



هيئة الأشغال العامة  
PUBLIC WORKS AUTHORITY

# PREQUALIFICATION DOCUMENT FOR

**Consultant Professional Services for  
Integrated Industrial Wastewater  
Treatment Works**

PROJECT ID: IA/14-15/D/02/I

## Authority

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

July 2014

## **Summary Description**

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

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

Prequalification is a step in the procurement route which shall ultimately lead to Invitation to Tender for the Prequalified Applicants. The procurement process can either commence by public invitation or by direct and private invitation.

This Prequalification Document consists of:

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

The checklist included in the Part 1 for Prequalification Application Submission, must be completed by the Applicant(s) and included as the first page of the Application.

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

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

## **Prequalification Document for Consultant Professional Services for Integrated Industrial Wastewater Treatment Works**

### **PART 1: PREQUALIFICATION PROCEDURES**

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

This Section specifies the procedures to be followed by Applicants in the preparation and submission of their Applications for prequalification. Information is also provided on the opening and evaluation of Applications.

Section I contains provisions that shall be used without modification.

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

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

#### **Section III. Prequalification Criteria**

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

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

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

### **PART 2: PROJECT BRIEF**

#### **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 Scope of Services.

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

### **PART 3: PROCUREMENT DETAIL**

This contains an overview of the Project procurement details.

Appendix A: Conditions of Contract, PSA2010

The Public Works Authority's Professional Services Agreement (PSA) 2010 shall be used for the appointment of the successful Consultant.

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- Section II. Application Data Sheet (ADS)
- Section III. Prequalification Criteria
- Section IV. Application Forms

### **PART 2 – Project Brief**

- 1- Introduction
- 2- Project Overview

### **PART 3 – Project Detail**

Attachment A: Public Works Authority's Professional Services Agreement (PSA) 2010



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PUBLIC WORKS AUTHORITY

# PREQUALIFICATION DOCUMENT FOR

**Consultant Professional Services for  
Integrated Industrial Wastewater  
Treatment Works**

PROJECT ID: IA/14-15/D/02/I

## PART 1 - PREQUALIFICATION PROCEDURES

### Authority

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

July 2014

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**SECTION I: INSTRUCTIONS TO APPLICANTS**

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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**

- |  |     |  |
|--|-----|--|
| <b>1. Scope of Application</b>               | 1.1 | This Prequalification Invitation document as indicated in Section II, Application Data Sheet, is issued by the Authority, to Applicants interested in tendering for the activities as described in Part 2 – Project Brief.   |
| <b>2. Source of Funds</b>                    | 2.1 | The Project shall be funded directly by the Government of the State of Qatar via the Authority.  |
| <b>3. Corrupt &amp; Fraudulent Practices</b> | 3.1 | <p>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:</p> <p>a) defines, for the purposes of this provision, the terms set forth below as follows:</p> <p>i. “<b>Corrupt Practice</b>” 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</p> <p>ii. “<b>Fraudulent Practice</b>” shall mean a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Authority, and includes collusive practices among Applicants (prior to or after tender</p> |

submission) designed to establish tender prices at artificial, non-competitive levels and to deprive the Authority of the benefits of free and open competition,

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

**4. Eligible Applicants**

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

4.2 Applicant shall not have a conflict of interest. If any conflict of interest or potential conflict of interest between Applicants, their advisers and those of the Authority becomes apparent, Applicants shall immediately inform the Authority, when the Authority shall, at its absolute discretion, decide on the appropriate course of action. If the Authority becomes aware of any conflict of interest or potential interest that the Applicant has not declared to the Authority, the Authority may at its absolute discretion disqualify the Applicant from consideration.

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

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

4.5 Government owned entities in the State of Qatar shall be eligible only if they can establish that they are legally and financially autonomous and operate under commercial law, and that they are not dependent agencies of the Authority.

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

4.7 Applicants shall have a minimum of annual turnover specified in the ADS to participate in the prequalification process. Any Applicant which does not meet the minimum requirements specified in the ADS or is non-compliant will be rejected and no further prequalification assessment will be carried out.

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

4.9 Registration as ITA 4.8 is a pre-condition of successful appointment. Where the Applicant does not have registration for all required disciplines and intends to obtain registration they shall provide credible evidences of



their willingness to obtain all consents, permits and licenses necessary and if appointed, shall be requested to show the evidence. It is the responsibility of the Applicant to bear all costs associated with the preparation and obtaining the registration. The Authority shall in no case be responsible or liable for those costs.

5. **Eligible Goods and Related Services** 5.1 In preparation of the Prequalification Document Applicants shall be aware of and observe the Government of the State of Qatar's rules and regulations.

**C. Contents of the Prequalification Document**

6. **Sections of Prequalification Document** 6.1 The document for the prequalification of Applicants (Prequalification Document) consists of parts 1, 2 and 3 which comprise all the sections indicated below, and should be read in conjunction with any addenda issued in accordance with ITA 8.

**PART 1 Prequalification Procedures**

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

**PART 2 Project Brief**

**PART 3 Procurement Detail**

- 6.2 Any "Invitation for Prequalification" issued by the Authority shall not form part of the Prequalification Document.
- 6.3 The Authority accepts no responsibility for the completeness of the Prequalification Document and its addenda unless they were obtained directly from the Authority.
- 6.3 The Applicant shall be required to examine all instructions, forms, terms and conditions in the Prequalification Document and to complete and furnish all information and/or documentation in full as required by the Prequalification Document.
7. **Clarification of Prequalification Document** 7.1 Applicants requiring clarifications of the Prequalification Document shall contact the Authority in writing at the email address indicated in the ADS. The Authority shall respond in writing to any request for clarification provided that such request is received not later than seven (7) calendar days before the deadline for submission of Applications. The Authority shall communicate to all Applicants full details of the clarification but without identifying its source. Should the Authority deem it necessary to amend the Prequalification Document as a result of a clarification, it shall do so following the procedure under ITA 8 and in accordance with the provisions of ITA 17.2.
8. **Amendment of Prequalification Document** 8.1 At any time prior to the deadline for submission of Applications, the Authority may amend the Prequalification Document by issuing addenda.
- 8.2 Any addendum issued shall be part of the Prequalification Document and shall either be publically advertised in a similar manner to the original issue or, communicated in writing to all those who have obtained the Prequalification Document from the Authority.

