



هيئة الأشغال العامة
PUBLIC WORKS AUTHORITY

PREQUALIFICATION DOCUMENT FOR

Bespoke Street Furniture & Lighting
Prototypes Supply

PROJECT ID: TBA

Authority

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

March 2014

Summary Description

The purpose of the Prequalification process is to provide the basis for the Public Works Authority - (PWA), to select a short-list of competent companies (the "Prequalified Applicants") for Invitation to Tender for various projects comprising PWA's investment portfolio.

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

This Prequalification Document consists of:

1. Summary Description;
2. Part 1: Prequalification Procedures;
3. Part 2: Project Brief;
4. Part 3: Tendering and Contract Requirements.

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

The checklist is important as it will serve as a checklist of the submitted documents for evaluation purposes. Any missing information will have an impact on the Applicant's score.

Other than the information requested, other documentation, including brochures about the Applicant, additional information etc. must not be included in the submission.

Prequalification Document for Bespoke Street Furniture &
Lighting Prototypes Supply

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. 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 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 is to be used by Applicants to understand the broad requirements of;

- the procurement process; and
- the subsequent supply services scope for the winning supplier.

This document is in development stage and is not intended to represent a full Project Brief. It is issued for information only at this phase.

PART 3: TENDERING AND CONTRACT REQUIREMENTS

This contains:

- an outline of the principles of the intended Agreement to be entered into between the parties for the Bespoke Street Furniture & Lighting Prototypes Supply project.
- an overview of the project procurement details.
- an overview of the tender qualification criteria and assessment approach
- an indication of overall tender programme

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- Section II. Application Data Sheet (ADS)
- Section III. Prequalification Criteria
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PART 2 – Project Brief

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- 2- Procurement Process
- 3- Overview of Prequalification

PART 3 – TENDERING AND CONTRACT REQUIREMENTS

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- 2- Procurement Programme
- 3- Tendering and Contract Requirements



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PREQUALIFICATION DOCUMENT FOR

Bespoke Street Furniture & Lighting
Prototypes Supply

PROJECT ID: TBA

PART 1 - PREQUALIFICATION PROCEDURES

Authority

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

March 2014

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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.

“**Association**” means the grouping of two or more juristic entities for the purposes of engaging in to 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.

“**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

1. **Scope of Application** 1.1 This Prequalification Invitation document as indicated in Section II, Application Data Sheet, is issued by the Public Works Authority (PWA), to Applicants interested in tendering for the activities as described in Part 2 – Project Brief.
2. **Source of Funds** 2.1 The tendered activities is funded directly by the Government of the State of Qatar.
3. **Corrupt & Fraudulent Practices** 3.1 The Authority requires that Applicants observe the highest standard of ethics during the procurement and execution of 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 PWA, and includes collusive practices among Applicants (prior to or after tender submission) designed to establish tender prices at artificial, non-competitive levels and to deprive the PWA of the benefits of free and open competition,

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.

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 Tendering and Contract Requirements

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- 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 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 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.

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- 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 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 submit a softcopy on a labelled CD-ROM enclosed to the original copy indicated in the ADS. The label should show the project title and the Applicant's name.
- 16.3 The Authority will 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, 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 to the address indicated in the ADS.
- 21. Clarification of Applications** 21.1 After 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 as non-compliant.
- 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 not 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: 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 otherwise stated 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 qualifications of the Applicants and any sub-contractors. The Authority reserves the right to consider other factors or waive minor deviations in the prequalification criteria if they do not materially affect the capability of an Applicant to deliver the Project Brief.
- 25.2 Only the qualifications of 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-contractors shall not be evaluated nor added to those of the Applicant for 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.

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- 27. Prequalification of Applicants** 27.1 An Applicant whose Application has met or exceeded the specified qualification criteria at Section III will 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 have been prequalified for invitation 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 will 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, Prequalification 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 SHEET

Introduction	
ITA 1.1	The identification of the Applicant is: _____
ITA 1.1	The name of the Project is: Bespoke Street Furniture & Lighting Prototypes Supply
ITA 4.1	Associations are allowed
ITA 4.3	Applicants may include any number of sub-consultants or sub-contractors
ITA 4.8	QAR 1 million minimum annual turnover
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 as well as of all correspondence is: English
ITA 15.1 & 15.2	In addition to the original, the number of copies to be submitted with the Application is: Two hardcopies and one softcopy (on a cd-rom)
Submission and Opening of Applications	
ITA 17.1 & 21.1	<p>For Application submission purposes only, the Authority's address is:</p> <p>Attention:</p> <p>Ghanem Rashid Al-Mansoori Manager of Contracts Department Public Works Authority P.O. Box 22188 Doha, State of Qatar Facsimile No.: +974 44950777 Email: publicrealm@ashghal.gov.qa Telephone: +974 4495 0000</p> <p>The deadline for Application submission is:</p> <p>Date: 9th April 2014 Time: 12:00 PM (noon) Doha local time, GMT + 3:00</p>
Evaluation of Applications	
ITA 23.1	No domestic tenderer price preference shall be applied
ITA 24.2	Not used
ITA 25.3	This prequalification document shall be for multiple product categories and future 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 Organisational Experience**
- 7 Technical Capability**
- 8 QHSSE Assurances**
- 9 Programming and Innovation**

