



هيئة الأشغال العامة  
PUBLIC WORKS AUTHORITY

# PREQUALIFICATION DOCUMENT FOR

**PRE CONTRACT AND GENERAL  
SUPERVISION PROFESSIONAL  
CONSULTANCY SERVICES FOR TWO  
SPECIFIC HEALTHCARE PROJECTS AT  
HAMAD BIN KHALIFA MEDICAL CITY  
(HBKMC)**

S/No.	Project Name	Project ID
1	Design accessory administrative offices above the first phase of the metro station & Crescent Gardens	BA 14/15 D 046 ST
٢	Design of Multi Level Car Park on Rumailah Hospital Campus	BA 14/15 D 047 ST

## Authority

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

January 2015

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**SUMMARY DESCRIPTION**

This Prequalification Document consists of the “Prequalification Procedures”, the “Projects Brief” and the “Projects Detail” to be procured. A brief description of this document is given below.

**PREQUALIFICATION DOCUMENT FOR PRE CONTRACT AND GENERAL SUPERVISION PROFESSIONAL CONSULTANCY SERVICES FOR TWO SPECIFIC PROJECTS AT HAMAD BIN KHALIFA MEDICAL CITY (HBKMC)**

**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 opening and evaluation of Applications.

**Section I contains provisions that are to be used without modification.**

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

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

**Section III. Prequalification Criteria**

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

**Section IV. Application Forms**

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

**PART 2 – PROJECT BRIEF (for each project)**

**Draft Projects Brief**

This document is an outline of the Project Brief (for each project) and is to be used by Applicants to understand the broad requirements of;

- The project brief for each project
- The scope of services required from the Consultant for the projects.

**This document is in development and is not intended to represent a full Project Brief (for each project). It is issued for information only at this stage.**

**PART 3 – PROJECT DETAIL (Not Applicable)**

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### **PART 1 – Prequalification Procedures**

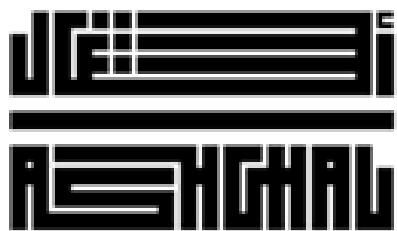
- Section I. Instructions to Applicants (ITA)
- Section II. Application Data Sheet (ADS)
- Section III. Prequalification Criteria
- Section IV. Application Forms

### **PART 2 – Project Brief**

- 1. Introduction
- 2. Project Brief ( for each project)
- 3. Scope of Services Required from the Consultant

### **PART 3 – Project Detail (Not Applicable)**

- 1. Contract
- 2. Consultant Design Team



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## PROCEDURES AND PROJECT BRIEF (for each project) PART 1: PREQUALIFICATION PROCEDURES

### Authority

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

January 2015

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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

**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 | In connection with the Invitation for Prequalification the Public Works Authority (hereinafter the "Authority"), issues this Prequalification Document to Applicants interested in tendering for the scope of deliverables described in Part 2 – Project Brief.                               |
| <b>2. Source of Funds</b>                    | 2.1 | The contract shall be funded directly by the Government of the State of Qatar.                                                                                                                                                                                                                |
| <b>3. Corrupt &amp; Fraudulent Practices</b> | 3.1 | The Authority requires that Applicants observe the highest standard of ethics during the procurement and execution of Authority contracts. In pursuit of this policy, the Authority requires that Applicants are compliant with the Laws of the State of Qatar in competing for the contract. |
| <b>4. Eligible Applicants</b>                | 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 | 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 Authority becomes apparent, Applicants shall immediately inform the Authority, when the Authority shall, at its absolute  |

SECTION I INSTRUCTIONS TO APPLICANTS

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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-consultant 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-consultant 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 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'.
- 4.8 Registration as ITA 4.7 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 such evidence of their willingness to obtain all consents, permits and licenses necessary and, if appointed, shall be requested to show the evidence. It is the responsibility of the Applicant to bear all costs associated with the preparation and obtaining the registration. The Authority shall in no case be responsible or liable for those costs.
- 4.9 Applicants shall have a minimum of annual turnover specified in the ADS to participate in the prequalification process. Any Applicant which does not meet the minimum requirements specified in the ADS or is non-compliant will be rejected and no further prequalification assessment will be carried out.

