



هيئة الأشغال العامة
PUBLIC WORKS AUTHORITY
Assets Affairs
Roads Operations and
Maintenance Department

PREQUALIFICATION DOCUMENT
FOR
ZONAL FRAMEWORK CONTRACT FOR
HIGHWAYS OPERATIONS AND
MAINTENANCE

Public Works Authority

PO Box 22188

Doha

State of Qatar

November 2013

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SUMMARY

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1.0 ABBREVIATIONS AND TERMINOLOGY

ADS	Application Data Sheet
CD	Compact Disk
EAMS	Electronic Asset Management System
ITA	Instructions to Applicants
ITT	Invitation to Tender
JV	Joint Venture
KPI	Key Performance Indicator
OTM	Operations Team Member
PQQ	Pre-Qualification Questionnaire
PWA	Public Works Authority
QA	Quality Assurance
QAR	Qatari Riyals
QC	Quality Control
QCE	Quality Control Engineer
QCS	Qatar Construction Specification
WZTMG	Works Zone Traffic Maintenance Guide

2.0 SUMMARY DESCRIPTION

2.1 The purpose of the prequalification process is to provide the basis for the Authority (Ashghal [Public Works Authority]), to select a short-list of competent companies (the "Pre-qualified Applicants"). This Pre-Qualification Questionnaire (PQQ) is being made available to all parties who have expressed an interest in supplying zonal operations and maintenance services under a multiple Contractor Framework Contract and have satisfied certain eligibility criteria set out in the associated application form for the PQQ. It sets out the information which an Applicant is required to provide to the Authority in this first stage of the procurement process.

The Authority intends to create two (2) zones (lots) to encompass the complete designated highway network of Qatar with four (4) contractors in each zone operating under the terms of a Framework Contract for each zone. No contractor will be a contracted party in both zones either individually as a contracted entity or as part of any consortium or joint venture. Further detail on the Scope of Works is contained at Part 2 – Work Requirements Appendix A [*Scope of Works*] of this PQQ.

The aim of the pre-qualification selection process is to enable the Authority to draw up a list of pre-qualified Applicants. The Authority wishes to ensure adequate competition in determining the number of Applicants to be pre-qualified and the Authority has decided that, provided there are sufficient Applicants meeting the Authority's requirements as specified below, up to sixteen (16) Applicants shall be selected to tender in response to an Invitation to Tender (ITT). However, the Authority reserves the right to select a greater or lesser number of Applicants.

It will be mandatory for each Applicant to submit a bona fide tender applicable to both zones and failure to do so may, at the sole discretion of the Authority, lead to disqualification of the Applicant's tender.

Applicants are advised it is intended that the final selection of four (4) contracted parties for each zone will be on the basis of that most advantageous to the Authority.

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The Authority is seeking proposals from Applicants to demonstrate their capacity to perform significant components of the Works with the right vision and the necessary experience, capabilities, understanding and commitment to work with Authority to achieve outstanding results in the delivery of the Project.

2.2 This Prequalification Document consists of:

1. Summary;
2. Part 1: Prequalification Procedures; and
3. Part 2: Work Requirements.

2.3 Prequalification is a step in the procurement route which shall ultimately lead to Invitation to Tender for the prequalified Applicants. The procurement process can either commence by public invitation or by direct, private, invitation. 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 and services being procured;
7. Key Staff Experience;
8. Health, Safety, Quality & Environment;
9. Resources, Plant and Equipment; and
10. Management Approach.

1.4 Consequently previous prequalification for Authority's projects shall not guarantee automatic prequalification for this Project.

1.5 The Work Requirements in Part 2 of this document provides an outline Scope of Works including drawings showing the defined highway network for each zone.

1.6 This Prequalification Invitation is the only prequalification step for both zones and the qualification criteria established are common to both zones.

3.0 DOCUMENT USER'S GUIDE

3.1 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 the opening procedures for 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 the information or requirements included in Section I: Instructions to Applicants.

Section III. Qualification Criteria

This section contains the qualification criteria and compliance requirements that will be used to determine how Applicants shall be prequalified and later invited to tender.

Section IV. Prequalification Application Submission Sheet and Forms

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

3.2 PART 2 – WORK REQUIREMENTS

Appendix A: Scope of Works (Project Brief)

This section contains details of the Scope of Works and the Project Procurement Programme.

Appendix B: Conditions of Contract

This section will identify the Framework and Works Order Terms and Conditions to be utilised

Appendix C: The Defined Area

This section contains a drawing identifying the zones.

3.3 TERMINOLOGY

3.2.1 Prequalification Application: Means the documents submitted for evaluation

and short-listing for Invitation to Tender.

3.2.2 **Prequalification Application Submission Sheet:** Means the form in Section IV of this document which shall preface the Prequalification Application.

3.2.3 **Prequalification Invitation:** Means the invitation by the Authority to Applicants to submit detailed particulars demonstrating capability in relation to the Scope of Work to be procured.



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PREQUALIFICATION DOCUMENT
FOR
ZONAL FRAMEWORK CONTRACT FOR
HIGHWAYS OPERATIONS AND
MAINTENANCE
PROCEDURES AND WORK REQUIREMENTS
PART 1 - PREQUALIFICATION PROCEDURES

Public Works Authority

PO Box 22188

Doha

State of Qatar

November 2013

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Section I. Instructions to Applicants (ITA)

A. General

- 1. Scope of Application** 1.1 This Prequalification Invitation document as indicated in Section II, Application Data Sheet (ADS), is issued by the Authority (Ashghal [Public Works Authority]), to Applicants interested in tendering for the Scope of Works as 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 Authority 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 Authority:
- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - i. **“Corrupt Practice”** shall mean the offering, giving, receiving, or soliciting of anything of value to influence the action of a Public Official in the procurement process or in contract execution; and
 - ii. **“Fraudulent Practice”** shall mean a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Authority, 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 Authority of the benefits of free and open competition;
 - (b) may, at its sole discretion, reject a proposal for prequalification if it determines that the Applicant recommended for prequalification has engaged in

Corrupt Practices or Fraudulent Practices in competing in the tendering processes for the these works.

4. Eligible Applicants

- 4.1 An 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 (refer to Section III.C.1 for further requirements).
- 4.2 Prequalification will be based on a combination of “pass-fail” criteria along with a scoring system of the Applicant’s qualifications as demonstrated by the Applicant’s responses in the attached Prequalification Application Submission Sheets and other requested documentation. Specific requirements for joint ventures are also set forth in Section III, Qualification Criteria. The Authority reserves the right to waive minor deviations from the criteria, if they do not materially affect the capability of an Applicant to perform the work.
- 4.3 The Applicant that is under a declaration of ineligibility by the Authority in accordance with ITA 3.1, as at the date of submission of the Prequalification Application or thereafter, shall be disqualified.
- 4.4 Government-owned entities in Qatar shall be eligible only if they can establish that they are legally and financially autonomous, and operate under commercial law, and that they are not dependent agencies of the Authority.
- 4.5 Applicants shall provide such evidence of their continued eligibility satisfactory to the Authority, as the Authority shall reasonably request.
- 4.6 If any conflict of interest or potential conflict of interest between Applicants, their subcontractors or advisers and those of the Authority becomes apparent, Applicants shall

immediately inform the Authority, when the Authority shall, at its absolute discretion, decide on the appropriate course of action. If the Authority becomes aware of any conflict of interest or potential interest that the Applicant has not declared to the Authority, the Authority may at its absolute discretion disqualify the Applicant from consideration.

5. Eligible Goods and Related Services 5.1 Not Used

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 Submission Sheet and Forms

PART 2 - Work Requirements

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

Appendix B: This section will detail the Framework and Works Order Terms and Conditions to be utilised

Appendix C: This section identifies the zones applied to the Scope of Works

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

Authority.

6.3 The Applicant 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 clarification 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 no later than one (1) week 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 outlined in 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 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 Authority 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 Authority shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the

	Prequalification process.
10. Language of Application	10.1 The Application as well as all correspondence and documents relating to the Prequalification exchanged by the Applicant and the Authority, shall be written in the language specified in the ADS. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the ADS, in which case, for the 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 the Application Submission Sheet using the form furnished in Section IV, Application Submission Sheet and 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 Prequalification Application Submission Sheet and Forms ELI 1.1 and ELI 1.2, included in Section IV.
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 Section IV, Prequalification Application Submission Sheet and Forms.

