



هيئة الأشغال العامة  
PUBLIC WORKS AUTHORITY

شؤون البنية التحتية  
إدارة مشروعات الطرق  
INFRASTRUCTURE AFFAIRS  
Road Projects Department

**PREQUALIFICATION DOCUMENT  
FOR PROCUREMENT OF  
Framework Construction Contract  
for  
LOCAL ROADS & DRAINAGE PROGRAMME  
PROJECT ID: IA 12/13 C 056 ST**

Public Works Authority  
PO Box 22188  
Doha  
State of Qatar

September 2015

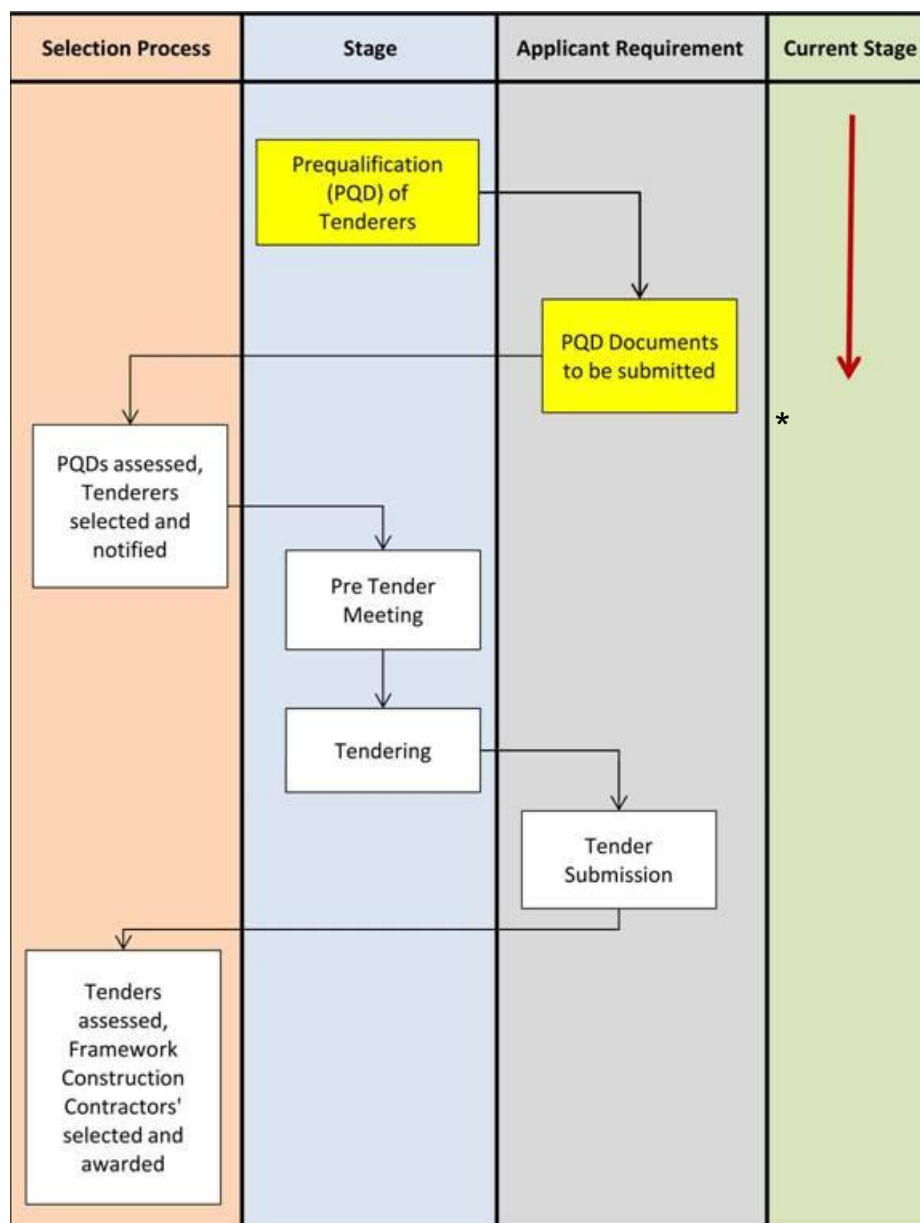
### SUMMARY DESCRIPTION

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 can either commence by public invitation or by direct, private, 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 for invitation to tender for the programme.

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. Key Staff Experience;
8. Health, Safety, Quality & Environment; and
9. Management Approach Questions.

Consequently previous prequalification for PWA's projects shall not guarantee automatic prequalification for PWA's LR&DP projects.

The Work Requirements in Part 2 of this document provides scope of works including the map of the projects boundaries between all General Engineering Consultants (GECs) and an indicative list of projects that have been identified.

