in the year 2015 - imposed for any reason.	Must meet requirement	Existing Association must meet requirement	Each Team Member Must meet requirement	N / A	Form CON – 3.1
4. Financial Situation							
4.1	Financial History	Applicant shall complete the summaries of the global financial history for the last three (3) years and, shall attach independently audited annual financial statements (in English) for the same period as supporting evidence. The Applicant must include separate forms and attach separate financial statements as applicable to allow the Authority to distinguish financial histories between local (Qatar) and all remaining global International business.	Must meet requirement	Existing Association must meet requirement	Must meet requirement	N / A	Form FIN – 4.1
4.2	Annual Turnover	Applicant shall complete the summaries	Must meet	Existing Association must	Must meet	N / A	Form FIN – 4.2

SUMMARY OF QUALIFICATION and COMPLIANCE CRITERIA							
Qualification Criteria			Compliance Requirement				Documentation
No.	Subject	Requirement	Single Entity	Association			Submission Requirements
				All Parties Combined	Each Party	One Party	
		of global annual turnover for the last three (3) years by separately identifying those for both local (Qatar) and all remaining global International businesses.	requirement	meet requirement	requirement		
4.3	Current Workload	Applicants shall be required to demonstrate current commitments to individual projects (GCC only), and, the capacity in terms of both monetary fee value and the relevance to each of a – Tunnels, b - large foul/storm/clean/effluent water pumping stations and c – large marine pipelines/outfalls and d – large marine tunnel outfalls.	Must meet requirement	Existing Association must meet requirement.	Must meet requirement	N/A	Form FIN – 4.3
5. General Experience							
5.1	General Experience	The Application shall demonstrate International detailed design experience in large diameter marine outfall projects > 2 km in length. Detailed design experience required in the combined roles of specialist hydraulic design, large pumping station (Foul/Storm/Clean/Effluent) design, onshore tunnel design, and marine outfall design and marine tunnel design and marine effluent discharge diffuser systems. Applications with a proven	Applicant must meet requirement and provide three projects	Existing Association must meet requirement for three projects.	N / A	N/A	Form EXP – 5.1

SUMMARY OF QUALIFICATION and COMPLIANCE CRITERIA							
Qualification Criteria			Compliance Requirement				Documentation
No.	Subject	Requirement	Single Entity	Association			Submission Requirements
				All Parties Combined	Each Party	One Party	
		track record of global International capabilities in undertaking professional consultancy services for the above described services, during the last seven (7) years prior to the Applications submission deadline. The track record shall include design and management experience of onshore tunnels, large pumping stations and marine outfalls (trenched or tunnelled) and diffuser systems for flows in excess of 5 m^3/s. The Application shall be required to provide details and references of three (3) relevant projects. The Applicant must meet the requirement for at least two (2) of submitted projects. End-user certificates confirming satisfactory completion of consultancy services shall be provided for all submitted projects.					
5.2	Specific Technical Experience (1)	The Application shall demonstrate experience - during the past seven (7) years – of marine modelling experience for the locating and siting and design of marine outfall diffuser outlets and structures. At least one (1) of the submitted	Must meet requirement	Existing Association must meet requirement	N / A	Must meet requirement	Form EXP 5.2

SUMMARY OF QUALIFICATION and COMPLIANCE CRITERIA							
Qualification Criteria			Compliance Requirement				Documentation
No.	Subject	Requirement	Single Entity	Association			Submission Requirements
				All Parties Combined	Each Party	One Party	
		projects shall include marine outfall water quality marine modelling and associated impact assessment. At least one (1) of the submitted projects shall include marine outfall sediment transport modelling and associated impact assessment. The Application shall be required to provide details and references of three (3) relevant projects. End-user certificates confirming satisfactory completion of consultancy services shall be provided for all submitted projects.					
5.3	Specific Technical Experience (2)	The Application shall demonstrate experience - during the past seven (7) years – of procurement, tendering and site supervision of marine geotechnical site investigations comprising of in excess of 10 cored boreholes. The Application shall be required to provide details and references of two (2) relevant projects. At least one (1) of the submitted projects shall include borehole investigations undertaken for the express purposes of siting a deep	Must meet requirement	Existing Association must meet requirement	N / A	Must meet requirement	Form EXP 5.2

SUMMARY OF QUALIFICATION and COMPLIANCE CRITERIA							
Qualification Criteria			Compliance Requirement				Documentation
No.	Subject	Requirement	Single Entity	Association			Submission Requirements
				All Parties Combined	Each Party	One Party	
		marine tunnel/trenched outfall. The Applicant shall meet the requirement for at least one (1) of the submitted projects. End-user certificates confirming satisfactory completion of consultancy services shall be provided for each submitted project.					
5.4	Specific Technical Experience (3)	The Application shall demonstrate experience - during the past seven (7) years – of the preparation of Environmental Impact Assessments (EIA) for projects which involve the construction of major infrastructure works in the marine environment. The Application shall be required to provide details and references of two (2) relevant projects. At least one (1) of the two (2) projects shall involve an EIA prepared for a project undertaken in Qatar – which received full Ministry of Environment and Urban Planning approval and signoff. At least one (1) of the submitted projects shall involve the preparation of an Environmental Impact Assessment for the locating and siting of a marine	Must meet requirement	Existing Association must meet requirement	N / A	Must meet requirement	Form EXP 5.2