- 15. Signing of the Application and Number of Copies**
- 15.1 The Applicant shall prepare one (1) 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, or persons, duly authorised to sign on behalf of the Applicant. In the case of JV, all Parties must sign the documents.
- 15.2 The Applicant shall submit one (1) copy of the signed original Application, and clearly mark it "COPY". In the event of any discrepancy between the original and the copy, the original shall prevail.
- 15.3 The two (2) hard copies of the Application should consist of loose sheets of paper filed in hard cover ring binders and shall not exceed 250 type written pages, as defined in ITA 31. Ring binders or plastic comb binding should not be used for Applications.
- 15.4 A separate Application need not be submitted for each Zone and the Applicant is referred to Clause 1.1 of the Summary Description at Page iii for an explanation of the process intended.

D. Submission of Applications

- 16. Sealing and Identification of Applications**
- 16.1 The Applicant shall enclose the original and the copy of the Application in a sealed envelope or container 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 i.e. Package Number and Programme title as indicated in the ADS (ITA1.1).
- 16.2 In addition to the hardcopies, the Applicant shall submit two (2) softcopies on labelled CDs enclosed with the

Original document indicated in the ADS. The label should show the package number and Project title and the Applicant's name. No boxes or notebooks are to be submitted.

16.3 The Authority shall accept no responsibility for not processing any envelope/container 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 Authority at the address, and no later than the submission closing date as indicated, in Section II - ADS (ITA 17.1).

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 remain unopened.

19. Opening of Applications

19.1 The Authority shall prepare a record of the opening of Applications for each Package, and this shall include, as a minimum, the name of the Applicant. A copy of the record shall be kept by the Authority.

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 the prequalification process until the notification of the outcome of the prequalification

process 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 After the Application submission closing date, the Authority 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 from receipt of the clarification request, 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.

21.2 If an Applicant does not provide the clarification as requested within three (3) days after the clarification date or by the date and time set in the Authority's request for clarification, its Application may, at the sole discretion of the Authority, be rejected as non-compliant.

22. Responsiveness of Applications

22.1 The Authority may reject any Application which does not address 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 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 Authority does not intend to let contracts for certain specific parts of the scope of works with contractors selected in advance by the Authority. That is, there will be no Nominated Contractors, unless otherwise stated in the ADS.

F. Evaluation of Applications and Prequalification of Applicants

25. Evaluation of Applications

25.1 The Authority 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 Authority 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 these Zonal Framework Contracts for Highways Operations and Maintenance only.

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 the 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 Authority. The Authority reserves the right to invite a short-list of qualified Applicants 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 for invitation to Tender or not.

29. Invitation to Tender

29.1 After the notification of the results of the prequalification, the Authority shall invite Tenders from the short-listed Applicants that have been prequalified for the assigned packages.

29.2 Tenderers shall be required to provide tender security acceptable to the Authority in the form and in the amount specified in any subsequent tender documents. Also, the successful tenderers shall be required to provide a performance security in the form and in the amount specified in any subsequent 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 for a package or packages, shall be subject to the written approval of the Authority. 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 Authority, a substantial reduction in competition may result. Any such changes shall be submitted to the Authority no later than fourteen (14) days after the date of the Invitation to Tender.

31. Submissions

31.1 Applicants must not exceed two hundred and fifty (250) type written pages in their Applications. This page limit does not apply to attachments specifically requested in the Application Submission Forms, such as Articles of

Incorporation or independently audited financial statements. For this purpose, "page" means "one (1) 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 11 point, single-spaced with the margins set at 2.5 cm. 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 any specific information requested (for example the audit financial information, etc.).

- 31.2 All written Applications, submissions, questions, queries, communications and the like between Applicants and the Authority must be in English. Applicants must answer all questions as accurately and concisely as possible, and monetary values must be stated in Qatari Riyals (QAR). Failure to furnish the required information, make a satisfactory response to any question or supply required documentation will have an impact on the Applicant's score or the Applicant may not be invited to participate further.

Note: The Applicant's attention is drawn to the following mandatory requirements:

- (a) The submission must be delivered as (2) ring bound hard copies (one (1) Original & one (1) Copy) and two (2) soft copies on Compact Disks (CD).**
- (b) The size limit for the Applications is strictly one hundred and fifty (150) A4 sides. The**

page limit does not apply to attachments specifically requested in the Application Submission Forms.

No other documentation, including company brochures or any other additional information etc should be included in the Application. Only include the specific information requested. No boxes, notebooks or lever arch files are to be submitted.

SECTION II – APPLICATION DATA SHEET (ADS)	
A. Introduction	
ITA 1.1	The identification of the Invitation for Prequalification is: Application to Prequalify for Zonal Framework Contract for Highways Operations and Maintenance
ITA 4.1	Multiple Partnership of Local Commercially Registered Qatari Companies and in a JV are allowed. However the specific joint venture requirements set out in Part 1: Prequalification Procedures and Section III Qualification Criteria must be complied with.
B. Prequalification Document	
ITA 7.1	For clarification purposes only, the Authority's address is: As per the Advertisement
C. Preparation of Applications	
ITA 10.1	The language of the Application, as well as of all correspondence, is: English
ITA 15.1 & 15.2	Applicants shall be automatically entered as applying for each zone and no separate application will be required. <u>In addition</u> to the Original, the number of copies to be submitted with the Application is: One (1) hardcopy and two (2) softcopies (on CDs).
D. Submission and Opening of Applications	
ITA 17.1	For application submission purposes only, the Authority's address is: As notified on the Ashghal website The Application submission closing date is: As notified on the Ashghal website

E. Evaluation of Applications	
ITA 23.1	A margin of preference for domestic tenderers shall be applied.
ITA 24.2	<p>The Authority does NOT intend to execute certain specific parts of the scope of work by a Contractor selected in advance (Nominated Sub-Contractor).</p> <p>The specific parts of the scope of work and the respective contractors are: None</p>

Section III - Qualification Criteria

A. General

Section III identifies the qualification criteria and compliance requirements that the Authority shall use to evaluate the Prequalification Applications. The associated application forms are contained in Section IV of this Prequalification Document. To be prequalified, an Applicant must demonstrate to the Authority that it substantially satisfies the requirements regarding experience, personnel, financial position and litigation history, specified herein.

The following terminology and definitions shall apply when used in conjunction with these qualification criteria:

- (a) **Main Contractor** – defined as the chief contractor who will enter into a direct contract with the Authority for a project and who will have full responsibility for project completion. A main contractor undertakes to perform a complete contract, and may employ (and manage) one (1) or more subcontractors to carry out specific parts of the contract.
- (b) **Lead Partner** – the party nominated by the Joint Venture as the lead entity of the partnership.
- (c) **Minimum value** – is either the total contract value, when the Applicant was acting as a sole contractor, or the share of the total contract corresponding to its share of the Joint Venture participation when the Applicant was a member of a Joint Venture team.
- (d) **The last ten (10) years** – this shall be understood as the period commencing on 1 January of the year ten (10) years prior to the current year up to the deadline for submission of the Applications.

B. Compliance Summary Table

The following table summarises the information that Authority will use to evaluate the Prequalification Applications:

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

Further details regarding the qualification criteria are presented in the following Subsection C.