**Group 2: Contract between QAR 200 – 900 million**

- a. Construction Works for Roads & Drainage
- b. Construction Works for Roads only
- c. Construction Works for Drainage only (Surface Water & Foul Sewer)

**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 two (2) hard copies and one (1) soft copy in 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 & 2.2	
<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	
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5	Financial Situation		
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		

6	Experience			
	Applicant Experience Requirements	Requirements Description		
6.1	General Experience. From Prequalification Document as per Section 6.1	Minimum 2 years experience in roads & drainage which includes a portfolio of projects covering the work group of interest.	Form EXP- 6.1	
6.2	Specific PWA Experience. From Prequalification Document as per Section 6.2	Minimum experience of 2 years in the specific activities associated with the work group of interest.	Form EXP- 6.2	

7	Organisational Structure (Chart)			
	Organisational Structure	Requirements Description		
7.1	Organisational Structure as per Section 7.1	Organisational Structure for delivering Framework Contract, with defining role, responsibilities and description of roles.	Form EXP - 7.1	

<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>Resources, Plant &amp; Equipment</b>		
9.1	Resources, Plant & Equipment.	Form RS - 9.1	

<b>10</b>	<b>Management Approach Questions</b>		
10.1	Management Approach Questions.	Form MAQ - 9.1	

## 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 1: Draft Scope of Works (Project Brief)**

Details of scope of works are included in this section.

### **Appendix 2: Conditions of Contract**

The PWA's Framework Contract Conditions dated November 2012 shall form part of the Contract for successful Tenderers.







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**PROJECT ID: IA 12/13 C 056 ST**

**PROCEDURES AND WORK REQUIREMENTS**

**PART 1 - PREQUALIFICATION PROCEDURES**

Public Works Authority  
PO Box 22188  
Doha  
State of Qatar

September 2015

**Section I. Instructions to Applicants (ITA)**  
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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 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. Also, an Applicant either individually or as a Joint Venture must have minimum two (2) years experience in Infrastructure construction works in Qatar.

4.2 The criteria for local contractor involvement will be:

Contract Value	Criteria
QAR 200 - 900 million	<p>Local Commercially Registered Qatari Company(s) or Joint Venture to be minimum 50/50 with Qatari Company(s). Must be in true Joint Venture and not a sub-contractor arrangement. There can be one or more Qatari Company(s) taking part in the Joint Venture agreement but collectively local share must be minimum 50%. “Pre-Tendering Agreement for JV” to be included in the prequalification submission clearly identifying the structure of the Joint Venture (See sample Form DC 3.1). Joint Venture parties shall have joint and several liability.</p>

\* Local Commercially Registered Qatari Company means a company which holds a valid Commercial Registration at the Ministry of Business and Trade and where the company includes 51% Qatari ownership.

- 4.3 Applicants, either individually or as part of a Joint Venture, shall submit only one tender.
- 4.4 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.
- 4.5 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.
- 4.6 Applicants shall provide such evidence of their continued eligibility satisfactory to the PWA, as the PWA shall reasonably request.

- 4.7 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.

**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 1: Details of scope of works are included in this section as well as details of the contractor's key personnel that are required.

Appendix 2: The Form of Contract shall be based on the PWA's Framework Contract Conditions dated November 2012 which shall form part of the Contract for successful Tenderers. This General Conditions of Contract will be supplemented by a detailed Conditions of Particular Applications to suite Framework Agreement at tender stage.

- 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 one week 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 Sheet** 12.1 The Applicant shall prepare an Application Submission Sheet using the form furnished in Section IV, Application Forms. This 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. Original Application shall be submitted for each work group as specified in the ADS, if the applicant is interested to apply for more than one work group.
- 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 the 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, Note books or leaver arch files 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 Within twenty one (21) calendar days of the Application submission closing date, PWA may ask any Applicant for a clarification. The Applicant shall submit, to the address indicated in the ADS (ITA 17.1), its reply within three (3) calendar 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) 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 the ADS, this Prequalification shall be for Framework contracts.
- 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 reserves the right to 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 Framework security and 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 two hard copies (Original & a Copy) and a soft copy on a Compact Disk (CD) 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 to be submitted.**

<b>SECTION II – APPLICATION DATA SHEET (ADS)</b>	
<b>A. Introduction</b>	
<b>ITA 1.1</b>	The identification of the Invitation for Prequalification is: <i>&lt;completed by Applicant&gt;</i>
<b>ITA 1.1</b>	The name of the Project is: Local Roads & Drainage Programme Project ID: IA 12/13 C 056 ST
<b>ITA 4.1</b>	Multiple Partnership of Local Commercially Registered Qatari Companies and JV are allowed.  An Applicant either individually or as a Joint Venture must have minimum two (2) years experience in Infrastructure construction works in Qatar.
<b>ITA 4.3</b>	Applicants, either individually or as part of a Joint Venture, may submit only one tender within each Contract Value category.
<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>	Work Groups will be as specified in Section III, Qualification Criteria  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).</p> <p>The specific parts of the scope of work and the respective contractors are: <b>None</b></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.

### Section III - Qualification Criteria

This section identifies the:

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

That the PWA shall use to evaluate the prequalification applications.