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	Conflicts of interest in ITA Sub-Clause 4.2 must be disclosed	Must meet requirement	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	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 ELI – 1.1 & 1.2
2. Licences and Registrations							
2.1	Local Commercial Registrations	Applicant must have commercial registration with the State of Qatar. In the case of an association, a completed Declaration to Commit to Registration process.	Applicant must complete				Form REG – 2.1

Qualification Criteria		Compliance Requirement					Documentation
No.	Subject	Requirement	Single Entity	Association			Submission Requirements
				All Parties Combined	Each Party	One Party	
3. Historical Contract Non-Performance							
3.1	History of Non-Performing Contracts	Applicant to demonstrate their history of Non-performance of a contract 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 – 3.1
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 – 3.1
4. Financial Situation							
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
4.2	Annual Turnover	Minimum annual turnover (in accordance with requirements of Section III.C.5).	Must meet requirement	Must meet requirement	N / A	N / A	Form FIN – 4.2

Qualification Criteria		Compliance Requirement					Documentation
No.	Subject	Requirement	Single Entity	Association			Submission Requirements
				All Parties Combined	Each Party	One Party	
5. Experience							
5.1	General Experience	Experience in the role of a design and fabrication supplier for street furniture locally and regionally during the last five (5) years prior to the Application submission deadline, projects valued at or more than QAR 1 million. This should emphasize the projects that demonstrate the capabilities in design and fabrication of bespoke street furniture products. Demonstration of In-house design capabilities as well as management / manufacturing systems.	Must meet requirement	Must meet requirement	N / A	Must meet requirement	Form EXP – 5.1

Qualification Criteria		Compliance Requirement					Documentation
No.	Subject	Requirement	Single Entity	Association			Submission Requirements
				All Parties Combined	Each Party	One Party	
5.2	Specific Technical Experience	<p>Experience prior to the Application submission deadline during the last five (5) years with responsibility for the following key activities:</p> <ul style="list-style-type: none"> designing and fabricating bespoke street furniture designs fabrication of prototypes <p>Fabrication and mass production of street furniture components.</p>	Must meet requirement	Must meet requirement	N / A	Must meet requirement	Form EXP 5.2
6. Organisational Experience							
6.1	Experience (1)	Key Personnel with demonstrated experience in projects of similar size and type as per item 5.1 above.	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 above inclusive particularly in GCC region.	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	
7. Technical Capability							
7.1	Management Organisation	Provide organisational structure for delivering the Project, including defining role, responsibilities and description of roles.	Must meet requirement	Must meet requirement	N/A	N/A	Form OTC – 7.1
7.2	Technical Capacity	Sufficient and appropriate personnel and / or sub-consultants or sub-contractors to deliver the supplies.	Must meet requirement	Must meet requirement	N/A	N/A	Form OTC – 7.2
8. QHSSE Assurances							
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 only in the event that the Association is not registered.	N / A	Form HSE– 8.1
9. Programming and Innovation							
9.1	Workflow sequencing and past innovation	Applicant shall provide details of its planned programme for the complete sequence of activities for delivering the supplies and details of innovation from past projects	Must meet requirement	Must meet requirement	N/A	N/A	Form PRG– 9.1

SECTION IV: APPLICATION FORMS

Checklist

The Applicant should include this Checklist at the front of their Prequalification Application			
Prequalification Application:	<Insert Project Title>		
Project ID:	<Insert Project ID>		
Applicant Name:			
Date Submitted:			
Categories Submitted	<input type="checkbox"/> Street Furniture <input type="checkbox"/> Street and Landscape Lighting <input type="checkbox"/> Signage <input type="checkbox"/> Canopies and Screens <input type="checkbox"/> Shade and Refuge Structures <input type="checkbox"/> Bus Shelters <input type="checkbox"/> Kiosks <input type="checkbox"/> Traffic Signal / CCTV Poles and Gantries		
Documents Submitted			
Please use the following symbols to indicate whether forms and documents have been included in your submission :			
	Symbol		Symbol
Form is present	✓	Form is not present	✗
Ref.	Category		Form Present
1	Eligibility Requirements		
1.1	Application Submission Sheet		
1.2	Applicant Information Sheet - Form ELI - 1.1		
1.3	Applicant Information Sheet for each Association Member / Sub-consultant as per ITA 24.1 - Form ELI - 1.2		
2	Licenses and Registrations		
2.1	Company Registration - Form REG – 2.1		