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Compliance Summary Table							
Qualification Criteria			Compliance Requirements				Submission Requirements
Series No.	Subject	Requirement	Single Entity	Joint Ventures			
				All Parties Combined	Each Party	One Party	
1. Eligibility							
1.1	Conflict of Interest	No conflicts of interest, as described in ITA Sub-Clause 4.6	Must meet requirement	Existing or intended JV must meet requirement	Must meet requirement	N/A	Application Submission Sheet – Question (b)
1.2	Authority Ineligibility	Not having been declared ineligible by the Authority, as described in ITA Sub-Clause 4.5	Must meet requirement	Existing JV must meet requirement	Must meet requirement	N/A	Application Submission Sheet – Question (c)
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	Application Submission Sheet – Question (d)
2. Licenses and Registrations							
2.1	Local Commercial Registrations	Company must have commercial registration with the State of Qatar. In the case of a 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

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Compliance Summary Table							
Qualification Criteria			Compliance Requirements				Submission Requirements
Series No.	Subject	Requirement	Single Entity	Joint Ventures			
				All Parties Combined	Each Party	One Party	
3. Declaration							
3.1	Pre-Tendering Declaration for Joint Venture	Joint Venture Declaration	N/A	Must meet requirement	Must meet requirement	N/A	Form DC -3.1
4. Historical Contract Non-Performance							
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	N/A	Must meet requirement	N/A	Form CON – 4.1
4.2	Failure to Sign a Contract	Failure to sign a contract after submitting a Tender security has not occurred in the past five (5) years. Any deviation should be explained in the enclosed	Must meet requirement	Must meet requirement	Must meet requirement	N / A	Form CON – 4.1

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Compliance Summary Table							
Qualification Criteria			Compliance Requirements				Submission Requirements
Series No.	Subject	Requirement	Single Entity	Joint Ventures			
				All Parties Combined	Each Party	One Party	
		Contract Non-Performance form					
4.3	Pending Litigation	All pending litigation, arbitration, mediation or adjudication shall not represent in total more than 25% of the Applicant's net worth and must be treated as resolved against the Applicant	Must meet requirement	N/A	Must meet requirement	N/A	Form CON – 4.1
5. Financial Situation							
5.1	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	N/A	Must meet requirement	N/A	Form FIN – 5.1
5.2	Financial Performance	Current soundness of the Applicant's financial position and its prospective long term profitability as measured by	Must meet requirement	N/A	Must meet requirement	N/A	Form FIN – 5.1

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Compliance Summary Table							
Qualification Criteria			Compliance Requirements				Submission Requirements
Series No.	Subject	Requirement	Single Entity	Joint Ventures			
				All Parties Combined	Each Party	One Party	
		average coefficient of current ratio (Current Assets/Current Liabilities)					
5.3	Financial Performance	Current soundness of the Applicant's financial position & its prospective long term profitability as measured by average coefficient of debt ratio (Total Debt / Total Assets)	Must meet requirement	N/A	Must meet requirement	N/A	Form FIN – 5.1
5.4	Financial Performance	Minimum annual turnover (in accordance with requirements of Section III.C.5)	Must meet requirement	Must meet requirement	N/A	Must meet 55% of the requirement	Form FIN – 5.2
6. Experience							
6.1	General Experience	The Applicant shall demonstrate its technical expertise and its successful track record in completing projects similar in	Must meet requirement	N/A		Must meet requirement	Form EXP – 6.1

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Compliance Summary Table							
Qualification Criteria			Compliance Requirements				Submission Requirements
Series No.	Subject	Requirement	Single Entity	Joint Ventures			
				All Parties Combined	Each Party	One Party	
		scope of work as delineated in Part 2, Appendix A, Section 2.0 of this invitation, within the last ten (10) years from the date of submission of this Application for which the Applicant had overall delivery responsibility and in accordance with the requirements stated under Section III.C.6 of this document					
6.2	Specific Regional Experience	Applicant shall demonstrate experience in the GCC (Authority experience preferred) completing projects similar in scope of work as delineated in Part 2, Appendix A, Section 2.0 of this invitation, within the last ten (10) years from	Must meet requirement	Must meet requirement	N/A	Must meet requirement	Form EXP 6.2

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Compliance Summary Table							
Qualification Criteria			Compliance Requirements				Submission Requirements
Series No.	Subject	Requirement	Single Entity	Joint Ventures			
				All Parties Combined	Each Party	One Party	
		the date of submission of this Application					
7. Personnel Capabilities							
7.1	Organisational Structure	Provide Organisational Structure for delivering project, including defining role, responsibilities and description of roles	Must meet requirement	Must meet requirement	N/A	N/A	Form EXP – 7.1
7.2	Personnel Capabilities	Provision of suitably qualified personnel to fill the key positions as per Section III.c.7 and Form EXP-7.2	Must meet requirement	Must meet requirement	N/A	N/A	Form EXP – 7.2
7.3	Proposed Staff CVs	Provide CVs for all Key Personnel as identified under Section III.C.7 of this document	Must meet requirement	Must meet requirement	N/A	N/A	Form EXP – 7.3

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Compliance Summary Table							
Qualification Criteria			Compliance Requirements				Submission Requirements
Series No.	Subject	Requirement	Single Entity	Joint Ventures			
				All Parties Combined	Each Party	One Party	
8. Project Assurances							
8.1	Health, Safety & Environment Plan	Evidence of Health, Safety & Environment Qualification	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form HSE– 8.1
8.2	Quality Management Plan	Evidence of a Quality Management System related to the Scope of Work	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form QM – 8.2
9. Resources, Plant & Equipment							
9.1	Resources, Plant & Equipment	Provide details of Resources and Plant & Equipment in the Company's ownership	Must meet requirement	Must meet requirement	N/A	N/A	Form RS – 9.1
10. Management Approach							
10.1	Management Approach Questions	Provide sufficiently detailed responses to the management approach questions included on Form MAQ-10.1	Must meet requirement	Must meet requirement	N/A	N/A	Form MAQ – 10.1

C. Qualification Criteria

The Applicant shall meet the following criteria which supplement the compliance requirements listed in the Compliance Summary Table in Section III, Subsection B.

1. Eligibility

- (a) Companies eligible to tender shall meet either of the criteria in the following table:

Qatari Company⁽¹⁾ only

or

Joint Venture (JV), which includes a Qatari Company having a minimum of 51% shareholding of the JV

(1) "Qatari Company" means a company that holds a valid Commercial Registration at the Ministry of Business and Trade and where the company includes a 51% Qatari ownership.

- (b) A nominal total value of Works Orders of QAR 50m over the Contract Period is suggested for each Framework Contract but no guarantee is given or implied as to the correctness of this value by the Authority.

2. Licences and Registrations

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

3. Declaration

- (a) Where an Applicant represents an existing Joint Venture or has formed a new Joint Venture for a project, evidence of a pre-tendering agreement for the Joint Venture will be required.
- (b) The points noted below summarise the requirements for Joint Ventures and the parties within Joint Venture agreements, with reference to the other subsections of Section III.
- For Joint Ventures, the Lead Partner, Qatari partners undertaking more than 40% of the contract value and other non-Qatari

partners must each satisfy the respective minimum qualification requirements, indicated under Section III, Subsections B and C.

- The Joint Venture must satisfy collectively the criteria for personnel capability and financial position stated.
- Individual partners must each satisfy the requirements for audited balance sheets and litigation.
- The full physical requirements for comparable nature and complexity shall be met collectively by the Joint Venture.

4. Historical Contract Non-Performance

- 4.1 History of Non-Performing Contracts: The Applicant shall provide accurate information that 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. A fully settled dispute or litigation is one that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Applicant have been exhausted.
- 4.2 Failure to Sign Contract: The Applicant shall provide accurate information regarding its failure to sign a contract after submitting a tender security and certify that this has not occurred in the past five (5) years. Any deviation should be explained in the referenced application form.
- 4.3 Litigation History: The Applicant shall provide accurate information on any current or past litigation, arbitration, mediation or adjudication resulting from contracts completed or under execution by him over the last two (2) years. A consistent history of settlement awards against the applicant or any partner of a joint venture may result in failure of the application.

5. Financial Situation

- (a) The audited balance sheets for the last three (3) years shall be submitted and must demonstrate the soundness of the Applicant's financial position, showing their long-term profitability. Where necessary, the

Authority will make inquiries with the Applicant's bankers.