SUMMARY OF QUALIFICATION and COMPLIANCE CRITERIA							
Qualification Criteria			Compliance Requirement				Documentation
No.	Subject	Requirement	Single Entity	Association			Submission Requirements
				All Parties Combined	Each Party	One Party	
		outfall and associated diffuser outlets and structures. The Applicant shall meet the requirement for at least one (1) of the submitted projects. End-user certificates confirming satisfactory completion of consultancy services shall be provided for each submitted project.					
5.5	Specific Technical Experience (4)	The Application shall demonstrate experience - during the past seven (7) years – of major pumping station (Foul/Storm/Clean/Effluent) hydraulic design, > 5 m^3/s, in the role of the Lead Hydraulic Designer. The Application shall be required to provide details and references of two (2) relevant projects. At least one (1) of the submitted projects shall include a pumping station project in the GCC or Qatar. At least one (1) of the submitted projects shall include a pumping station receiving flows generated from an arid/desert region. The Applicant shall meet the requirement for at least one (1) of the	Must meet requirement	Existing Association must meet requirement	N / A	Must meet requirement	Form EXP 5.2

SUMMARY OF QUALIFICATION and COMPLIANCE CRITERIA							
Qualification Criteria			Compliance Requirement				Documentation
No.	Subject	Requirement	Single Entity	Association			Submission Requirements
				All Parties Combined	Each Party	One Party	
		submitted projects. End-user certificates confirming satisfactory completion of consultancy services shall be provided for each submitted project.					
5.6	Specific Technical Experience (5)	The Application shall demonstrate experience - during the past seven (7) years – of major pumping station (Foul/Storm/Clean/Effluent) design, > 5 m^3/s, in the role of the Lead Civil and the Lead Structural designer. The Application shall be required to provide details and references of two (2) relevant projects. At least one (1) of the submitted projects shall include a pumping station project in the GCC or Qatar. At least one (1) of the submitted projects shall include a pumping station receiving flows generated from an arid/desert region. The Applicant shall meet the requirement for at least one (1) of the submitted projects. End-user certificates confirming satisfactory completion of consultancy services shall be provided for each	Must meet requirement	Existing Association must meet requirement	N / A	Must meet requirement	Form EXP 5.2

SUMMARY OF QUALIFICATION and COMPLIANCE CRITERIA							
Qualification Criteria			Compliance Requirement				Documentation
No.	Subject	Requirement	Single Entity	Association			Submission Requirements
				All Parties Combined	Each Party	One Party	
		submitted project.					
5.7	Specific Technical Experience (6)	The Application shall demonstrate experience - during the past seven (7) years – of major pumping station (Foul/Storm/Clean/Effluent) design, > 5 m^3/s, in the role of the Lead Mechanical designer. The Application shall be required to provide details and references of two (2) relevant projects. At least one (1) of the submitted projects shall include a pumping station project in the GCC or Qatar. At least one (1) of the submitted projects shall include a pumping station receiving flows generated from an arid/desert region. The Applicant shall meet the requirement for at least one (1) of the submitted projects. End-user certificates confirming satisfactory completion of consultancy services shall be provided for each submitted project.	Must meet requirement	Existing Association must meet requirement	N / A	Must meet requirement	Form EXP 5.2
5.8	Specific Technical Experience (7)	The Application shall demonstrate experience - during the past seven (7) years – of major pumping station	Must meet requirement	Existing Association must meet requirement	N / A	Must meet requirement	Form EXP 5.2

SUMMARY OF QUALIFICATION and COMPLIANCE CRITERIA							
Qualification Criteria			Compliance Requirement				Documentation
No.	Subject	Requirement	Single Entity	Association			Submission Requirements
				All Parties Combined	Each Party	One Party	
		(Foul/Storm/Clean/Effluent) design, > 5 m^3/s, in the role of the Lead Electrical designer. The Application shall be required to provide details and references of two (2) relevant projects. At least one (1) of the submitted projects shall include a pumping station project in the GCC or Qatar. At least one (1) of the submitted projects shall include a pumping station receiving flows generated from an arid/desert region. The Applicant shall meet the requirement for at least one (1) of the submitted projects. End-user certificates confirming satisfactory completion of consultancy services shall be provided for each submitted project.					
5.9	Specific Technical Experience (8)	The Application shall demonstrate experience - during the past seven (7) years – of major pumping station (Foul/Storm/Clean/Effluent) design, > 5 m^3/s, in the role of the Lead Instrumentation Controls and Automation (ICA) designer.	Must meet requirement	Existing Association must meet requirement	N / A	Must meet requirement	Form EXP 5.2

SUMMARY OF QUALIFICATION and COMPLIANCE CRITERIA							
Qualification Criteria			Compliance Requirement				Documentation
No.	Subject	Requirement	Single Entity	Association			Submission Requirements
				All Parties Combined	Each Party	One Party	
		The Application shall be required to provide details and references of two (2) relevant projects. At least one (1) of the submitted projects shall include a pumping station project in the GCC or Qatar. At least one (1) of the submitted projects shall include a pumping station receiving flows generated from an arid/desert region. The Applicant shall meet the requirement for at least one (1) of the submitted projects. End-user certificates confirming satisfactory completion of consultancy services shall be provided for each submitted project.					
5.10	Specific Technical Experience (9)	The Application shall demonstrate experience - during the past seven (7) years – of major marine outfall hydraulic design, > 5 m^3/s, in the role of the Lead Hydraulic Designer. The Application shall be required to provide details and references of two (2) relevant projects. At least one (1) of the submitted projects shall include a pumping station	Must meet requirement	Existing Association must meet requirement	N / A	Must meet requirement	Form EXP 5.2

