

PREQUALIFICATION OF CONTRACTORS FOR
MAINTENANCE & RE-COATING OF WTD
WATER TANKS

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**PREQUALIFICATION OF CONTRACTORS FOR MAINTENANCE & RE-COATING OF
WTD WATER TANKS**

PART – A (Prequalification Clauses)

1. PREFACE

The Water Transmission Directorate (WTD) under Electricity & Water Authority, (EWA) intends to revise its registry of Prequalified Contractors for undertaking Maintenance & Re-coating jobs for WTD Water Tanks (Mild Steel), located at various Pumping Stations across Bahrain. The current registry, which is old, does not reflect the true profile of the Contractors listed therein, in terms of their technical expertise and financial stability and therefore, their eligibility to remain listed in the registry is to be re-assessed. Simultaneously, interested new organizations are also invited to be included in the registry, provided that they are well qualified on technical aspects of the Maintenance jobs for Mild Steel (M.S) Water Tanks and possess acceptable financial strength. The end result would be that, the new registry shall support the reliable and cost-saving objective for EWA, through economical and competitive tendering for the above work of Maintenance and Re-coating jobs for M.S Water Tanks owned by EWA.

2. CONTENTS

The contents for this Prequalification documentation are based on the norms and procedures set up for Prequalification by Purchasing & Supply Directorate (PSD) under EWA. Following are the contents included in this Pre-Qualification Documents (PQD), and all prospective Contractors (herein after referred as 'Applicant') who purchase the PQD shall verify and confirm as below:

- PART A** - Pre-qualification – CLAUSES – (Refer to Page 3 of 27 to Page 11 of 27)
- PART B** - Prequalification – QUESTIONNAIRE (Refer to Page 12 of 27 to Page 23 of 27)
- PART C** - Prequalification Evaluation Criteria & Score Sheet – (see Page 24 of 27)
- PART D** - Declaration Statement – (see page- 26 of 27) This submittal is made mandatory.
- ANNEXURE 1** (This document describes a typical Scope of work for WTD Tank Maintenance jobs.)
- ANNEXURE 2** (This document describes specification for the Coating system used in WTD Water tanks.)

3. OBJECTIVE

- a) The objective of this Prequalification Invitation is to receive details on company profile, capabilities and financial data from recognized and locally registered Civil and/or Mechanical Contractors for Pre-Qualification. All responsive submittals will be evaluated by the concerned EWA officials and Field Engineers for assessment in accordance with the criteria defined in this documentation. Those who are found

successful will be listed in the registry for Prequalified Contractors for undertaking Maintenance & Re-coating jobs for the WTD Water Tanks (Mild Steel) owned by EWA. The Capacity of these Water Tanks would range from 0.5 Million Imp. Gallons, up to 1.5 Million Imp. Gallons as applicable for Elevated Storage Tanks, and from 1 Million Imp. Gallons up to 20 Million Imp. Gallons as applicable for Ground Storage Tanks.

- b) The prospective Applicants are reminded that, after approval of registry of Prequalified Contractors, only those who are listed in the EWA's registry will be permitted to participate in competitive Bidding for WTD Water Tanks (MS) jobs.

4. DEFINITIONS

The following list provides definitions & abbreviations used in this set of Prequalification Documentation. All other references and definitions used elsewhere shall have the same meaning as described below, if not indicated otherwise.

- (a) EWA - Electricity & Water Authority
(b) WTD - Water Transmission Directorate- also represented by WTD/Client Engineer
(c) PSD - Purchasing & Supply Directorate
(d) MOW - Ministry of Works
(e) Applicant - Shall mean a proprietary firm or/ firm in partnership or/ a Joint Venture/Consortium (private or public), or/ a reputed Contractor, who possess a valid commercial registration in Bahrain.
(f) PTW - Permit To Work
(g) BOQ - Bill of Quantities
(h) PEP - Project Execution Plan
(i) PQP - Project Quality Plan
(j) PRP - Project Risk Management Plan
(k) MSF - Material Submittal Form
(l) ASD - As-Built Drawings
(m) LOA - Limitation of Access

5. GENERAL CONDITIONS FOR PARTICIPATION:

This Prequalification Invitations are in compliance with the Government Tendering & Purchasing Regulations issued in Decrees Nos. (36) & (37) of 2002 and it's executive regulations.

- Enclose a copy of the Commercial Registration Certificate valid for the current year, and related to the subject prequalification invitation.
- Attach a copy of the articles of Association of the company's primary Status, and has to be included/matched with the prequalification subject.
- Enclose a copy of Certificate of Compliance with the Employment Percentage for Bahraini Manpower issued by Ministry of Labour.
- Ensure to stamp with the official seal on all the original documents and copies there-of, which form part of the Prequalification Documents.

- All Prequalification Applications (one hard copies & two soft copies in PDF format) should be deposited in the Prequalification box provided at Tender Board's Offices at Al Moayyed Tower, 7th Floor, Seef Area ,starting from: 30th April 2017 till the Prequalification closing date on 03rd May 2017, before 1.30 pm. The opening process will take place on Thursday 04th May 2017 at Tender Board's offices.