- 8.3 To give prospective Applicants reasonable time to take an addendum into account in preparing their Applications, the Authority may, at its discretion, extend the deadline for the submission of Applications.

**D. Preparation of Applications**

- 9. Cost of Applications** 9.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. The Authority shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.
- 10. Language of Application** 10.1 The Application, as well as all correspondence and documents relating to the prequalification exchanged by the Applicant and the Authority, shall be written in the language specified in the ADS. Any supporting documents and printed literature of non-technical content, that should form part of the Application, may be in another language provided that they are accompanied by an attested and accurate translation of the relevant contents or paragraphs in the language specified in the ADS in which case for purposes of interpretation of the Application, the translation shall govern. The Applicant shall note that all technical contents including related reports, documents, descriptions, drawings, diagrams, technology references, project evidences, etc. shall only be presented in the language specified in the ADS.
- 11. Documents Comprising the Application** 11.1 The Application shall comprise the following:
- a) Application Submission Sheet, in accordance with ITA 12;
  - b) Documentary evidence establishing the Applicant's eligibility to prequalify, in accordance with ITA 13;
  - c) Documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and
  - d) any other document required as specified in the ADS.
- 12. Application Submission Sheet** 12.1 The Applicant shall prepare an Application Submission Sheet using the form furnished in Section IV: Application Forms. This form shall be completed without any alteration to its format.
- 13. Documents Establishing the Eligibility of the Applicant** 13.1 To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Sheet and Forms ELI-1.1, ELI-1.2, and REG-2.1, included in Section IV: Application Forms.
- 14. Documents Establishing the Qualifications of the Applicant** 14.1 To establish its qualifications to perform the contract in accordance with Section III: Prequalification Criteria, the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV: Application Forms.
- 15. Signing of the Application and Number of Copies** 15.1 The Applicant shall prepare one original of the documents comprising the Application as described in ITA 11 and clearly mark it "ORIGINAL". The original of the Application shall be typed or written in indelible ink and shall be signed by a person duly authorised to sign on behalf of the Applicant.

- 15.2 The Applicant shall submit copies of the signed original Application, in the number specified in the ADS, and clearly mark them "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail.
- 15.3 The two hard copies of the Application should be bound into a ring binder, text in the format as defined in ITA 31.1 and shall not exceed the number of type written pages, as further defined in ITA 31. Hard bound or plastic comb binding should not be used for Applications.

**E. Submission of Applications**

**16. Sealing and Identification of Applications**

- 16.1 The Applicant shall enclose the original and the copies of the Application in a sealed envelope that shall:
- (a) bear the name and address of the Applicant;
  - (b) be addressed to the Authority, in accordance with ITA 17.1; and
  - (c) bear the specific identification of this prequalification process indicated in the ADS 1.1.
- 16.2 In addition to the hardcopies, the Applicant shall provide PDF softcopies of the submission on a labelled CD-ROM attached to the hardcopy in numbers as specified in the ADS. The label should show the Project title and the Applicant's name as a minimum.
- 16.3 The Authority shall accept no responsibility for not processing any Application that was delivered in an unsealed envelope or not identified in full accordance with requirements of the Prequalification Document.

**17. Deadline for Submission of Applications**

- 17.1 Applications shall be received by the Authority at the address no later than the deadline specified in the ADS.
- 17.2 The Authority may at its own discretion, extend the deadline for the submission of Applications by amending the Prequalification Document in accordance with ITA 8, in which case all rights and obligations of both the Authority and the Applicant shall be subjected to the extended deadline.

**18. Late Applications**

- 18.1 Any Application received by the Authority after the deadline for submission of Applications as prescribed in ITA 17 may at the sole discretion of the Authority, be rejected as non-compliant and returned unopened to the Applicant.

**19. Opening of Applications**

- 19.1 The Authority will open all eligible Applications received in accordance with the Authority's prevailing tender regulations and procedures and will record details of opened applications to include as a minimum, the name of the Applicant.

**F. Procedures for Evaluation of Applications**

**20. Confidentiality**

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

Applicant shall only be notified of the outcome following the completion of the whole of the prequalification process.

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

**21. Clarification of Applications**

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

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

**22. Responsiveness of Applications**

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

**23. Domestic Tenderer Price Preference**

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

**24. Sub-Contractors**

24.1 Applicants planning to 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 stated otherwise in the ADS.

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

**25. Evaluation of Applications**

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

25.2 The qualifications of those sub-contractors identified in the Application may be considered for the evaluation of an Applicant. The general experiences and the financial resources of those sub-contractors will not be evaluated nor added to those of the Applicant for the purposes of prequalification of the Applicant.