- (b) Based on its audited balance sheets, the Applicant shall demonstrate the current soundness of the Applicant's financial position and its prospective long term profitability as measured by their average coefficient of Current Ratio (Current Assets/Current Liabilities). The Current Assets/Current Liabilities ratio shall be ≥ 1.5 .
- (c) Based on its audited balance sheets, the Applicant shall demonstrate the current soundness of the Applicant's financial position and its prospective long term profitability as measured by their average coefficient of Debt Ratio (Total Debt/Total Assets). The Total Debt/Total Assets ratio shall be ≤ 0.66 .
- (d) The Main Contractor or the combined parties comprising the Joint Venture shall have a minimum average annual turnover (defined as billing for works in progress and completed) over the last three (3) years of QAR 100 million

6. Experience

- (a) The Applicant shall demonstrate its technical expertise and its successful track record in completing projects similar in scope of work as delineated in Part 2, Appendix A, Section 2.0 of this Prequalification Invitation, within the last ten (10) years, for which the Applicant had overall delivery responsibility. The last ten (10) years shall be understood as the period commencing on 1 January 2003 up to the deadline for submission of the Applications.
- (b) For General Experience the Applicant shall submit full details of a minimum of three (3) projects that the Applicant considers to be similar in nature to the required scope using Form EXP – 6.1.
- (c) Variation Order/Claim History: For each project described on Form EXP – 6.1, the Applicant shall provide accurate information on the "as awarded" value and the contract value at completion. The Applicant shall provide an explanation of the difference in values, including the number of successful variation claims and the number of unsuccessful variation claims.

-
- (d) For Specific Regional Experience the Applicants shall demonstrate any regional experience in completing projects with relevant similarities to the scope of work as delineated in Appendix A, Section 2.0 of Part 2, Work Requirements. This experience shall be within the last ten (10) years, this being the period commencing on 1 January 2003 up to the deadline for submission of the Applications. The Applicant is to provide the examples on Form EXP-6.2 demonstrating this local experience.
- (e) The Applicant may also wish to submit declarations prepared by the senior officer of any client's organisation attesting to the Applicant's performance record on the project. Such documents shall bear the original signature of the client's representative and the company seal or letterhead of the client's organisation. Information such as adherence to programme, cost control, demonstrated quality and good safety performance of the Applicant will be considered.
- (f) **Note that Authority may contact the client for each reference project submitted by the Applicant.**

7. Personnel Capabilities

- (a) The Applicant must clearly demonstrate its ability to assign competent personnel to the contract and that they possess relevant experience on past projects similar in scope and size to the Framework Contract for which they are seeking to be prequalified, as delineated in Part 2, Appendix A, Section 2.0 of this invitation.
- (b) To demonstrate its understanding of the staffing requirements of the project, the Applicant shall submit a project organisational structure in the form of a diagram with explanatory notes as required in Form EXP – 7.1. The organisation structure should:
- Identify key positions
 - Identify specific roles and a brief list of responsibilities of each position
 - Show lines of authority and reporting relationships,
 - Identify key positions to be held by each Joint Venture partner (if applicable)

- Identify key skills, qualifications, experience for each position
- (c) To demonstrate the Applicant’s compliance with these criteria, the Applicant shall submit professional Curricula Vitae (CVs) for staff who meet the stated requirements for the key positions presented in the following Key Personnel Table.
- (d) For specific positions essential to implementation of the Framework Contract Applicants shall provide the names of at least two (2) candidates qualified to meet the specific requirements stated for the positions included on Form EXP – 7.2.
- (e) For each key position presented in the Key Personnel Table, the Applicant shall supply information (in Form EXP – 7.3) on a first choice candidate and if so designated in Form EXP- 7.2 on a suitable alternate each of whom should meet the experience requirements specified in the key personnel table.
- (f) Successful Applicants will be obliged to offer these personnel or equivalent in their tender.

Key Personnel Table				
Position	Years of Experience			
	Total	In Similar Works	As Manager or Technical Lead (as appropriate) of Similar Works	Experience in the Gulf
Principal / Project Director	20	5	5	Preferred
Project Manager	15	5	5	Preferred
Health Welfare Safety Environment Manager	15	5	5	3
Traffic Management / Traffic Safety and Control Manager	15	5	5	3
Quality Control Engineer	15	5	5	3
Operations / Construction Manager	15	5	5	3
Field Construction Superintendent	15	5	5	3
Lead Electrical and Lighting Engineer	15	5	5	3

8. Project Assurances

- (a) The Authority requires that all work undertaken on its behalf is carried out safely for all parties and with particular regard to the welfare and wellbeing of its employees and workers when operating on sites and other areas under the management of the Contractor. The Applicant shall state how it will allocate adequate resources to enable it to fulfil its statutory obligations for Health, Welfare and Safety. In this regard, the Applicant shall provide evidence in the form of an existing written Health, Welfare & Safety Policy focused on the safe execution of operations and maintenance related activities on live highways and shall provide the information requested on Form HSE – 8.1. Additionally, the Applicant shall provide details of their requirements for internal welfare arrangements or external welfare arrangements where it draws on significant labour from labour agencies within the State of Qatar.
- (b) The Authority additionally is committed to ensure a high quality of life for the State of Qatar’s citizens by protecting the environment and by delivering its services in a way that respects the earth’s natural ecosystems. The Authority aims to work with its contractors and suppliers to help them improve their environmental performance and ensure that, when working for the Authority, they adopt equivalent environmental standards. The Authority therefore expects its contractors to show evidence of their commitment to the environment by having an environmental policy, which has been endorsed, at the highest level in the company. As a minimum, the Applicant must demonstrate that it has an established and written Environmental Management Policy and provide the information requested on Form HSE – 8.1.
- (c) The Authority expects its contractors to demonstrate their commitment to maintaining a rigorous Quality Management System, which is endorsed at the highest level in the company. As a minimum, the Applicant must provide evidence of any quality certifications that it possess and to provide the information requested on Form QM – 8.2.

9. Resources, Plant & Equipment

- (a) The Applicant is to provide evidence that it possesses, or has access to, sufficient resources, plant and equipment to deliver the project for which it seeks prequalification. In this regard, as a minimum, the Applicant must provide the information requested on Form RS - 9.1

10. Management Approach

- (a) This series examines the Applicant's approach to the management of similar contracts. The Applicant is therefore required to answer the management approach questions included on Form MAQ – 10.1.

Section IV. Prequalification Application Submission Sheet and Forms

Checklist for Prequalification Application Submission

- 1.1 The checklist is to be completed by individual companies and all designated JV Partners.
- 1.2 This checklist is important as it will serve as a checklist of the submitted documents for evaluation purposes. Any missing information will have an impact on the Applicant's score.
- 1.3 Other than the information requested, other documentation, including brochures about the Applicant's company, additional information etc. must not be included in the Application

The Applicant should include this Checklist at the front of their Prequalification Submission			
Applicant Name:			
Applicant Reference No			
Date & Time Submitted			
Documents Submitted			
Please use the following symbols to indicate whether forms and documents have been included in your submission :			
	Symbol		Symbol
Form is present	✓	Form is not present	✗
Series No.	Category		Form Present
1	Eligibility Requirements		
-	Application Submission Sheet		
1.1	Applicant Information Sheet – Form ELI – 1.1		
1.2	Applicant Information Sheet (Sub-contractors)- Form ELI - 1.2		
2	Licenses and Registrations		
2.1	Company Registration in Qatar - Form REG – 2.1		
3	Declaration		
3.1	Pre-Tendering Declaration for JV formation - Form DC-3.1		

Series No	Category	Form Present
4	Historical Contract Non-Performance	
4.1	History of Non Performance - Form CON – 4.1	
4.3	Pending Litigation - Form CON – 4.1	
5	Financial Situation	
5.1	Audited Financial Statements - Form FIN – 5.1	
5.2	Annual Turnover - Form FIN – 5.2	
5.3	Current Contract Commitments - Form FIN – 5.3	
6	Experience	
6.1	General Experience - Form EXP- 6.1	
6.2	Specific Local Experience - Form EXP- 6.2	
7	Personnel Capabilities	
7.1	Organisational Structure - Form EXP- 7.1	
7.2	Personnel Capabilities - Form EXP- 7.2	
7.3	Proposed Staff CVs - Form EXP- 7.3	
8	Project Assurances	
8.1	Health Safety & Environment Plan - Form HSE – 8.1	
8.2	Quality Management Plan - Form QM – 8.2	
9	Resources, Plant & Equipment	
9.1	Resources, Plant & Equipment - Form RS – 9.1	
10	Management Approach	
10.1	Management Approach Questions Form MAQ – 10.1	

Application Submission Sheet

(to be completed by Individual Company or by all parties of the JV)

Date: _____

To: Public Works Authority

We, the undersigned, apply to be prequalified for the following project:

Project: ZONAL FRAMEWORK CONTRACTS FOR HIGHWAYS OPERATIONS AND MAINTENANCE

We, the undersigned 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 Authority'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.