- (a) All the prospective Applicants are reminded that all expenses related to participating in this Prequalification Invitation shall be at their own cost. EWA shall in no case be responsible or liable for those costs, regardless of the outcome of this prequalification process.
- (b) This invitation is notified as 'Public' and 'open' to all eligible applicants, and therefore the participants themselves must judge their eligibility to participate in this Prequalification Invitation and decide, if costs, time and efforts spent by them shall be worth to participate, after examining all these nine (9) nos. criteria from (i) to (ix) listed in item (c), below.
- (c) The mandatory eligibility criteria set by EWA are :-
- (i) The organization must be registered in the Kingdom of Bahrain, possessing a valid CR, authorized to do the relevant work, and not been barred from undertaking EWA Contract jobs or MTC jobs.
 - (ii) Classified as not less than B category contractor by the Ministry of Works, Kingdom of Bahrain.
 - (iii) The Contractor shall have adequate technical experience, and acquired management exposure in all activities for Maintenance & Re-coating jobs for Mild Steel Tanks.
 - (iv) A proven track record of successful project execution for the previous 3 years.
 - (v) Annual turnover of a minimum sum of BD. 50,000/=, evidenced by Audited Financial documents for the previous 3 years, and should be free from any type of pending litigation.
 - (vi) Must produce authentic documented evidence of having employed necessary technical staff, skilled and certified working crew, and all indicated in the organization chart.
 - (vii) Must produce authentic documental evidence of having all essential work equipments as either owned or long-term hired/leased.
 - (viii) Have company financial ratios as indicated in PART-C of this Prequalification document.
 - (ix) The organization should be in existence for previous three years or more in the Kingdom of Bahrain, and in case of Joint Venture or Consortium (JVC), the lead-partner should be in existence for previous three years or more in the field of similar nature of work, in the Kingdom of Bahrain.

- (d) In the case of a Contracting firm, it may be a single entity or a combination of entities in the form of Joint Venture /Consortium (JVC) with the formal intent, to undertake WTD Tank Maintenance & Re-coating jobs.
- (e) In the case of a JVC, the following conditions are to be satisfied:
- (i) The existence of formation must be evidenced by a letter of intent, to enter into an agreement or under an existing agreement.
 - (ii) It will be deemed that all partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms.
 - (iii) The JVC shall nominate a Management Representative who shall have the authority to conduct all business for and on behalf of any and all the partners of the JVC during the prequalification process and, in the event the JVC is prequalified, during the bidding process, and in the event the JVC is awarded the Contract, during contract execution.
 - (iv) All partners constituting the JVC shall be from only those countries which are accepted as per Commercial regulations in Bahrain, and the JVC's Lead-partner must be a locally registered organization in Bahrain with good business standing for the previous three (3) years.

6. PARTICULAR CONDITIONS FOR PARTICIPATION

The following conditions for Participation must be strictly adhered to in all cases, else, if found violated, will result in rejection of the proposal.

- (i) None among the Applicants shall have a conflict of interest. Applicants who are found to have a conflict of interest shall be disqualified from participating in this prequalification process. An Applicant may be considered to have a conflict of interest with one or more parties in this prequalification process, as given below:
- (ii) An Applicant has been engaged by the Employer to provide consulting services for the preparation of this invitation documentation for Prequalification.
- (iii) An Applicant is any of its associates/affiliates (inclusive of parent firms) mentioned in part- (ii) above;
- (iv) An Applicant lends, or temporarily deposes its personnel to firms or organizations which are engaged in consulting services for the preparation of this invitation documentation for Prequalification, or if the personnel would be involved in any capacity in this above job category.
- (v) An Applicant shall submit only one application in the same Prequalification process, either individually as an Applicant or as JVC. An Applicant who submits, or participates through more than one application will cause all the applications in which the Applicant has participated to be rejected by EWA.
- (vi) No Applicant can be a Main Contractor and also at same time, a Subcontractor to another Main contractor in his own capacity, or as a partner of a JVC in the same Prequalification process.

- (vi) A subcontractor may participate as Sub contractor to a Main Contractor, but all his participation must be in such capacity as Sub-contractor only, and must not submit his individual application as Main Contractor in the same prequalification process.
- (vii) When a JVC participating as Individual Applicant, must not participate as Sub-contractor to any other Main Contractor.
- (vii) All Applicants are reminded that, if asked for, they shall provide such evidence of their continued eligibility of participation conditions, even after having pre-qualified and subsequently during undertaking the contract jobs awarded by EWA.
- (ix) The primary language for submittals and all communications shall be in English only. However, as an only alternative language, submittals in Arabic language by Applicant/Contractor would be acceptable, subject to the provision that they are accompanied by an accurate translation in English of all the information given, in which case, for purposes of interpretation of the application, the translation shall be considered as accurate and final.
- (x) EWA reserves the right to accept or reject any application, and/or to annul the prequalification process altogether and reject all applications at any time, without thereby incurring any liability to any Applicants/Contractors.

7. PROCEDURE FOR DOCUMENT SUBMITTAL

The prospective Applicant after having satisfied of their self-assessment as given in the Clause-5, item (c) above, shall purchase the Specified proper Documents either in Printed format or in Digital format as notified by the Tender Board.