SUMMARY OF QUALIFICATION and COMPLIANCE CRITERIA							
Qualification Criteria			Compliance Requirement				Documentation
No.	Subject	Requirement	Single Entity	Association			Submission Requirements
				All Parties Combined	Each Party	One Party	
		project in the GCC or Qatar. At least one (1) of the submitted projects shall include a pumping station receiving flows generated from an arid/desert region. The Applicant shall meet the requirement for at least one (1) of the submitted projects. End-user certificates confirming satisfactory completion of consultancy services shall be provided for each submitted project.					
5.11	Specific Technical Experience (10)	The Application shall demonstrate experience - during the past seven (7) years – in Civil Engineering Standard Methods of Measurements (CESSM3), project CAPEX and OPEX costing and Whole Life Cost (WLC) assessments. For large infrastructure projects, preferably water related and located in the GCC or Qatar - construction value of each project > 500,000,000 QAR. The Application shall be required to provide details and references of two (2) relevant projects. Sub-Consultants can be used to support this role.	Must meet requirement	Existing Association must meet requirement (use of specialist Sub – Consultant permitted)	N / A	N / A	Form EXP 5.2

SUMMARY OF QUALIFICATION and COMPLIANCE CRITERIA							
Qualification Criteria			Compliance Requirement				Documentation
No.	Subject	Requirement	Single Entity	Association			Submission Requirements
				All Parties Combined	Each Party	One Party	
		The Applicant shall meet the requirement for at least one (1) of the submitted projects. End-user certificates confirming satisfactory completion of consultancy services shall be provided for each submitted project.					
5.12	Regional Experience (1)	The Application shall demonstrate experience - during the past seven (7) years – in Single (S) or Association pre-qualifications, the State of Qatar Government tendering regulations and procedures and, the types and Forms of Contracts used by the Authority during the last seven (7) years as either the Lead Design Consultant or a Specialist Sub-Consultant. The Application shall be required to provide details and references of two (2) major Qatar based large scale infrastructure projects construction value of each project > 500,000,000 QAR. Sub-Consultants can be used to support this role. The Applicant shall meet the requirement for at least one (1) of the submitted projects.	Must meet requirement	Existing Association must meet requirement (use of specialist Sub – Consultant permitted)	N / A	N / A	Form EXP 5.2

SUMMARY OF QUALIFICATION and COMPLIANCE CRITERIA							
Qualification Criteria			Compliance Requirement				Documentation
No.	Subject	Requirement	Single Entity	Association			Submission Requirements
				All Parties Combined	Each Party	One Party	
		End-user certificates confirming satisfactory completion of consultancy services shall be provided for each submitted project.					
5.13	Regional Experience (2)	The Application shall demonstrate experience - during the past seven (7) years – in the preparation of Design-Build-Operate & Maintain (DBO&M), Modified Turn-Key or similar type tenders used by the Authority, tendering processes, tender evaluations, financial appraisals and contract procurements as either the Lead Design Consultant or a Specialist Sub-Consultant. The Application shall be required to provide details and references of two (2) major Qatar or GCC based large scale infrastructure projects construction value of each project > 500,000,000 QAR. At least one (1) of the two (2) projects shall include a foul/ storm/ drainage/ effluent pumping station project or a waste water treatment plant in Qatar or the GCC. At least one (1) of the two (2) projects shall include a pumping station or wastewater treatment plant receiving flows generated from an arid/desert	Must meet requirement	Existing Association must meet requirement (use of specialist Sub – Consultant permitted)	N / A	N / A	Form EXP 5.2

SUMMARY OF QUALIFICATION and COMPLIANCE CRITERIA							
Qualification Criteria			Compliance Requirement				Documentation
No.	Subject	Requirement	Single Entity	Association			Submission Requirements
				All Parties Combined	Each Party	One Party	
		region. Sub-Consultants can be used to support this role. The Applicant shall meet the requirement for at least one (1) of the submitted projects. End-user certificates confirming satisfactory completion of consultancy services shall be provided for each submitted project.					
5.14	Regional Experience (3)	The Application shall demonstrate general regional experience during the last seven (7) years engaged as a Lead Consultant on major infrastructure projects/programmes in the GCC region or Qatar - construction value of each project > 500,000,000 QAR. The Application shall be required to provide details and references of two (2) relevant projects. At least one (1) of the submitted projects shall include a pumping station project or a waste water treatment plant in Qatar. The Applicant shall meet the requirement for at least one (1) of the submitted projects.	Must meet requirement	Existing Association must meet requirement	N / A	Must meet requirement	Form EXP 5.2

SUMMARY OF QUALIFICATION and COMPLIANCE CRITERIA							
Qualification Criteria			Compliance Requirement				Documentation
No.	Subject	Requirement	Single Entity	Association			Submission Requirements
				All Parties Combined	Each Party	One Party	
		End-user certificates confirming satisfactory completion of consultancy services shall be provided for each submitted project.					
6. Key Personnel Experience							
6.1	Experience (1)	The Application shall include key personnel details which clearly demonstrate key personnel experience in the project management and project delivery of projects of similar size, type and complexity as per item 5.1 above. The Application shall include not more than three (3) such personnel. The minimum years of experience per candidate is 20 years. The Applicant shall meet the requirement for at least two (2) of the three (3) personnel.	Must meet requirement	Existing Association must meet requirement	N / A	N / A	Form EXP – 6.1
6.2.1 to 6.2.18	Experience (2)	The Application shall include key personnel details which clearly demonstrate specific key personnel technical experience in project types/roles as per items 5.1 – 5.14 inclusive. The Application shall include not more than two (2) such personnel	Must meet requirement	Existing Association must meet requirement (personnel from a specialist Sub – Consultant will be permitted under items 5.11, 5.12 &	N / A	N / A	Form EXP – 6.1