Main Contractor or Lead Partner

Signed: _____

Name: _____ in the capacity of _____

Who is duly authorised to sign the Application for, and on behalf of:

Applicant's Legal Name _____

Address _____

Dated on _____ day of _____ 2013

Joint Venture Partner (2)

Signed: _____

Name: _____ in the capacity of _____

Who is duly authorised to sign the Application for, and on behalf of:

Applicant's Legal Name _____

Address _____

Dated on _____ day of _____ 2013

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Joint Venture Partner (3)

Signed: _____

Name: _____ in the capacity of _____

Who is duly authorised to sign the Application for, and on behalf of:

Applicant's Legal Name _____

Address _____

Dated on _____ day of _____ 2013

Form ELI – 1.1

Applicant Information Sheet

(to be completed by Main Contractor or the JV)

Date: _____

Project: Zonal Framework Contract for Highways Operations and Maintenance

Page _____ of _____ pages

Applicant's Legal Name _____

In case of JV, legal name of JV _____

Applicant's actual or intended country of constitution _____

Applicant's actual or intended year of constitution _____

Legal status of Applicant _____

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 Applicant In the State of Qatar _____

In countries other than the State of Qatar _____

Number of Years of experience of the Parent Company _____

In the State of Qatar _____

In countries other than the State of 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

Email address

Attached are copies of the following documents:

1. In case of a single entity, Articles of Incorporation or documents of Constitution of the legal entity named above (maximum 4 sides of A4 only).
2. In the case of a JV, the Pre-Tender Declaration in accordance with ITA 4.2.
3. In the case of a government-owned entity, any additional documents not covered under 1 above required to comply with ITA 4.5 (maximum 4 sides of A4 only).

Form ELI – 1.2

Applicant Information Sheet as per ITA 24.1

(to be completed separately by EACH JV Partners Sub-contractors)

Date: _____

Project: Zonal Framework Contract for Highways Operations and Maintenance

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

Applicant's Legal Name

JV's party/Sub-contractor legal name

JV's party/Sub-contractor country of constitution

JV's party/Sub-contractor year of constitution

JV's party/Sub-contractor legal address in country
of constitution

JV's party/Sub-contractor authorised representative information

Name:

Address:

Telephone/Fax numbers

Email address

Attached are copies of the following documents:

- 1. Articles of Incorporation or documents of Constitution of the legal entity named above (One (1) A4 sheet only)
- 2. In the case of a government-owned entity, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITA 4.5 (One (1) A4 sheet only)
- 3. In the case of a Joint Venture, the Pre –Tender Agreement / Declaration 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 Main Contractor or by each 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 the State of Qatar, if it already exists (evidence to be provided as supporting information in the hard copy submission – One (1) A4 sheet only)					
Year established		Discipline of Registration		Registration/License No.	
3 If not registered in the State of Qatar, please provide details of working arrangement for delivering services in the State of 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

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6 Fields of Specialisation of the Company/Firm/JV			
Major sector		List specific fields(s)	
a.			
b.			
c.			
d.			
7 Company or JV Structure:			
Detailed organization chart(s) to be provided as supporting information in the hard copy submission (One (1) 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 Language(s)			
		Yes	No
Arabic	_____	<input type="checkbox"/>	<input type="checkbox"/>
English	_____	<input type="checkbox"/>	<input type="checkbox"/>
Other (Specify)	_____	<input type="checkbox"/>	<input type="checkbox"/>
Other (Specify)	_____	<input type="checkbox"/>	<input type="checkbox"/>
Other (Specify)	_____	<input type="checkbox"/>	<input type="checkbox"/>
9 Firm's Membership of Professional Associations (if applicable):			
Professional Association	Acronym	Type of Membership	Member Since (year)

Form DC 3.1

Declaration of Willingness to Association

Each member of the Association shall complete a copy of this declaration

TO BE EXECUTED ON TENDERER'S LETTERHEAD

Tender for *<Insert type of Services being Tendered>*
<Insert Project Title>
<Insert Project ID>

Relevant Tender No#

<Insert name of Tender Administrator>

Tender Administrator

Public Works Authority

PO Box 22188

Doha, Qatar

DECLARATION OF WILLINGNESS TO ASSOCIATION

We *<Insert name of association member>*, hereby confirm by this Declaration of Willingness to Association our intent to enter into an Association Agreement and become a legally bound member of the *<Insert official name of association>* for the completion of the above referenced Project Services, should the Tender offer, submitted under the name of *<Insert official name of association>*, be successful and award for the Services be made to the association

Signature

.....

Name:

.....

Date:

.....

In the capacity of:<Insert position>.....

Duly authorised to sign this Declaration of Willingness to Association for and on behalf of:

Name of association member:

Attested Power of Attorney duly notarised by a Notary Public empowering the signatory with copies of passports confirming identity attached

Form CON – 4.1

Historical Contract Non –Performance

(to be completed by Main Contractor, or by each JV Partner)

Applicant’s Legal Name: _____ Date: _____

Project: Zonal Framework Contract for Highways Operations and Maintenance

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Non-Performing Contracts in accordance with Item 4.1 of Compliance Table in Section III, Subsection B of Qualification Criteria

Contract non-performance did not occur during the two (2) years prior to the deadline for Application submission

OR

Contract(s) not performed during the two (2) years prior to the deadline for Application submission

Year	Non performed portion of contract	Contract Identification	Total Contract Amount (current value, QAR equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract identification: <i>[indicate complete contract name, number, and any other identification]</i> Name of institution: <i>[insert full name]</i> Address of institution: <i>[insert street/city/country]</i> Reason(s) for non-performance: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>

Failure to Sign a Contract, in accordance with Item 4.2 of Compliance Table in Section III, Subsection B of Qualification

No failure to sign a contract

OR

Failure to sign a contract

In the event of failure to sign a contract, clarify/explain your situation according to Item 4.2 of Compliance Table in Section III, Subsection B of Qualification Criteria.

Pending Litigation, in accordance with Item 4.3 of Compliance Table in Section III, Subsection 4.3 of Qualification Criteria

No pending litigation exists

OR

Pending litigation exists

Year	Outcome as % 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 Main Contractor or by each JV Partner)

Applicant's Legal Name: _____ Date: _____

Project: Zonal Framework Contract for Highways Operations and Maintenance

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Use a separate sheet for each partner

Financial Information in QAR				
	Year 2010	Year 2011	Year 2012	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)				

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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 three (3) years and status to date.
- Bank guarantees issued and credit limits in the last three (3) years and status to date

* Based on the following exchange rates

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

Form FIN – 5.2

Average Annual Turnover

(to be completed by Main Contractor or by each JV Partner)

Applicant's Legal Name: _____ Date: _____

Project: Zonal Framework Contract for Highways Operations and Maintenance

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Average Annual Turnover Data in the State of Qatar (to be completed by individual companies of Qatar JV Partner)		
Year	Amount and Currency	QAR equivalent
2009		
2010		
2011		
2012		

Average Annual Turnover Data International (To be completed by Non Qatari JV Partner)		
Year	Amount and Currency	QAR equivalent
2009		
2010		
2011		
2012		

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

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

Form FIN – 5.3

Current Contract Commitments / Works in Progress

(to be completed by Main Contractor or by each JV Partner)

The Applicant, and each member of a joint venture or other consortium, must fill in this form, providing information on their current contract commitments, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Name of Contract	Employer, contact address/tel/fax ¹	Value of outstanding work (current QAR equivalent)	Estimated completion date	Average monthly invoicing over last six (6) months (QAR/month)
1.				
2.				
3.				
4.				
5.				
etc.				