25.3 Unless otherwise indicated in the ADS, this Prequalification Document shall be for a Single Contract.

- 26. Authority's Right to Accept or Reject Applications**      26.1 The Authority reserves the right to accept or reject any Application, and to annul the prequalification process and reject all Applications at any time, without thereby incurring any liability to Applicants.
- 27. Prequalification of Applicants**      27.1 An Applicant who has satisfied or exceeded the specified qualification criteria in Section III may be prequalified by the Authority. However, the Authority reserves the right to choose only a select short list comprising a limited number of successfully prequalified Applicants for invitation to tender.
- 28. Notification of Prequalification**      28.1 Once the Authority has completed the whole evaluation process of the Applications, the Authority will notify the successful Applicants in writing to confirm that they have been prequalified and shortlisted for invitation to tender. The unsuccessful Applicants may not be notified in writing.
- 29. Invitation to Tender**      29.1 After the notification of the prequalification outcome, the Authority will invite tenders for provision of professional services from the shortlisted Applicants who have been prequalified. The time lapse period between the notification of prequalification and the invitation to tender is not yet defined by the Authority.
- 29.2 The Applicants shall note that the eligible Tenderers may be required to provide tender security acceptable to the Authority in the form and at the amount as to be specified in the tender document and, the successful tenderer will be required to provide a performance security in the form and at the amount as to be specified in the tender document.
- 30. Changes in Qualifications of Applicants**      30.1 Any subsequent changes to the organization, structure or formation of the Applicant who has been prequalified in accordance with ITA 27 and formally invited to tender, shall be subject to a written approval of the Authority obtained prior to the deadline of the submission of tenders. The approval shall be denied by the Authority, if as a consequence of the change, the Applicant no longer fully satisfies the prequalification requirements set forth in Section III Prequalification Criteria or in the opinion of the Authority, if the fair competition of tendering has been jeopardized as a result. In any case, tenderer shall submit proposed changes to the Authority for consideration not later than fourteen (14) calendar days from the date of invitation to tender. Any such proposals received by the Authority after this deadline shall not be entertained. The Applicant shall note that the Authority's disapproval or unapproved changes in this regard will lead to an automatic disqualification of the tender submission.
- 31. Submissions**      31.1 Applicants must not exceed the stated maximum permitted numbers of pages/words in their submissions. For this purpose, "page" means "side of A4 paper". Applicants should print on both sides of each sheet of paper and use only A4 sheets. Text must be only typed in "Arial" font and be no smaller than 10 point, single-spaced with the margins set at 2.5cm. Page header or footer information may be placed in the margin space. Where provisions are made for the answers, they must be typed in the relevant boxes/space provided in this document. No additional attachments are permitted other than what is requested.
- 31.2 All written submissions, questions, queries, communications, answers, clarifications and the like between the Applicant and the Authority shall

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

## SECTION II: APPLICATION DATA SHEET

<b>Introduction</b>	
ITA 1.1	The identification of the Applicant is:
ITA 1.1	The name of the Project is:
ITA 4.1	Associations are allowed
ITA 4.3	Applicants may include any number of sub-consultants or sub-contractors
ITA 4.7	No minimum Annual Turnover
<b>Prequalification Document</b>	
ITA 7.1	For clarification purposes only, the Authority address is as per 'Submission and Opening of Applications' below
<b>Preparation of Applications</b>	
ITA 10.1	The language of the Application and all correspondences is <b>English</b>
ITA 15.1 & 15.2	In addition to the original, the number of copies to be submitted with the Application are: TWO bound hardcopies (ie: 1No+2No) and TWO softcopies (ie: 1No+2No) on CD-ROM

<b>Submission and Opening of Applications</b>	
ITA 17.1 & 21.1	<p>For Application submission purposes only, the Authority's address is:</p> <p><b>Attention:</b></p> <p><b>Ghanem Rashid Al-Mansoori</b>            Manager of Contracts Department            Public Works Authority            P.O. Box 22188            Doha, State of Qatar            Facsimile No.: +974 44950777            Email: <a href="mailto:contracts@ashghal.gov.qa">contracts@ashghal.gov.qa</a>            Telephone: +974 4495 0000</p> <p><b>The deadline for Application submission is:</b></p> <p>Date: <b>TBC</b>            Time: 12:00 noon Doha local time, GMT + 3:00</p>
<b>Evaluation of Applications</b>	
ITA 24.2	Not used
ITA 25.3	This prequalification document shall be for a Single Contract

## **SECTION III: PREQUALIFICATION CRITERIA**

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

- 1. Eligibility**
- 2. Licences and Registrations**
- 3. Historical Contract Non-Performance**
- 4. Financial Situation**
- 5. Experience**
- 6. Key Personnel Experience**
- 7. Technical Capability**
- 8. Quality, Health, Safety, Sustainability & Environmental (QHSSE) Assurances**
- 9. Relevant Technical Skills & Competency Assessment**



SUMMARY OF QUALIFICATION and COMPLIANCE CRITERIA							
Qualification Criteria			Compliance Requirement				Documentation
No.	Subject	Requirement	Single Entity	Association			Submission Requirements
				All Parties Combined	Each Party	One Party	
<b>1. Eligibility</b>							
1.1	Conflict of Interest	No conflicts of interest in ITA Sub-Clause 4.2	Must meet requirement	Existing association must meet requirement	Must meet requirement	N / A	Application Submission Sheet
1.2	Authority Declared Ineligibility	Not having been declared ineligible by the Authority, as described in ITA Sub-Clause 4.4	Must meet requirement	Existing association must meet requirement	Must meet requirement	N / A	Application Submission Sheet
1.3	Government Owned Entity	Applicant required to meet conditions of ITA Sub-Clause 4.5	Must meet requirement	N / A	Must meet requirement	N / A	Application Submission Sheet
1.4	Applicant Details	Applicant to provide background details	Must meet requirement	Applicant must complete			Form ELI – 1.1 & 1.2
<b>2. Licences and Registrations</b>							
2.1	Local Commercial Registrations	Applicant having Commercial Registration (CR) within the State of Qatar.	Must meet requirement	Existing association must meet requirement	Must meet requirement	N / A	Form REG – 2.1
2.2	Qatar Registration (or willingness to obtain registration if appointed)	Applicant meeting conditions of ITA Sub-Clause 4.8	Must meet requirement	Existing association must meet requirement	Must meet requirement	N / A	Form REG – 2.1