SUMMARY OF QUALIFICATION and COMPLIANCE CRITERIA							
Qualification Criteria			Compliance Requirement				Documentation
No.	Subject	Requirement	Single Entity	Association			Submission Requirements
				All Parties Combined	Each Party	One Party	
		per staff category (i.e. thirty six (36) personnel maximum – as per staff category list in section 5.3 of Part 2 – Project Brief). Please note that under items 5.11, 5.12 & 5.13 (personnel from a specialist Sub – Consultant will be permitted). The minimum years of experience per candidate is 15 years. The Applicant shall meet the requirement for at least one (1) of the two (2) personnel in each category for at least 6 of the twelve categories – 5.2 – 5.13 above.		5.13)			
6.3	Experience (3)	The Application shall include key personnel with clearly demonstrated regional delivery experience in a senior delivery role in project types as per item 5.14 above. The Application shall include not more than two (2) such personnel. The minimum years of experience per candidate is 25 years. The Applicant shall meet the requirement for at least one (1) of the two (2) personnel.	Must meet requirement	Existing Association must meet requirement	N / A	N / A	Form EXP – 6.1

SUMMARY OF QUALIFICATION and COMPLIANCE CRITERIA							
Qualification Criteria			Compliance Requirement				Documentation
No.	Subject	Requirement	Single Entity	Association			Submission Requirements
				All Parties Combined	Each Party	One Party	
7. Technical Capability							
7.1	Management and Organisational Structure	The Applicant shall demonstrate the abilities to deliver design consultancy services and, must highlight the organisational structure identifying all associations and/ or Sub-Consultants as applicable. The Applicant shall also demonstrate an understanding of multi-location working supported by previous experiences of working in this manner and, with details of the core team as proposed.	Must meet requirement	Existing Association (via the Applicant) must meet requirement	N / A	N / A	Form OTC – 7.1
7.2	Technical Capabilities and Resource Allocations	The Application shall demonstrate uninterrupted availability of sufficient and appropriate staff resources and/ or the availability of Sub-Consultants needed to deliver the relevant consultancy services.	Must meet requirement	Existing Association must meet requirement	N / A	N / A	Form OTC – 7.2
8. Quality, Health, Safety, Sustainability & Environmental (QHSSE) Assurances							
8.1	Quality, Health, Safety, Sustainability and	The Applicant shall provide details of their Quality, Health, Safety, Sustainability and Environmental Management Systems and Status.	Must meet requirement	Existing Association (via the Applicant) shall meet therequirement	N / A	N / A	Form HSE– 8.1

SUMMARY OF QUALIFICATION and COMPLIANCE CRITERIA							
Qualification Criteria			Compliance Requirement				Documentation
No.	Subject	Requirement	Single Entity	Association			Submission Requirements
				All Parties Combined	Each Party	One Party	
	Environmental Management						
9. Relevant Technical Skills & Competency Assessment							
9.1	Relevant Technical Skills & Competency Assessment	The Applicant must provide a detailed answer to this question in order to demonstrate their understanding of the problem, their design approach in devising a solution, their current expertise in providing similar solutions elsewhere, lessons learned from previous experiences, and to display relevant technical skills and competencies needed to deliver all project outp uts.	Must meet requirement	Existing Association must meet requirement	N / A	N / A	Form TSCA–9.1

SECTION IV: APPLICATION FORMS

Checklist

The Applicant should include this Checklist at the front of their Prequalification Application	
Prequalification Application:	
Project ID:	-
Applicant Name:	
Date Submitted:	

Documents Submitted			
Please use the following symbols to indicate whether the Forms and Supporting Documents have been duly completed and included in your submission :			
	Symbol		Symbol
Form is Complete and Present	✓	Form is Incomplete or Absent	✗

Ref.	Category / Form	Status
1	**Eligibility**	
1.1	Application Submission Sheet	
1.2	Applicant Information Sheet - Form ELI - 1.1	
1.3	Applicant Information Sheet for each Association Member - Form ELI - 1.2. Applicant Information Sheet for each Sub-consultant as per ITA 24.1 - Form ELI - 1.2	
1.4	Applicant to provide letter (Company Headed Paper) of confirmation - if not operating as a Single Entity (but as an Association) - that each Association Team Member will be jointly and severally bound. Also each Association Member to provide a similar letter on their Company Headed Paper.	
2	**Licenses and Registrations**	
2.1	Form REG - 2.1 To be completed by each Association Member including the Applicant	
3	**Historical Contract Non-Performances**	
3.1	Historical Contract Non-Performance - Form CON – 3.1 To be completed by each Association Member including the Applicant	
4	**Financial Situation**	
4.1	Financial Situation - Form FIN – 4.1 To be completed by each Association Member including the Applicant	

4.2	Annual Turnover – Form FIN – 4.2 To be completed by each Association Member including the Applicant	
4.3	Current Workload – Form FIN – 4.3 In case of single entity Applicant – 1 No Form FIN – 4.3 for each submitted project In case of Association – 1 No Form FIN – 4.3 for each submitted project completed by the submitting Association Member including the Applicant	