**5. Eligible Goods and Related Services**

- 5.1 In preparation of the Prequalification Document Applicants shall be aware of and observe the Government of the State of Qatar's rules and regulations.

**C. Contents of the Prequalification Document**

**6. Sections of Prequalification Document**

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

SECTION I INSTRUCTIONS TO APPLICANTS

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**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 Project Detail (Not Applicable)**

- 6.2 Any "Invitation for Prequalification" issued by the Authority shall not form part of the Prequalification Document.
- 6.3 The Authority accepts no responsibility for the completeness of the Prequalification Document and its addenda unless they were obtained directly from the Authority.
- 6.4 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Document and to furnish all information or documentation required by the Prequalification Document.

**7. Clarification of Prequalification Document**

- 7.1 Applicants requiring clarifications of the Prequalification Document shall contact the Authority in writing at the address indicated in the ADS. The Authority shall respond in writing to any request for clarification provided that such request is received not later than five (5) calendar days before the deadline for submission of Applications. The Authority shall communicate to all Applicants full details of the clarification but without identifying its source. Should the Authority deem it necessary to amend the Prequalification Document as a result of a clarification, it shall do so following the procedure under ITA 8 and in accordance with the provisions of ITA 17.2.

**8. Amendment of Prequalification Document**

- 8.1 At any time prior to the deadline for submission of Applications, the Authority may amend the Prequalification Document by issuing addenda.
- 8.2 Any addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all who have obtained the Prequalification Document from the Authority.
- 8.3 To give prospective Applicants reasonable time to take an addendum into account in preparing their Applications, the Authority may, at its discretion, extend the deadline for the submission of Applications.

**D. Preparation of Applications**

**9. Cost of Applications**

- 9.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. The Authority shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

**10. Language of**

- 10.1 The Application, as well as all correspondence and documents relating



**SECTION I INSTRUCTIONS TO APPLICANTS**

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- Application** to the prequalification exchanged by the Applicant and the Authority, shall be written in the language specified in the ADS. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the ADS, in which case, for purposes of interpretation of the Application, the translation shall govern.
- 11. Documents Comprising the Application** 11.1 The Application shall comprise the following:
- a) Application Submission Sheet, in accordance with ITA 12;
  - b) Documentary evidence establishing the Applicant's eligibility to prequalify, in accordance with ITA 13;
  - c) Documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and
  - d) Any other document required as specified in the ADS.
- 12. Application Submission Sheet** 12.1 The Applicant shall prepare an Application Submission Sheet using the form furnished in Section IV, Application Forms. This form shall be completed without any alteration to its format.
- 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 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 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.
- 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

SECTION I INSTRUCTIONS TO APPLICANTS

indicated in the ADS 1.1.

16.2 In addition to the hardcopies, the Applicant shall submit a softcopy on a labelled CD-ROM enclosed to the original copy indicated in the ADS. The label should show the project title as "Prequalification Application for **(project name)** and the Applicant's name.

16.3 The Authority will accept no responsibility for not processing any Application that was delivered in an unsealed envelope or not identified as required.

**17. Deadline for Submission of Applications**

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

17.2 The Authority may, at its discretion, extend the deadline for the submission of Applications by amending the Prequalification Document in accordance with ITA 8, in which case all rights and obligations of the Authority and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

**18. Late Applications**

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

**19. Opening of Applications**

19.1 The Authority shall prepare a record of the opening of Applications that shall include, as a minimum, the name of the Applicant.

**F. Procedures for Evaluation of Applications**

**20. Confidentiality**

20.1 Information relating to the evaluation of Applications, and recommendation for prequalification, shall not be disclosed to Applicants or any other persons not officially concerned with such process until the notification of prequalification is made to all Applicants.

20.2 From the deadline for submission of Applications to the time of notification of the results of the prequalification in accordance with ITA 28, any Applicant that wishes to contact the Authority on any matter related to the prequalification process, may do so but only in writing.

**21. Clarification of Applications**

21.1 Within fourteen (14) calendar days of the Application submission closing date, Authority may ask any Applicant for clarifications. The Applicant shall submit, to the address indicated in the ADS, its reply within five (5) calendar days after the clarification date or by the date and time set in the Authority's request for clarification. Any request for clarification and all replies shall be in writing as indicated in the ADS.