- a) After obtaining the proper documents, verify for its integrity, legibility and correctness of pages as per contents listed in the Clause-2 above. In case, any missing / illegible pages are noticed, it should be brought to the attention of Document issuing officer and appropriate action should be taken for rectification of the missing or illegible sheets, immediately, within two days of purchase.
- b) The Applicants are cautioned that, in case they fail to provide the necessary data and information requested for by EWA, due to missing or illegible sheets in the purchased documents, the Evaluation will not be carried out on such submittals and eventually, their eligibility to stand for prequalification will be disqualified on account of not providing the necessary information.
- c) The Applicant/Contractor must read all Clauses, Instructions, Attachments, Forms, and Terms and conditions provided in the Prequalification Documents in its entirety and must be fully conversant with all the Clauses specified in the documentation, and to confirm this, a Declaration Statement should be signed by an Authorized Official of the company, affixing company stamp, which is provided in PART-D of this document.

- d) All information asked for in the Prequalification documents should be either typed or hand written in commercial standard fonts, and should be clearly readable.
- e) Information must be furnished against the respective columns given therein in the document itself.
- f) If the information is required to be furnished in the separate document, reference to the same should be given against respective columns in all such cases.
- g) If any particulars/query is not applicable or not available in the case of applicant, it should be stated as 'not applicable' or 'not available' as the case may be.
- h) Overwriting is not permitted. In case of corrections, it should be neatly written above the unwanted, after crossing out those unwanted, followed by initials of the authorized official, who has signed the Declaration Statement given in PART-D.
- i) Alteration in page numbering is not permitted in any of the pre-qualification documents included in this package, which are originally numbered sequentially indicating page number aside to total of pages in each page at bottom right corner.
- j) Applicants have to be sure that they are giving complete information asked for in the documents and giving it in clear terms.
- k) All Applicants/Contractors are required to ensure that they have provided all the required information asked for by EWA, making a cross verification of the EVALUATION CRITERIA given in PART-C.
- l) The Applicant shall prepare one original of the SUBMITTAL, comprising of all required DOCUMENTS as asked for, inside a sealed envelope and clearly marked "ORIGINAL", along with Prequalification Invitation Number to appear at the right side top corner of the envelop and at left side bottom corner shall bear the Name and telephone number of the Applicant.
- m) The ORIGINAL Submittal shall be typed or hand written clearly readable and all pages shall be officially stamped and initialled by the same person who is duly authorized to sign on behalf of the Applicant/ Contractor in the Part-D, Declaration Statement of the Prequalification.
- n) The Applicant shall prepare two copies of the 'original' submittal of PART-A & PART-B and PART-C and PART-D only, to be placed in closed envelop and clearly marked 'TWO -COPIES', along with the Prequalification Invitation Number to appear at the right side top corner of the envelop and at the left side bottom corner shall bear the Name and telephone number of the Applicant.
- o) One soft copy of all the documentation in PDF format should also be submitted.

- p) The Submission of the both envelopes as prepared above, shall be delivered as per the instruction given in the notification by the Tender Board, before the closing Date & Time indicated therein.
- q) Submittals made by FAX/ E-mail and those received late, will not be accepted.

8. PROCEDURE FOR CLARIFICATIONS.

- a) Applicants who have queries regarding the Prequalification Documents shall write to Chief - Maintenance, Water Transmission Directorate, CC; Chief – Contracts & Tenders, Purchasing & Supply Directorate and fax to the details given in the Clause -10 of this document, within 10 calendar days, from the date notified for sale of Prequalification Invitation documents.
- b) The response to all such queries will be provided in general, without identifying its source, through a Pre-tender meeting that will be conducted after 15 calendar days from the date notified for Sale of documents. In order to ascertain the exact Date & time and venue for the above pre-tender meeting, all Applicants are required to contact Chief – Maintenance, Water Transmission Directorate, on the Contact number given in the Clause-10 of this document.
- c) It is made mandatory for all Participating Applicants to attend the above Pre-tender meeting, in order to receive any Addendum or Amendments issued to the published documents, which becomes part of the notified Prequalification documents, as for the clarifications, if any, provided in the meeting.
- d) Failure of the Applicant/Contractor to attend the Pre-tender meeting and consequently missing out the Amendments/Addendum, shall make them accountable for rejection of their submittals due to missing of necessary information required by EWA
- e) The typical Scope of Work to be included in the future competitive tenders called for by the Tendering Board on behalf of EWA called for contract jobs of Maintenance and Re-coating of WTD Water Tanks are given in the PART-E and, the Specification for Coating system to be applied are given in the PART-F of the Prequalification Invitation documentation.

9. PROCEDURE FOR PREQUALIFICATION EVALUATION.

- a) After closing date of the Prequalification Invitation notification, all Prequalification submittals will be opened by the Tender board and after having recorded the receipt of Submittals by Participants, the documents will be received by WTD, through PSD, for joint evaluation and assessment.
- b) The data and information in the submittals will be scrutinized and accessed for its adequacy and worthiness in meeting requirements as outlined in the Evaluation criteria sheet.