Framework Construction Contract and Groups:

- **Contracts between QAR 200 – 900m - Group 2:**
  - a. Construction Works for Roads & Drainage
  - b. Construction Works for Roads only
  - c. Construction Works for Drainage only (Surface Water & Foul Sewer)

The information to be provided in relation to each prequalification category and the definitions of the corresponding terms are included in the respective application forms.

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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 4.3	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 4.5	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 4.6	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 & 2.2

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 JV	1. JV 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

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 roads and/or foul sewer and surface water drainage and/or infrastructure projects in an urban congested environment, which includes a portfolio of projects covering the disciplines listed in the work groups in the role of construction contractor for a minimum of two (2) years in the last five (5) years prior to the	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form EXP – 6.1

		<p>applications submission deadline. Applicants are required to provide four (4) examples in total related to the above mentioned work groups.</p>					
6.2	Specific PWA Experience	<p>Minimum two (2) years experience in Qatar (PWA experience preferred) with the above mentioned scope and value in an urban congested environment, as construction contractor or sub-contractor in the key activities associated with the above mentioned work groups.</p> <p>Applicants are required to provide four (4) examples in total (PWA experience preferred). The similarity shall be based on the characteristics as described in Part 2 – Works Requirements.</p>	Must meet requirement	Must meet requirement	N/A	Must meet requirement	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. Organisational Structure (Chart)</b>							
7.1	General Roads, Drainage and Infrastructure Experience	Organisational Structure for delivering Framework Contract, with defining role, responsibilities and description of roles.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form EXP – 7.1
<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

Qualification Criteria			Compliance Requirements				Submission Requirements
Series No.	Subject	Requirement	Single Entity	Joint Ventures			
				Existing or intended JV	Each Party	One Party	
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
<b>9. Resources, Plant &amp; Equipment</b>							
9.1	Resources, Plant & Equipment	Provide details of Resources, Plant & Equipment available.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form RS - 9.1
<b>10. Management Approach Questions</b>							
10.1	Management Approach Questions	Management Approach Answers	Must meet requirement	Must meet requirement	N/A	N/A	Form MAQ - 10.1

## Section IV. Application Forms

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**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-Clause 4.3;
- (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 4.6.
- (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 \_\_\_\_\_, \_\_\_\_\_

Other Joint Venture Partner

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 both JV parties)*

Date:

Project: Local Roads & Drainage Programme – Project ID: IA 12/13 C 056 ST

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 4.5 (One A4 sheet only)

Form ELI – 1.2

**Applicant Information Sheet as per ITA 24.1**

*(to be completed by all JV Partners/Sub-contractor)*

Project Name: Local Roads & Drainage Programme – Project ID: IA 12/13 C 056 ST

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

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

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 4.5 (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	Contact Details

6 Fields of Specialisation of the Company/Firm/JV	
Major sector	List specific fields(s)
<b>Contract between QAR 200m – 900m Group 2:</b>	
a. Construction Works for Roads & Drainage	
b. Construction Works for Roads only	
c. Construction Works for Drainage only (Surface Water & Foul Sewer)	

7	Company or JV Structure: Detailed organization chart(s) to be provided as supporting information in the hard copy submission (One A4 sheet only):	
	(a) For the Company/JV submitting for pre-qualification showing the relationships with partners/sub-contractors.	
	(b) For the parent company showing the relationship with the Company (if applicable).	
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

### **SAMPLE PRE – TENDERING AGREEMENT FOR JOINT VENTURE**

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

**BETWEEN:**

- (1) [NAME] of [Address] (“Qatari Company Joint Venture Member”); and
- (2) [NAME] of [Address] (“Non-Qatari Joint Venture Member”).

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 **Local Roads and Drainage Programme** (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 8 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:

- The share of the Qatari Company Member in the Joint Venture shall not be less than 50% and subject to the above, all rights, interests, liabilities, obligations and risks and all profits or net losses arising out of the Framework 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 (.....%)..... (Minimum 50%, Qatari Company)

.....percent (.....%) .....(Non-Qatari Joint Venture Member)

- 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;
- The Qatari Company 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 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 JV 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**

The Qatari 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 nor 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 Framework Contract and Work Order(s).

**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 Qatari Joint Venture Member

\_\_\_\_\_

Name

\_\_\_\_\_

Title

\_\_\_\_\_

In the presence of:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

Authorised signature(s) of the Non-Qatari Joint Venture Member

\_\_\_\_\_

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-contractor)*

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

Project: Local Roads & Drainage Programme – Project ID: IA 12/13 C 056 ST

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

<input type="checkbox"/> No Non-Performing Contracts in accordance with Item 2.1 of Section III, Qualification Criteria			
<input type="checkbox"/> Non-Performing with <b>No pending litigation in Qatar</b> in accordance with Item 2.2 of Section III, Qualification Criteria			
<input type="checkbox"/> Non-Performing Contracts <b>with Pending litigation in Qatar</b> in accordance with Item 2.2 of Section III, Qualification Criteria, as indicated below			
Year	Outcome as Percent of Total Assets	Contract Identification:	Total Contract Amount (current value, 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: Local Roads & Drainage Programme – Project ID: IA 12/13 C 056 ST

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

To be completed by the Applicant and, if JV, by each party

Financial Information in QAR					
	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)					

The other party of the Joint Venture to complete

Financial Information in QAR					
	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.