21.2 If an Applicant does not provide clarifications of the information requested within five (5) calendar days after the clarification date or by the date and time set in the Authority's request for clarification, its Application may, at the sole discretion of the Authority, be rejected.

**22. Responsiveness of Applications**

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

**23. Domestic Tenderer Price Preference**

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

- 24. Sub-consultants**
- 24.1 Applicants planning to subcontract any of the activities indicated in Section III, Prequalification Criteria, shall specify the activity to be subcontracted in the Application Submission Sheet and clearly identify such activities and the proposed sub-consultants using Form ELI-1.2 in Section IV, Application Forms. Such proposed sub-consultant(s) shall meet the corresponding qualification requirements specified in Section III: Prequalification Criteria.
- 24.2 At this time, the Authority does not intend to execute specific parts of the scope of deliverables by consultant(s) selected in advance by the Authority (Nominated Consultant) unless otherwise stated in the ADS.

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

- 25. Evaluation of Applications**
- 25.1 The Authority will use all the factors, methods and criteria defined in Section III, Prequalification Criteria to evaluate the qualifications of the Applicants and any sub-consultants. The Authority reserves the right to consider other factors or waive minor deviations in the prequalification criteria if they do not materially affect the capability of an Applicant to perform the scope of deliverables.
- 25.2 Only the qualifications of sub-consultants that have been identified in the Application may be considered in the evaluation of an Applicant. The general experience and financial resources of sub-consultants shall not be evaluated nor added to those of the Applicant for purposes of prequalification of the Applicant.
- 25.3 Unless otherwise indicated in the ADS, this Prequalification Document shall be for a single contract.
- 26. Authority's Right to Accept or Reject Applications**
- 26.1 The Authority reserves the right to accept or reject any Application, and to annul the prequalification process and reject all Applications at any time, without thereby incurring any liability to Applicants.
- 27. Prequalification of Applicants**
- 27.1 An Applicant who's Applications have met or exceeded the specified threshold criteria will be prequalified by the Authority. The Authority reserves the right to invite a short list of qualified Applicants to invitation to tender.
- 28. Notification of Prequalification**
- 28.1 Once the Authority has completed the evaluation of the Applications it shall notify Applicants in writing if they have been prequalified and invited to enter the design competition or not.
- 29. Invitation to Tender**
- 29.1 After the notification of the results of the prequalification the Authority shall invite competition entries from the short listed Applicants that have been prequalified.
- 29.2 Tenderers may be required to provide tender security acceptable to the Authority in the form and an amount as to be specified in the tender document, and the successful tenderer will be required to provide a performance security in the form and an amount as to be specified in the tender document.
- 30. Changes in Qualifications of Applicants**
- 30.1 Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 27 and invited to tender shall be subject to written approval of the Authority prior to the deadline for submission of tenders. Such approval shall be denied if as a

**SECTION I INSTRUCTIONS TO APPLICANTS**

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consequence of the change the Applicant no longer substantially meets the qualification criteria set forth in Section III, Prequalification Criteria, or if in the opinion of the Authority, a substantial reduction in competition may result. Any such changes shall be submitted to the Authority not later than fourteen (14) calendar days after the date of the invitation to tender.

<b>SECTION II - APPLICATION DATA SHEET</b>	
<b>A. Introduction</b>	
<b>ITA 1.1</b>	The identification of the Applicant is: _____
<b>ITA 1.1</b>	The name of the Project is: <b>(Name of The Project)</b>
<b>ITA 4.1</b>	Associations are allowed
<b>ITA 4.3</b>	Applicants, either individually or as part of an association, may submit only one Application.  Applicants may include sub-consultants.
<b>ITA 4.9</b>	US\$ 50 million minimum annual turnover
<b>B. Prequalification Document</b>	
<b>ITA 7.1</b>	For clarification purposes only, the PWA's address is:  <b>As per ADS D (below)</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, 15.2 &amp; 16.2</b>	In addition to the original, the number of copies to be submitted with the Application is: <b>Two hardcopies and two softcopies (on a CD-ROM).</b>