¹ The Authority reserves the right to contact this person or any other person for a reference check

Form EXP – 6.1

General Experience

(to be completed by Main Contractor or by the JV)

Applicant's Legal Name: _____ Date: _____

Project: Zonal Framework Contract for Highways Operations and Maintenance

Page _____ of _____ Pages

On a separate page, and using the following format, the Applicant is requested to present his project experience intended to address the requirements set out in Section III, Subsection 6. The partners of a proposed Joint Venture should provide details of similar contracts undertaken by any of the Joint Venture partners. The value should be based on the currencies of the contracts converted into Qatar Riyals, at the rates given in Form FIN – 5.1. The information is to be summarised for each project being submitted by the Applicant to fulfil the requirements of this criterion.

1.	Name & Number (if applicable of Contract)	
2.	Location (Country, State, Region, etc.)	
3.	Name of Employer	
4.	Employer Representative (provide full contact information)	
5.	Employer's Design Engineer (provide full contact information)	
6.	Nature of works and special features relevant to the package for which the Applicant wishes to prequalify	
7.	Contract Role (check one)	
	<input type="checkbox"/> Sole Contractor	<input type="checkbox"/> Management Contractor
	<input type="checkbox"/> Partner in a Joint Venture	<input type="checkbox"/> Sub Contract

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8.	Type of Contract (check one)	
	<input type="checkbox"/> Design-bid-build	<input type="checkbox"/> Design-build-operate
	<input type="checkbox"/> Design-build	<input type="checkbox"/> Other
9.	(a) Total contract value (b) your subcontract value (c) your partner share in JV value (in Qatari Riyals at the rates given on Application Form FIN 5.1)	
	(a)	(b) (c)
10.	For sole/main contractors, indicate the approximate Qatari Riyal amount and nature of substantial work (more than 20 percent in contract value) undertaken by subcontract, if any.	
11.	Final Contract Cost	
12.	Date of Award	Contract Duration
13.	Actual Date of Completion	
14.	Completed on Schedule (if not, explain)	
15.	Number & Category of Staff Engaged on Project	
	Number	Category
16.	Project Description (to include relevant information to the scope of the project being applied for)	
17.	Explanation of any difference between the "as awarded" contract value and the contract value at completion, including details of any variations and claims.	

Form EXP – 6.2

Specific Local Experience

(to be completed by Main Contractor or the JV)

Applicant’s Legal Name: _____ Date: _____

Project: Zonal Framework Contract for Highways Operations and Maintenance

Page _____ of _____ Pages

On a separate page, using the format of the following form, the Applicant is requested to present his local experience (Authority experience preferred) in accordance with the requirements set out in Section III, Subsection 6. The partners of a proposed Joint Venture should provide details of similar contracts undertaken by any of the Joint Venture partners. The value should be based on the currencies of the contracts converted into Qatar Riyals, at the rates given on Application Form FIN – 5.1. The information is to be summarised for each project being submitted by the Applicant to fulfil the requirements of this criterion.

Project Title		Information	
Date of Project:		Contract Amount	
If an Authority Project, provide an Authority Contract Representative (name and full contact information)			
Name:		Contact Information	
Project description noting similarity of Authority requirements in Section III.C.5 of the Qualification criteria. (maximum of 200 words)			

Form EXP – 7.1

Organisational Structure

(to be completed by Main Contractor or by the JV)

Applicant's Legal Name: _____ Date: _____

Project: Zonal Framework Contract for Highways Operations and Maintenance

Page _____ of _____ Pages

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

- Identify key positions
- Identify specific roles and a brief list of responsibilities of each position
- Show lines of authority and reporting relationships
- Identify key positions to be held by each JV partner (if applicable)
- Identify key skills, qualifications, experience for each position

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

Form EXP – 7.2

Personnel Capabilities

(to be completed by Main Contractor or by the JV)

Applicant’s Legal Name: _____ Date: _____

Project: Zonal Framework Contract for Highways Operations and Maintenance

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The following positions are deemed essential to project implementation, Applicants should provide the names of at least two (2) candidates qualified to meet the specified requirements stated for each position applicable to the construction package covered by the Application. The data on their experience should be supplied in separate sheets using one Form EXP – 7.3 per person.

Position	Years of Experience			
	Total	In Similar Works	As Manager or Technical Lead (as appropriate) of Similar Works	Experience in the Gulf
Principal / Project Director				
Prime Candidate				
Alternate Candidate				
Project Manager				
Prime Candidate				
Alternate Candidate				
HWSE Manager				
Prime Candidate				
Alternate Candidate				
Traffic management / Traffic safety and Control Manager				
Prime Candidate				
Alternate Candidate				
Quality Control Engineer				
Prime Candidate				
Alternate Candidate				
Construction Manager				
Prime Candidate				

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Position	Years of Experience			
	Total	In Similar Works	As Manager or Technical Lead (as appropriate) of Similar Works	Experience in the Gulf
Alternate Candidate				

Field Construction Superintendent				
Prime Candidate				
Alternate Candidate				
Lead Electrical and Lighting Engineer				
Prime Candidate				
Alternate Candidate				

Form EXP – 7.3

Candidate CVs – Maximum 3 pages per person

(to be completed for each candidate listed under Form EXP – 7.2)

Applicant’s Legal Name: _____ Date: _____

Project: Zonal Framework Contract for Highways Operations and Maintenance

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Position		Candidate <input type="checkbox"/> Prime <input type="checkbox"/> Alternate
Candidate Information	Name of Candidate	Date of Birth
	Education	Nationality
	Total Years of Experience	Languages
	Membership in Recognised International Organisations/Institutions	
	Professional Key Qualifications & Experience (Included detailed relevant project experience to include name & location of project, client and representative contact information, type of contract, contract value, role in project, period of project, date of completion, and relevant technical details to demonstrate similar nature of experience to scope of package in accordance with the requirements of Part 2 Section)	

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Present Employment	Name of Employer	
	Address of Employer	
	Telephone	
	Fax	
	Email	
	Job Title of Candidate	
	Years with Present Employer	
Contact (manager / personnel officer)		

Employment Record	Summarise professional experience over the last 10 year in reverse chronological order. Indicate particular technical and managerial experience relevant to the relevant construction package. Information to include:	
	From/To	
	Company & Position	
	Project Name	
	Relevant Experience	

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Certification

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications and my experience.

(Signature of staff member and authorized Representative of the firm)

Staff Member Name: _____ Signature: _____
Representative of _____
Firm: _____ Signature: _____
Date: _____

Form HSE- 8.1

Health, Safety and Environment

(to be completed by Main Contractor or by all JV Partners)

Applicant's Legal Name: _____ Date: _____

Project: Zonal Framework Contract for Highways Operations and Maintenance

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	Health Safety & Environment Criteria (Please Tick Each Box as Appropriate)	Yes	No
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 to Question 1 is no, describe on a separate sheet your current safety management system and plan including any future plans to achieve certification. (Maximum 200 words).		
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 to Question 3 is no, describe on a separate sheet your current Environment management system including any future plans to achieve certification. (Maximum 200 words).		
5	Does your company have personnel assigned the responsibility of HSE at the corporate level?		
6	Does your company have personnel assigned the responsibility of HSE at the project/site level?		
7	Does your company provide adequate personal protective equipment, induction training for new starters, tool-box talks, inspection, maintenance and replacement?		
8	Do you always have trained First-aiders on construction sites and keep documented medical records?		

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9	Does your company have a process for identifying hazards and assessing/managing risks associated with identified hazards?		
10	Describe on a separate sheet detailed descriptions of site welfare facilities you would expect to provide on the project being applied for? (Maximum 200 words).		
11	Please provide the following safety performance data:		
		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		
	*Accident Frequency Rate (AFR) = (Total of LTI >3 days) divided by (the total hours worked) divided by (100,000).		

Form QM – 8.2

Quality Management

(to be completed by Main Contractor or by all JV Partners)

Applicant's Legal Name: _____ Date: _____

Project: Zonal Framework Contract for Highways Operations and Maintenance

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Question	Quality Management Criteria <i>(Please Tick Each Box as Appropriate)</i>	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 to Question 1 is no, describe on a separate sheet your current Quality Management System and plan including any future plans to achieve certification. (Max 200 words).		
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 subcontractor's performance?		
9	Does your company have a system where knowledge, skills and experience gained by individuals is disseminated, shared and redeployed?		