SUMMARY OF QUALIFICATION and COMPLIANCE CRITERIA							
Qualification Criteria			Compliance Requirement				Documentation
No.	Subject	Requirement	Single Entity	Association			Submission Requirements
				All Parties Combined	Each Party	One Party	
<b>3. Historical Contract Non-Performances</b>							
3.1	History of Non-Performing Contracts	Applicant to demonstrate their history of Non-performance of contracts 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	Existing association 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 nett worth and shall be treated as resolved against the Applicant	Must meet requirement	Existing association must meet requirement	Must meet requirement	N / A	Form CON – 3.1
3.3	Financial Penalties Received	Applicant shall list the complete history of the financial penalties imposed by the Client/ Employer (including the Authority) due to any delay events and/ or non-performances of the Contract within the last three (3) years prior to the deadline for Application submission.	Must meet requirement	Existing association must meet requirement	Must meet requirement	N / A	Form CON – 3.1
<b>4. Financial Situation</b>							
4.1	Financial History	Applicant shall complete the summaries of the financial history for the last three (3) years and, shall attach independently audited annual financial statements (in English) for the same period as supporting evidences. The Applicant must include separate forms and attach separate financial	Must meet requirement	Existing association must meet requirement	Must meet requirement	N / A	Form FIN – 4.1

SUMMARY OF QUALIFICATION and COMPLIANCE CRITERIA							
Qualification Criteria			Compliance Requirement				Documentation
No.	Subject	Requirement	Single Entity	Association			Submission Requirements
				All Parties Combined	Each Party	One Party	
		statements as applicable to allow the Authority to distinguish financial histories between local (Qatar) and international business.					
4.2	Annual Turnover	Applicant shall complete the summaries of annual turnover for the last three (3) years by separately identifying those for both local (Qatar) and international businesses.	Must meet requirement	Existing association must meet requirement	Must meet requirement	N / A	Form FIN – 4.2
4.3	Current Workload	Applicants shall be required to demonstrate current commitments to individual projects and, the capacity in terms of both monetary value and the relevance to industrial wastewater treatment.	Must meet requirement	Existing association must meet requirement	Must meet requirement	N / A	Form FIN – 4.3
<b>5. Experience</b>							
5.1	General Experience	Applicant shall demonstrate experiences in the role of internationally recognised specialist process design Consultant with a proven track record of global capabilities in undertaking professional consultancy services for the design and management of Industrial Wastewater Treatment Works (IWWTW), during the last seven (7) years prior to the Applications submission deadline. The track record shall include design and management experiences of industrial wastewater treatment plants of capacities greater than 2,000m <sup>3</sup> /d provided	Must meet requirement	Existing association must meet requirement	N/A	Must meet requirement	Form EXP – 5.1

SUMMARY OF QUALIFICATION and COMPLIANCE CRITERIA							
Qualification Criteria			Compliance Requirement			Documentation	
No.	Subject	Requirement	Single Entity	Association			Submission Requirements
				All Parties Combined	Each Party	One Party	
		<p>for treating trade effluent discharges arising from automobile, food and beverage, construction, metal and non-metal fabrications, printing, paper, laundry and detergent industries.</p> <p>Applicant shall provide details of individual projects which are relevant to the scope of services required by the Authority, complete with relevant end-user certificates for satisfactory completions of professional services. Applicant shall note that project references associated with hydrocarbon industries in the Oil &amp; Gas sector are not considered relevant by the Authority unless they have a direct application of treating trade effluents arising from aforementioned commercial industries.</p>					
5.2	Specific Technical Experience (1)	<p>Applicant shall demonstrate process design experiences during the last seven (7) years as either the Lead Design Consultant or a Specialist Sub-Consultant for providing treatment solutions of industrial wastewaters containing high-COD recalcitrant compounds. Applicant shall be required to provide details and references of not less than three (3) relevant projects with end-user certificates confirming satisfactory completion of consultancy services.</p>	Must meet requirement	Existing association must meet requirement	N/A	Must meet requirement	Form EXP 5.2

SUMMARY OF QUALIFICATION and COMPLIANCE CRITERIA							
Qualification Criteria			Compliance Requirement				Documentation
No.	Subject	Requirement	Single Entity	Association			Submission Requirements
				All Parties Combined	Each Party	One Party	
5.3	Specific Technical Experience (2)	Applicant shall demonstrate process design experiences during the last seven (7) years as either the Lead Design Consultant or a Specialist Sub-Consultant for providing treatment solutions of industrial wastewaters containing heavy metals, toxic and hazardous compounds. Applicant shall be required to provide details and references of not less than three (3) relevant projects with end-user certificates confirming satisfactory completion of consultancy services.	Must meet requirement	Existing association must meet requirement	N/A	Must meet requirement	Form EXP 5.2
5.4	Specific Technical Experience (3)	Applicant shall demonstrate process design experiences during the last seven (7) years as either the Lead Design Consultant or a Specialist Sub-Consultant for providing Advanced Oxidation Process (AOP) solutions of industrial wastewater treatment. Applicant shall be required to provide details and references of not less than three (3) relevant projects with end-user certificates confirming satisfactory completion of consultancy services.	Must meet requirement	Existing association must meet requirement	N/A	Must meet requirement	Form EXP 5.2
5.5	Specific Technical Experience (4)	Applicant shall demonstrate process design experiences during the last seven (7) years as either the Lead Design Consultant or a Specialist Sub-Consultant for providing solid-stream handling and treatment of industrial sludge containing heavy metals,	Must meet requirement	Existing association must meet requirement	N/A	Must meet requirement	Form EXP 5.2

SUMMARY OF QUALIFICATION and COMPLIANCE CRITERIA							
Qualification Criteria			Compliance Requirement			Documentation	
No.	Subject	Requirement	Single Entity	Association			Submission Requirements
				All Parties Combined	Each Party	One Party	
		toxic constituents and hazardous compounds. Applicant shall be required to provide details and references of not less than three (3) relevant projects with end-user certificates confirming satisfactory completion of consultancy services.					
5.6	Specific Technical Experience (5)	Applicant shall demonstrate experiences in planning, mobilizing and conducting industrial wastewater sampling regimes, sample collections, laboratory analyses, characterization and quality profiling during the last seven (7) years as either the Lead Design Consultant or a Specialist Sub-Consultant. Applicant shall be required to provide details and references of not less than two (2) relevant wastewater sampling assignments.	Must meet requirement	Existing association must meet requirement	N/A	Must meet requirement	Form EXP 5.2
5.7	Specific Technical Experience (6)	Applicant shall demonstrate experiences in planning, mobilizing and conducting environmental baseline quality (ambient air, groundwater, geology, hydrology, etc.) surveys during the last seven (7) years as either the Lead Design Consultant or a Specialist Sub-Consultant. Applicant shall be required to provide details and references of not less than two (2) such environmental assignments.	Must meet requirement	Existing association must meet requirement	N/A	Must meet requirement	Form EXP 5.2

