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هيئة الأشغال العامة  
PUBLIC WORKS AUTHORITY

**Infrastructure Affairs**

PREQUALIFICATION DOCUMENT

FOR PROCUREMENT OF

DESIGN AND BUILD (DB)  
CONTRACT

FOR

RECLAMATION AND REHABILITATION  
OF AL KARAANA LAGOONS

**PROJECT ID: IA 14/15 C 136 G**

**CIVIL PROJECT: CP 809**

**Public Works Authority  
PO Box 22188  
Doha  
State of Qatar**

**October 2015**

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## **SUMMARY**

**Public Works Authority  
PO Box 22188  
Doha  
State of Qatar**

**October 2015**

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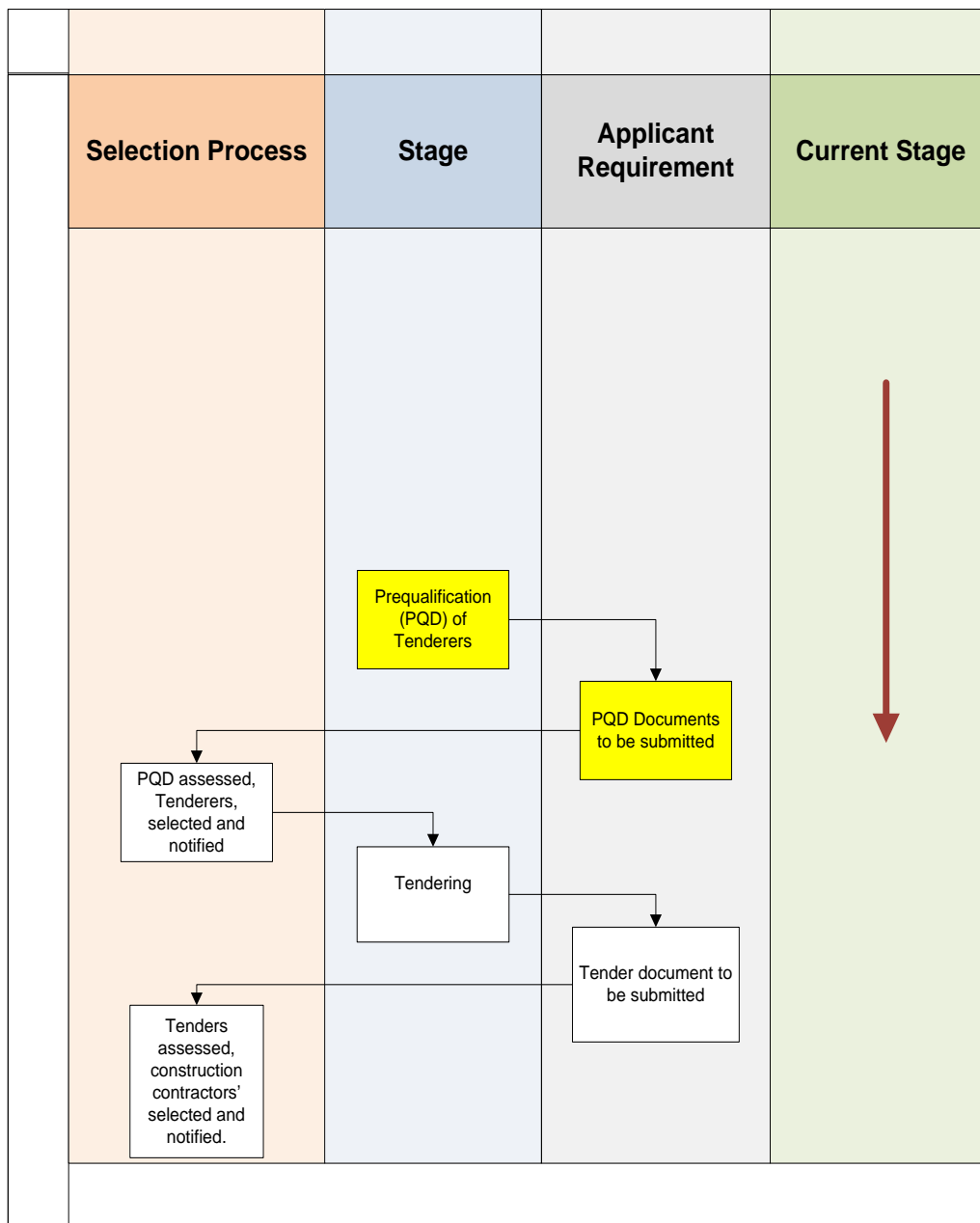
**SUMMARY DESCRIPTION**

This Prequalification Document consists of:

1. User's Guide; and
2. Prequalification Procedures and Work Requirements.

Prequalification is a step in the procurement route which shall ultimately lead to invitation to Tender.

Procurement is the stage in a project's lifecycle by which it progresses from inception and feasibility through to award and this project is following the process shown below:



The procurement process for this project will commence by public invitation.

The purpose of the prequalification process is to provide the basis for the Public Works Authority, (PWA), also known as ASHGHAL, to select a short-list of competent companies or joint ventures for invitation to tender for the project.

Prequalification centres on evaluation of the applicants:

1. Eligibility;
2. Licenses & Registration;
3. Declaration of Pre-Tendering Agreement for Joint Venture;
4. Historical Contract Non-performance record;
5. Financial stability and status;
6. Experience in relation to the size, type and complexity of the Works / services being procured;
7. Personnel Capabilities
8. Health, Safety, Quality & Environment;
9. Management Approach; and
10. Resources, Plant and Equipment.

Consequently previous prequalification for PWA's projects shall not guarantee automatic prequalification for this project.

The Work Requirements in Part 2 of this document provides the scope of works including a drawing showing the main components of the project.

**CHECKLIST**

*(To be completed by individual companies and designated JV Partners)*

**Note: This checklist is important as it will serve as a checklist of submitted documents for evaluation purposes. Any missing information will have an impact on Applicant's Score. No other documentation, including brochures about your company, additional information etc. must be included in your submission other than what is requested. Submit the original and a further two (2) hard copies, and one (1) soft copy on CD.**

Checklist for Prequalification		Applicant Name		
		Applicant Reference		
Documents submitted				√
			Form	Present
				X
				Not present
A	Date & Time Submitted			
<b>Series no.</b>	<b>Category</b>			
<b>1</b>	<b>Eligibility Requirements</b>			
1.1	Conflict of Interest		Application Submission Sheet	
1.2	PWA Ineligibility		Application Submission Sheet	
1.3	Government Owned Entity		Forms ELI- 1.1 & 1.2	
<b>2</b>	<b>Licenses and Registrations</b>			
2.1	Company Registration in Qatar		Form REG – 2.1	
<b>3</b>	<b>Declaration</b>			
3.1	Pre-Tendering Agreement for JV formation.		Form DC-3.1	
<b>4</b>	<b>Historical Contract Non-Performance</b>			
4.1	History of Non Performance		Form - CON –4.1	
4.2	Pending Litigation		Form - CON –4.1	

<b>5</b>	<b>Financial Situation</b>			
5.1	Audited Accounts		Form FIN - 5.1 & FIN - 5.2	
5.2	Current Ratio			
5.3	Profit Margin			
5.4	Return on Assets			
5.5	Debt Ratio			
5.6	Annual Turnover			
<b>6</b>	<b>Experience</b>			
	<b>Applicant Experience Requirements</b>	<b>Requirements Description</b>		
6.1	General Experience. From Prequalification Document as per Section III Sub-section E.	See Section III Sub-section E.	Forms EXP- 6.1, EXP – 6.2& EXP – 6.3	
<b>7</b>	<b>Personnel Capabilities</b>			
	<b>Personnel Capabilities</b>	<b>Requirements Description</b>		
7.1	Experience of key personnel From Prequalification Document as per Section III Sub-section F.	See Section III Sub-section F.	Forms EXP- 7.1& EXP – 7.2	
<b>8</b>	<b>Health, Safety, Quality and Environment</b>			
	<b>Company Policies</b>			
8.1	Safety Management System (SMS) Certified to ISO 18001:2007		Form HSE – 8.1	
8.1	Environment Management System Certified to ISO14001:2004			
8.2	Documented Quality Control / Assurance System		Form QM – 8.2	
<b>9</b>	<b>Management Approach</b>		Form MA 9.1	
9.1	<b>Management Approach</b>		Form RS - 9.1	
<b>10</b>	<b>Resources, Plant &amp; Equipment</b>		Form MA 9.1	
10.1	Resources, Plant & Equipment		Form RS - 10.1	



## DOCUMENT USERS GUIDE

### PART 1 – PREQUALIFICATION PROCEDURES

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

This section specifies the procedures to be followed by applicants in the preparation and submission of the Prequalification Application. Information is also provided on opening of Prequalification documents and evaluation of applications.

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

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

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

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

This section contains the qualification criteria; compliance requirements associated prequalification forms to be used to determine how applicants shall be prequalified and later invited to tender.

#### **Section IV. Application Forms**

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

### **TERMINOLOGY**

Prequalification Application:

**Shall mean** the documents submitted for evaluation and short-listing for Invitation to Tender.

Prequalification Application Submission Sheet:

**Shall mean** the form in Section IV of this document which shall preface the Prequalification Application.

Prequalification Invitation:

**Shall mean** the invitation by Public Works Authority, either via public or direct notice, to applicants to submit detailed particulars demonstrating capability in relation to the scope of supplies to be procured.