SECTION IV APPLICATION FORMS

Ref.	Category	Form Present
3	History of Contract Non-Performance	
3.1	Historical Contract Non-Performance Sheet - Form CON – 3.1	
4	Financial Situation	
4.1	Financial Situation - Form FIN – 4.1	
4.2	Financial Situation - Form FIN – 4.2	
5	Experience	
5.1	General Experience - Form EXP- 5.1	
5.2	Specific Experience – Form EXP – 5.2	
6	Personnel Capabilities	
6.1	Key Personnel Experience – General Project Management Experience - Form EXP- 6.1	
7	Technical Capability	
7.1	Management Organisation for Delivery of Project - Form OTC - 7.1	
7.2	Technical Capability – Staff Capacity – Form OTC – 7.2	
8	Project Assurances	
8.1	Quality, Health, Safety, Sustainability & Environment Plan - Form HSE – 8.1	
9	Programming and Innovation	
9.1	Management Approach - Form PRG – 9.1	

This single Prequalification Invitation covers all categories of bespoke street furniture and lighting. The Applicant shall identify in the checklist above the categories for which they are applying to prequalify for

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Application Submission Sheet
(To be completed by the Applicant)

Date:

Project: **Bespoke Street Furniture & Lighting Prototypes Supply**

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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 Brief:

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 and, in the event of an Association, each member)

Date:

Project:

Page _____ of _____ pages

Applicant's legal name:	
In case of Association, legal name:	
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 Company:	
Parent Company (if the applicant is a branch, subsidiary or any other relationship: give the name and address of the parent company or companies together with the details of affiliation status - % of shareholding):	
Applicant's number of years' experience:	
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, the joint venture agreement or Memorandum of Agreement for Association, in accordance with ITA 4.1.
<input type="checkbox"/>	3. In the 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-contractor

(To be completed by the Applicant's Association members/sub-contractors/sub-consultants)

Date:

Project:

Page _____ of _____ pages

Note: This form is to be completed by each association member and by each sub-contractor / sub-consultant.

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 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 the case of a government-owned entity, any additional documents not covered under 1 above required to comply with ITA 4.5.

**Form REG – 2.1
REGISTRATIONS AND LICENSES
(To be completed by the Applicant)**

Date:

Project:

Page _____ of _____ pages

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 already 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, please 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

4			
If the Applicant is already in, or intends to form an Association for the project, please provide the following information:			
Name of Association partner(s)	Specialisation	Address and Contact Numbers	Registration/License No.

SECTION IV APPLICATION FORMS

5 Sub-contractors / Sub-consultants / Specialist Suppliers			
Name	Specialisation	Address and Contact Numbers	Registration/License No.
6 Applicant or Association Structure: Organization chart(s) (details to be provided as supporting information – One A4 sheet only)			
<p>(a) For the Applicant showing the relationships with sub-contractors / sub-consultants / specialist suppliers.</p> <p>(b) For the parent company showing the relationship with the Applicant (if applicable).</p>			
7 Working Languages(s)		Arabic	English
Other (Specify): _____			
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, each member)

Date:

Project:

Page _____ of _____ pages

<input type="checkbox"/>	No Non-performing contracts in accordance with Item 3.1 of Section III, Prequalification Criteria			
<input type="checkbox"/>	Non-performing contracts with no pending litigation in accordance with Item 3.2 of Section III, Prequalification Criteria, as indicated below			
<input type="checkbox"/>	Non-performing contracts with pending litigation in accordance with Item 3.2 of Section III, Prequalification Criteria, as indicated below			
Year	Litigation pending (Yes/No)	Outcome as % of Total Assets	Contract Identification:	Total Contract Amount (current QAR equivalent*)
			Contract Identification: Matter in dispute:	
			Contract Identification: Matter in dispute:	
			Contract Identification: Matter in dispute:	

*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, each member)

Date:

Project:

Page _____ of _____ pages

Financial Information	Historic information for previous three (3) years (QAR equivalent* in 000s)			
	Year 1	Year 2	Year 3	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 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);
- 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

Turnover

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

Date:

Project:

Page _____ of _____ pages

Annual Turnover Data in Qatar (Applicant / Association Lead)		
Year	Amount and Currency 000s	QAR equivalent 000s
1		
2		
3		
Annual Turnover Data International (Association member 2 / 3 etc)		
Year	Amount and Currency 000s	QAR equivalent 000s
1		
2		
3		

NOTES:

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

Form EXP – 5.1
General Experience
(To be completed by the Applicant)

Date:

Project:

Page _____ of _____ pages

Project 1:

Award date			
Completion date			
Role in Contract	<input type="checkbox"/> Main Contractor	<input type="checkbox"/> Association Member	<input type="checkbox"/> Sub-contractor
Total contract amount (QAR)			
If party in an Association or sub-contractor, specify participation of total contract amount	QAR:	%	
Nature of works and special features relevant to the package for which the Applicant wishes to prequalify			
Employer's Name:			
Address:	Please provide names and current contact details (office landline number, mobile number and e-mail address) of two persons of the Employer's employees at senior management level whom the Authority or its delegated representative can contact for a technical reference.		
Telephone/fax number:			
E-mail:			
<i>Brief description of the scope of deliverables performed by the Applicant (max 300 words)</i>			

* List calendar year starting with the earliest year.