SUMMARY OF QUALIFICATION and COMPLIANCE CRITERIA							
Qualification Criteria			Compliance Requirement				Documentation
No.	Subject	Requirement	Single Entity	Association			Submission Requirements
				All Parties Combined	Each Party	One Party	
5.8	Specific Technical Experience (7)	Applicant shall demonstrate experiences in planning, mobilizing and conducting site investigations, topographical surveys and geotechnical investigations during the last seven (7) years as either the Lead Design Consultant or a Specialist Sub-Consultant. Applicant shall be required to provide details and references of not less than two (2) relevant site investigation assignments.	Must meet requirement	Existing association must meet requirement	N/A	Must meet requirement	Form EXP 5.2
5.9	Specific Technical Experience (8)	Applicant shall demonstrate experiences in Civil Engineering Standard Methods of Measurements (CESSM3), project CAPEX and OPEX costing and Whole Life Cost (WLC) assessments during the last seven (7) years as either the Lead Design Consultant or a Specialist Sub-Consultant. Applicant shall be required to provide details and references of not less than two (2) relevant projects.	Must meet requirement	Existing association must meet requirement	N/A	Must meet requirement	Form EXP 5.2
5.10	Regional Experience (1)	Applicant shall demonstrate experiences in Single (S) or Joint-Venture (JV) contractor pre-qualifications, the State of Qatar government tendering regulations and procedures and, the types and Forms of Contracts used by the Authority during the last seven (7) years as either the Lead Design Consultant or a Specialist Sub-Consultant. Applicant shall be required to	Must meet requirement	Existing association must meet requirement	N/A	Must meet requirement	Form EXP 5.2

SUMMARY OF QUALIFICATION and COMPLIANCE CRITERIA							
Qualification Criteria			Compliance Requirement			Documentation	
No.	Subject	Requirement	Single Entity	Association			Submission Requirements
				All Parties Combined	Each Party	One Party	
		provide details and references of not less than two (2) relevant projects.					
5.11	Regional Experience (2)	Applicant shall demonstrate experiences in the preparation of Design-Build-Operate & Maintain (DBO&M), Modified Turn-Key or similar type tenders used by the Authority, tendering processes, tender evaluations, financial appraisals and contract procurements during the last seven (7) years as either the Lead Design Consultant or a Specialist Sub-Consultant. Applicant shall be required to provide details and references of not less than two (2) relevant projects.	Must meet requirement	Existing association must meet requirement	N/A	Must meet requirement	Form EXP 5.2
5.12	Regional Experience (3)	Applicant shall demonstrate general regional experiences during the last seven (7) years engaged as a Lead Consultant in the GCC region and in Qatar.	Must meet requirement	Existing association must meet requirement	N/A	Must meet requirement	Form EXP 5.2
<b>6. Key Personnel Experience</b>							
6.1	Experience (1)	Key personnel with clearly demonstrated experiences in projects of similar size and type as per item 5.1. Applicant shall include not more than two (2) such personnel per project.	Must meet requirement	Existing association must meet requirement	N/A	N/A	Form EXP – 6.1
6.2	Experience (2)	Key personnel with clearly demonstrated specific technical experiences in project types as per items 5.2 – 5.11 inclusive.	Must meet requirement	Existing association must meet	N/A	N/A	Form EXP – 6.1



SUMMARY OF QUALIFICATION and COMPLIANCE CRITERIA							
Qualification Criteria			Compliance Requirement			Documentation	
No.	Subject	Requirement	Single Entity	Association			Submission Requirements
				All Parties Combined	Each Party	One Party	
		Applicant shall include not more than two (2) such personnel per project.		requirement			
6.3	Experience (3)	Key personnel with clearly demonstrated regional experiences in project types as per item 5.12. Applicant shall include not more than two (2) such personnel per project.	Must meet requirement	Existing association must meet requirement	N/A	N/A	Form EXP – 6.1
<b>7. Technical Capability</b>							
7.1	Management and Organisational Structure	Applicant shall demonstrate the abilities to deliver design consultancy services and, must highlight the organisational structure identifying all associations and/ or sub-consultants as applicable. Applicant shall also demonstrate an understanding of multi-location working supported by previous experiences of working in this manner and, with details of the core team as proposed.	Must meet requirement	Existing association must meet requirement	N / A	N / A	Form OTC – 7.1
7.2	Technical Capabilities and Resource Allocations	Applicant shall demonstrate uninterrupted availability of sufficient and appropriate staff resources and/ or the availability of sub-consultants needed to deliver the relevant consultancy services.	Must meet requirement	Existing association must meet requirement	N / A	N / A	Form OTC – 7.2

SUMMARY OF QUALIFICATION and COMPLIANCE CRITERIA							
Qualification Criteria			Compliance Requirement			Documentation	
No.	Subject	Requirement	Single Entity	Association			Submission Requirements
				All Parties Combined	Each Party	One Party	
<b>8. Quality, Health, Safety, Sustainability &amp; Environmental (QHSSE) Assurances</b>							
8.1	Quality, Health, Safety, Sustainability and Environment Management	Applicant shall provide details of their Quality, Health, Safety, Sustainability and Environmental Management status and, shall provide project-specific details of their experiences in initiating, engaging, performing and managing Environmental Impact Assessment (EIA) studies associated with major wastewater treatment projects.	Must meet requirement	Existing association must meet requirement	Must meet requirement only in the event that the Association is not registered.	N / A	Form HSE– 8.1
<b>9. Relevant Technical Skills &amp; Competency Assessment</b>							
9.1	Relevant Technical Skills & Competency Assessment	Applicant must provide a detailed answer to this question in order to demonstrate their understanding of the problem, their design approach in devising a solution, their current expertise in providing similar solutions elsewhere, lessons learned from previous experiences, and to display relevant technical skills and competencies needed to deliver all project outputs.	Must meet requirement	Existing association must meet requirement	Must meet requirement only in the event that the Association is not registered.	N/A	Form TSCA–9.1