5	**General Experience**	
5.1	General Experience - Form EXP- 5.1	
5.2	Specific Technical Experience (1) - Form EXP- 5.2	
5.3	Specific Technical Experience (2) - Form EXP- 5.2	
5.4	Specific Technical Experience (3) - Form EXP- 5.2	
5.5	Specific Technical Experience (4) - Form EXP- 5.2	
5.6	Specific Technical Experience (5) - Form EXP- 5.2	
5.7	Specific Technical Experience (6) - Form EXP- 5.2	
5.8	Specific Technical Experience (7) - Form EXP- 5.2	
5.9	Specific Technical Experience (8) - Form EXP- 5.2	
5.10	Specific Technical Experience (9) - Form EXP- 5.2	
5.11	Specific Technical Experience (10) - Form EXP- 5.2	
5.12	Regional Experience (1) - Form EXP- 5.2	
5.13	Regional Experience (2) - Form EXP- 5.2	
5.14	Regional Experience (3) - Form EXP- 5.2	
6	**Key Personnel Experience**	
6.1	Key Personnel Experience (1) – Form EXP- 6.1	
6.2.(1-18)	Key Personnel Experience (2) – Form EXP- 6.1	
6.3	Key Personnel Experience (3) – Form EXP- 6.1	
7	**Technical Capability**	
7.1	Management Organisation for Delivery of Services - Form OTC - 7.1	
7.2	Technical Capability – Personnel Capacity – Form OTC – 7.2. To be completed by each Association Member including the Applicant	

8	**Quality, Health, Safety, Sustainability & Environment (QHSSE) Assurances**	
8.1	Quality, Health, Safety, Sustainability & Environment (QHSSE) Assurances Plan - Form HSE – 8.1. 1 Form to be completed by the Applicant	
9	**Relevant Technical Skills & Competency Assessment**	
9.1	Relevant Technical Skills & Competency Assessment - Form TSCA – 9.1 1 Form TSCA – 9.1 to be completed by the Applicant for The New District of Doha Pumping Station and Outfall 1 Form TSCA – 9.1 to be completed by the Applicant for The South of Wakrah Pumping Station and Outfall	

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Application Submission Sheet

(To be completed by the Applicant)

Date:

Project: **Pre-Contract Professional Consultancy Services for New District of Doha Pumping Station and Outfall and South of Wakrah Pumping Station and Outfall**

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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-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-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 with a government shareholding of [*insert percentage shareholding*] 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 Project:

Activities	Sub-contractor

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

Lead Member

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 _____

Team Member

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

(To be completed by the Applicant)

Date:

Project: **Pre-Contract Professional Consultancy Services for New District of Doha Pumping Station and Outfall and South of Wakrah Pumping Station and Outfall**

Page _____of _____pages

Applicant's legal name:
In case of Association, legal names of each Team 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:
Legal Status of the Applicant Company:
Parent Company (if the Applicant is a branch, subsidiary or any other relationship, provide the name and address of the parent company or companies together with the details of affiliation status - % of shareholding):
Applicant's number of years of experience:
Applicant's authorised representative details; Name: Address: Telephone/Fax numbers: E-mail address:
Attached are the copies of original documents of:
Attached are copies of the original documents of: ☐ 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 case of an Association, the Joint Venture Agreement or the Memorandum of Agreement for the Association in accordance with ITA 4.1 ☐ 3. In the case of a Government-Owned entity, any additional documents not covered under 1 above and required to comply with ITA 4.5.

Form ELI – 1.2

Applicant Information Sheet for each Association Member/ Sub-Consultant

(To be completed by the Applicant's Association Members/ Sub-Consultants)

Date:

Project: **Pre-Contract Professional Consultancy Services for New District of Doha Pumping Station and Outfall and South of Wakrah Pumping Station and Outfall**

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Note: This form is to be completed by each Association Member and by each Sub-Contractor/ Sub-Consultant. This includes nominated supply sources.

Applicant's legal name:
Association Member's / Sub-Contractor's / Sub-Consultant's legal name:
Association Member's / Sub-Contractor's / Sub-Consultant's country of constitution:
Association Member's / Sub-Contractor's / Sub-Consultant's year of constitution:
Association Member's / Sub-Contractor's / Sub-Consultant's legal address in country of constitution:
Association Member's / Sub-Contractor's / Sub-Consultant's authorised representative details; Name: Address: Telephone/Fax numbers: E-mail Address:
Attached are copies of the original documents of: ☐ 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 case of an Association, the Joint Venture Agreement or the Memorandum of Agreement for the Association in accordance with ITA 4.1 ☐ 3. In the case of a Government-Owned entity, any additional documents not covered under 1 above and required to comply with ITA 4.5.

Form REG – 2.1

Registrations and Licenses (Section 4.8 & 4.9 ITA)

(To be completed by the Applicant and, in the event of an Association, by each Association member)

Date:

Project: **Pre-Contract Professional Consultancy Services for New District of Doha Pumping Station and Outfall and South of Wakrah Pumping Station and Outfall**

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1	**Registration in home country (evidence to be provided as supporting information – One A4 sheet only)**	
Year established	Country/Area where registered	Registration/License No.
2	**Registration in Qatar if exists (evidence to be provided as supporting information – One A4 sheet only)**	
Year established	Discipline of Registration	Registration/License No.
3	**If not registered in Qatar, provide details of working arrangement for delivering obligations in Qatar (One A4 sheet only):**	
Prospective Sponsor's name	Address and Contact Numbers	Type of Business

5	**If the Applicant is already in, or intends to form an Association for the project, provide the following information:**		
Name of Association partner(s)	Specialisation	Address and Contact Numbers	Country/Area where registered Registration/License No.