- c) To facilitate true evaluation of applications, EWA may, at its discretion, shall ask any Applicant for a clarification of its application which should be submitted in writing, within the requested time, indicated in EWA's query.
- d) If an Applicant does not provide clarifications of the information requested by EWA, before the due date and time given in the EWA's request for clarification, the particular application can be rejected.
- e) All Applicants are reminded that, EWA reserves its right to reject any submittal which is considered non-responsive upon its evaluation and observed that the submittal did not fulfil the requirements of the Prequalification Invitation terms & conditions.
- f) The officials of EWA shall use the factors, methods, criteria, and requirements defined in Evaluation Criteria to evaluate the qualifications of the Applicants. The use of other type of methods, criteria, or requirements will not be applied.
- g) The experience and financial resources of sub-contractors will not be added to the Main Applicant for purposes of prequalification, unless the applicant is a JVC.
- h) For the purpose of pre-qualification, applicant will be evaluated on basis of the initial information in PART-A & PART-B, and those qualifying, will then be further evaluated as per the enclosed evaluation criteria.
- i) Applicants, whose submittals have been determined to be substantially responsive to the requirements of the Prequalification and who have met or exceeded the specified cut-of-level, shall be shortlisted for physical verification through Site-visit.
- j) All those short listed Applicants as above, will be contacted and after coordinating with the Applicant, a 'Site-visit ' will be conducted by a team of Field engineers from WTD & PSD, with the purpose of making a physical verification and assessment of the Information furnished by the Contractor in the Prequalification Invitation documents.
- k) Thereafter, if the physical verification and assessment of the information given are found authentic and accurate, the scores will be allocated for each criteria, and finally total score will be computed, and all those who score minimum 75% or above, will be determined as successful and their name will be included in the registry for Prequalified Contractors for WTD Tank Maintenance & Re-coating jobs.
- l) This list of Pre-qualified Contractors will be attached to each tender for WTD Tank Maintenance & Re-coating jobs as Annexure, and thereby, only those whose names appear in this Pre Qualified List, will be eligible to offer their quotes for the particular tender for Maintenance & Recoating jobs for WTD Tanks.
- m) EWA's policy demands that all Applicants to observe the highest standard of business ethics during the process of Prequalification.
- n) In pursuance of this policy, if EWA discover that an Applicant/Contractor had engaged in corrupt or fraudulent practices in competing for the prequalification process in question; in such cases, the subjected Contractor will be declared as disqualified, for a period determined by EWA, from participating in EWA tenders.

- o) The information relating to the evaluation of applications, and recommendation for prequalification, shall not be disclosed to Applicants or any other persons who are not officially concerned with such process.

10. POINT OF COMMUNICATION BETWEEN EWA & APPLICANTS

- a) The point of communication for all technical clarifications will be as below:
- (1) Mr. Jalil Fardan, Tel: 17995857 / Mr. Ali Tarif - Tel : 17995839
- (3) All written communications should be addressed to: The Chief – Maintenance, Water Transmission Directorate (Fax. 17162883, 17783046), with a copy to : The Chief – Contracts & Tenders, Purchasing & Supply Directorate, (Fax. 17702041)
- b) The Bidders should indicate the Name, Designation and Contact Tel. No: of the person/s from their organization, who can be contacted for technical clarifications as well as commercial clarifications, in their Prequalification offer.

11. ACKNOWLEDGEMENT OF CLAUSES & TERMS

Note: Authorized Official of the company, in his role equivalent to General Manager / Managing Director / Sole Proprietor / Chairman /President / CEO or above only, should sign this sheet, on behalf of the Organization. By signing and stamping this document as below, it would be confirmed that the responsible officials is/ are fully conversant and shall comply with all the Clauses & Terms specified in these documentation, together with all the attachments listed in Clause-2 above.

Signature :

Date :

Name :

Designation :

Office Tel: Mobile:

Company :

Company
Seal

Company Tel No:..... FAX No:

E-mail:



PART – B - (QUESTIONNAIRE)



NOTE: Interested Organizations shall fill-in the details in this application and submit all the documents to support their claims. If the space provided in this Questionnaire is not enough, please use separate sheets. All the attached sheets/documents shall be duly numbered.

1.0 GUIDELINES

- 1.1 This Questionnaire/Assessment Guide is issued to those organizations interested to register as a candidate for undertaking certain job in Electricity & Water Authority (EWA). This job shall be carried out in accordance to the prevailing policies & regulations as applicable or made applicable by EWA or other applicable regulations such as the services manual.
- 1.2 Organizations desirous of pre-qualifying to participate in regular tenders for supplying services, shall submit their application in the prescribed form to Purchase Planning & Quality Control (PPQC) Section of Purchasing & Supply Directorate (PSD).
- 1.3 The Organization's authorized signatory to this Questionnaire/Assessment Guide shall assume full responsibility for the genuineness & accuracy of the information provided in this Questionnaire/Assessment Guide.
- 1.4 The short listed organizations applying for pre-qualification will be subjected to auditing and assessment as per EWA's procedures.
- 1.5 This invitation for submission of information & details by the Organization does not constitute an offer by EWA to carry out Job(s), undertake or a promise to enter into a contract with the Organization. Registered Pre-qualified/Approved organizations are only eligible to execute the contracting job(s) as per EWA's procedures.
- 1.6 The Organization shall furnish, whenever necessary, all documentary evidences supported with the information/details requested in this Questionnaire/Assessment Guide. Such documents forming part of this Questionnaire/Assessment Guide shall set out the basic data required by EWA for assessment. It shall be the responsibility of the Organization to supply full information to establish its competency.
- 1.7 The Information supplied in this Questionnaire/Assessment Guide shall form part of the contract to be signed in future with the selected Pre-Qualified/Approved) Organizations. Therefore, any change from it, shall be notified forthwith to EWA. All information supplied by the Organization to establish its competency to undertake EWA's job(s) shall remain true, accurate and valid throughout the entire tenure of the contract.