**SECTION IV: APPLICATION FORMS**

**Checklist**

The Applicant should include this Checklist at the front of their Prequalification Application			
Prequalification Application:			
Project ID:		-	
Applicant Name:			
Date Submitted:			
Documents Submitted			
Please use the following symbols to indicate whether the Forms and Supporting Documents have been duly completed and included in your submission :			
	Symbol		Symbol
Form is Complete and Present	✓	Form is Incomplete or Absent	✘
Ref.	Category/ Form		Status
<b>1</b>	<b>Eligibility</b>		
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		
<b>2</b>	<b>Licenses and Registrations</b>		
2.1	Company Registration(CR) - Form REG – 2.1		
2.2	Declaration of Willingness, if applicable - Form REG – 2.1		
<b>3</b>	<b>Historical Contract Non-Performances</b>		
3.1	Historical Contract Non-Performance Sheet - Form CON – 3.1		
<b>4</b>	<b>Financial Situation</b>		
4.1	Financial Situation - Form FIN – 4.1		
4.2	Annual Turnover – Form FIN – 4.2		
4.3	Current Workload – Form FIN – 4.3		

<b>5</b>	<b>Experience</b>	
5.1	General Experience - Form EXP- 5.1	
5.2	Specific Technical Experience (1) - Form EXP- 5.2	
5.3	Specific Technical Experience (2) - Form EXP- 5.2	
5.4	Specific Technical Experience (3) - Form EXP- 5.2	
5.5	Specific Technical Experience (4) - Form EXP- 5.2	
5.6	Specific Technical Experience (5) - Form EXP- 5.2	
5.7	Specific Technical Experience (6) - Form EXP- 5.2	
5.8	Specific Technical Experience (7) - Form EXP- 5.2	
5.9	Specific Technical Experience (8) - Form EXP- 5.2	
5.10	Regional Experience (1) - Form EXP- 5.2	
5.11	Regional Experience (2) - Form EXP- 5.2	
5.12	Regional Experience (3) - Form EXP- 5.2	
<b>6</b>	<b>Key Personnel Experience</b>	
6.1	Key Personnel Experience (1) – Form EXP- 6.1	
6.2	Key Personnel Experience (2) – Form EXP- 6.1	
6.3	Key Personnel Experience (3) – Form EXP- 6.1	
<b>7</b>	<b>Technical Capability</b>	
7.1	Management Organisation for Delivery of Services - Form OTC - 7.1	
7.2	Technical Capability – Personnel Capacity – Form OTC – 7.2	
<b>8</b>	<b>Quality, Health, Safety, Sustainability &amp; Environment (QHSSE) Assurances</b>	
8.1	Quality, Health, Safety, Sustainability & Environment (QHSSE) Assurances Plan - Form HSE – 8.1	
<b>9</b>	<b>Relevant Technical Skills &amp; Competency Assessment</b>	
9.1	Relevant Technical Skills & Competency Assessment - Form TSCA – 9.1	

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**Application Submission Sheet**  
**(To be completed by the Applicant)**

Date:

Project: **Consultant Professional Services for Integrated Industrial Wastewater Treatment Works**

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

We, the undersigned, apply to be prequalified for the referenced contract and declare that:

- a) We have examined and have no reservations to the Prequalification Document, and all other documents issued in accordance with ITA Clause 8;
- b) We, including any sub-contractors subject to this Prequalification Document do not have any conflict of interest, in accordance with ITA Sub-Clause 4.2;
- c) We, including any sub-contractors subject to this Prequalification Document, have not been declared ineligible by the Authority's and Qatar's laws or official regulations;
- d)  We are not a government owned entity;
- We are a government owned entity with a government shareholding of [*insert percentage shareholding*] and we meet the requirements of ITA Sub-Clause 4.5.

*(tick as appropriate)*

- e) We, in accordance with ITA Sub-Clause 24.1, plan to subcontract the following key activities and/or parts of the Project:

Activities	Sub-contractor

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

**Lead Member**

Signed: \_\_\_\_\_

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

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

Applicant's legal name: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

**Team Member**

Signed: \_\_\_\_\_

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

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

Applicant's legal name: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

**Form ELI – 1.1**  
**Applicant Information Sheet**  
**(To be completed by the Applicant)**

Date:

Project: **Consultant Professional Services for Integrated Industrial Wastewater Treatment Works**

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

Applicant's legal name:	
In case of Association, legal names of each member:	
Applicant's actual or intended country of constitution:	
Applicant's actual or intended year of constitution:	
Applicant's legal address in country of constitution:	
Legal Status of the Company:	
Parent Company (if the applicant is a branch, subsidiary or any other relationship, provide the name and address of the parent company or companies together with the details of affiliation status - % of shareholding):	
Applicant's number of years of experience:	
Applicant's authorised representative details;	
Name:	
Address:	
Telephone/Fax numbers:	
E-mail address:	
Attached are the copies of original documents of:	
<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<ol style="list-style-type: none"> <li>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</li> <li>2. In case of an Association, the Joint Venture Agreement or the Memorandum of Agreement for Association in accordance with ITA 4.1</li> <li>3. In the case of a Government-Owned entity, any additional documents not covered under the 1 above required to comply with ITA 4.5</li> </ol>



**Form ELI – 1.2**

**Applicant Information Sheet for each Association Member/  
Sub-Consultant**

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

Date:

Project: **Consultant Professional Services for Integrated Industrial Wastewater Treatment Works**

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

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

Applicant's legal name:
Association Member's / Sub-Contractor's / Sub-Consultant's legal name:
Association Member's / Sub-Contractor's / Sub-Consultant's country of constitution:
Association Member's / Sub-Contractor's / Sub-Consultant's year of constitution:
Association Member's / Sub-Contractor's / Sub-Consultant's legal address in country of constitution:
Association Member's / Sub-Contractor's / Sub-Consultant's authorised representative details; Name: Address: Telephone/Fax numbers: E-mail Address:
Attached are copies of the original documents of: <input type="checkbox"/> 1. In case of a Single entity, Articles of Incorporation or Documents of Constitution of the legal entity named above in accordance with ITA 4.1. <input type="checkbox"/> 2. In the case of a Government-Owned entity, any additional documents not covered under 1 above and required to comply with ITA 4.5.