**Note: If Applicant is tendering for works  $\leq$  200million, and if the audited accounts cannot be provided, then the bank credit reference should be provided. In the event that audited accounts are not provided the scores will be marked down.**

Form FIN – 5. 2

**Average Annual Sales Turnover**

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

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

Project: Local Roads & Drainage Programme – Project ID: IA 12/13 C 056 ST

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

<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 Section III, Qualification Criteria, Item 5.1. Both International Turnover and Local Qatar Turnover should be provided if applicable.



Form EXP – 6.1

**General Experience**

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

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

Project: Local Roads & Drainage Programme – Project ID: IA 12/13 C 056 ST

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

**Project 1:**

Award date Completion date			
Role in Contract	<input type="checkbox"/> Main Contractor	<input type="checkbox"/> JV Partner	<input type="checkbox"/> Sub-contractor
Total contract amount			QAR
If party in a JV or sub-contractor, specify participation of total contract amount	%		QAR
Employer's Name:			
Address:  Telephone/fax number:  E-mail:  Please provide names and current contact details (office landline number, mobile number and E-mail address) of two persons of the Employer's employees at senior management level whom PWA or its delegated representative can contact for a technical reference.			

Note: A maximum of 200 words to be provided, to cover the chosen category.

**Project 2:**

Award date Completion date			
Role in Contract	<input type="checkbox"/> Main Contractor	<input type="checkbox"/> JV Partner	<input type="checkbox"/> Sub-contractor
Total contract amount			QAR
If party in a JV or sub-contractor, specify participation of total contract amount	%		QAR
Employer's Name:			
Address:  Telephone/fax number:  E-mail:  Please provide names and current contact details (office landline number, mobile number and E-mail address) of two persons of the Employer's employees at senior management level whom PWA or its delegated representative can contact for a technical reference.			

Note: A maximum of 200 words to be provided, to cover the chosen categories.

**Project 3:**

Award date Completion date			
Role in Contract	<input type="checkbox"/> Main Contractor	<input type="checkbox"/> JV Partner	<input type="checkbox"/> Sub-contractor
Total contract amount			QAR
If party in a JV or sub-contractor, specify participation of total contract amount	%		QAR
Employer's Name:			
Address:  Telephone/fax number:  E-mail:  Please provide names and current contact details (office landline number, mobile number and E-mail address) of two persons of the Employer's employees at senior management level whom PWA or its delegated representative can contact for a technical reference.			

Note: A maximum of 200 words to be provided, to cover the chosen categories.

**Project 4:**

Award date Completion date			
Role in Contract	<input type="checkbox"/> Main Contractor	<input type="checkbox"/> JV Partner	<input type="checkbox"/> Sub-contractor
Total contract amount			QAR
If party in a JV or sub-contractor, specify participation of total contract amount	%		QAR
Employer's Name:			
Address:  Telephone/fax number:  E-mail:  Please provide names and current contact details (office landline number, mobile number and E-mail address) of two persons of the Employer's employees at senior management level whom PWA or its delegated representative can contact for a technical reference.			

Note: A maximum of 200 words to be provided, to cover the chosen categories.

.





Form EXP – 6.2

**Specific PWA Experience**

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

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

Page 1 of 4 pages

Project Title	Information
Date of Project	Contract Amount
Project description noting similarity of PWA requirements in Clause 6.2 of the Qualification criteria. (max 200 words, but not less than 100 words)	

**Specific PWA Experience**

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

Page 2 of 4 pages

Project Title	Information
Date of Project	Contract Amount
Project description noting similarity of PWA requirements in Clause 6.2 of the Qualification criteria. (max 200 words, but not less than 100 words)	
<div style="border: 1px solid black; height: 450px; width: 100%;"></div>	

**Specific PWA Experience**

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

Page 3 of 4 pages

Project Title	Information
Date of Project	Contract Amount
Project description noting similarity of PWA requirements in Clause 6.2 of the Qualification criteria. (max 200 words, but not less than 100 words)	

**Specific PWA Experience**

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

Page 4 of 4 pages

Project Title	Information
Date of Project	Contract Amount
Project description noting similarity of PWA requirements in Clause 6.2 of the Qualification criteria. (max 200 words, but not less than 100 words)	

Form EXP – 7.1

**Proposed Organisation Structure for Local Roads and Drainage Programme (Chart)**  
*(to be completed by individual companies and **all** JV Partners)*

**Proposed Organisational Structure (Chart)**

The organisational structure should be presented in the form of diagrams with explanatory notes and should:

- (i) identify key positions at both the programme and project level
- (ii) identify specific roles and a brief list of responsibilities for each position
- (iii) show lines of authority and reporting relationships
- (iv) identify key positions to be held by each JV party (if applicable)
- (v) indicate key skills, qualifications, experience, for each positions

**Note: Organisational Structure (Chart) and the above required information/details should be limited to two (2) A4 sheets.**

Form HSE– 8.1

**Health, Safety and Environment**

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

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

Project: Local Roads & Drainage Programme – Project ID: IA 12/13 C 056 ST

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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 54
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 55
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 a 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 typical Roads and Drainage Project? (Maximum 200 words)		Page 56

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>					

Question 2: A maximum of 200 words has to be provided.