Form RS – 9.1

Resources, Plant & Equipment

(to be completed by Main Contractor or by all JV Partners)

Applicant’s Legal Name:

Date:

Project: Zonal Framework Contract for Highways Operations and Maintenance

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1.	How many employees do you directly employ currently who are located in the State of Qatar?	
2.	How many employees do you directly employ currently who are located in GCC countries?	
3.	How many employees do you directly employ currently who 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	Professional
	Administrative / Clerical	Construction Supervisors
	Skilled Trade Operatives	Plant Operators
	General Labour	Others
		Total
5.	Briefly describe your company’s material procurement process and explain how you will manage your supply chain to ensure security of supply both in terms of price and quantity. (Maximum of 200 words)	

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6. Please indicate the major construction plant and equipment (both fixed and mobile) currently in the company's ownership (no more than 20 entries)						
		Plant & Equipment Type	Total Number of Units Owned	No. currently located in Qatar	No. currently located in GCC	No. currently located internationally
	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					

Form MAQ – 10.1

Management Approach Questions

(to be completed by Main Contractor or the JV)

Applicant's Legal Name:

Date:

Project: Zonal Framework Contract for Highways Operations and Maintenance

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This section will examine the Applicant's management approach associated with delivering projects of similar nature to the Framework Contract being applied for. This section must be answered having given due consideration to the details of package scope of work(s).

1.	The Authority intends to establish and implement industry best practices for health, safety and welfare on all operations and maintenance under this Framework Contract to better protect both the workers on site and the public as a whole. Please summarise your organisational approach and explain how your Health, Safety policies, systems, and procedures will align with and contribute to the achievement of the Authority objectives for the Framework Contract for which the Applicant is applying. (Minimum of 200 words)

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2.	<p>How does the Applicant intend to manage the health, safety and welfare of its domestic subcontractors and supply chain for this Framework Contract.</p> <p>(Minimum of 200 words)</p>
3.	<p>Please describe how Applicant's approach to undertaking initiatives to improve workforce safety culture and provide examples of the outcomes achieved where similar initiatives have been implemented. (Minimum of 200 words)</p>
4.	<p>The Authority intends to establish and implement industry best practices for quality on all projects under this Framework Contract 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 Authority objectives and assure that a quality product is being delivered under this Framework Contract. (Minimum of 200 words)</p>

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5.	Please describe your organisational approach to achieving sustainability in construction. What specific measures would you employ to embed best environmental management practices for this Framework Contract. (Minimum of 200 words)
6.	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. (Minimum of 200 words)
7.	Please describe how you will manage the physical and organisational logistics for providing the necessary resources (labour, plant, equipment, and materials) for this Framework Contract for which the Applicant is applying. Given the number of projects and programmes planned in Qatar during the timeframe of this Programme, describe how your logistics program will be mobilised and implemented. (Minimum of 200 words)

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8.	Please identify the top five (5) key risks in relation to this Framework Contract for which the Applicant is applying and describe how you will manage and mitigate those risks. (Minimum of 200 words)
9.	Please describe the legacy the Applicant intends to leave upon completion of this Framework Contract. (Minimum of 200 words)
10.	Describe the management processes and reports for document management, contract management, scheduling, cost management, etc. that the Applicant plans to use on this Framework Contract. (Minimum of 200 words)

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هيئة الأشغال العامة
PUBLIC WORKS AUTHORITY

Assets Affairs
Roads Operations and
Maintenance Department

PREQUALIFICATION DOCUMENT

FOR

ZONAL FRAMEWORK CONTRACT FOR

HIGHWAYS OPERATIONS AND

MAINTENANCE

PROCEDURES AND WORK REQUIREMENTS

PART 2 - WORK REQUIREMENTS

Public Works Authority

PO Box 22188

Doha

State of Qatar

November 2013

PART 2: WORK REQUIREMENTS

Table of Contents – Part 2

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2. Appendix B – Conditions of Contract..... 82

3. Appendix C – The Defined Area..... 83

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

APPENDIX A: SCOPE OF WORKS

SPECIFIC REQUIREMENTS OF THE PROJECT

1.0 GENERAL CONTRACT REQUIREMENTS

1.1 SCOPE OF WORKS TO BE CARRIED OUT

- 1.1.1 The Works comprise roadworks and structures maintenance to ensure the safe movement of vehicular and pedestrian traffic on roads which are defined on an area basis as set out in this Contract. The Works are of a general nature and shall include but are not restricted to site clearance, fencing, safety fences, drainage and service ducts, earthworks, sub base and roadbase, flexible surfacing, kerbs and footways, traffic signs and road markings, structure repairs, diversion and protection of utility services, traffic management and diversion and lighting maintenance.
- 1.1.2 The Authority will award works from time to time on the basis of Works Orders which will set out requirements for either planned, reactive or cyclical maintenance activities or minor schemes of work. Works Orders shall define the specific work activities and shall provide the necessary contract details relating to programme, location and other optional contract provisions.
- 1.1.3 The Contractor shall be reimbursed for the Works Order on a re-measurement basis based on the quantities of work actually completed and at the rates in the Schedule of Rates which are the contractual basis upon which the value of all works shall be assessed.

1.2 THE SITE AND LOCATION OF THE WORKS

- 1.2.1 The Works shall be on or within the boundaries of the defined road network of the State of Qatar and the contract shall be part of a Framework Form of Contract between the Authority and *other contractors*. Accordingly the Contractor will be granted possession of the road network, as defined within the Work Order, and shall provide facilities for other contractors as stated in, or necessarily implied, as per the requirements of each Works Order.
- 1.2.2 The Works shall be primarily located in either the North Zone or the South Zone as defined on Drawing Nr. 13/O&M/EPC008/000/01 (the Defined Area) but not necessarily confined to that Defined Area. Each Works Order shall define the individual Site and its boundaries, if appropriate to the work content, and

where such Site boundaries are so described the Contractor shall be fully and solely responsible for the safe control and movement of all vehicular and pedestrian traffic at all times from commencement until completion of the Works Order. The Contractor's attention is drawn to the requirements of the Work Zone Traffic Management Guide which is a mandatory obligation upon the Contractor.

1.3 WORKS ORDER PRICE

- 1.3.1 The Authority may award work either directly with the Contractor (direct award) or on the basis of the outcome of a submission by two (2) or more contractors within the Framework Form of Contract (mini-competition). If a mini-competition is used the Authority will select the most advantageous offer which may be based on price or any other factor as decided by the Authority. Such factors may include but not be limited to current performance (KPI's) within the contract, specialist ability (if any) or availability of resource.
- 1.3.2 During the first twenty six (26) weeks from the Commencement of Works the Authority shall award Works Orders on the basis of direct award. Thereafter the awarded Works Orders will be either by direct award or by mini-competition, which form of awarded works shall be at the sole discretion of the Authority.
- 1.3.3 The Works Order Price will be ascertained by reference to the Schedule of Rates. The rates included therein are the contractual basis upon which the value of all Works Orders will be determined.
- 1.3.4 The contract value of each Works Order will be pre-determined on award of the Works Order. No alteration to the work so awarded will be permitted or paid for unless such alteration or variation is so instructed by the Engineer on a prior basis. On completion of each Works Order the Contractor shall be reimbursed on a re-measurement basis using the quantities of work actually carried out and the rates in the Schedule of Rates.
- 1.3.5 The Works Order Price and the Schedule of Rates shall not be adjusted or altered in any way whatsoever except in accordance with the express provisions hereof and the Contract.