**Form REG – 2.1**  
**Registrations and Licenses**  
**(To be completed by the Applicant)**

Date:

Project: **Consultant Professional Services for Integrated Industrial Wastewater Treatment Works**

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

<b>1</b>				
<b>Registration in home country</b>				
<b>(evidence to be provided as supporting information – One A4 sheet only)</b>				
Year established	Country/Area where registered			Registration/License No.
<b>2</b>				
<b>Registration in Qatar if exists</b>				
<b>(evidence to be provided as supporting information – One A4 sheet only)</b>				
Year established	Discipline of Registration			Registration/License No.
<b>3</b>				
<b>If not registered in Qatar, provide details of working arrangement for delivering obligations in Qatar (One A4 sheet only):</b>				
Prospective Sponsor's name	Address and Contact Numbers			Type of Business
<b>5</b>				
<b>If the Applicant is already in, or intends to form an Association for the project, provide the following information:</b>				
Name of Association partner(s)	Specialisation	Address and Contact Numbers		Registration/License No.
<b>6</b>				
<b>Sub-Contractors / Sub-Consultants / Specialist Suppliers</b>				
Name	Specialisation	Address and Contact Numbers	Registration/ License No.	Location where Services carried out

<b>7</b>	<b>Applicant or Association Management Structure &amp; Organization Chart(s)</b> <b>(details to be provided as supporting information – maximum Four A4 sheet only)</b>			
	<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>			
<b>8</b>	<b>Applicant's Membership of Professional Associations (if applicable):</b>			
	Professional Association	Acronym	Type of Membership	Member Since (year)

**Form CON – 3.1**

**Historical Contract Non-Performance Sheet**

**(To be completed by the Applicant. For an Association, to be completed by each Member)**

Date:

Project: **Consultant Professional Services for Integrated Industrial Wastewater Treatment Works**

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

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

Financial Penalties History				
<input type="checkbox"/>	No non-performing contracts in accordance with Item 3.1 of Section III Prequalification Criteria			
<input type="checkbox"/>	Non-performing contracts <b>with financial penalties</b> imposed/received in accordance with Item 3.3 of Section III Prequalification Criteria, as indicated below			
Year	Penalties imposed (Yes/No)	Outcome as % of Nett Worth	Contract Identification:	Total Contract Amount (current QAR equivalent*)
			Contract Identification: Delay Event or Non-Performance Item:	

			Contract Identification: Delay Event or Non-Performance Item:	
			Contract Identification: Delay Event or Non-Performance Item:	

\*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. For an Association, to be completed by each Member)**

Date:

Project: **Consultant Professional Services for Integrated Industrial Wastewater Treatment Works**

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

Financial Information	Historic information for previous three (3) financial years (QAR equivalent* in 000s)			
	Year 1	Year 2	Year 3	Average
<b>Information from Balance Sheet</b>				
Total Assets (TA)				
Total Liabilities (TL)				
Net Worth (NW)				
Accounts Receivable (AR)				
Current Assets (CA)				
Current Liabilities (CL)				
<b>Information from Income Statement</b>				
Total Revenue (TR)				
Operating Profit (EBIT)				
Net Revenue (NR)				
<b>Financial Indices</b>				
Current Assets/Current Liabilities(Current Ratio)				
Operating Profit/Total Revenue (Profit Margin)				
Total Revenue/Total Assets (Return on Assets)				
Total Liabilities/Total Assets (Debt Ratio)				

\*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**  
**Annual Turnover**

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

Date:

Project: **Consultant Professional Services for Integrated Industrial Wastewater Treatment Works**

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

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

**NOTES:**

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



**Form FIN – 4.3**

**Current Workload**

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

Date:

Project: **Consultant Professional Services for Integrated Industrial Wastewater Treatment Works**

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

Starting Month / Year *	Ending Month / Year	Contract Identification	Role of Applicant
		<p>Contract name and reference number:</p> <p>Name of Employer:</p> <p>Address of Employer:</p> <p>Please provide names and current contact details (office landline number, mobile number and e-mail address) of two of the Employer's employees at senior management level whom the Authority can contact for a technical reference for each Project.</p> <p>Value:</p> <p>Commencement:</p> <p>Duration:</p> <p>Brief Description of the scope of deliverables performed by the Applicant (Max 300 word description per example):</p>	

\* List calendar year starting with the earliest year (chronological order)

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

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

Date:

Project: **Consultant Professional Services for Integrated Industrial Wastewater Treatment Works**

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

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

**Note:**

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

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

Date:

Project: **Consultant Professional Services for Integrated Industrial Wastewater Treatment Works**