<b>D. Submission and Opening of Applications</b>	
<b>ITA 17.1 &amp; 21.1</b>	<p>For Application submission purposes only, the Authority's address is: <b>Attention:</b></p> <p><b>Manager of Contracts Department</b>  <b>Ground Floor, Tower 1,</b>  <b>Public Works Authority</b>  <b>P.O.Box 22188, Doha, State of Qatar</b>  <b>Facsimile No.: +974 44950777</b>  <b>Email: <a href="mailto:contracts@ashghal.gov.qa">contracts@ashghal.gov.qa</a></b></p> <p>Telephone: +974 4495 0044</p> <p><b><u>The deadline for Application submission is:</u></b></p> <p><b>Date: 29<sup>th</sup> January 2015</b></p> <p><b>Time: 12:00 PM Doha local time.</b></p>
<b>E. Evaluation of Applications</b>	
<b>ITA 23.1</b>	No domestic tenderer price preference shall be applied
<b>ITA 24.2</b>	<p>The <b>PWA shall NOT</b> execute specific parts of the scope of deliverables by consultant(s) selected in advance (Nominated Consultant).</p> <p>The specific parts of the scope of deliverables and the respective consultant are: <b>None</b></p>
<b>ITA 25.3</b>	This prequalification document shall be for a single contract.

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.

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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 or intended association must meet requirement	Must meet requirement	N / A	Application Submission Sheet
1.2	Authority Ineligibility	Not having been declared ineligible by the Authority, as described in ITA Sub-Clause 4.4	Must meet requirement	Existing or intended 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	Must meet requirement	Must meet requirement	N / A	Application Submission Sheet
1.4	Applicant Details	Applicant to provide background details	Applicant must complete				Form ELI – 1.1 & 1.2
<b>2. Licenses and Registrations</b>							
2.1	Certificate of Registration in Local Engineering Consultation Office	Applicant required to meet condition of ITA Sub-Clause 4.7	Must meet requirement	N / A	N / A	Must meet requirement	Form REG – 2.1



SECTION III PREQUALIFICATION CRITERIA

Qualification Criteria			Compliance Requirement				Documentation
No.	Subject	Requirement	Single Entity	Association			Submission Requirements
				All Parties Combined	Each Party	One Party	
2.2	Qatar Registration (or willingness to obtain registration if appointed)	Applicant required to meet condition of ITA Sub-Clause 4.8	Must meet requirement	N / A	N / A	Must meet requirement	Form REG – 2.1
2.3	Annual Turnover	Applicant required to demonstrate their annual turnover	Must meet requirement	Must meet requirement	Must meet requirement	N / A	Form REG – 2.1
<b>3. Historical Contract Non-Performance</b>							
3.1	History of Non-Performing Contracts	Non-performance of a contract did not occur within the last three (3) years prior to the deadline for Application submission based on all information on fully settled disputes or litigation.	Must meet requirement	Must meet requirement	Must meet requirement	N / A	Form CON – 3
3.2	Pending Litigation	All pending litigation shall in total not represent more than twenty five per cent (25%) of the Applicant's net worth and shall be treated as resolved against the Applicant	Must meet requirement	Must meet requirement	Must meet requirement	N / A	Form CON – 3

Qualification Criteria			Compliance Requirement				Documentation
No.	Subject	Requirement	Single Entity	Association			Submission Requirements
				All Parties Combined	Each Party	One Party	
<b>4. Financial Situation</b>							
4.1	Financial Performance	Submission of independently audited financial statements (in English) for the last three (3) years indicating the breakdown of local and international turnover.	Must meet requirement	Must meet requirement	Must meet requirement	N / A	Form FIN – 4.1
<b>5. Experience</b>							
5.1	General Experience	Experience in the role of lead consultant during the last seven (7) years prior to the Applications submission deadline.  Applicants are to provide details of <u>individual projects which are relevant to the scope of services required by the Authority</u>	Must meet requirement	Must meet requirement	N/A	Must meet requirement	Form EXP – 5.1
5.2	Specific Technical Experience (1)	Healthcare experience during the last seven (7) years as either Lead Design consultant, sub-consultant or Association partner	Must meet requirement	Must meet requirement	N/A	Must meet requirement	Form EXP – 5.2