Question 4: A maximum of 200 words has to be provided.

Question 10: A maximum of 200 words has to be provided.

**Form QM – 8.2**

**Quality Management**

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

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

Project: Local Roads & Drainage Programme – Project ID: IA 12/13 C 056 ST

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 58
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?		

**Question 2:**

**Form RS – 9.1**

**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 type="text"/>
Professional	<input type="text"/>
Administrative/Clerical	<input type="text"/>
Construction Supervisors	<input type="text"/>
Skilled Trade Operatives	<input type="text"/>
Plant Operators	<input type="text"/>
General Labour	<input type="text"/>
Others	<input type="text"/>
<b>TOTAL</b>	<input 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 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					

**Form MAQ – 10.1**

**Management Approach Questions**

This section will examine the Applicant’s abilities to meet the Management Approach for high quality construction works. This section must be answered having given due consideration to the details of Framework scope of work(s).

**Health and Safety**

Q.1 PWA intends to establish and implement industry best practices for Health and Safety on all projects under this Framework contract to better protect both the workers on site and the travelling public. Please summarise your organisational approach and explain how your Health and Safety policies, systems, and procedures will align with and contribute to the achievement of PWA objectives. (Maximum 200 words)



**Quality**

Q.2 PWA intends to establish and implement industry best practices for Quality on all projects under this Framework that minimise defects and create a right first time culture. Please summarise your organisational approach and describe how your Quality policies, systems, and procedures will align with PWA objectives and assure that a quality product is being delivered.  
(Maximum 200 words)

**Environment**

Q.3 Please describe your organisational approach to achieving sustainability in construction. What specific measures would you employ to embed best environmental management practices in the Local Roads and Drainage Programme? (Maximum 200 words)

**Stakeholders**

Q.4 Please describe your organisational approach to stakeholder liaison. How will you ensure that that all those affected by your construction work are consulted and informed? Describe the key measures you will take to minimise disruption to residents and the travelling public and address any public complaints.  
(Maximum 200 words)

**Programme Logistics**

Q.5 Please describe how you will manage the physical and organisational logistics for providing the necessary resources (labour, plant, equipment, and materials) to the programme. Given the number of projects and programmes planned in Qatar during the timeframe of the Framework, describe how your logistics programme will be mobilised and implemented. (Maximum 200 words)

**Risk Management:**

Q.6 Please identify the three (3) key risks at the programme level and the three (3) key risks at the individual project level, and describe how you will manage and mitigate those risks as a Framework contractor. (Maximum 200 words)

**Programme Delivery:**

Q.7 Please summarise the incentive mechanisms employed by your organisation from executive to operative level. How will you incentivise your construction teams to deliver projects on time, on budget in accordance with industry best practices for quality and safety? (Maximum 200 words)

**Partnering and Collaboration:**

Q.8 PWA intends to establish a partnering culture within the Local Roads & Drainage Programme. How will you ensure a collaborative approach is adopted throughout your organisation for working with PWA and other supply chain partners? (Maximum 200 words)



هيئة الأشغال العامة  
PUBLIC WORKS AUTHORITY

شؤون البنية التحتية  
إدارة مشروعات الطرق  
INFRASTRUCTURE AFFAIRS  
Road Projects Department

**PREQUALIFICATION DOCUMENT  
FOR PROCUREMENT OF  
Framework Construction Contract  
For  
LOCAL ROADS & DRAINAGE PROGRAMME**

**PROJECT ID: IA 12/13 C 056 ST**

**PROCEDURES AND WORK REQUIREMENTS**

**PART 2 - WORK REQUIREMENTS**

Public Works Authority  
PO Box 22188  
Doha  
State of Qatar

September 2015



## **PART 2: WORK REQUIREMENTS**

### **Contents**

#### **PART 2 – WORKS REQUIREMENTS**

Appendix A - is the scope of work. (Project Brief )

**Note: The above document is 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 document will be part of the Tender Documents.**

## **APPENDIX A: SCOPE OF WORK (PROJECT BRIEF)**

### **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.

#### **1.1 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 who 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.

## 2. Scope of Works

The information contained in the next section shall form the Schedule 1 of the Framework Contract Documents.