- 1.8 An organization applying for Pre-Qualification shall furnish the information required by EWA in the Questionnaire in the following form,
- If certain parts of the Questionnaire/Assessment Guide are not relevant to the Organizations activity, then, these parts shall be filled with the remark "Not Applicable".
 - If the space provided in the Questionnaire/Assessment Guide is not sufficient, then additional sheets, with cross references may be attached.
 - All submissions must be duplicated (one original & two copies).
 - If the Organization was invited for pre-qualification, all submissions (original & copies) must be received by EWA on or before the specified closing date in the invitation letter (if any).
- 1.9 The information & details furnished hereunder by the Organization shall be treated as confidential, but EWA reserves its right & authority to verify the genuineness by physical inspection and audit through official visits, and also by referring to clients, consultants, bankers as indicated by the Organization in the documents submitted for pre-qualification.
- 1.10 The Organization's authorized signatory is required to sign with date as called for, and the company's Stamp should be affixed on all pages of the Questionnaire/Assessment Guide & documents submitted for Pre-Qualification. EWA reserves the right to reject any application with incomplete submissions, or wrong or misleading information furnished by the Organization.

2.0 ORGANIZATION'S DETAILS

2.1 Name of the Company: _____

2.2.1 C.R. No. : _____ (Attach Copy) & Year of Registration: _____

Business Category: _____

2.2.2 Service/ Job for which Prequalification is required :

2.3 Ownership Details:

	<u>Name</u>	<u>P.O Box/Address</u>	<u>Tel. No.</u>
(a)	_____	_____	_____
(b)	_____	_____	_____

2.4 Sponsorship Details:

	<u>Name</u>	<u>P.O Box/Address</u>	<u>Tel. No.</u>
	_____	_____	_____

2.5 Partnership Details:

	<u>Name</u>	<u>P.O Box/Address</u>	<u>Tel. No.</u>
(a)	_____	_____	_____
(b)	_____	_____	_____
(c)	_____	_____	_____

2.6 Sole Proprietorship Details:

	<u>Name</u>	<u>P.O Box/Address</u>	<u>Tel. No.</u>
	_____	_____	_____

2.7 Company's Management Officials:

	<u>Name</u>	<u>Tel. No.</u>
(a) Chairman	_____	_____
(b) Managing Director	_____	_____
(c) Finance Director	_____	_____

2.8 Associated Organizations/ Sister Concerns: (Attach a copy of the Organization Chart)

	<u>Name</u>	<u>Address</u>	<u>Tel. No.</u>
(a)	_____	_____	_____
(b)	_____	_____	_____
(c)	_____	_____	_____

2.9 *Company's Full Address:*

Bldg: _____ Road: _____ Area: _____ Country: _____
P.O. Box: _____ Tel. No.: _____ Fax. No.: _____

2.10 *Office E-mail Address:* _____

2.11 *Web Site:* _____

2.12 *Drawing Office Facilities: (if available, furnish the address & details below)*

2.13 *Number & Size of Transportable Site Offices (Porta-cabins) Available:*

2.14 *Communication Facilities: (for staff associated with Contract jobs)*

(i) *Direct Lines:*

	<u>Contact Person</u>	<u>Designation</u>	<u>Number</u>
(a)	_____	_____	_____
(b)	_____	_____	_____
(c)	_____	_____	_____

(ii) *Mobile Phones:*

	<u>Contact Persons</u>	<u>Designation</u>	<u>Number</u>
(a)	_____	_____	_____
(b)	_____	_____	_____
(c)	_____	_____	_____

2.15 *Internal Inspection & Quality Control Process.*
(if any, pls. attach copy)

2.16 *Registration/Accreditation obtained from International Standard Organizations:*
(if any, pls. attach copy)

3.0 Manpower Details

The following table indicates the staffing requirements and the organization must ensure that employees assigned to the EWA's job(s) must have necessary job field expertise.

sl.	<u>STAFF / TITLE</u>	<u>STATUS REQUIRED</u>	<u>Minimum Nos. required</u>	<u>No. of Staff Available in Organization Rolls</u>
	<u>NOTE :</u> Minimum manpower required for each category will be as per the Status and Nos. indicated.			
1	Site Engineer (CRPEP Licensee)	Employee	1	
2	Safety Officer (Trade Certified)	Employee	2	
3	Coating Supervisor (Trade Certified)	Employed / Hired	2	
4	Site Foreman (Trade Certified)	Employed / Hired	2	
5	Spray Painters (Trade Certified)	Employed / Hired	6	
6	M.S -Plate Fitter (Trade Certified)	Employed / Hired	1	
7	Plumber (Trade Certified)	Employed / Hired	1	
8	Grit Blaster (Trade Certified)	Employed / Hired	8	
9	Welder (Trade Certified)	Employed / Hired	2	
10	Job Planner & Controller (Diploma)	Employed / Hired	1	
11	Draftsman for Shop drawings	Employed / Hired	1	
12	Secretary / Telephone Operator	Employee	1	
13	Skilled Labourers	Employed / Hired	12	

NOTE: Please attach the following documents:

- i) Copy of CPR cards together with 'SMART-CARD-PRINT-OUT' of the employees mentioned above.
- ii) Copy of the License issued to the Engineer/Technician by "The Council for Regulating the Practice of Engineering Professions", Bahrain (CRPEP).
- iii) Copy of the License issued to the Wireman by Electricity Distribution Directorate, EWA.
- iv) Copy of Payment to GOSI for the current year.
- v) Copy of the Certificate issued by Ministry of Labour.