SECTION III PREQUALIFICATION 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)	<p>Experience during the last seven (7) years with responsibility for the following key activities:</p> <ul style="list-style-type: none"> <li>• Delivery of design service utilising Building Information Management (BIM) system(s)</li> </ul> <p>Applicants are required to provide details for not more than three (3) projects - including at least one healthcare project are preferred.</p>	Must meet requirement	Must meet requirement	N/A	Must meet requirement	Form EXP 5.2
5.4	Regional Experience	Experience during the last seven (7) years prior to the Applications submission deadline in the GCC region and Qatar in particular	Must meet requirement	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 demonstrated experience in projects of similar size and type as per item 5.1 (Not more than two (2) personnel per project).	Must meet requirement	Must meet requirement	N / A	N / A	Form EXP – 6.1

SECTION III PREQUALIFICATION CRITERIA

Qualification Criteria				Compliance Requirement			Documentation
No.	Subject	Requirement	Single Entity	Association			Submission Requirements
				All Parties Combined	Each Party	One Party	
6.2	Experience (2)	Key personnel with demonstrated specific technical experience in project types as per items 5.2 – 5.3 inclusive (Not more than two (2) personnel per project).	Must meet requirement	Must meet requirement	N / A	N / A	Form EXP – 6.1
6.3	Experience (3)	Key personnel with demonstrated regional experience in project types as per item 5.4 (Not more than two (2) personnel per project).	Must meet requirement	Must meet requirement	N / A	N / A	Form EXP – 6.1

Qualification Criteria				Compliance Requirement			Documentation
No.	Subject	Requirement	Single Entity	Association			Submission Requirements
				All Parties Combined	Each Party	One Party	
<b>7. Technical Capability</b>							
7.1	Management Organisation	Ability to deliver services in Qatar – should highlight organisation chart identifying sub-consultants, an understanding of multi-location working, any previous experience in working in this manner and detail of the core Qatar based team proposed.	Must meet requirement	Must meet requirement	N / A	N / A	Form OTC – 7.1
7.2	Technical Capacity	Sufficient and appropriate staff and / or sub-consultants to deliver the services	Must meet requirement	Must meet requirement	N / A	N / A	Form OTC – 7.2
<b>8. Company Policies</b>							
8.1	Quality, Health, Safety, Sustainability and Environment Management	Applicant shall provide details of its Quality, Health, Safety, Sustainability and Environmental Management status	Must meet requirement	Must meet requirement	Must meet requirement <b>only</b> in the event that the Association is not registered.	N / A	Form HSE – 8.1

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APPLICATION SUBMISSION SHEET

Date:

Project: **(Name of the Project)**

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

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-consultants 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-consultants subject to this Prequalification Document, have not been declared ineligible by the Authority's and Qatar's laws or official regulations
- (a) We confirm that our Engineer or Architect of Record (AOR) proposed as forming a part or parts of our team is exclusive to this Tender whether the AOR will be contracted with us (Consultant) as a Joint Venture or as a sub-consultant. (This confirmation shall be confirmed with an exclusivity Agreement within the Tender Document).
- (b)  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)

**SECTION IV APPLICATION FORMS**

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

Activities	Sub-consultant

**Note: This template shall be submitted for each project separately if it is not typical for each project**



- (d) 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.

Signed:

Name:

in the capacity of:

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

Applicant's legal name

---

Address

---

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

APPLICANT INFORMATION SHEET

Date:

Project: **(Name of the Project)**

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

Applicant's legal name:
In case of association, legal name 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:
Applicant's authorised representative information Name: Address: Telephone/Fax numbers: E-mail address:
Attached are copies of original documents of: <input type="checkbox"/> 1. In case of single entity, Articles of Incorporation or Documents of Constitution of the legal entity named above, in accordance with ITA 4.1. <input type="checkbox"/> 2. In case of an association, MOU for association or association agreement, in accordance with ITA 4.1. <input type="checkbox"/> 3. In case of a government owned entity, any additional documents not covered under 1 above required to comply with ITA 4.5.