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

Form EXP – 5.2
Specific Experience
(To be completed by the Applicant)

Date:

Project:

Page _____ of _____ pages

Project 1:

Similar Contract Number: ____ of ____ required.	Activities (Tick all activities applicable to this example)	<input type="checkbox"/> Specific Technical Experience (1) <input type="checkbox"/> Specific Technical Experience (2)	<input type="checkbox"/> Technical Example <input type="checkbox"/> Regional Example
Contract Identification			
Award Date			
Completion Date			
Total Contract Amount (QAR)			
If any sub-contract, specify participation of total contract amount		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 employees at senior management level whom the Authority can contact for a technical reference.			
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):
Provide details of manufacturing and distribution locations / facilities:

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

Form EXP – 6.1

Key Personnel Experience – General Project Management Experience

(To be completed by the Applicant)

Date:

Project:

Page _____ of _____ pages

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.					

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

Form OTC – 7.1

Organisation for Supplying Products in Qatar
(To be completed by the Applicant)

Date:

Project:

Page _____ of _____ pages

Description of the organisation for supplying products in Qatar.	Maximum 500 words description plus 1 x A4 size page for graphic(s)
Provide details of core capabilities and associated experience in both Qatar and the wider GCC:	

Response should include:

- Organisation Chart;
- demonstration of multi-locational working and any previous experience; and
- Qatar and wider GCC based core team members.

Form OTC – 7.2

**TECHNICAL CAPABILITY – PERSONNEL CAPACITY
(To be completed by the Applicant)**

Date:

Project:

Page _____ of _____ pages

Region: e.g USA, Europe	NUMBER	AVERAGE YEARS EXPERIENCE	AVERAGE YEARS WITH APPLICANT
PROFESSIONAL PERSONNEL			
TECHNICAL PERSONNEL			

Region:	NUMBER	AVERAGE YEARS EXPERIENCE	AVERAGE YEARS WITH APPLICANT
PROFESSIONAL PERSONNEL			
TECHNICAL PERSONNEL			

Region:	NUMBER	AVERAGE YEARS EXPERIENCE	AVERAGE YEARS WITH APPLICANT
PROFESSIONAL PERSONNEL			
TECHNICAL PERSONNEL			

Region:	NUMBER	AVERAGE YEARS EXPERIENCE	AVERAGE YEARS WITH APPLICANT
PROFESSIONAL PERSONNEL			
TECHNICAL PERSONNEL			

All Regions Summary	NUMBER	AVERAGE YEARS EXPERIENCE	AVERAGE YEARS WITH APPLICANT
PROFESSIONAL PERSONNEL			
TECHNICAL PERSONNEL			

Form HSE – 8.1
Quality, Health, Safety and Environment
(To be completed by the Applicant)

Date:

Project:

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>			
A	Is the Applicant's Management System certified to ISO 9001:2008 or similar <i>If No progress to 1B</i>			
B	Provide brief explanation of system			
2	Does the Applicant have a Health, Safety, Security & Environmental Management System in place? <i>If Yes progress to 2A.</i>			
A	Is the Applicant's Health, Safety, Security & Environmental Management System certified to ISO 18000? <i>If No progress to 2B</i>			
B	Provide brief explanation of system			
3	Does the Applicant have an Environmental Management System in place? <i>If Yes progress to 3A.</i>			
A	Is the Applicant's Environmental Management System certified to ISO 14001 or similar? <i>If No progress to 3B</i>			
B	Provide brief explanation of system			
4	Applicant to describe their Sustainability Management System with particular reference to GSAS			
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.			

Form PRG – 9.1
Programming and Innovation
(To be completed by the Applicant)

Date:

Project:

Page _____ of _____ pages

1.	Programming The Applicant shall provide a detailed workflow / sequence diagram identifying the whole delivery process (from the design engineering through to product manufacturing). (max two sides of A4) The workflow / sequence diagram shall identify: <ul style="list-style-type: none">• key milestones (production / design / manufacturing) and their respective locations; and• associated interfaces. <input type="checkbox"/> documents attached
2.	Innovation The Applicant shall provide examples of innovation in previous projects and products developed detailing how they could be applied / relate to this Project. (max 500 words)