3.1 Manpower Details

In this section, please provide details **for each staff** that your organization **has, who are to be assigned for EWA's job(s)**. **USE THE TEMPLATE GIVEN BELOW FOR EACH EMPLOYEE & ATTACH COPIED SHEETS, IF REQUIRED.**

<i>Designation</i>	
--------------------	--

<i>Full Name</i>	
------------------	--

<i>CPR</i>	<i>Nationality</i>	<i>Expiry Date</i>	<i>Position Title (as per CPR)</i>

<i>EDD License No.</i>	<i>EDD License Title</i>	<i>Issue Date</i>	<i>Expiry Date</i>

<i>CRPEP Reg. No.</i>	<i>CRPEP Position Title</i>	<i>Issue Date</i>	<i>Expiry Date</i>

<i>Trade Reg./Certificate No.</i>	<i>Title as given in the Certificate</i>	<i>Issue Date</i>	<i>Expiry Date</i>
(1)			
(2)			

<i>Driving License</i>	<i>License No</i>	<i>Badge No: (if any)</i>	<i>Validity Date</i>
(1)- Light Duty / Commercial			
(2)- Heavy Duty			

<i>Office Telephone No.</i>	<i>Mobile No.</i>	<i>Others contacts</i>

<i>Work Experience in this Field and Trade Certifications obtained</i>

IMPORTANT: (All Submissions & Copies Must Be Clear & Readable)

- All information provided must be supported with CV & documentary evidence.
- The minimum acceptable requirements for this item is as indicated in the table 1.
- CPR copies and the Smart Card print-out for the above mentioned staff shall conform to the position or trade indicated above.

4.0 WORK EQUIPMENT, TOOLS & VEHICLES:

NOTE : The Organization shall at all times maintain work equipment and testing instruments and Tools required for carrying out EWA's job(s) effectively and efficiently. A list of Tools/Equipments, Instruments in possession to be listed in the column below, and such a list must be always available on demand by WTD Engineer ,along with the condition status as BEST/GOOD/FAIR, for the Equipment/Instruments and other essential Tools during the Pre-Qualification stage as well as at the contract awarding and prequalification re-assessment stage.

No	Plant/Equipment	Qty Available	Make/Type Model	Condition Best/Good	Status Required	Minimum Required
1	Crane - 30 ton @mtrs Crane - 25 ton @mtrs Crane - 15 ton @mtrs				Owned/ Hired	1
2	Tower Wagon 55mtrs Tower Wagon 45mtrs Tower Wagon 35mtrs Tower Wagon 25mtrs Tower Wagon 15mtrs				Owned/ Hired	1
3	JCB or equivalent				Owned/ Hired	1
4	Rock Breaker				Owned/ Hired	1
5	Compressor- 175 cfm @ 7 bar Compressor- 250 cfm @ 7 bar				Owned	1
6	Eductor				Owned/ Hired	1
7	Gritblasting Machine -300 lb Gritblasting Machine -600 lb				Owned	1
8	Pickup car				Owned	1
9	Van -15 seater				Owned/ Hired	1
10	Six Wheeler Loader Truck				Owned/ Hired	1
11	Crane mounted Truck (HIAB)				Owned/ Hired	1
12	Water Tanker				Owned/ Hired	1
13	Mobile Phones				Owned	1
14	Angle Grinder				Owned	1
15	Pumping Equipment				Owned	1
16	Welding Machine (portable, 100-500 Amps)				Owned/ Hired	1
17	Beveling Machine-Straight				Owned/ Hired	1

18	Vacuum Cleaner -10 to 50 liters dust & water.				Owned	1
19	Air Water Separator -2to5-liters				Owned	1
20	Pneumatic Stirrer for mixing paint.				Owned	1
21	Airless Spray Machine (solvent free, 3000 psi).				Owned	1
22	Digital Dry thickness Gauge for coatings				Owned	1
23	Wet Thickness Gauge for coatings				Owned	1
24	Holiday Detector 0 - 4000 volts				Owned	1
25	Adhesion Tester				Owned	1
26	Profile Tester				Owned	1
27	Whirling Hydrometer				Owned	1
28	Magnetic Steel Thermometer				Owned	1
29	Dew Point Calculator				Owned	1
30	Ventilation/Suction Fan Equipment to provide air change to keep solvent fumes within safe limits : 500 cfm 1000 cfm 1500 cfm				Owned	1
31	Safety Gears Set (Helmets, Safety Shoes, Rubber Boots, Gloves Eye,Protection Glasses) – (FULL sets required for each Crew personnel in accordance to OSHA Regulations)				Owned	1 Full set for each Work personnel
32	TARPAULINS/SHADE NETS FOR DUST-PROOFING WORK ENVIRONMENT				Owned/ Hired	As required
33	Traffic Control Equipment Safety Sign Board Cones (set) Warning Lights (set) Hazard Lights (set)Traffic Control Equipment				Owned	Qty to be adequate to Site conditions
34	SUB-CONTRACTED JOBS	List the all Sub-contracted jobs with justified explanatory Sheets , and indicate the names of the proposed Sub-contractors and their Tel.nos & E-mail				

5.0 Health and Safety

5.1 *The organization shall have a well-established Health and Safety Policy, with Management commitment and employee involvement. The objective of this requirement is to analyse that there is a planned and systematic approach to implementing the health and safety policy through an effective health and safety management system.*