**Note: This template shall be submitted for each project separately if it is not typical for each project**

FORM ELI – 1.2

APPLICANT INFORMATION SHEET FOR EACH ASSOCIATION MEMBER/SUB-CONSULTANT AS PER  
ITA 24.1

Date:

Project: **(Name of the Project)**

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

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

Applicant's legal name:
Association member's/Sub-consultant's legal name:
Association member's/Sub-consultant's country of constitution:
Association member's/Sub-consultant's year of constitution:
Association member's/Sub-consultant's legal address in country of constitution:
Association member's / Sub-consultant's authorised representative information Name: Address: Telephone/Fax numbers: E-mail Address:
Attached are copies of original documents of: <input type="checkbox"/> Articles of Incorporation or Documents of Constitution of the legal entity named above, in accordance with ITA 4.1. <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.

**Note: the Applicant Information Sheet for each association member/Sub-consultant as per should be submitted separately for each project if it is not typical for each project.**

COMPANY REGISTRATION

Date:

Project: **(Name of the Project)**

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

Registered in Qatar	No	Yes	Discipline	Registration/License No.
Applicant?				
Parent Company? Name:				
If not registered in Qatar, please provide details of prospective Sponsor or details of alternative registration proposal				
Prospective sponsor's name	Address and Contact Numbers		Type of Business	
Alternative Registration Proposal				

Sub-consultants					
Name	Registered in Qatar		Discipline	Registration/ License No.	Location Services to be carried out
	Yes	No			

Annual Turnover Data		
Year	Amount and Currency	US\$ equivalent
1		
2		
3		
*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, Prequalification Criteria, Item 4.1

Note: Please copy and complete table for each discipline.

**Note: the Company Registration as per should be submitted separately for each project if it is not typical for each project.**

FORM CON – 3

HISTORICAL CONTRACT NON PERFORMANCE SHEET

Date:

Project: **(Name of the Project)**

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

**Note:** This form is to be completed by the Applicant, and if an association, each association member

<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			
<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	Outcome as Percent of Total Assets	Contract Identification:	Total Contract Amount (current value, US\$ equivalent)
		Contract Identification: Name of Employer: Address of Employer: Matter in dispute:	
		Contract Identification: Name of Employer: Address of Employer: Matter in dispute:	
		Contract Identification: Name of Employer: Address of Employer: Matter in dispute:	

US\$ Conversion rate applied:

**Note: This template shall be submitted for each project separately if it is not typical for each project**

**FORM FIN – 4.1**

**FINANCIAL SITUATION**

Date:

Project: **(Name of the Project)**

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

**Note:** This form is to be completed by the Applicant, and if an association, each association member

Financial information in US\$ equivalent	Historic information for previous three (3) years (US\$ 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)				

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)



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

**This template shall be submitted for each project separately if it is not typical for each project**



FORM EXP – 5.2

SPECIFIC EXPERIENCE

Date:

Project: **(Name of the Project)**

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

<p>Similar Contract Number: ____ of 5 required.</p>	<p>Activities  (Tick all activities applicable to this example)</p>	<p><input type="checkbox"/> Office Design  <input type="checkbox"/> Enabling Works Packages  <input type="checkbox"/> Prefabrication of Building Elements  <input type="checkbox"/> Deep Excavation/ Basements  <input type="checkbox"/> Infrastructural design  <input type="checkbox"/> Distribution warehouses</p>	<p><input type="checkbox"/> Technical Example  <input type="checkbox"/> Regional Example  (mark as appropriate)</p>
<p>Contract Identification</p>			
<p>Award Date</p>			
<p>Completion Date</p>			
<p>Total Contract Amount</p>			<p>US\$</p>
<p>If any sub-contract, specify participation of total contract amount</p>	<p>%</p>		<p>US\$</p>
<p>Employer's Name:</p>			
<p>Address:</p> <p>Telephone/fax number:</p> <p>e-mail:</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.</p>			

**Note: Specific Experience sheet for each association member/sub-consultant as per should be submitted separately for each project.**



FORM EXP – 6.1

KEY PERSONNEL EXPERIENCE – GENERAL PROJECT MANAGEMENT EXPERIENCE

1	NAME		2	YEARS OF EXPERIENCE		<input type="checkbox"/> Technical Example <input type="checkbox"/> Regional Example <i>(mark as appropriate)</i>	
3	POSITION		4	NATIONALITY		5	BIRTH DATE
6	ACADEMIC QUALIFICATION				7	KEY EXPERIENCE RELEVANT TO THE PROJECT (MAX 200 WORDS)	
ACADEMIC DEGREE		DATE CERTIFIED	NAME OF INSTITUTION		COUNTRY		
8	PROFESSIONAL REGISTRATION / AFFILIATIONS						
NAME OF ORGANIZATION			REGISTRATION / MEMBERSHIP NO.				