6	Sub-Contractors / Sub-Consultants / Specialist Suppliers			
Name	Specialisation	Address and Contact Numbers	Country/Area where registered Registration/ License No.	Location where Services mainly carried out

7 Applicant or Association Management Structure & Organization Chart(s)
(details to be provided as supporting information – maximum Four A4 sheet only)

(a) For the Applicant showing the relationships with Sub-Contractors / Sub-Consultants / Specialist Suppliers.

(b) For the Parent Company showing the relationship with the Applicant (if applicable).

8 Applicant's Membership of Professional Associations (if applicable):

Professional Association	Acronym	Type of Membership	Member Since (year)

Form CON – 3.1

Historical Contract Non-Performance Sheet

(To be completed by the Applicant and, in the event of an Association, by each Association Member)

Date:

Project: **Pre-Contract Professional Consultancy Services for New District of Doha Pumping Station and Outfall and South of Wakrah Pumping Station and Outfall**

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Name of Applicant / Association Member 1,2,3 etc:				
Litigation History				
Insert No	Number of non-performing Contracts in accordance with Item 3.1 of Section III Prequalification Criteria (Newly registered during the year 2015).			
Insert No	Number of Non-performing Contracts with **no pending** litigation in accordance with Item 3.1 of Section III Prequalification Criteria (Newly registered during the year 2015).			
Insert No	Number of Non-performing Contracts **with pending** litigation in accordance with Item 3.2 of Section III Prequalification Criteria (Newly registered during the year 2015). Insert the three largest litigations below.			
Year 2015	**Litigation Initiated (Yes/No)**	**Outcome as % of Nett Worth**	**Contract Identification:** (Categorise as Project A,B, etc if confidential)	**Total Contract Amount (current QAR equivalent*)**
1			Contract Identification: Matter in dispute:	
2			Contract Identification: Matter in dispute:	
3			Contract Identification: Matter in dispute:	

Financial Penalties History				
Insert No	Number of Non-performing Contracts **with No financial penalties** imposed/received in accordance with Item 3.1 of Section III Prequalification Criteria (Newly registered during the year 2015).			
Insert No	Number of Non-performing Contracts **with financial penalties** imposed/received in accordance with Item 3.3 of Section III Prequalification Criteria (Newly registered during the year 2015). Insert the three financial penalties below.			
Year	**Financial Penalties**	**Outcome as**	**Contract Identification:** (Categorise as Project A,B, etc if	**Total Contract Amount (current**

2015	imposed (Yes/No)	% of Nett Worth	confidential)	QAR equivalent*)
1			Contract Identification: Specify as either - Delay Event or Non-Performance or Other Reason:	
2			Contract Identification: Specify as either - Delay Event or Non-Performance or Other Reason:	
3			Contract Identification: Specify as either - Delay Event or Non-Performance or Other Reason:	

*QAR equivalent. The figures quoted should be based on the currency exchange rates published by the Qatar Central Bank, five working days before the Application submission closing date

Form FIN – 4.1

Financial Situation

(To be completed by the Applicant and, in the event of an Association, by each Association Member)

Date:

Project: **Pre-Contract Professional Consultancy Services for New District of Doha Pumping Station and Outfall and South of Wakrah Pumping Station and Outfall**

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Name of Applicant / Association Member 1,2,3 etc:				
Financial Information	**Historic information for previous three (3) financial years (QAR equivalent* in 000s)**			
	2013	**2014**	**2015**	**Average**
Information from Balance Sheet				
Total Assets (TA)				
Total Liabilities (TL)				
Net Worth (NW)				
Accounts Receivable (AR)				
Current Assets (CA)				
Current Liabilities (CL)				
Information from Income Statement				
Total Revenue (TR)				
Operating Profit (EBIT)				
Net Revenue (NR)				
Financial Indices				
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)				

*QAR equivalent. The figures quoted should be based on the currency exchange rates published by the Qatar Central Bank, five working days before the Application submission closing date

☐ 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 and 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);

E. financial statements must be in English, all translations must be provided with a notarised certification;

F. auditor's name, address and contact details

Form FIN – 4.2

Annual Turnover

(To be completed by the Applicant and, in the event of an Association, each Association Member)

Date:

Project: **Pre-Contract Professional Consultancy Services for New District of Doha Pumping Station and Outfall and South of Wakrah Pumping Station and Outfall**

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Name of Applicant / Association Member 1,2,3 etc:		
Annual Turnover Data in Qatar (Applicant / Association Member 1,2,3 etc)		
Year	Amount and Currency 000's	QAR equivalent 000's
2015		
2014		
2013		
Annual Turnover Data International (Applicant / Association Member 1,2,3 etc)		
Year	Amount and Currency 000's	QAR equivalent 000's
2015		
2014		
2013		

NOTES:

1. Both International turnover and local Qatar turnover should be provided when applicable.
2. The figures for International turnover should be based on the currency exchange rates published by the Qatar Central Bank, five working days before the Application submission closing date.