## **PART 2 – WORK REQUIREMENTS**

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

Details of Scope of Works are included in this section.

### **Conditions of Contract**

The Conditions of Contract shall be the General Conditions of Contract for Design and Build as published by Public Works Authority.



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OF AL KARAANA LAGOONS

PROJECT ID: IA 14/15 C 136 G  
CIVIL PROJECT: CP 809

**PROCEDURES AND WORK REQUIREMENTS**  
**PART 1 - PREQUALIFICATION PROCEDURES**

Public Works Authority  
PO Box 22188  
Doha  
State of Qatar

October 2015

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## Section I. Instructions to Applicants (ITA)

### A. General

- 1. Scope of Application**
  - 1.1 In connection with the Invitation for Prequalification indicated in Section II, Application Data Sheet (ADS), the Public Works Authority (PWA), as defined in the ADS, issues this Prequalification Document to Applicants interested in Tendering for the scope of works described in Part 2 – Work Requirements.
  
- 2. Source of Funds**
  - 2.1 The scope of works is funded directly by the Government of the State of Qatar.
  
- 3. Corrupt & Fraudulent Practices**
  - 3.1 The PWA requires that Applicants observe the highest standard of ethics during the procurement and execution of the scope of works. In pursuit of this policy, the PWA:
    - (a) Defines, for the purposes of this provision, the terms set forth below as follows:
      - i. **“Corrupt Practice”** shall mean the offering, giving, receiving, or soliciting of anything of value to influence the action of a Public Official in the procurement process or in contract execution; and
      - ii. **“Fraudulent Practice”** shall mean a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the PWA, and includes collusive practices among Applicants (prior to or after tender submission) designed to establish tender prices at artificial, non-competitive levels and to deprive the PWA of the benefits of free and open competition;
    - (b) May, at its sole discretion, reject a proposal for prequalification if it determines that the Applicant recommended for prequalification has engaged in Corrupt or Fraudulent practices in competing for the Contract.

**4. Eligible Applicants**

- 4.1 Applicant may be a private, public or government owned legal entity or any combination of them with the formal intent to enter into a joint venture agreement or under an existing joint venture agreement.
- 4.2 Prequalification will be based on a scoring system of the applicant's general and particular experience, technology offered, capabilities of personnel, financial position, litigation history and Quality Assurance specified in the Prequalification Procedures, as demonstrated by the applicant's responses in the attached Application Forms and other requested documentation. Specific requirements for joint ventures are also set forth in Section III, Qualification Criteria, Sub-section G. The Employer reserves the right to waive minor deviations from the criteria, if they do not materially affect the capability of an applicant to perform the contract.
- 4.3 Applicant that is under a declaration of ineligibility by PWA in accordance with ITA 3.1, at the date of submission of the Application or thereafter, shall be disqualified.
- 4.4 Government-owned entities in Qatar shall be eligible only if they can establish that they are legally and financially autonomous, and operate under commercial law, and that they are not dependent agencies of the PWA.
- 4.5 Applicants shall provide such evidence of their continued eligibility satisfactory to the PWA, as the PWA shall reasonably request.
- 4.6 Applicants shall not have a conflict of interest. If any conflict of interest or potential conflict of interest between Applicants, their advisers and those of the PWA becomes apparent, Applicants shall immediately inform the PWA, when the PWA shall, at its absolute discretion, decide on the appropriate course of action. If the PWA becomes aware of any conflict of interest or potential interest that the Applicant has not declared to the PWA, the PWA may at its absolute discretion disqualify the Applicant from consideration.
- 4.7 Where an applicant, its affiliates or parent company, in addition to consulting, also has the capability to manufacture or supply goods or to construct works, that applicant, its affiliates or parent company normally cannot be a supplier of goods or works on a project for which it provides consulting services, unless it can be demonstrated that there is not a significant degree of common ownership, influence or control.



**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 relating to the boycott of Israel.

**B. Contents of the Prequalification Document**

**6. Sections of Prequalification Document**

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

**PART 1 - Prequalification Procedures**

Section I. Instructions to Applicants (ITA)

Section II. Application Data Sheet (ADS)

Section III. Qualification criteria

Section IV. Application Forms

**PART 2 - Work Requirements**

Appendix A: Details of Scope of Works are included in this section as well as details of the contractor's key personnel that are required.

The Conditions of Contract shall be the General Conditions of Contract for Design and Build as published by Public Works Authority

Appendix B: Drawings showing main components of the project.

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

- 6.3 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Document and to furnish all information or documentation required by the Prequalification Document.

**7. Clarification of Prequalification Document**

- 7.1 Applicants requiring clarifications of the Prequalification Document shall contact the PWA in writing at the address indicated in the ADS. The PWA shall respond in writing to any request for clarification provided that such request is received not later than two weeks before the deadline for submission of Applications. The PWA shall communicate to all Applicants full

details of the clarification but without identifying its source. Should the PWA 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 PWA may amend the Prequalification Document by issuing addenda.
- 8.2 Any addendum issued shall form part of the Prequalification Document and shall be communicated in writing to all Applicants.
- 8.3 To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, the PWA may, at its discretion, extend the deadline for the submission of Applications.

### C. Preparation of Applications

- 9. Cost of Applications**
- 9.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. The PWA shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Prequalification Process.
- 10. Language of Application**
- 10.1 The Application as well as all correspondence and documents relating to the Prequalification exchanged by the Applicant and the PWA, 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**
- 12.1 The Applicant shall prepare an Application Submission Sheet using the form furnished in Section IV, Application Forms. This

- Sheet** form must be completed without any alteration to its format.
- 13. Documents Establishing the Eligibility of the Applicant** 13.1 To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Sheet and Forms ELI 1.1 and ELI 1.2, included in Section IV, Application Forms.
- 14. Documents Establishing the Qualifications of the Applicant** 14.1 To establish its qualifications to perform the scope of works in accordance with Section III, Qualification Criteria, the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV, Application Forms.
- 15. Signing of the Application and Number of Copies** 15.1 The Applicant shall prepare one original of the documents comprising the Application as described in ITA 11 and clearly mark it "ORIGINAL". The original of the Application shall be typed or written in indelible ink and shall be signed by a person duly authorised to sign on behalf of the Applicant. In the case of JV, all Parties must sign the documents.
- 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.

#### **D. Submission of Applications**

- 16. Sealing and Identification of Applications** 16.1 The Applicant shall enclose the original and the copies of the Application in a sealed envelope that shall:
- (a) Bear the name and address of the Applicant;
  - (b) Be addressed to the PWA, in accordance with ITA 17.1; and
  - (c) Bear the specific identification of this Prequalification i.e. Project name as indicated in Section II ADS (ITA1.1).
- 16.2 In addition to the hardcopies, the Applicant shall submit a softcopy on a labelled CD enclosed to the original copy indicated in the ADS. The label should show the project title and the Applicant's name. No boxes, notebooks or leaver arch files are to be submitted.
- 16.3 The PWA shall accept no responsibility for not processing any envelope that was delivered unsealed or not identified in full accordance with the requirements of the Prequalification Document.
- 17. Deadline for Submission of Applications** 17.1 Applications shall be received by the PWA at the address and no later than the deadline indicated in the Section II - ADS (ITA 17.1).

- 17.2 The PWA may, at its discretion, extend the deadline for the submission of Applications by amending the Prequalification Document in accordance with ITA 8, in which case all rights and obligations of the PWA and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.
- 18. Late Applications** 18.1 Any Application received by the PWA after the deadline for submission of Applications prescribed in ITA 17 may, at the sole discretion of the PWA, be rejected as non-compliant and remain unopened.
- 19. Opening of Applications** 19.1 The PWA shall prepare a record of the opening of Applications that shall include, as a minimum, the name of the Applicant. A copy of the record shall be available with PWA.

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

- 20. Confidentiality** 20.1 Information relating to the evaluation of applications, and recommendation for prequalification, shall not be disclosed to Applicants or any other persons not officially concerned with 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 PWA on any matter related to the Prequalification Process, may do so but only in writing.
- 21. Clarification of Applications** 21.1 After the Application submission closing date, PWA may ask any Applicant for a clarification. The Applicant shall submit, to the address indicated in Section II ADS (ITA 17.1), its reply within three (3) working days after the clarification date or by the date and time set in the PWA's request for clarification. Any request for clarification and all replies shall be in writing.
- 21.2 If an Applicant does not provide clarifications of the information requested within three (3) working days after the clarification date or by the date and time set in the PWA's request for clarification, its Application may, at the sole discretion of the PWA, be rejected as non-compliant.
- 22. Responsiveness of Applications** 22.1 The PWA may reject any Application which is not responsive to the requirements of the Prequalification Document.
- 23. Domestic Applicant Price Preference** 23.1 Unless otherwise specified in the ADS, a margin of preference for domestic Applicants shall not apply in the tendering process resulting from this prequalification.

- 24. Specialist Sub-contractors**
- 24.1 Applicants planning to sub-contract any of the key activities indicated in Section III, Qualification Criteria, shall specify the activity or parts of the scope of works to be sub-contracted in the Application Submission Sheet and clearly identify such activities and the proposed specialist sub-contractor(s) in Form ELI-1.2 in Section IV. Such proposed specialist sub-contractor(s) shall meet the corresponding qualification requirements specified in Section III, Qualification Criteria.
- 24.2 The PWA does not intend to execute certain specific parts of the scope of works by contractors selected in advance by the PWA (Nominated Contractor) unless otherwise stated in the ADS.