*(1) Does a written action plan to identify and control hazards, define safety responsibilities and respond to emergencies that result in the prevention of accidents and occupational hazards exist ? **YES / NO** (if Yes, Provide a copy)*

*(2) Is there a systematic review of safety performance based on data from monitoring and auditing of the whole health and safety management system? **YES / NO** (if Yes, Provide a copy of the recent review report)*

*(3) Availability of safety gears in accordance with 'OSHA', individually for each personnel according to the job demand. **YES / NO***

*(4) All field organization staff are Trained in first aid, to respond to cases of any injuries & accidents in the field. **YES / NO***

*(5) Do you adopt and are certified in any of the Health and Safety Management Standard such as ISO 45001? **YES / NO** (If, Yes provide documentary evidence)*

6.0 Previous Experience Details:

6.1 Name of Organization: _____

6.2 List of Projects completed in the previous Five (5) years (Attach additional sheets, if required and **Provide Documentary Evidence for the Projects executed**)

No	Project/ Job Title	Client	Total Contract Sum in BD	YEAR Completed	Work Period in Months
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

6.3 Please provide name, designation and contact details for the contact person from the client side, for each of the above projects

7.0 Financial Details

7.1 Name of the Organization: _____

Note: Please provide the following audited financial statements for the last three years.

- (1) Balance Sheet
- (2) Profit & Loss Statement
- (3) Cash Flow Statement

7.2 Name (s), Addresses & Contact Nos. of Bankers

- (a)
- (b)
- (c)

Note: Please advise your Banker(s) to forward details of the Financial Status of your Company under a confidential cover, to the Director, Purchasing & Supply, P.O. Box: 2, Manama, Kingdom of Bahrain, within two (2) weeks, after submission of this Questionnaire/Assessment Guide for Pre-Qualification.

7.3 Details of the highest official handling Financial Affairs:

Name: _____
Designation: _____
Qualifications: _____
Contact Details: _____

8.0 Authorization

List of persons Authorized to sign on behalf of the Organization

8.1 *Contract & Technical Documents*

Name

Specimen Signature(s)

_____	_____
_____	_____
_____	_____

8.2 *Company Cheques: (No. of Signatures Required: >.....nos.)*

Name

Specimen Signature(s)

_____	_____
_____	_____
_____	_____

8.3 *Variation Orders / Work Schedules / Receipt of Site Instruction*

Name

Specimen Signature(s)

_____	_____
_____	_____
_____	_____

8.4 *Financial Matters:*

Name

Specimen Signature(s)

_____	_____
_____	_____
_____	_____

PART - C - (EVALUATION CRITERIA)

1.0 Methodology of Evaluation.

- 1.1. The evaluation will be in accordance with the Evaluation Criteria shown below.
- 1.2. All submittals received will be professionally scrutinized by the Evaluation Committee verifying for full 'compliance' to terms, conditions, specifications and requirements. Only those offers which are found 'responsive' in meeting all requirements called for in the Prequalification will be 'shortlisted' for further evaluation.
- 1.3. The shortlisted 'responsive' submittals will be further evaluated for "Site-Visit" information collected based on criteria and weight-age marks shown in the following Score matrix. If the Applicant does not score the Minimum in each Criteria, then his submittal will be disqualified . The 'Final Score' received for each Applicant will be 'computed', and all those who obtain "PASS MARKS (80% and above)" will be selected for registering their name in the "Prequalified Contractors for WTD Tanks Maintenance & Re-coating jobs".

2.0 Score matrix

Evaluation criteria Requirements & Sub-Score and Total Score by %

No.	Criteria	Requirements	Break-up of Weightage by Percentage (%)	Weightage by Percentage (%)	Minimum Score Required
1	Administration Facilities	Name & Contact of Person(s) to communicate and qualified in English correspondence.	3%	10%	If score is less than 8% , then Applicant will be disqualified.
		- Offices, Drawing, Storage	2%		
		- Workshop Facilities	5%		
2	Financial Strength	Contractor's previous Three years audited financial Statement.	Mandatory	15%	If score is less than 12% , then Applicant will be disqualified
		Previous Three years audited Cash flow Statement.	Mandatory		
		- Current Ratio => 1.2) (Current Asset / Current Liabilities)@-pro-rata	7.50%		
		- Debt Ratio = (< 0.8) (Net Debt/ Total Asset) @-pro-rata	7.50%		
3	Human Resources	Minimum Essential Requirements of Manpower (as per specified nos.)	10%	25%	If score is less than 20% , then Applicant will be disqualified
		- Qualification-Technical Staff-	5%		
		- Experience-Technical Staff-pro-rata	5%		
		- CERTIFICATION / LICENSE.-@ grade	5%		
4	WORK/ Equipment	Minimum Essential Requirements of Equipments (as per specified nos.)	15%	20%	If score is less than 16% , then Applicant will be disqualified
		- Owned Equipment			
		- Long term Hire/Lease Agreement.			
5	Work Shop Facilities	Minimum Essential Requirements of Instruments (as per specified nos.) with evidence of Ownership	5 %	5%	If score is less than 4% , then Applicant will be disqualified
6	Experience & Previous Performance References	- List of successful projects in the same field with EWA	12%	20%	If score is less than 16% , then Applicant will be disqualified
		- List of successful projects in the same field, outside EWA. (for the Previous 5 years)	8%		
7	Response to Prequalification Documentation requirements	- Receiving all required Information in the first Submission.	3%	5%	If score is less than 4% , then Applicant will be disqualified
		- Ease of obtaining subsequent information from the contractor.	2%		
TOTAL SCORE			100%	100%	80%

EXPLANATORY NOTES for Pre-Qualification Criteria

To be shortlisted as a candidate for pre-qualification, the organization must fulfil all essential requirements set out in this document.