1.4 PROGRAMMES FOR THE FRAMEWORK AND WORKS ORDERS

- 1.4.1 The duration of the Framework Contract is seven hundred and thirty (730) days and shall commence from the date of the Authority's written order for Commencement of The Framework Contract.
- 1.4.2 Each Work Order duration shall be stated in the actual Work Order and shall have a maintenance period of four hundred (400) days from the issue of the Completion Certificate.
- 1.4.3 In accordance with the Conditions of Contract the Contractor shall provide programmes for the Works showing completion by the due date for completion of the Works and regular updates at intervals prescribed by the Work Order.
- 1.4.4 The Contractor shall note and comply with all requirements of the Qatar Construction Specification (QCS) 2010 in relation to grades of providers of services and goods and sub-contractor work. Details of the Contractor's management and quality and safety systems shall be provided in the form of quarterly plans which shall include proposed target key performance indicators and proposals for their achievement specific to this Contract. These plans shall be subject to non-objection by the Engineer and shall form part of the basis of a key measurement of performance of the Contractor on a quarterly basis.
- 1.4.5 Failure to comply with such targets for two (2) consecutive quarters shall be referred to the Authority for consideration in relation to remedies available to the Authority under the Contract which may include but not be limited to forfeiture of the Performance Guarantee or a reduction of the work instructed under the Works Orders.
- 1.4.6 Works Orders shall initially be awarded by the Authority in monthly tranches (batched) for all work except reactive and emergency response which shall be as and when necessary.
- 1.4.7 Programmes to be provided by the Contractor for Works Orders shall be subject to non-objection by the Engineer and shall show specific methods of construction or operation of maintenance regimes which shall include all labour, essential materials, plant and temporary works (including traffic safety management).

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- 1.4.8 Details of the management of these operations, methods of communication and resilience of operations in the face of adverse weather and traffic conditions shall be provided by the Contractor and shall be subject to non-objection by the Engineer. Programmes shall be provided by the Contractor and shall have particular targets for completion in relation to time and safety performance and shall be subject to non-objection by the Engineer.
- 1.4.9 Any consequent failures to achieve completion within the non-objected time or safety targets shall be subject to penalties as set out in the Contract. Such penalties shall not be the sole remedy of the Authority and persistent failures to achieve targets shall be referred for consideration in conjunction with any failures of performance a set out in the programmes above.

1.5 ROUTINE INSPECTIONS

- 1.5.1 The Authority may bring into operation during the period of the Works an Enterprise Asset Management System (EAMS) and is currently collecting inventory and condition data for all assets relating to the defined road network of the State of Qatar.
- 1.5.2 The Authority or Engineer will undertake, or the Engineer may instruct the Contractor to undertake within the Defined Area, routine inspection work relating to pavements and footpaths, drainage, structures, traffic signs and road markings, street lighting, fencing and safety fencing.
- 1.5.3 When instructed by the Engineer to undertake these inspections the Contractor's report shall include the details and condition of the existing asset, proposals for any works required including supporting evidence, quantities and estimates based on the Schedule of Rates so as to allow instruction of any required work. The Contractor shall report any accident damage, vandalism or deterioration below acceptable functional levels of safety and performance to the Engineer immediately upon discovery during these inspections.
- 1.5.4 When instructed by the Engineer such inspections by the Contractor shall be carried out by fixed crews dedicated on a functional or asset basis (e.g. lighting inspections) which shall also form the basis of routine maintenance (e.g. cleaning or lamp replacement). The dedicated crews shall consist of qualified, competent and experienced personnel with sound knowledge of the Contract

and the Works. If, in the opinion of the Engineer, individual members of the crew are not performing in accordance with the requirements of the Contract and do not demonstrate the necessary competences the Contractor shall promptly provide suitable replacements whenever instructed by the Engineer.

- 1.5.5 The Contractor shall make due allowance for rotation, augmentation or replacement of crews in respect of shift patterns, absences, training or necessary resilience in relation to weather events or any other factors which affect the safe movement of vehicular and pedestrian traffic.

1.6 ACCIDENT DAMAGE AND EMERGENCY RESPONSE

- 1.6.1 In order to ensure the safe movement of vehicular and pedestrian traffic the Contractor shall, when instructed by the Engineer, make safe and repair all installations and assets mentioned in this scope of Works which are damaged by accidents, vandalism or unanticipated deterioration below defined functional levels of safety and performance.
- 1.6.2 In relation to such damage the Contractor shall, on instruction from the Engineer, attend and make safe all instances of accident damage within the timescales as shall be determined and instructed by the Engineer and shall clear from site all damaged components and repair any such accident damage. The Contractor shall also maintain contemporaneous records and report all activities and findings. The Contractor shall provide a photographic record of all his activities including before and after photographs for all such sites.
- 1.6.3 In attending at such matters the Contractor shall provide such works crews and vehicles to allow the Works to be carried out in a safe and efficient manner. The vehicles to be used in the Framework Contract shall not be more than five (5) years old and shall be submitted by the Contractor for non-objection by the Engineer at the commencement of the Contract.
- 1.6.4 The Contractor shall arrange for immediate replacement vehicles whenever the Contract assigned vehicles are unavailable for any reason whatsoever. Work crews shall be sufficiently qualified and be provided with appropriate materials, tools and equipment required to execute the Works for the duration of the Contract.
- 1.6.5 The Contractor shall submit for the Engineer's non-objection his on-call and

rota arrangements for Key Personnel and provide work crews with an appropriate means of communication, such as permanent mobile phones, with sufficient privileges, so they are contactable at all times.

- 1.6.5 All of the Contractor's work crews and equipment shall be provided on the basis that they meet with appropriate safety requirements, such as, but not limited to, hazard warning beacons, reflective traffic cones, reflective safety vests for the personnel etc. The Contractor shall ensure that all personnel working on the highway shall be provided with appropriate Personal Protective Equipment as described in the Work Zone Traffic Management Guide.
- 1.6.6 The Contractor shall ensure that all vehicles comply with the requirements of the Work Zone Traffic Management Guide; specifically, all vehicles provided by the Contractor shall be fitted with high visibility flashing beacons and provided with signs or stickers on both sides of the vehicle indicating the Contractor's name & contact details, client, all to a size and description as non-objected to by the Engineer.
- 1.6.7 Speed of response and safe completion of repairs shall be considered the essence of this function. If the Contractor fails to respond immediately to an emergency situation when instructed or demonstrates insufficient availability, capacity or competence to carry out the work the Engineer reserves the right to reduce the work awarded under the Works Orders.

1.7 MATERIALS AND STORAGE FACILITIES

- 1.7.1 The Contractor shall within his programmes provide information as to his intended methods of construction which shall include information on the provision of materials and adequate, exclusive and safe storage facilities. Such exclusive storage facilities shall ensure that adequate stocks of materials for all types of works required under the Contract are available. The levels of such stocks shall be proposed by the Contractor for the non-objection of the Engineer as part of the non-objection of the programmes.
- 1.7.2 The Contractor may, with the prior non-objection of the Engineer, gradually reduce any stock during the final two (2) months of the Contract so as to avoid surplus materials remaining after Completion. The Contractor shall allow the Engineer to inspect the store whenever requested. The Contractor shall report

the status of the stock of materials to the Engineer on a pre-defined basis in a format non-objected to by the Engineer.

- 1.7.3 All such stock items and any materials removed from Site during the execution of the Work related to the Contract shall be cleaned, sorted and grouped together in accordance with type and component, listed and delivered to the Authority's stores upon completion of the Contract or some earlier date should the Engineer so instruct.

2.0 PROGRAMME OVERVIEW

The Authority's high level target procurement programme is as follows:

Issue Restricted Contract Notice and PQQ	November 2013
Return of Completed Pre-Qualification Questionnaires	26 th December 2013
Invitation To Tender Sent Out to Short listed Companies	February 2014
Tender Return and commencement of evaluation	April 2014
Tender Evaluation and Agreement of Successful Suppliers	To be advised
Contractors Appointed	To be advised
Contract Commencement Date	To be advised

However, it is stressed that this target procurement programme is subject to change, including change to the dates and the stages involved in the process.

APPENDIX B: CONDITIONS OF CONTRACT**1.0 TYPE OF CONTRACT**

1.1 The type of contract used will be as follows:

The Authority's Building and Engineering Works Framework General Conditions of Contract (2012 Edition) amended as required by the Authority using general and particular (Building and Engineering Works Conditions of Contract for Construction Framework Works Orders (2012 Edition)) contract specific clauses.

APPENDIX C: THE DEFINED AREA