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

- 25. Evaluation of Applications**
- 25.1 The PWA shall use all the factors, methods and criteria defined in Section III, Qualification Criteria to evaluate the qualifications of the Applicants and any specialist sub-contractors. The PWA reserves the right to consider other factors or waive minor deviations in the qualification criteria if they do not materially affect the capability of an Applicant to perform the scope of works.
- 25.2 Only the qualifications of specialist sub-contractors that have been identified in the Application may be considered in the evaluation of an Applicant. However, the general experience and financial resources of sub-contractors may not be added to those of the Applicant for purposes of prequalification of the Applicant.
- 25.3 Unless otherwise indicated in Section II - ADS, this Prequalification shall be for the Design and Build (DB) Contract for the Reclamation and Rehabilitation of Al Karaana Lagoons.
- 26. PWA's Right to Accept or Reject Applications**
- 26.1 The PWA reserves the right to accept or reject any Application, and to annul the Prequalification Process and reject all Applications at any time, without thereby incurring any liability to Applicants.
- 27. Prequalification of Applicants**
- 27.1 Applicants whose applications have met or exceeded the specified threshold criteria shall, to the exclusion of all others, be prequalified by the PWA. PWA will invite a short-list of qualified Applicants to tender.
- 28. Notification of Prequalification**
- 28.1 Once the PWA has completed the evaluation of the Applications it shall notify Applicants in writing if they have been prequalified for invitation to tender or not.
- 29. Invitation to Tender**
- 29.1 After the notification of the results of the prequalification the PWA shall invite tenders from the short-listed Applicants that have been prequalified.

29.2 Tenderers shall be required to provide Tender security acceptable to the PWA in the form and an amount as to be specified in the tender documents, also, the successful tenderers shall be required to provide a Performance security in the form and an amount as to be specified in the tender documents.

**30. Changes in Qualifications of Applicants**

30.1 Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 27 and invited to tender shall be subject to written approval of the PWA. Such approval shall be denied if as a consequence of the change the Applicant no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria, or if in the opinion of the PWA, a substantial reduction in competition may result. Any such changes shall be submitted to the PWA not later than 14 days after the date of the Invitation to Tender.

**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 and the like between Applicants and the PWA must be in English. Applicants must answer all questions accurately and concisely as possible and monetary values must be stated in QAR. Failure to furnish the required information, make a satisfactory response to any question or supply required documentation will have an impact on Applicant's score or Applicant may not be invited to participate further.

**Note: Applicant's attention is drawn to the three hard copies (Original & Two Copies) and a soft copy on a Compact Disk (CD) which must be included as part of the submission. No other documentation, including brochures about your company, additional information etc. should be included in your submission other than what is requested. No boxes, notebooks or leaver arch files are to be submitted.**

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Section II. Application Data Sheet (ADS)

<b>A. Introduction</b>	
<b>ITA 1.1</b>	The identification of the Invitation for Prequalification is: <b>Application to Prequalify for Reclamation and Rehabilitation of Al Karaana Lagoon Project CP 809</b>
<b>ITA 1.1</b>	The name of the Project is: <b>Reclamation and Rehabilitation of Al Karaana Lagoon CP 809</b>
<b>ITA 4.1</b>	Multiple Partnerships (up to a maximum of three partners) of Local Commercially Registered Qatari Companies and JV are allowed. However the specific Joint Venture Requirements set out in Part 1: Prequalification Procedures, Section III Qualification Criteria, Part G: Joint Venture Requirements must be complied with.
<b>B. Prequalification Document</b>	
<b>ITA 7.1</b>	For clarification purposes only, the PWA's address is:  <b>As per the invitation letter</b>
<b>C. Preparation of Applications</b>	
<b>ITA 10.1</b>	The language of the application as well as of all correspondence is: <b>English</b>
<b>ITA 15.1 &amp; 15.2</b>	In addition to the original, the number of copies to be submitted with the application is: <b>Two hardcopies and one softcopy (on a CD).</b>
<b>D. Submission and Opening of Applications</b>	
<b>ITA 17.1</b>	For application submission purposes only, the PWA's address is:  <b>As per the invitation letter.</b>  The deadline for application submission is:  <b>As per the invitation letter.</b>



<b>E. Evaluation of Applications</b>	
<b>ITA 23.1</b>	No price preferences for domestic tenderers shall be applied.
<b>ITA 24.2</b>	<p>The <b>PWA does NOT</b> intend to execute certain specific parts of the scope of work by Contractor selected in advance (Nominated Sub-Contractor) except for the following:</p> <p>Mechanical and Electrical Installation: Local Mechanical and Electrical Sub-contractors will require to be listed in PWA's Approved List of M&amp;E Contractors.</p> <p>Design of Project Components: Local Design Consultants will require to be listed in PWA's Approved List of Design Consultants.</p>
<b>ITA 25.3</b>	If the prequalification is for multiple contracts, the methods and qualification criteria to determine the combination of contracts for which the Applicant shall prequalify shall be as specified in Section III, Qualification Criteria

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### Section III - Qualification Criteria

#### A. General

Section III identifies the:

- Qualification criteria;
- Compliance requirements; and
- Associated prequalification forms

... that the PWA shall use to evaluate the prequalification applications.

To be prequalified an applicant firm or joint venture must demonstrate to the PWA that it substantially satisfies the requirements regarding experience, personnel, financial position and litigation history, specified below.

(The “Prime Contractor” is defined as the chief contractor who has a contract with the Employer or Owner of a project, and has the full responsibility for its completion. A prime contractor undertakes to perform a complete contract, and may employ (and manage) one or more subcontractors to carry out specific parts of the contract.

The “Lead Partner” is the party nominated by the Joint Venture as the “Lead Partner”

**NOTE:** nature and complexity similar to those of the Works in the proposed contract shall be interpreted as follows:

- **Similar nature:** means Rehabilitation and Reclamation of Septage Storage/ holding lagoons sites
- **Similar complexity:** means mixed process, civil, mechanical, geotechnical works in the fields of: **a)** Earthworks, excavation, backfilling, embankments and dykes, lining, coffer dams, cut-off walls, other groundwater pollution Control means, **b)** Sludge/ contaminated soil dewatering, sludge/ contaminated soil handling, conditioning, stabilization and backfilling **c)** Environmental management, odour abatement, solid waste disposal management, soil decontamination and land remediation
- **The minimum value:** that will be taken into consideration is either the total contract value, when the Applicant was acting as sole contractor, or the share of the total contract value corresponding to its share of **the joint-venture** participation, when the Applicant was member of a joint-venture;
- **The last 10 years** shall be understood as the period: 1<sup>st</sup> January 2005-up to the deadline for submission of tenders;
- **References from owners of all (DB) projects of a similar nature and complexity** to the proposed contract completed within the last ten years shall be attached.

The applicant firm or joint venture shall meet the following minimum criteria which supplement the compliance requirements listed in the Compliance Table in Sub-section I:

**B. Licences and Registrations (Series No. 2)**

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

**C. Historical Contract Non-Performance (Series No. 4)**

Litigation History: The applicant shall provide accurate information on any current or past litigation or arbitration resulting from contracts completed or under execution by him over the last two years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.

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

- (a) Average annual turnover as prime contractor (defined as billing for works in progress and completed) over the last four years of Qatar Riyals 1,000,000,000.
- (b) The applicant shall demonstrate by means of bank or other financial references that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means sufficient to meet the construction cash flow for the contract for a period of four months, estimated as not less than QR200,000,000 per month equivalent, taking into account the applicant's commitments for other contracts.
- (c) The audited balance sheets for the last four years shall be submitted and must demonstrate the soundness of the applicant's financial position, showing long-term profitability. Where necessary, the Employer will make inquiries with the applicant's bankers.

**E. General Experience (Series No. 6)**

- (a) Applicant shall have minimum 10 years as a prime contractor in Reclamation and rehabilitation of Lagoons, landfills ...etc.
- (b) Successful experience for each discipline in **(i)** design and build of major earthworks required for sludge and contaminated soils handling (>1 Mm<sup>3</sup>) with associated mass haul diagram and methods, **(ii)** design and construction of lining, coffer dams and cut-off walls, **(iii)** Sludge/ contaminated soil handling, conditioning, stabilization and backfilling, **(iv)** design and construction of Hazardous Waste engineered landfill/ lagoon and **(v)** site and land remediation of minimum combined value Qatar Riyals 500,000,000 in the last ten years.
- (c) Successful experience in the execution of at least one design and build project of a nature and complexity comparable to the proposed **RECLAMATION AND REHABILITATION OF AL KARAANA LAGOON** contract within the last ten years.

**F. Personnel Capabilities (Series No. 7)**

The applicant shall provide suitably qualified personnel to fill the following positions. For each position the applicant will supply information (in Form 5) on a first choice candidate and an alternate, each of whom should meet the experience requirements specified below.

Successful applicants will be obliged to offer these personnel or equivalent in their tender.