Form FIN – 4.3

Current Workload

(To be completed by the Applicant and, in the event of an Association, each Association Member)

Date:

Project: **Pre-Contract Professional Consultancy Services for New District of Doha Pumping Station and Outfall and South of Wakrah Pumping Station and Outfall**

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Name of Applicant / Association Member 1,2,3 etc:			
Starting Month / Year *	Ending Month / Year	Contract Identification (Maximum 4 categories as below) a – Tunnels, b - large foul/storm/clean/effluent water pumping stations and c – large marine pipelines/outfalls d – large marine tunnel outfalls.	Applicant or Association Member name and Role of Applicant or Association Member
		Contract name and reference number: Name of Employer: Address of Employer: 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. Fee Value (Applicant/Association Member): Value – Estimated Construction Outturn: Commencement: Duration: Brief Description of the scope of deliverables performed by the Applicant or Association Member (Max 300 word description per example):	

* List calendar year (Ongoing projects awarded no earlier than the start of 2012) starting with the earliest year (chronological order)

Note: The above template shall be replicated for each example by relevance to each of a – tunnels, and b - large foul/storm/clean/effluent water pumping stations and c – large marine pipelines/outfalls and d – large marine tunnel outfalls.

Form EXP – 5.1

General Experience

(To be completed by the Applicant and, in the event of an Association, each Association Member)

Date:

Project: **Pre-Contract Professional Consultancy Services for New District of Doha Pumping Station and Outfall and South of Wakrah Pumping Station and Outfall**

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Applicant/Association Member Name			
Award Date			
Completion Date			
Role in Contract	☐Main Consultant	☐Association Member	☐Sub-Consultant
Total Contract Amount (QAR)			
If party in an Association or as a Sub-Consultant, specify participation of total Contract Amount and Percentage (%)	QAR:	%	
Project title, nature of works and special features relevant to the design service element/ package for which the Applicant/Association Member wishes to prequalify			
Employer's Name:			
Address: Telephone/Fax number: E-mail:	Please provide names and current contact details (office landline number, mobile number and e-mail address) of two persons of the Employer's senior management staff whom the Authority or its delegated representative can contact for technical references.		
Brief description of the scope of deliverables performed by the Applicant/Association Member (max 300 words) *Applicant/Association Member may wish to include information on client(s), contract value, etc.*			

Note:

1. The above template shall be replicated for all examples.
2. List in order of calendar year starting with the earliest year (chronological order).
3. QAR equivalent. The figures quoted should be based on the currency exchange rates published by the Qatar Central Bank, five working days before the Application submission closing date

Form EXP – 5.2

Specific Experiences

(To be completed by the Applicant)

Note: *This Form EXP - 5.2 shall be replicated for all referenced project examples*

Date:

Project: Pre-Contract Professional Consultancy Services for New District of Doha Pumping Station and Outfall and South of Wakrah Pumping Station and Outfall

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Project Reference Number and Title:

For each reference project, indicate in the boxes below which categories of experience are demonstrated by the reference project

☐	Marine modelling experience for the locating and siting of marine outfall diffuser outlets and structures (5.2)
☐	Procurement, tendering and site supervision of marine geotechnical site investigations comprising of in excess of 10 cored boreholes (5.3)
☐	Preparation of Environmental Impact Assessments (EIA) for projects which involve the construction of major infrastructure works in the marine environment (5.4)
☐	Major pumping station (Foul/Storm/Clean/Effluent) hydraulic design, > 5 m^3/s, in the role of the Lead Hydraulic Designer (5.5)
☐	Major pumping station (Foul/Storm/Clean/Effluent) design, > 5 m^3/s, in the role of the Lead Civil and the Lead Structural designer (5.6)
☐	Major pumping station (Foul/Storm/Clean/Effluent) design, > 5 m^3/s, in the role of the Lead Mechanical designer (5.7)
☐	Major pumping station (Foul/Storm/Clean/Effluent) design, > 5 m^3/s, in the role of the Lead Electrical designer (5.8)
☐	Major pumping station (Foul/Storm/Clean/Effluent) design, > 5 m^3/s, in the role of the Lead Instrumentation Controls and Automation (ICA) designer (5.9)
☐	Major marine outfall hydraulic design, > 5 m^3/s, in the role of the Lead Hydraulic Designer (5.10)
☐	Civil Engineering Standard Methods of Measurements (CESSM3), project CAPEX and OPEX costing and Whole Life Cost (WLC) assessments as either the Lead Design Consultant or a Specialist Sub-Consultant (5.11)
☐	Experience in Single (S) or Association Consultancy pre-qualifications, the State of Qatar government tendering regulations and procedures and, the types and Forms of Contracts used by the Authority (5.12)
☐	The preparation of Design-Build-Operate & Maintain (DBO&M), Modified Turn-Key or similar type tenders used by the Authority, tendering processes, tender evaluations, financial appraisals and contract procurements as either the Lead Design Consultant or a Specialist Sub-Consultant (5.13)
☐	Lead Consultant on major infrastructure projects/programmes in the GCC region and in Qatar (5.14)

Applicant / Member Name/Sub Consultant Name		
Reference Project Number and Title		
Award Date		
Completion Date		
Total Contract Amount (QAR)		
If in any Sub-Contract, specify participation of total Contract Amount and Percentage (%)	QAR	%
Employer's Name:		
Address: Telephone/Fax number: E-mail: Please provide names and current contact details (office landline number, mobile number and e-mail address) of two of the Employer's senior management staff whom the Authority can contact for technical references.		
Project description noting similarities with Authority requirements specified in Items 5.1 to 5.14 of Section III Prequalification Criteria (max 1,000 words):		

Examples of Innovations (max 200 words):
Lessons-Learned and Measurable Benefit to Client (max 200 words):