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

**Referenced Project Name:**

Reference Project Number: ____ of ____ (required)	Activities (Tick all activities applicable to this example)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Commercial and Trade Effluent handling, disposal, treatment and management practices</li> <li><input type="checkbox"/> Industrial Wastewater Disposal Surveys, Sampling, Quality Analyses, Characterization and Profiling</li> <li><input type="checkbox"/> Industrial Wastewater Treatment scheme designs, planning and implementation</li> <li><input type="checkbox"/> Advanced Oxidation Processes (AOP) designs</li> <li><input type="checkbox"/> Specialist proprietary treatment technology selections</li> <li><input type="checkbox"/> Site Investigations, Feasibility Studies and Conceptual Designs</li> <li><input type="checkbox"/> Advanced Industrial Wastewater treatment process designs, design calculations and technology validations</li> <li><input type="checkbox"/> Project Permitting and No Objection Certifications</li> <li><input type="checkbox"/> Environmental Impact Assessments (EIA) studies, Environmental Permits (EP), Environmental Management Plans (EMP)</li> <li><input type="checkbox"/> Stakeholder Engagement</li> <li><input type="checkbox"/> Project Costing &amp; Whole Life Cost (WLC) analyses</li> <li><input type="checkbox"/> Contractor Pre-Qualifications</li> <li><input type="checkbox"/> DBO&amp;M (Design, Build, Operate &amp; Maintain), FIDIC, etc. tender preparation</li> <li><input type="checkbox"/> Tendering, Bid Evaluations and Technical &amp; Financial Appraisals</li> <li><input type="checkbox"/> Contract Documentation</li> <li><input type="checkbox"/> Multi-disciplinary Project Management and Technical Leadership</li> <li><input type="checkbox"/> Advanced Industrial Wastewater Treatment plant optimization, operation, maintenance and project lifecycle management</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Technical Example</li> <li><input type="checkbox"/> Regional Example</li> </ul>
---	--	--	---

Contract Identification		
Award Date		
Completion Date		
Total Contract Amount (QAR)		
If in any Sub-Contract, specify participation of total Contract Amount and Percentage (%)	QAR	%
Employer's Name:		
Address:		
Telephone/Fax number:		
E-mail:		
Please provide names and current contact details (office landline number, mobile number and e-mail address) of two of the Employer's senior management staff whom the Authority can contact for technical references.		
Project description noting similarities with Authority requirements specified in Items 5.1 to 5.12 of Section III Prequalification Criteria (max 1,000 words):		

Examples of Innovations (max 200 words):

--

Lessons-Learned and Measurable Benefit to Clients (max 200 words):

--

**Note:** The above template shall be replicated for all examples

**Form EXP – 6.1**  
**Key Personnel Experience**  
**(To be completed by the Applicant)**

Date:

Project: **Consultant Professional Services for Integrated Industrial Wastewater Treatment Works**

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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 QUALIFICATIONS				7	KEY EXPERIENCES RELEVANT TO THE PROJECT (MAX 200 WORDS)		
	ACADEMIC DEGREE(S)	DATE CERTIFIED	NAME OF INSTITUTION	COUNTRY				
8	PROFESSIONAL REGISTRATIONS / AFFILIATIONS							
	NAME OF ORGANIZATION		REGISTRATION / MEMBERSHIP NO.					

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

**Notes:**

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

**Form OTC – 7.1**  
**Management Organisation for Delivery of Services**  
**(To be completed by the Applicant)**

Date:

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

Response shall include:

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



**Form OTC – 7.2**  
**Technical Capability – Personnel Capacity**  
(To be completed by the Applicant)

Date:

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<b>Local Region (Qatar, etc.):</b>	<b>NUMBER</b>	<b>AVERAGE YEARS OF EXPERIENCE</b>	<b>AVERAGE YEARS WITH THE APPLICANT</b>
PROFESSIONAL PERSONNEL			
TECHNICAL PERSONNEL			

<b>International Region:</b>	<b>NUMBER</b>	<b>AVERAGE YEARS OF EXPERIENCE</b>	<b>AVERAGE YEARS WITH THE APPLICANT</b>
PROFESSIONAL PERSONNEL			
TECHNICAL PERSONNEL			

<b>International Region:</b>	<b>NUMBER</b>	<b>AVERAGE YEARS OF EXPERIENCE</b>	<b>AVERAGE YEARS WITH THE APPLICANT</b>
PROFESSIONAL PERSONNEL			
TECHNICAL PERSONNEL			

<b>International Region:</b>	<b>NUMBER</b>	<b>AVERAGE YEARS OF EXPERIENCE</b>	<b>AVERAGE YEARS WITH THE APPLICANT</b>
PROFESSIONAL PERSONNEL			
TECHNICAL PERSONNEL			

<b>All Regions Summary</b>	<b>NUMBER</b>	<b>AVERAGE YEARS OF EXPERIENCE</b>	<b>AVERAGE YEARS WITH THE APPLICANT</b>
PROFESSIONAL PERSONNEL			
TECHNICAL PERSONNEL			

**Form HSE – 8.1**

**Quality, Health, Safety, Sustainability and Environment**  
**(To be completed by the Applicant)**

Date:

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#	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 – attach certificate <i>If No, progress to 1B</i>			
B	Provide brief explanation of system, including the Quality Plan.			
2	Does the Applicant have a Health, Safety, Sustainability and Environmental Management System in place? <i>If Yes, progress to 2A</i>			
A	Is the Applicant's Occupational Health and Safety Management system certified to OHSAS 18001 – attach certificate <i>If No, progress to 2B</i>			
B	Provide brief explanation of the 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? – attach certificate <i>If No, progress to 3B</i>			
B	Provide brief explanation of the system			
4	Applicant to describe their Sustainability Management System			
5	Provide the Applicant's company Organisation Chart detailing the level and integration of Quality, Health, Safety, Sustainability and Environmental Management into the Applicant's organisation.			
6	Provide details of the Applicant's project-specific involvements in initiating, engaging, performing and managing Environmental Impact Assessment (EIA) studies associated with major wastewater treatment projects.			

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

Date:

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Question:

The description given in Part 2, Project Brief of this Pre-Qualification Document (PQD) provides a general background and it outlines the nature of current problems associated with Industrial Wastewater management practices in Qatar. This project brief shall be used by the Applicant to understand the issues, identify solutions and analyse the broader requirements needed to be included in the Consultant's Scope of Professional Services. Based on your understanding gained from the project brief, describe the design approach that you would be adopting to devise a solution and, the type and nature of the treatment processes that you would be considering for the proposed industrial wastewater treatment plant.

Answer (maximum 1,500 words + process block diagrams for illustration purposes):