<b>Position</b>	<b>Total experience (years)</b>	<b>In similar works (years)</b>	<b>As manager of similar works (years)</b>	<b>Experience in the Gulf (Years)</b>
Project Manager	>15	>8	5	5
Site Manager: Civil/geotechnical works	>15	>8	5	2
Site Manager: Sludge/contaminated soil handling, conditioning and stabilization	>15	>8	5	Not required
Engineer: Sludge/contaminated soil handling, conditioning and stabilization with chemical background	>15	>8	Not required	Not required
Scientist: Environmental management, odour abatement, solid waste disposal management and land remediation	>15	>5	Not required	Not required

**G. Management Approach (Series No. 9)**

This series examines the Applicant's approach to the management of similar contracts. The Applicant is therefore required to answer the management approach questions included on Form MA – 9.1.

Sections for the makeup of the document:

- General and Specific Experience
- Key Personnel
- Personnel Allocation

The Management Approach shall address the following:

**General and Specific Experience:**

1) The Scope of Services requires both interactions between differing elements of the overall process and complex interactions between the design, construction, commissioning and operational phases. Describe your approach to effectively co-ordinate and manage these interactions and work flows.

2) Please describe your view of the most critical elements of the Project. Please address how you will manage these elements with regards to logistic support, composition of the team, contribution and experience by Key Personnel.

**Key Personnel Experience:**

1) Key Personnel will need to effectively plan, manage and control all elements of the Project. The Key Personnel will also need to be fully responsive to changing circumstances and requirements. Describe how the core team members will manage the Project and why the Key Personnel are the best suited for the Project.

2) Coordination with all Stakeholders will be paramount to ensuring the success of the Project. Explain how your team will draw upon past experience to manage Stakeholder engagement, structure and execute the coordination of all interfaces and ensure successful delivery of the required Project outcomes.

**Personnel Allocation:**

1) To support the overall schedule, a wide array of resources and varying skills sets will be needed. Demonstrate your plan to ensure that these resources are identified and available when required.

**H. Joint Venture Requirements (General)**

The table provided below summarises the requirements for Joint Ventures and the parties within Joint Venture agreements, with reference to the Sub-sections above. Note that it is a requirement of this Prequalification that the Joint Venture should comprise a maximum of three partners, at least one who is a Contractor specialised in Reclamation and rehabilitation of Lagoons, landfills, sites ...etc. and at least one of whom is a Civil Engineering Contractor. Examples of interpretation of the table are provided below.

**JV Requirements**

Series/ Clause	Criteria	Partner's Discipline	Criteria Applicable to		
			Lead Partner Requirement	*(see below)	Joint Venture
5 a)	Average Turnover	Civil & Reclamation	> QR 1,000 M	> QR 500 M	> QR 1,000 M
6 a)	Minimum Years as prime contractor in Reclamation of Septage Lagoons Sites	Civil	10 years	5 years	Not Applicable
6 b)(i)	Experience in design of earthworks, excavation, backfilling, embankments & dykes, coffer dams, cut-off walls, lining and other groundwater pollution control means	Civil Geotechnical	1nr reference	Not required	2nr references

6 b)(ii)	Experience in construction of Earthworks, excavation, filling, embankments & dykes, coffer dams, cut-off walls, lining and other groundwater pollution control means	Civil Geotechnical	1nr reference	Not required	2nr references
6 b)(iii)	Experience in sludge/contaminated soil handling, conditioning, stabilization and backfilling	Civil	1nr reference	Not required	2nr references
6 b)(iv)	Experience in Design and construction of Hazardous Waste engineered landfill/ lagoon	Civil Geotechnical	1nr reference	Not Required	2nr references
6 b)(v)	Experience in soil decontamination and site/ land remediation	Civil Geotechnical	1nr reference	Not Required	2nr references
6 c)	Execution of D&B projects of similar complexity	Civil Geotechnical	1nr reference	1nr reference	2nr references

**\*Partners undertaking more than 40% of the Project Value**

- a) For joint ventures, the Lead Partner within joint ventures, Qatari partners undertaking more than 40% of the contract value and other non-Qatari partners must satisfy the respective minimum qualification requirements, indicated in the table above.
- b) Qatari partners must be Grade A Civil Engineering Contractors.
- c) The partner responsible for the design shall meet all the experience requirements 6b (i), 6b (iv) and 6b (v) above.
- d) The joint venture must satisfy collectively the criteria for personnel capability and financial position stated above, for which purpose the relevant figures for each of the partners shall be added to arrive at the joint venture's total capacity.
- e) Individual partners must each satisfy the requirements for audited balance sheets and litigation.
- f) The full physical requirements for comparable nature and complexity shall be met by the joint venture.
- g) The requirements for Quality Assurance shall be met by the Lead Partner.

**I. Compliance Table**

The following table summarises the:

- Qualification criteria;
- Compliance requirements; and
- Associated prequalification forms

That the PWA shall use to evaluate the prequalification applications.

Qualification Criteria			Compliance Requirements				Submission Requirements
Series No.	Subject	Requirement	Single Entity	Joint Ventures			
				Existing or Intended JV	Each Party	One Party	
<b>1. Eligibility</b>							
1.1	Conflict of Interest	No conflicts of interest, as described in ITA Sub-Clause 4.6	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Sheet
1.2	PWA Ineligibility	Not having been declared ineligible by the PWA, as described in ITA Sub-Clause 4.3	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 4.4	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI – 1.1 and 1.2
<b>2. Licenses and Registrations</b>							
2.1	Local Commercial Registrations	Company must have commercial registration with the State of Qatar. In the case of Joint Venture a completed Declaration to Commit to Registration process.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form REG – 2.1



Qualification Criteria			Compliance Requirements				Submission Requirements
Series No.	Subject	Requirement	Single Entity	Joint Ventures			
				Existing or intended JV	Each Party	One Party	
<b>3. Declaration</b>							
3.1	Pre-Tendering Agreement for Joint Venture	Joint Venture Agreement	N/A	Must meet requirement	Must meet requirement	N/A	Form DC -.3.1
<b>4. Historical Contract Non-Performance</b>							
4.1	History of Non-Performing Contracts	Non-performance of a contract did not occur within the last two (2) 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 – 4.1
4.2	Pending Litigation in Qatar	All pending litigation shall not represent in total more than twenty five percent (25%) of the Applicant’s net worth and must be treated as resolved against the Applicant.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form CON – 4.1

I. Qualification Criteria			Compliance Requirements				Submission Requirements
Series No.	Subject	Requirement	Single Entity	Joint Ventures			
				Existing or intended JV	Each Party	One Party	
<b>5. Financial Situation</b>							
5.1	Financial Performance	Submission of independently audited financial statements (in English) for the last four (4) years indicating the breakdown of local and international turnover.	Must meet requirement	N/A	Must meet requirement	N/A	Form FIN – 5.1 & Form FIN – 5.2
<b>6. Experience</b>							
6.1	General Experience	Experience in the design and construction of: Dewatering, earthworks, sludge/ contaminated soil handling, conditioning, stabilization and backfilling, Hazardous Waste engineered landfill/ lagoon and land remediation which includes a representative portfolio of projects, as per the criteria in Section III, Sub-section E, prior to the applications submission deadline.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form EXP – 6.1 & Form EXP – 6.2

Qualification Criteria			Compliance Requirements				Submission Requirements
Series No.	Subject	Requirement	Single Entity	Joint Ventures			
				Existing or intended JV	Each Party	One Party	
<b>7. Personnel Capabilities</b>							
7.1	Experience in the design and construction of: Dewatering, earthworks, sludge/contaminated soil handling, conditioning, stabilization and backfilling, Hazardous Waste engineered landfill/ lagoon and land remediation	Provision of suitably qualified personnel to fill the key positions as per Section III, Sub-section F.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form EXP – 7.1 & Form EXP – 7.2
<b>8. Health, Safety, Quality &amp; Environment</b>							
8.1	Company Health, Safety & Environment Plan	Health, Safety & Environment Qualification	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form HSE– 8.1
8.2	Company Quality Management Plan	A Quality Management Plan related to the work group of interest	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form QM - 8.2

Qualification Criteria			Compliance Requirements				Submission Requirements
Series No.	Subject	Requirement	Single Entity	Joint Ventures			
<b>9. Management Approach</b>							
9.1	Management Approach	Applicant shall provide details of its Management Approach, as identified under Section III Subsection B.2 of this document and Form MA – 9.1	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form MA - 9.1
<b>10. Resources, Plant &amp; Equipment</b>							
10.1	Resources, Plant & Equipment	Provide details of Resources, Plant & Equipment available.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form RS - 10.1

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**Section IV. Application Forms**

**Application Submission Sheet**

*(to be completed by Individual Company or both parties of the JV Designated Personnel)*

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

To: Public Works Authority

We, the undersigned, apply to be prequalified for the referenced project 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 for any part of the scope of supplies subject to this Prequalification do not have any conflict of interest, in accordance with ITA Sub-Clauses 4.6 and 4.7;
- (c) We, including any Sub-contractors for any part of the scope of supplies subject to this Prequalification, have not been declared ineligible by the PWA's nor State of Qatar's laws or official regulations;
- (d)  We are not a government owned entity.  
 We are a government owned entity and we meet the requirements of ITA Sub-Clause 4.4.
- (e) We, in accordance with ITA Sub-Clause 24.1, plan to subcontract the following key activities and/or parts of the Works:

Activities	Sub-contractor

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

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 \_\_\_\_\_, \_\_\_\_\_

Joint Venture Partner (2)

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 \_\_\_\_\_, \_\_\_\_\_



Joint Venture Partner (3)

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 Individual Company or **all** JV parties)*

Date:

Project: **Reclamation and Rehabilitation of Al Karaana Lagoon - Civil Project CP 809**