### 2.1 INTRODUCTION

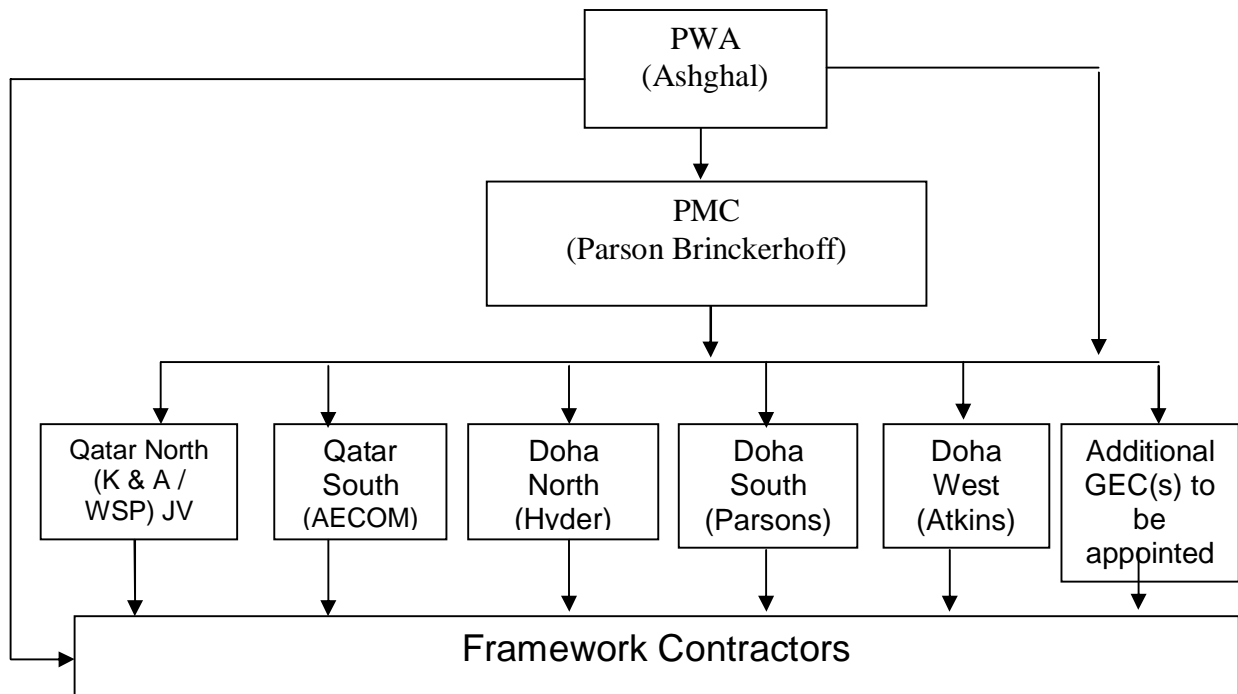
- 2.1.1 The State of Qatar is a peninsula located on the northeast coast of the much larger Arabian Peninsula with a total land area of approximately 11,500 square kilometres. The population is approximately 1.7 million inhabitants (2009 census) with almost 83% of the inhabitants residing in Doha and its main suburb Al-Rayyan.
- 2.1.2 The State of Qatar has experienced rapid economic growth over the last several years. This economic growth has resulted in increased demand for the State to construct and provide first-class infrastructure such as government buildings (hospital, schools, and the like) transportation networks (harbours, airports, highways, roads etc.) and services (power, water, sewerage, waste disposal etc.).
- 2.1.3 This increased demand has consequently placed extraordinary requirements on the relevant government entities and their resources. It has become necessary to enhance the capacity of these government entities in order to deliver the required infrastructure.
- 2.1.4 The PWA (Public Works Authority), also known as Ashghal, is responsible for the planning, design, procurement construction, assets management, and delivery of infrastructure and building works in the State of Qatar.
- 2.1.5 PWA contributes to the economic and social development of the State of Qatar through implementing public projects in accordance with the approved plans of the State. In coordination with other agencies in the State, PWA implements and programmes the execution of public projects consistent with the approved State objectives and allocated budget.
- 2.1.6 PWA's tasks also include preparation of studies, designs, and technical specifications for the public projects; procurement of public projects and overseeing the work; implementing major maintenance projects according to the plans, programmes and studies developed; as well as implementation, management, operation and maintenance of drainage, groundwater, surface water and water treatment projects.
- 2.1.7 Through its major departments, PWA strives to develop the State's infrastructure and public amenities to the level of international standard achieved by developed countries and communities and in general it contributes to the overall sustainable development of the State in economic and social areas of the State.