Form EXP – 6.1

Key Personnel Experience

(To be completed by the Applicant)

Date:

Project: **Pre-Contract Professional Consultancy Services for New District of Doha Pumping Station and Outfall and South of Wakrah Pumping Station and Outfall**

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State The Corresponding Personnel Experience Category – 6.1 or 6.2.1 – 6.2.18 or 6.3:									
1	Name & Employment Organisation – Applicant or Association Member or Sub Consultant				2	YEARS OF EXPERIENCE			
3	POSITION		4	NATIONALITY			5	BIRTH DATE	
6	ACADEMIC QUALIFICATIONS				7	KEY EXPERIENCES RELEVANT TO THE PROJECT (MAX 200 WORDS)			
ACADEMIC DEGREE(S)	DATE CERTIFIED	NAME OF INSTITUTION	COUNTRY						
8	PROFESSIONAL REGISTRATIONS / AFFILIATIONS								
NAME OF ORGANIZATION	REGISTRATION / MEMBERSHIP NO.								

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

Notes:

1. The above template shall be replicated for all examples
2. List project references in order of calendar year starting with the latest year (reverse chronological order).

Form OTC – 7.1

Management Organisation for Delivery of Services

(To be completed by the Applicant)

Date:

Project: **Pre-Contract Professional Consultancy Services for New District of Doha Pumping Station and Outfall and South of Wakrah Pumping Station and Outfall**

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Description of the Organisation for delivery of Services	Maximum 500 words description plus 1No x A4 size page for graphic(s)
Provide details of organization Capabilities and relevant Experiences (max 500 words):	

Response shall include:

1. Organisation Chart,
2. Demonstration of multi-location working and any previous experience and,
3. Identification of Core Team Members

Form OTC – 7.2

Technical Capability – Personnel Capacity

(To be completed by the Applicant and in the event of an Association, each Association Member and in the case of Sub-Consultants each Sub-Consultant)

Date:

Project: **Pre-Contract Professional Consultancy Services for New District of Doha Pumping Station and Outfall and South of Wakrah Pumping Station and Outfall**

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Company/Organisation Name:

Role (Applicant/Association Member/Sub-Consultant) :

Local Region (Qatar, etc.):	**Number of staff**	**Average years of experience**	**Average years with the Organisation**
PROFESSIONAL PERSONNEL			
TECHNICAL PERSONNEL			
International Region	**Number of staff**	**Average years of experience**	**Average years with the Organisation**
PROFESSIONAL PERSONNEL			
TECHNICAL PERSONNEL			
All Regions Summary	**Number of staff**	**Average years of experience**	**Average years with the Organisation**
PROFESSIONAL PERSONNEL			
TECHNICAL PERSONNEL			

Form HSE – 8.1

Quality, Health, Safety, Sustainability and Environment

(To be completed by the Applicant)

Date:

Project: **Pre-Contract Professional Consultancy Services for New District of Doha Pumping Station and Outfall and South of Wakrah Pumping Station and Outfall**

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#	Assurance System	No	Yes	Evidence Attached
1	Does the Applicant have a Quality Management System in place? *If Yes, progress to 1A*			
A	Is the Applicant's Quality Management System currently certified to ISO 9001:2008 or similar – attach certificate *If No, progress to 1B*			
B	Provide brief explanation of Quality Management System, including the Quality Plan.			
2	Does the Applicant have an Occupational Health and Safety Management system in place? *If Yes, progress to 2A*			
A	Is the Applicant's Occupational Health and Safety Management system currently certified to OHSAS 18001 – attach certificate *If No, progress to 2B*			
B	Provide brief explanation of the Applicant's Occupational Health and Safety Management system			
3	Does the Applicant have an Environmental Management System in place? *If Yes, progress to 3A*			
A	Is the Applicant's Environmental Management System currently certified to ISO 14001 or similar? – attach certificate *If No, progress to 3B*			
B	Provide brief explanation of the Applicant's Environmental Management 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, Sustainability and Environmental Management into the Applicant's organisation.			
6	Provide details of the Applicant's project-specific involvement in initiating, engaging, performing and managing Environmental Impact Assessment (EIA) studies associated with major tunnels, foul/storm/clean/effluent water pumping stations, large marine pipelines/outfalls, and large marine tunnel outfalls.			

Form TSCA – 9.1
Relevant Technical Skills & Competency Assessment
(To be completed by the Applicant)

Date:

Project: **Pre-Contract Professional Consultancy Services for New District of Doha Pumping Station and Outfall and South of Wakrah Pumping Station and Outfall**

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Question:
The description given in Part 2, Project Brief of this Pre-Qualification Document (PQD) provides a general background and it outlines the nature of required works. This Project Brief shall be used by the Applicant to understand the issues, identify solutions and analyse the broader requirements needed to be included in the Consultant's Scope of Professional Services. Based upon the Project Brief, describe separately and for each of: • The New District of Doha Pumping Station and Outfall and; • The South of Wakrah Pumping Station and Outfall 1 - your understanding of the problems, 2- how you would analyse the problems, **3** - identify the type of options/solutions that you would propose, **4** – describe your design approach that you would be adopting to devise the solution for the
1 Form for The New District of Doha Pumping Station and Outfall - Answer (maximum 1,500 words + process block diagrams (No more than 4 single sided A3 Pages) for illustration purposes. 1 Form for The South of Wakrah Pumping Station and Outfall - Answer (maximum 1,500 words + process block diagrams (No more than 4 single sided A3 Pages) for illustration purposes.