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

Applicant's legal name:....
In case of JV, legal name of each party:
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 subsidiary company, : give the name and address of the parent company or companies together with the details of affiliation status - % of shareholding)
Number of Years of experience of the Company: (in the State of Qatar, and in countries other than Qatar)
Number of Years of experience of the Parent Company: (in the State of Qatar, and in countries other than Qatar)
Market area covered: National / Regional / International If Regional or International, list countries of operation ..... .....
Applicant's authorised representative information  Name:  Address:  Telephone/Fax numbers:  E-mail address:

Attached are copies of original documents of:

- 1. In case of single entity, Articles of Incorporation or Documents of Constitution of the legal entity named above (One A4 sheet only)
- 2. In case of JV, Pre – Tender Agreement in accordance with ITA 4.2.
- 3. In case of a government-owned entity, any additional documents not covered under 1 above required to comply with ITA 4.4. (One A4 sheet only)

Form ELI – 1.2

**Applicant Information Sheet as per ITA 24.1**  
(to be completed by all JV Partners/Sub-contractors)

Project: **Reclamation and Rehabilitation of Al Karaana Lagoon-Civil Project CP 809**

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

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

Applicant's legal name:
JV's party/Sub-contractor legal name:
JV's party/Sub-contractor country of constitution:
JV's party/Sub-contractor year of constitution:
JV's party/Sub-contractor legal address in country of constitution:
JV's party/Sub-contractor authorised representative information Name: Address: Telephone/Fax numbers: E-mail Address:
Attached are copies of original documents of: <input type="checkbox"/> Articles of Incorporation or Documents of Constitution of the legal entity named above (One A4 sheet only) <input type="checkbox"/> In case of government-owned entity, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITA 4.4 (One A4 sheet only). <input type="checkbox"/> In case of JV, Pre – Tender Agreement in accordance with ITA 4.2.

Form REG – 2.1

**Company Registrations**

(For items 1 to 3, See ITA 4.1)

(to be completed by individual companies or designated JV Partner)

1 Registration in home country (evidence to be provided as supporting information in the submission – One A4 sheet only)				
Year established		Country/Area where registered		Registration/License No.
2 Registration in Qatar if already exists (evidence to be provided as supporting information in the hard copy submission – 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 services in Qatar (One A4 sheet only):				
Prospective sponsor's name		Address and Contact Numbers		Type of Business
4 Sub-contractors, Overseas Representatives: (If applicable, please list out these other firms in regular participation with you for delivering works).				
Name		Specialisation	Base Location	Years in association
5 If the Company/Firm is already in, or intends to form, a Joint Venture with one or more other companies/firms for the provision of works, please provide the following information:				
Name of JV partner(s)		Specialisation	Current Address	Contact Person
6 Fields of Specialisation of the Company/Firm/JV				
Major sector			List specific fields(s)	
a. Earthworks & Geotechnical Projects				
b. Sludge Conditioning & Stabilisation Projects				
c. Site/ Land Remediation Projects				

7	Company or JV Structure: Detailed organization chart(s) to be provided as supporting information in the hard copy submission (One A4 sheet only):		
	<p>(a) For the Company/JV submitting for pre-qualification showing the relationships with partners/sub-contractors.</p> <p>(b) For the parent company showing the relationship with the Company (if applicable).</p>		
8	Working Languages(s)	Arabic	English
	Other (Specify): _____		
9	Firm's Membership of Professional Associations (if applicable):		
	Professional Association	Acronym	Type of Membership
			Member Since (year)

Form DC 3.1

**PRE-TENDERING AGREEMENT FOR JOINT VENTURE**

**THIS AGREEMENT** is entered into this \_\_\_ day of \_\_\_\_\_ 20\_\_

**BETWEEN:**

- (1) **[NAME]** of [Address];
- (2) **[NAME]** of [Address]; and
- (3) **[NAME]** of [Address].

Each singly a "Party" and together the "Parties".

**RECITALS:**

- A. The Parties wish to co-operate in a joint venture (hereinafter the "Joint Venture") for the exclusive purpose of tendering for and performing a contract (hereinafter the "Contract") in connection with the **Reclamation and Rehabilitation of Al Karaana Lagoon - Civil Project CP 809** (hereinafter the "Project"), to be appointed by the **Public Works Authority (PWA)** (hereinafter the "Authority") in accordance with the following terms and conditions.

**It is hereby agreed as follows:**

**Clause 1**

The Parties hereby associate in Joint Venture exclusively for the purpose of jointly preparing a submission and tendering in the name of .....Joint Venture or in the sole name of.....( as will be acceptable to the Authority) and to jointly perform the Contract in the event that the Tender is successful.

**Clause 2**

The Parties engage themselves to pursue the object of this Agreement on the basis of mutual exclusivity and undertake that they or their affiliated companies will not participate with any third parties in tenders for the execution of the Project. This clause shall survive the expiry or termination of this Agreement.

**Clause 3**

The Joint Venture will be backed by the full resources of the Parties who will be jointly and severally responsible for the proper fulfilment of the Contract, regardless of their respective shares in the Joint Venture. Notwithstanding the Parties' joint and several liabilities towards the Authority under the Contract, the Parties' liabilities as between themselves shall be in accordance with the participation percentage stated in Clause 6 hereto.

**Clause 4**

It is expressly agreed that the relationship constituted by this Agreement is that of a Joint Venture limited as herein stated, and not that of a partnership.

**Clause 5**

All decisions regarding the Tender, amendments thereof and execution of the Contract shall be taken by unanimity and recorded in writing between the Parties.

**Clause 6**

The governing principles of the Joint Venture referred to in Recitals A of this Agreement, which shall be reflected in the Joint Venture Agreement are:

- All rights, interests, liabilities, obligations and risks and all profits or net losses arising out of the Contract and Work Order(s) shall be shared or borne by the Parties in such proportion as is set out in the Joint Venture Agreement.

The participation of the Parties will be as follows:

..... percent (.....%)..... (Joint Venture Member (1))

..... percent (.....%)..... (Joint Venture Member (2))

..... percent (.....%)..... (Joint Venture Member (3))

- The Joint Venture Agreement may create a contractual, Non-Incorporated Joint Venture, or an Incorporated Joint Venture company. In the case of a contractual, non-incorporated Joint Venture, the Parties shall be jointly and severally liable to the Authority for the Joint Venture's performance of its obligations. In the case of a Joint Venture company, the Parties shall be obliged to provide the Authority with acceptable guarantees of the Joint Venture's performance of its obligations.

**Clause 7**

Immediately upon being awarded the Contract, the Parties shall enter into and sign a final Joint Venture Agreement in order to determine in detail the contractual stipulations governing their co-operation as joint ventures. The Authority reserves the right to audit how the Joint Venture is operating at any stage.

**Clause 8**

This Agreement shall terminate on any of the following occurrences:

- (a) Failure of the Parties to submit a bid to the Authority, or
- (b) The Tender is unsuccessful, or
- (c) Upon expiry of the validity period of the Tender unless extended by mutual agreement of the Parties, or
- (d) The conclusion of the Joint Venture Agreement as per Clause 9 hereof, or
- (e) The Contract is terminated by the Authority.



The termination of this Agreement in case of occurrence of any of items (a) to (e) of this Clause 8 will not become effective until all securities provided by the Parties for the Tender, if any have been paid to the Authority.

**Clause 9**

The Parties shall not be entitled to sell, assign, or in any manner encumber their interests or any part thereof in this Joint Venture, without obtaining the prior consent of the Authority.

**Clause 10**

Each of the Parties agrees to place at the disposal of the Joint Venture the benefit of its individual experience, technical knowledge and skill and shall in all respects bear its share of the responsibility and burden of performing the Joint Venture's obligations under the Contract including the provision of information, advice, personnel and any other required resources.

**Clause 11**

Each Joint Venture Member shall participate fully in the performance of the Joint Venture's obligations, whether as a Party to the Joint Venture Agreement in the case of a contractual, non-incorporated joint venture or as a shareholder in the case of a joint venture company.

**Clause 12**

Any bonds, guarantees or indemnities required by or arising out of the Contract or otherwise required for the business of the Joint Venture shall be procured by the Joint Venture and the cost of such bonds, guarantees or indemnities shall be borne by the Joint Venture.

**Clause 13**

Notwithstanding anything to the contrary, this Agreement shall not be considered as establishing an agency or partnership between the Parties or limiting the power or rights of the Parties each to carry on its separate business for its sole benefit. However, the Parties shall at all times act in good faith and to use their best endeavours to safeguard and further their common interests in relation to the Tender and the Contract.

**Clause 14**

This Agreement shall be governed by and construed in accordance with the Laws of the State of Qatar and shall be subject to the jurisdiction of the courts thereof.

This clause shall survive the termination or expiry of this Agreement.