- 2.1.8 The PWA consists of administrative units set out below:
- 2.1.8.1 First: Administrative units under the Minister of Municipality and Urban Planning: The Internal Audit Unit.
  - 2.1.8.2 Second: Administrative units under the President including Office of the President, Public Relations and Communication Unit, Legal Affairs Department and Corporate Development & Planning Department.
- 2.1.9 PWA's major business unit consists of five major sectors as below:
- 2.1.9.1 Buildings Affairs
  - 2.1.9.2 Infrastructure Affairs
  - 2.1.9.3 Technical Support Affairs
  - 2.1.9.4 Assets Affairs
  - 2.1.9.5 Shared Services Affairs
- 2.1.10 **Buildings Affairs:** This sector is subdivided into Designs Department and Projects Department dedicated to government building projects such as schools, ports, recreational facilities, healthcare facilities and other government buildings.
- 2.1.11 **Infrastructure Affairs:** This sector is subdivided into Local Roads and Drainage and Expressway departments.
- 2.1.12 **Technical Support Affairs:** this sector consists of three departments:
- 2.1.12.1 Contracts Department, which is responsible for procurement, process and procedures in the delivery of PWA Projects.
  - 2.1.12.2 Engineering Business Support Department, which provides technical support for the Projects in terms of project planning, estimating, tracking and documentation.
  - 2.1.12.3 Quality and Safety Department, which is responsible for the quality control of projects and safety at work sites and offices.
- 2.1.13 **Assets Affairs:** This sector handles operation and maintenance of assets through two departments namely, Drainage Operation and Maintenance Department and Road Operation and Maintenance Department.
- 2.1.14 **Shared Services Affairs:** All other departments that deal with technical supports come under this sector including Administration and Finance Department, Human Resources Department, General Services Department and Information System Department.

**2.2 SCOPE OF WORKS - OVERVIEW**

**2.2.1 OVERVIEW**

- 2.2.1.1 As a consequence of the population and economic growth in the State of Qatar more highways and drainage works including building projects (ports, schools, healthcare facilities, cultural facilities, sports and recreational facilities and other public and government buildings) are required.
- 2.2.1.2 PWA intends to deliver the Local Roads and Drainage programme within a co-ordinated framework of outsourced contracts over the next three to five years.
- 2.2.1.3 PWA therefore has appointed a Programme Management Consultant, Parsons Brinckerhoff (PMC) to undertake all the management activities associates with the delivery of the Local Roads and Drainage Programme.
- 2.2.1.4 In addition, as defined in this document, PWA has appointed four separate General Engineering Consultants, referred to hereafter as “GECs” who will be responsible for undertaking all the consultancy and engineering services (Design) and any other related services, under the management and supervision of the PMC, with regard to Local Roads and Drainage Programme:

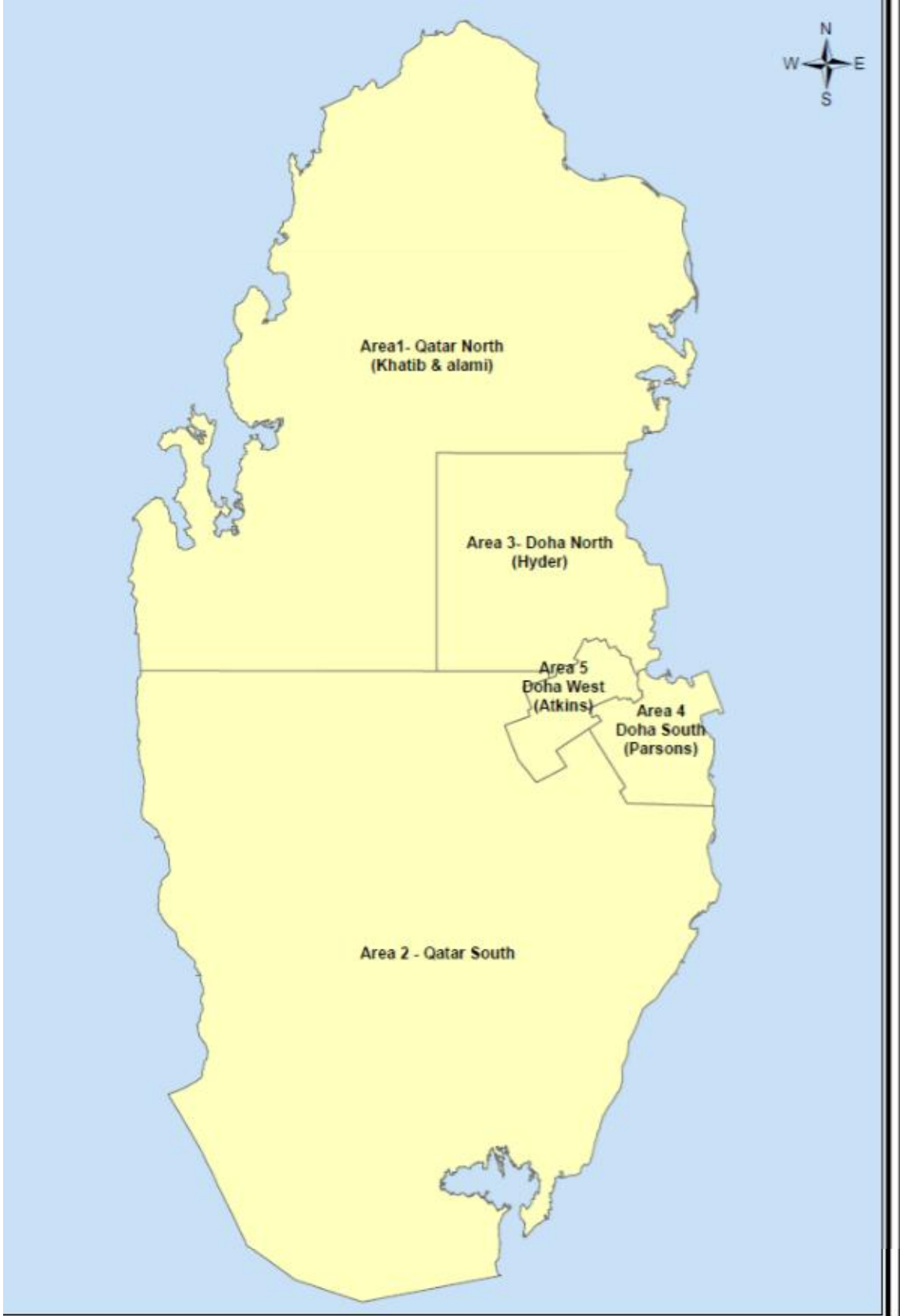


## 2.3 SCOPE OF WORKS – GENERAL

### 2.3.1 OVERVIEW

- 2.3.1.1 Under the management of the PMC and the supervision of the General Engineering Consultant (GEC), the Framework Construction Contractor shall undertake all the construction activities required for the delivery of Local Roads and Drainage Programme for the upgrading of existing substandard or temporary local roads and drainage and constructing new roads and drainage for planned new developments throughout the State of Qatar.
- 2.3.1.2 The State of Qatar is divided into five geographic Areas corresponding to drainage catchment areas:
- 2.3.1.2.1 Area 1: Qatar North (Khatib & Alami / WSP JV)
  - 2.3.1.2.2 Area 2: Qatar South (AECOM)
  - 2.3.1.2.3 Area 3: Doha North (Hyder)
  - 2.3.1.2.4 Area 4: Doha South (Parsons)
  - 2.3.1.2.5 Area 5: Doha West (Atkins)
- 2.3.1.3 Given the geographic coverage and the significant capital investment of the roads and drainage programme, PWA intends to appoint Contractors in a Framework Construction Contract to cover the entire State of Qatar.
- 2.3.1.4 It is to be noted that the Framework Construction Contractors could be appointed under a call-off basis direct or be invited to participate in a mini-competition for any of the projects under the Local Roads and Drainage Programme.

2.4 CONSTRUCTION AREAS MAP



## 2.5 WORKS DESCRIPTION

- 2.5.1 Project Category works may include, however are not limited to, the following types of works. These shall be further detailed in the tender documentation as appropriate.
- 2.5.2 Preliminaries, including but not limited to; Initial joint survey before construction with GECs, Health & Safety, work permits, setting out, temporary accommodation and welfare facilities, lockable storage, temporary fencing, hoardings and security, appropriate temporary signing.
- 2.5.3 Site plant and equipment such as, sweeper, fuel and water bowsers, suitable site vehicles, fork lift, dumpers, skips, task lighting, temporary power, cat and genny, surveying equipment, small tools etc
- 2.5.4 Traffic management design; all required labour, plant and materials, including cones, lights, signs and any temporary barrier, protective netting and the like for both Contractor and GECs design.
  - 2.5.4.1 Site Clearance (Including demolition)
  - 2.5.4.2 Fencing
  - 2.5.4.3 Vehicle Crash Barriers
  - 2.5.4.4 Road Drainage
  - 2.5.4.5 Earthworks
  - 2.5.4.6 Unbound Pavement Materials
  - 2.5.4.7 Asphalt Works
  - 2.5.4.8 Kerbs, Footways and Paved Areas (Including Cycle tracks)
  - 2.5.4.9 Traffic Signs, Markings and Studs
  - 2.5.4.10 Road Lighting
  - 2.5.4.11 Electrical work for road lighting and traffic signs
  - 2.5.4.12 Roads communications & ITS civil works
  - 2.5.4.13 Piling and embedded retaining walls
  - 2.5.4.14 Structural concrete
  - 2.5.4.15 Structural steelwork
  - 2.5.4.16 Protection of steelwork against corrosion
  - 2.5.4.17 Waterproofing for concrete structures
  - 2.5.4.18 Bridge Bearings
  - 2.5.4.19 Bridge expansion joints and sealing of gaps
  - 2.5.4.20 Brickwork, blockwork and stonework
  - 2.5.4.21 Special structures
  - 2.5.4.22 Other works (SUs, noise insulation, Acc Works etc)
  - 2.5.4.23 Landscape, irrigation and ecology
  - 2.5.4.24 Maintenance painting of steelwork
  - 2.5.4.25 EMP and baseline monitoring before construction
  - 2.5.4.26 Utility diversion
  - 2.5.4.27 Fire main/hydrant provision



## APPENDIX 2: CONDITIONS OF CONTRACT

### 3. Type of Contract

The Form of Contract shall be based on the The PWA's Framework Contract Conditions dated November 2012 shall form part of the Contract for successful Tenderers. This Conditions of Contract will be supplemented by a detailed Conditions of Particular Applications to suite Framework Agreement at tender stage.