SECTION IV APPLICATION FORMS  
FORM EXP – 6.1 CONTINUED

KEY PERSONNEL EXPERIENCE – GENERAL PROJECT MANAGEMENT EXPERIENCE

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

**Note: this template shall be replicated for each example and each project separately if it is not typical for each project.**

FORM OTC – 7.1

ORGANISATION FOR DELIVERY OF SERVICES IN QATAR

Date:

Project: **(Name of the Project)**

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

Response should include;  
Organisation Chart  
Demonstration of multi-locational working and any previous experience  
Core Qatar based team

Description of the organisation for delivery of services in Qatar	Maximum 500 words description plus 1 x A4 size page for graphic(s)

**Note: This template shall be submitted for each project separately if it is not typical for each project.**

**FORM OTC – 7.2**

**TECHNICAL CAPABILITY – STAFF CAPACITY**

Date:

Project: **(Name of the Project)**

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

**Note:** This form is to be completed by the applicant, or if an association, by each association member and should include only include staff relevant to the scope of services required by the Authority

<b>Region: e.g USA, Europe</b>	<b>NUMBER</b>	<b>AVERAGE YEARS EXPERIENCE</b>	<b>AVERAGE YEARS WITH APPLICANT</b>
<b>PROFESSIONAL STAFF</b>			
<b>TECHNICAL STAFF</b>			

<b>Region:</b>	<b>NUMBER</b>	<b>AVERAGE YEARS EXPERIENCE</b>	<b>AVERAGE YEARS WITH APPLICANT</b>
<b>PROFESSIONAL STAFF</b>			
<b>TECHNICAL STAFF</b>			

<b>Region:</b>	<b>NUMBER</b>	<b>AVERAGE YEARS EXPERIENCE</b>	<b>AVERAGE YEARS WITH APPLICANT</b>
<b>PROFESSIONAL STAFF</b>			
<b>TECHNICAL STAFF</b>			

<b>Region:</b>	<b>NUMBER</b>	<b>AVERAGE YEARS EXPERIENCE</b>	<b>AVERAGE YEARS WITH APPLICANT</b>
<b>PROFESSIONAL STAFF</b>			
<b>TECHNICAL STAFF</b>			

<b>ALL REGIONS SUMMARY</b>	<b>NUMBER</b>	<b>AVERAGE YEARS EXPERIENCE</b>	<b>AVERAGE YEARS WITH APPLICANT</b>
<b>PROFESSIONAL STAFF</b>			
<b>TECHNICAL STAFF</b>			

QUALITY, HEALTH, SAFETY, SUSTAINABILITY AND ENVIRONMENT

Date:

Project: **(Name of the Project)**

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

#	Assurance System	No	Yes	Evidence Attached
1	Does the Applicant have a Quality Management System in place? <i>If Yes progress to 1A.</i>			
A	Is the Applicant's Management System certified to ISO 9001:2008 or similar <i>If No progress to 1B</i>			
B	Provide brief explanation of system			
2	Does the Applicant have a Health, Safety, and Security & Environmental Management System in place? <i>If Yes progress to 2A.</i>			
A	Is the Applicant's Health, Safety, Security & Environmental Management System certified to ISO 18000? <i>If No progress to 2B</i>			
B	Provide brief explanation of system			
3	Does the Applicant have an Environmental Management System in place? <i>If Yes progress to 3A.</i>			
A	Is the Applicant's Environmental Management System certified to ISO 14001 or similar? <i>If No progress to 3B</i>			
B	Provide brief explanation of system			
4	Applicant to describe their Sustainability Management System			
5	Provide the Applicant's company organisation chart detailing the level and integration of Quality, Health, Safety and Environmental Management into the Applicant's organisation.			

**Note: This template shall be submitted for each project separately if it is not typical for each project**