**AS WITNESS WHEREOF** the parties have entered into this Agreement on the date first written above.

Authorised signature(s) of the Joint Venture Member (1)

\_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

In the presence of:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

Authorised signature(s) of the Joint Venture Member (2)

\_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

In the presence of:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

Authorised signature(s) of the Joint Venture Member (3)

\_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

In the presence of:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

#### **Appendix A – Definition**

- *“Joint Venture Company”:- A company incorporated under Qatari law, formed for the purpose of entering into the Contract, in which the Joint Venture Members are shareholders.*
- *“A Contractual non-incorporated Joint Venture”:- Two or more companies acting in collaboration for profit without incorporation for the purpose of entering into the Contract.*
- *“Parties”:- The Parties to this Agreement.*

**Form CON – 4.1**

**Historical Contract Non –Performance**

*(to be completed by individual companies and **all** JV Partners/Sub-contractors)*

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

Project: **Reclamation and Rehabilitation of Al Karaana Lagoon - Civil Project CP 809**

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<input type="checkbox"/>	No Non-Performing Contracts in accordance with Item 4.1 of Compliance Table in Section III, Sub-section H of Qualification Criteria		
<input type="checkbox"/>	Non-Performing with <b>No pending litigation in Qatar</b> in accordance with Item 4.2 of Compliance Table in Section III, Sub-section I of Qualification Criteria		
<input type="checkbox"/>	Non-Performing Contracts <b>with Pending litigation in Qatar</b> in accordance with Item 4.2 of Compliance Table in Section III, Sub-section I of Qualification Criteria, as indicated below		
Year	Outcome as Percent of Total Assets	Contract Identification:	Total Contract Amount (current value, QAR equivalent)
		Contract Identification: Name of Employer: Address of Employer: Matter in dispute:	
		Contract Identification: Name of Employer: Address of Employer: Matter in dispute:	

**Form FIN – 5.1**

**Financial Situation**

*(to be completed by individual companies and all JV Partners)*

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

**Project: Reclamation and Rehabilitation of Al Karaana Lagoon - Civil Project CP 809**

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To be completed by the Applicant and, if a JV, by each party. Use a separate sheet for each partner.

<b>Financial Information in QAR*</b>					
	Year 2011	Year 2012	Year 2013	Year 2014	Average
Total Assets (TA)					
Total Liabilities (TL)					
Net Worth (NW)					
Accounts Receivable (AR)					
Current Assets (CA)					
Current Liabilities (CL)					
Total Revenue (TR)					
Operating Profit (EBIT)					
Net Revenue (NR)					
Current Assets/ Current Liabilities (Current Ratio)					
Operating Profit/Total Revenue (Profit Margin)					
Total Revenue/Total Assets (Return on Assets)					
Total Liabilities/Total Assets (Debt Ratio)					

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

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

Attached Additional Information:

- Auditor's name, address and fax number.
- Financing agency's (if any) name, address and fax number.
- Backlog of works, similar to that being proposed, at the end of the last 4 years and status to date.
- Bank guarantees issued and credit limits in the last 4 years and status to date.

\* Based on the following exchange rates

Currency	Sum	Equivalent in Qatari Riyals
British Pound	£1	QR 5.63
Euro	€1	QR 4.00
US Dollar	\$1	QR 3.65

**Form FIN – 5. 2**

**Average Annual Sales Turnover**

*(to be completed by individual companies and all JV Partners)*

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

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<b>Annual Turnover Data in Qatar (to be completed by individual companies of Qatar JV Partner)</b>		
Year	Amount and Currency	QAR equivalent
2011		
2012		
2013		
2014		
*Average Annual Turnover		
<b>Annual Turnover Data International (To be completed by Non Qatari JV Partner)</b>		
Year	Amount and Currency	QAR equivalent
2011		
2012		
2013		
2014		
*Average Annual Turnover		

\*Average annual turnover calculated as total certified payments received for work in progress or completed, divided by the number of years specified in Item 5.1 of Compliance Table in Section III, Sub-section I of Qualification Criteria. Both International Turnover and Local Qatar Turnover should be provided if applicable. International Turnover should be based on the exchange rates in the following table:

Currency	Sum	Equivalent in Qatari Riyals
British Pound	£1	QR 5.63
Euro	€1	QR 4.00
US Dollar	\$1	QR 3.65



**Form EXP – 6.1**

**Particular Experience Record**

*(to be completed by individual companies or lead JV Partner)*

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

**Project: Reclamation and Rehabilitation of Al Karaana Lagoon - Civil Project CP 809**

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To prequalify, the Applicant shall be required to pass the specified requirements set forth in this form, as set out in the Prequalification Data.

On a separate page, using the format of Form EXP – 6.2, the Applicant is requested to list all contracts which meet the criteria set out in Section III, Sub-section E. The partners of a proposed joint venture should provide details of similar contracts proportionate to their share in the joint venture. The value should be based on the currencies of the contracts converted into Qatar Riyals, at the rates given on Application Form FIN – 5.1. The information is to be summarised, using Form EXP – 6.2, for each contract completed or under execution by the Applicant or by each partner of a joint venture.

**Form EXP – 6.2**

**Details of Contracts of Similar Nature and Complexity**  
(to be completed by individual companies or lead JV Partner)

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

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Use a separate sheet for each contract.

1.	Number of contract	
	Name of contract	
	Country	
2.	Name of Employer	
3.	Address of Employer	
4..	<p>Nature of works and special features relevant to the contract for which the Applicant wishes to prequalify. More than one box may be ticked for each project. Refer to Section III, Sub-Section E.</p> <p><input type="checkbox"/> (i) design and build of earthworks required for sludge and contaminated soils handling (&gt;1 Mm3) with associated mass haul diagram and methods</p> <p><input type="checkbox"/> (ii) design and construction of lining, coffer dams and cut-off walls</p> <p><input type="checkbox"/> (iii) sludge/ contaminated soil handling, conditioning, stabilization and backfilling</p> <p><input type="checkbox"/> (iv) design and construction of Hazardous Waste engineered landfill/ lagoon</p> <p><input type="checkbox"/> (v) land/ site remediation</p>	
5.	<p>Contract role (check one)</p> <p><input type="checkbox"/> Sole Contractor                      <input type="checkbox"/> Management Contractor</p> <p><input type="checkbox"/> Partner in a joint venture              <input type="checkbox"/> Sub Contractor</p>	
6.	<p>(a) Total contract value (b) your subcontract value (c) your partner share in JV value (in Qatar Riyals at the rates given on Application Form DC 3.1.</p> <p>(a)    (b)    (c)</p>	
7.	<p>For sole/prime contractors, indicate the approximate Qatar Riyal amount and nature of substantial work (more than 20 percent in contract value) undertaken by subcontract, if any.</p>	
8.	Date of award	Contract Duration
9.	Date of completion	

10	Project Description – Either insert project description here or supply a data sheet. The data sheet shall be inserted immediately after this sheet.
----	--

**Form EXP – 7.1**

**Personnel Capabilities**

*(to be completed by individual companies or lead JV Partner)*

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

**Project: Reclamation and Rehabilitation of Al Karaana Lagoon - Civil Project CP 809**

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*For specific positions essential to contract implementation, applicants should provide the names of at least two candidates qualified to meet the specified requirements stated for each position. The data on their experience should be supplied in separate sheets using one Form EXP – 7.2 for each candidate.*

Sl. No	Position	Total experience (years)	In similar works (years)	As manager of similar works (years)	Experience in the Gulf (years)
1.	Project Manager				
	Name of prime candidate				
	Name of alternate candidate				
2.	Site Manager civil/ geotechnical works				
	Name of prime candidate				
	Name of alternate candidate				
3.	Site Manager for Sludge/ contaminated soil handling, conditioning, stabilization and backfilling				
	Name of prime candidate				
	Name of alternate candidate				
4.	Engineer: Sludge/ contaminated soil handling, conditioning and stabilization with chemical background				
	Name of prime candidate				
	Name of alternate candidate				
5.	Scientist: Environmental management, odour abatement, solid waste disposal management and land remediation				
	Name of prime candidate				
	Name of alternate candidate				

**Form EXP – 7.2**

**Candidate Summary**

(to be completed for each Candidate listed under Form EXP – 7.1)

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

**Project: Reclamation and Rehabilitation of Al Karaana Lagoon- Civil Project CP 809**

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Position		Candidate <input type="checkbox"/> Prime <input type="checkbox"/> Alternate	
<i>Candidate Information</i>	1. Name of Candidate	2. Date of Birth	
	3. Professional Qualifications		
<i>Present Employment</i>	4. Name of Employer		
	Address of Employer		
	Telephone	Contact (manager / personnel officer)	
	Fax	E-mail	
	Job Title of Candidate	Years with Present Employer	

*Summarise professional experience over the last 20 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project.*

<i>From</i>	<i>To</i>	<i>Company / Project / Position / Relevant Technical and Management Experience</i>

Form HSE– 8.1

**Health, Safety and Environment**

*(to be completed by individual companies and all JV Partners)*

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

**Project: Reclamation and Rehabilitation of Al Karaana Lagoon - Civil Project CP 809**

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	<b>Please tick in each box as appropriate.</b>	<b>YES</b>	<b>NO</b>
1	Is your company Safety Management System (SMS) certified to OHSAS 18001:2007 If 'yes' provide a copy of your current certificate?		
2	If the answer is no, at 1 then describe your current safety management system and plan including any future plans to achieve certification. (Maximum 200 words).		Page 52
3	Is your company Environment Management System certified to ISO 14001:2004 If 'yes' provide a copy of your current certificate?		
4	If the answer is no, at 3 then describe your current Environment management system including any future plans to achieve certification. (Maximum 200 words).		Page 53
5	Does your company have personnel assigned the responsibility of HSE at the corporate level?		
6	Does your company have personnel assigned the responsibility of HSE at the project/site level?		
7	Does your company provide adequate personal protective equipment, induction training for new starters, tool-box talks, inspection, maintenance and replacement?		
8	Do you always have trained First-aiders on construction sites and keep documented medical records?		
9	Does your company have a process for identifying hazards and assessing/managing risks associated with identified hazards?		
10	Describe the level of site welfare facilities you would expect to provide on a similar project? (Maximum 200 words)		Page 54