For shortlisted candidates, evaluation will be based on the following criteria:

CRITERIA	COMMENTS
Stability and Company Solvency	<i>Please provide the last 3 years of audited financial records (balance sheet, statement of income, statement of cash flows and any other financial statement that you consider necessary).</i>
Experience in Relevant Projects	<i>Please provide proof of experience in relevant / related projects. By proof of experience, please include items such as project duration, project value, client project contact and project description (Copy of Contract/ Purchase Order to be provided, along with relevant referral contacts).</i>
Organization's Qualified Staff Quality and Quantity	<i>Please ensure that details for each staff qualified to work on the EWA project are properly included.</i>
Qualities above the minimum requirement that offer better value for money	<i>Please clearly specify any terms above the minimum conditions set out in the scope of this pre-qualification document that will offer EWA better value for money (for example, better qualified personnel, more staff, policies, globally recognized quality certifications ...etc).</i>
Response to Questionnaire Quality	<i>Please ensure that all items requested under this documentation are carefully addressed and properly responded in the submittal.</i>

PART – D - (DECLARATION STATEMENT)

D.1 Name of the Organization: _____

D.2 I , Mr./Ms. _____, for and on behalf of the above mentioned Organization, do hereby declare that the information given throughout this Submittal is true and accurate to the best of my knowledge & belief. We have not withheld any relevant information, and/or, given any wrong or misleading information. If we are qualified on the basis of information provided by us, and a contract work is being executed between us, we undertake unconditionally, to maintain our competency as portrayed in this document, throughout the tenure of the said contract.

We also clearly understand that, we shall remain prepared to carry out all jobs awarded to us at prior-specified short notices and also jobs of prior-specified minimum value as agreed by us, and being allocated to us from time to time. In the event of your discovery of us, having withheld any relevant information, and/or, any information supplied by us is found inaccurate, false, or misleading, we clearly understand that our application for Pre-Qualification will be summarily rejected, and also if such act is discovered in future, all work orders issued to us will be forthwith cancelled, and our name will be removed from the list of Pre-Qualified Register, in addition to any contractual or legal action, that you may choose to take against us.

NOTE : (*) The person signing this Declaration shall not be other than the Chairman, President, Managing Director, Proprietor, or General Manager.

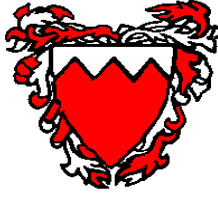
Signature (*):

Full Name:

Designation:

Date:

Company
Stamp



KINGDOM OF BAHRAIN
ELECTRICITY & WATER AUTHORITY
PURCHASING & SUPPLY DIRECTORATE
INVITATION FOR PRE-QUALIFICATION OF CONCERNED
CONTRACTORS FOR MAINTENANCE & RE-COATING WORKS OF
WATER TANKS (MILD STEEL)
WATER TRANSMISSION DIRECTORATE.
PRQ # 4204-2017-4500-WTD

Declaration

Name of the Contractor:.....

Mr/s. (Full Name)..... for and on behalf of the above mentioned Organizations, do hereby declare the acceptance to the inspection conducted by EWA's representatives to the works/ offices/ stores/ workshops of the contractor.

Full Name:.....

Designation:.....

Date:.....

Signature:.....

Company Stamp

Checklist of Documents/ Attachments

No.	Documents	Choose
1	Copy of CR	Yes/ No
2	Ministry of Works Contractor Classification Certificate	Yes/ No
3	In the Case of JVC, LOI & Copy of the Agreement	Yes/ No
4	Organization Chart	Yes/ No
5	CPR Copies along with SMART CARD details of relevant employees	Yes/ No
6	CRPEP licence & CV Copy for Technical Staff	Yes/ No
7	Copy of License issued to Wireman by Electricity Distribution Directorate, EWA	Yes/ No
8	Payment to GOSI for the current year	Yes/ No
9	Certificate issued by Ministry of Labour with respect to Percentage of Bahraini Nationals employed	Yes/ No
10	Balance Sheet for the last Three Years	Yes/ No
11	Profit & Loss Statement for the last Three Years	Yes/ No
12	Cash Flow Statement for the last Three Years	Yes/ No
13	Acceptance of Clauses & Terms (Part A, Section 11)	Yes/ No
14	One Soft copy of the Proposal (Part A, Section 7)	Yes/ No
15	One Original and Two Hard Copies of the Proposal (Part A, Section 7)	Yes/ No
16	Provide all relevant Manpower Details (Part B, Section 3)	Yes/ No
17	Provide Equipment, Tools & Vehicles Details (Part B, Section 4)	Yes/ No
18	Answer & Provide all Documents related to Health & Safety (Part B, Section 5)	Yes/ No
19	Provide Previous Experience Details (Part B, Section 6)	Yes/ No
20	Previous Projects Client Contact Details Provided	Yes/ No
21	Provide Authorization Details (Par B , Section 8)	Yes/ No
22	Complete & Stamp Declaration Statement (Part D)	Yes/ No
23	Copy of Accreditation/s	Yes/ No