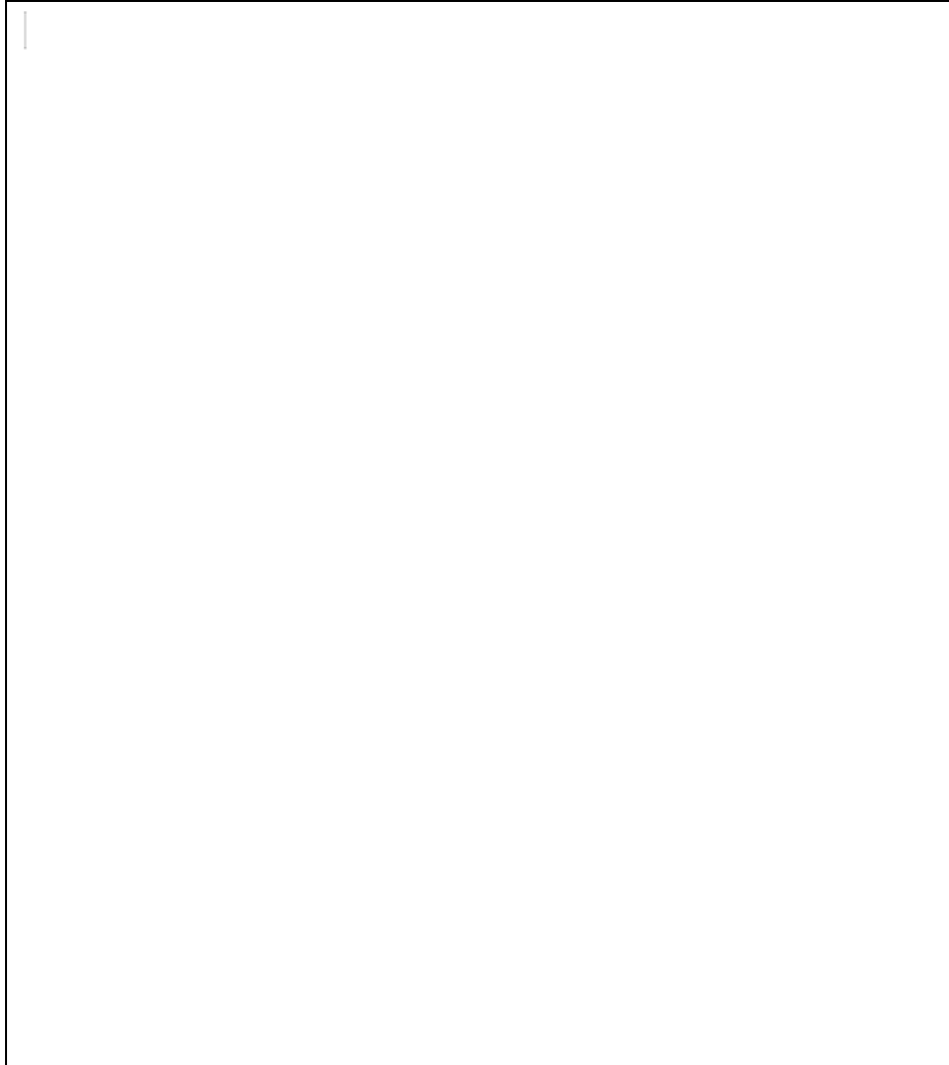
11	<b>Please provide the following safety performance data:</b>				
		2014	2013	2012	2011
	Fatalities				
	Lost Time Injuries (LTI) (>3 days)				
	Total hours worked				
	Accident Frequency Rate (AFR) *				
	Medical Treatment Injuries				
	Prosecuted for any HSE related offences				
Prohibition or improvement notices by an enforcement authority					
<p>*Accident Frequency Rate (AFR) = (Total of LTI &gt;3 days) divided by (the total hours worked) divided by (100,000).</p>					

HSE – 8.1 Question 2: Maximum of 200 words.



HSE – 8.1 Question 4: Maximum of 200 words.

HSE – 8.1 Question 10: Maximum of 200 words.



**Form QM – 8.2**

**Quality Management**

*(to be completed by individual companies and **all** JV Partners)*

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

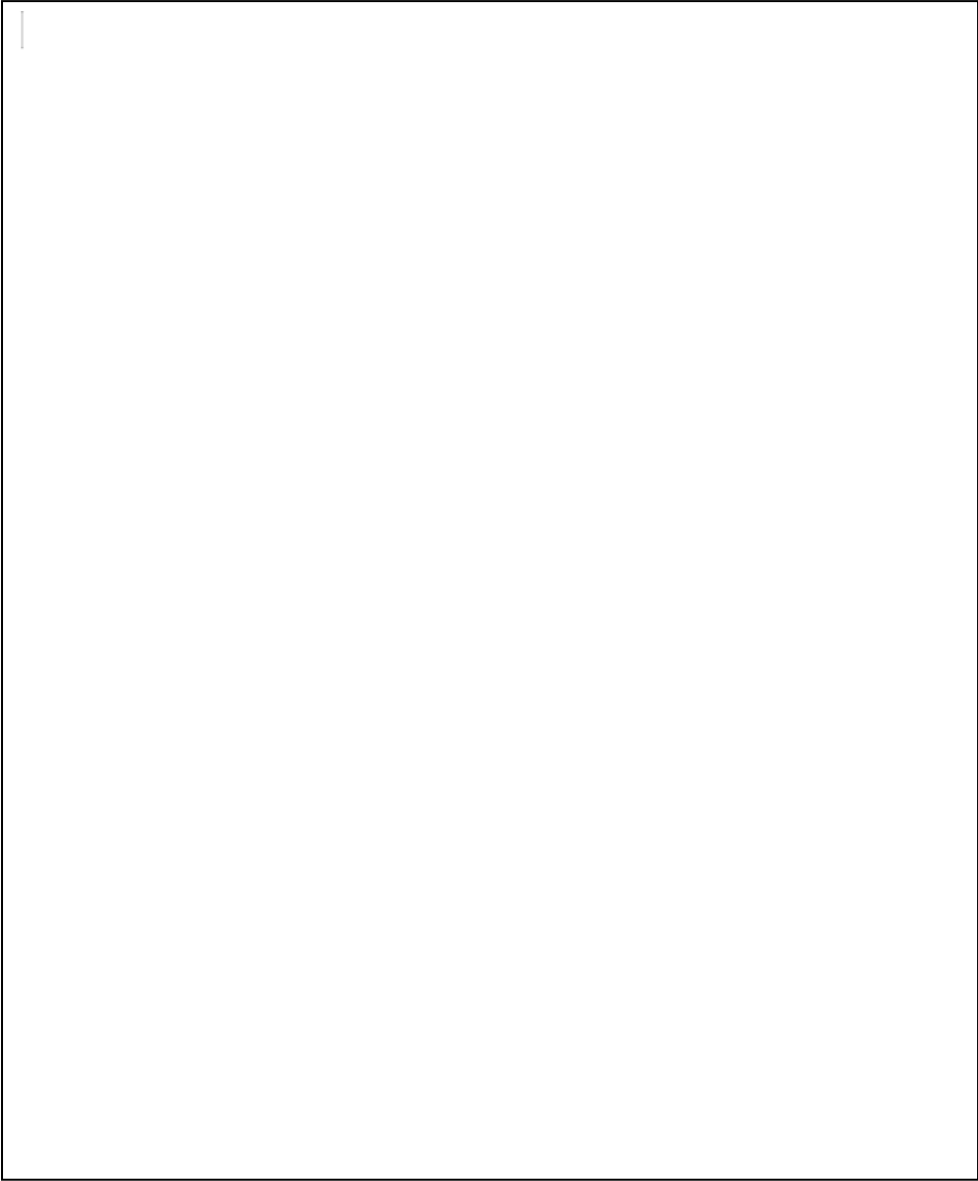
**Project: Reclamation and Rehabilitation of Al Karaana Lagoon - Civil Project CP 809**

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

**Tick as appropriate:**

		Yes	No
1	Is your company Quality Management System (QMS) certified to BS EN ISO 9001:2008 If 'yes' provide a copy of your certificate?		
2	If the answer is no, at 1 then describe your current Quality Management System and plan including any future plans to achieve certification. (Maximum 200 words)		Page 56
3	Does your company provide technical training and or certification for your work force?		
4	Does your company provide job specific Quality training to your employees?		
5	Does your company have a process to control and monitor the quality of your workmanship?		
6	Does your company have a process to control and monitor the quality of your construction materials?		
7	Does your company have a process to control and monitor the quality of your equipment and plant?		
8	Does your company have a process to control and monitor the quality of your sub-contractors performance?		
9	Does your company have a system where knowledge, skills and experience gained by individuals is disseminated, shared and redeployed?		

QM – 8.2 Question 2: Maximum of 200 words.





Form RS – 10.1

**Resources, Plant & Equipment**

*(to be completed by individual companies and **all** JV Partners)*

1. How many employees do you directly employ currently that are located in the State of Qatar?
2. How many employees do you directly employ currently that are located in GCC countries?
3. How many employees do you directly employ currently that are located internationally?
4. How many staff do you employ in Qatar at each grade, relevant to the work that is the subject of this application?

Management	<input data-bbox="1083 864 1272 920" type="text"/>
Professional	<input data-bbox="1083 920 1272 976" type="text"/>
Administrative/Clerical	<input data-bbox="1083 976 1272 1032" type="text"/>
Construction Supervisors	<input data-bbox="1083 1032 1272 1088" type="text"/>
Skilled Trade Operatives	<input data-bbox="1083 1088 1272 1144" type="text"/>
Plant Operators	<input data-bbox="1083 1144 1272 1200" type="text"/>
General Labour	<input data-bbox="1083 1200 1272 1256" type="text"/>
Others	<input data-bbox="1083 1256 1272 1312" type="text"/>
<b>TOTAL</b>	<input data-bbox="1083 1312 1272 1368" type="text"/>

- 5. Briefly describe your company's material procurement process and explain how you will manage your supply chain to ensure security of supply both in terms of price and quantity. (Maximum of 200 words)

6. Please indicate the major construction plant and equipment (both fixed and mobile) currently in the company's ownership.  
(no more than 20 entries)

Item No.	Plant and Equipment Type	Total Number of Units Owned	Currently Located in Qatar	Currently Located in GCC	Currently Located Internationally
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					





هيئة الأشغال العامة  
PUBLIC WORKS AUTHORITY

Infrastructure Affairs

# PREQUALIFICATION DOCUMENT

## FOR PROCUREMENT OF

DESIGN AND BUILD (DB)  
CONTRACT

FOR

RECLAMATION AND REHABILITATION  
OF AL KARAANA LAGOON

PROJECT ID: IA 14/15 C 136 G

CIVIL PROJECT: CP 809

## PROCEDURES AND WORK REQUIREMENTS

### PART 2–WORK REQUIREMENTS

Public Works Authority  
PO Box 22188  
Doha  
State of Qatar

October 2015

**PART 2: WORK REQUIREMENTS**

**Table of Contents – Part 2**

1. Appendix A – Scope of Works ..... 63

2. Conditions of Contract..... 71

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

## APPENDIX A: SCOPE OF WORKS

### 1. Qualification Criteria

Refer to Part 1, Section III for further details.

It is a prerequisite that the Applicants are either registered with the Central Tenders Committee or intend to apply and register within six (6) months of Notice of Award Letter issue.

To prequalify, an applicant must demonstrate to the Public Works Authority that it satisfies the requirements regarding experience, financial position, litigation history, and personnel capabilities.

### 2. Replacement of Personnel

The Contractor shall provide 30 days' notice of an intention to remove or substitute any key team members, and shall provide a replacement that is acceptable to the PWA.

The Contractor shall ensure the replacement is given a full project briefing and is in place not less than 5 days before end of the 30 day notice period to ensure continuity.

### 3. Scope of Works

#### 3.1 INTRODUCTION

Al Karaana Lagoon has a plan area of close to 4 km<sup>2</sup> and is divided into 7 main lagoons cells, and an additional two cells that have been completed latter along the southern and western perimeter. The original 7 lagoon cells were constructed without any lining of cell base or the bund walls. The two new cells have been constructed with HDPE lining of the internal bund walls.

In 2012 the Public Works Authority (PWA) completed a study to consider the need for rehabilitation works at the Al Karaana wastewater reception lagoon. The study concluded that the current operation at Al Karaana lagoon poses an unacceptable level of risk for nearby residents and the natural environment and, as such, should therefore be discontinued. It is only by discontinuing the current use of the lagoon that current impacts can be curtailed. Furthermore, the study recommended that Al Karaana Lagoon be decommissioned in the next two to three years.

Due to a lack of operational flexibility, PWA have determined that Al Karaana existing lagoons shall be completely decommissioned with the site being restored to blend in with the surrounding desert landscape.

PWA has therefore taken the strategic decision to close Al Karaana lagoon.

#### 3.2 PROJECT DESCRIPTION

The present tender is a Design and Build (DB) remediation of the Al Karaana lagoon site. As the conceptual design and associated EIA (Environment Impact Assessment) is ongoing, the scope of work is only presenting the philosophy of the Al Karaana Lagoon remediation at this stage of the design. Site investigation campaign has been carried out into the lagoon to assess sludge volumes and quality. It has to be kept in mind that some results of this campaign (mainly volume and quality of waste water, dryness of sludge) will change with time as the lagoon is drying out slowly, but is always alimented by the outfall of a sewage treatment plant and on-going tankers discharge.

Moreover additional site investigation campaign remains necessary for the detailed design as several issues are still pending:

- Risk of instantaneous combustion for the sludge under water during remediation if iron is ferrous;
- Extend, nature and HSE issues raise by the hydrocarbon pollutant detected at several locations (assessed to be refinery residue)
- Confirmation of final volume and quality of waste water and sludge

Given the tight schedule regarding the huge volumes, remediation may utilize high productivity treatment plants and equipment.

The lagoon is located on an area where the bedrock geology comprises a layer of dolomitic limestone (Umm Bab formation) underlain by a layer of shale located at 10 to 15 m deep (Midra Shale limestone). The limestone can readily receive infiltrating water including effluent whilst the shale layer can be expected to be around ten times less permeable.

At this stage, of the project main possible technical options by the project are anticipated as follows:

- Earthworks/ Excavation of Hazardous Wastes Engineered Landfill/ Lagoon with provision of suitable dykes, cut-off walls and other groundwater pollution control means
- Dewatering of wastewater by transfer pumping facilities including all associated requirements.  
Volume of wastewater available till completion of conceptual study ranges between 3-4 Mm<sup>3</sup>
- Handling, conditioning, stabilization and backfilling of sludge/ contaminated soil by suitable means (lime treatment, suitable/ approved imported soil, mechanical means, etc...) with possible dredging under water.  
Volume of sludge available till completion of conceptual study ranges between 2-3 Mm<sup>3</sup>
- Dust and odour control by suitable mechanical means
- Remediation of land/ site in conjunction with neighboring environment

The overall design, construction, testing and commissioning is to be carried out within fifteen months (15) period.

### 3.3 TENDERING SCHEDULE

The provisional tendering schedule will be as follows:

Return of Prequalification Documents	: As per the Invitation letter
Results of Prequalification	: 9 calendar days after return of Prequalification Documents
Invitation to tender	: As per the Invitation letter
Submission of tenders	: As per the Invitation letter
Contract Award	: To be advised

### 3.4 TENDER SUBMISSIONS (INFORMATION)

The tender will comprise a Technical Submission and a separate Financial Submission.

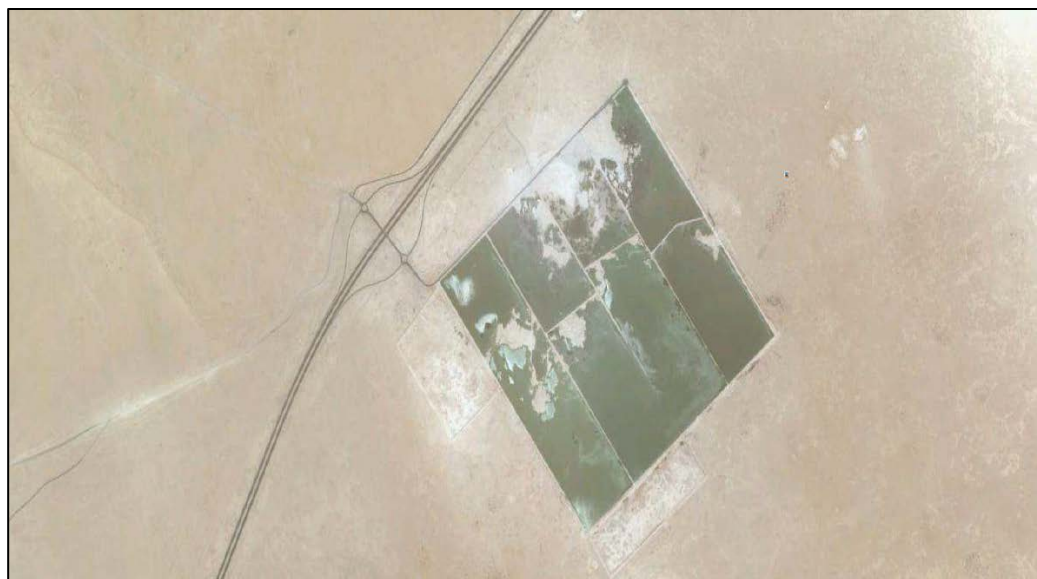
In the fields of civil/ geotechnical engineering, wastewater dewatering, sludge/ contaminated soil conditioning and stabilisation and land remediation, the Technical Submission will include, completed pro-forma sheets, drawings and a process design. Public Works Authority (PWA) will provide an indicative site arrangement, the site investigation report and EIA requirements.

Prequalifying firms or JVs must expect to undertake and submit significant preliminary designs and drawings to demonstrate that they have fully considered all aspects of the requirements of the contract and that their tender is robust.

A programme encompassing all components of the project will be included in the Technical Submission for the tender.

The Financial Submission will be a Schedule of Prices, to be developed into a Bill of Principal Quantities upon Contract award. A lump-sum firm price will be required from Tenderers.

### 3.5 DRAWING SHOWING MAIN LOCATION OF PROJECT



## **CONDITIONS OF CONTRACT**

The Conditions of Contract shall be the latest General Conditions of Contract for Design and Build as published by Public Works Authority